

# CFPA-E Training Commission

**Location** Copenhagen Denmark.

**Date** Wednesday 11th of October 2023

Members in attendance

No	Member Country	Name	Post	Member organisation	Present
1	Austria	Wolfgang Neumüller		BVS	
2	Belgium	Christopher Boon		ANPI In Guideline Commission	
3	Czech Republic	Kamilla Smolka		Majaczech zs AM GC	
4	Denmark	Pia Mark		DBI	
5	Finland	Heli Salovaara	Vice Chair	SPEK	
6	France	Jerome Richard		CNPP	
7	Germany	Ingeborg Schlosser		VdS	
8	Turkey	Asuman Erkul		FPPA	
9	Greece	Yiannis Kontoulis		Elipyka PM GC	
10	Italy			AIAS	
11	Norway	Lina Harme		Norsk Brannvernforeningen	
12	Portugal	Monica Baeta		APSEI	
13	Slovenia	Marcel Kalan		SZPV	
14	Spain	Mirna Rodriguez		CEPREVEN	
15	Sweden	Pia Ljunggren		Brandskyddsföreningen	
16	Switzerland	Katerina Adelberger		Swiss Safety Centre AG	
17	Macedonia	Zoran Kochoski		Kouzoun	
18	UK	John Briggs	Chair	FPA	
19	UK	Kelly Donoghue		FPA	
20	Sweden	Isabell Liungman Bosaeus		Brandskyddsföreningen	
21	CFPA-E	Tommy Ardivissson		CFPA Director PM	

## 1. Welcome and introductions

- Apologies – Mirna Spain not well today
- Advised that JB will be taking Tommy's role. KD will retain in the interim. Any one who is interested in being considered for the role please inform Tommy. Appointment will be approved by MC in March 2024 and by GA in May 2024.
- **2. Agenda to be approved**
- Approved

## 3. Minutes of the last meeting- Linz Austria March 2023

- Minutes approved

#### **4. Presentation by Host – Pia Mark DBI**

- Main facility. Many types of Fire and Security. Training and Fire Testing is substantial. DBI has seen growth in the last 5-6 years, In 10 years, it has more than doubled the number of employees. Where we are hosted are new facilities and offices. There are many different activities, with 23 departments. A good deal of development has taken place in recent years. Courses range from Hot Work Courses which is funded, to larger courses. There are 5 people working in the training department, but mainly we hire the best specialist and this may be from inside the business. Part of the turnover will be from external countries as the training Department expands and grows.

#### **5. Main Discussion**

##### **EQA and IQA**

- Within four years, an EQA is required as part of the process to ensure the course was conducted in accordance with the learning outcomes, and lesson plan. Less to do with the actual content and more to do with the conduct of the course. The concept is used within educational qualifications to ensure correct and proper practice. This does not need to be overburdensome and could be half a day.
- All countries will make the declarations of completion of the IQA and EQA at the March meeting 2024 for 2023. Members will have to produce the IQA and EQA forms for confirmation, and the forms will be returned at the meeting to comply with GDPR
- Germany, Spain and Switzerland are shown to have completed their EQA for 2023.

##### Open Questions:

- Pia Ljunggren – SE - can something be done for the translation?

**ACTION:** Agreed that members can submit their own forms, to show compliance.

All you need to show is that all the questions within the IQA are covered.

##### CFPA E Training Centre Handbook V6 August:

- V6 is the current handbook. If anyone does not have a handbook, then please contact John.
- A minimum of 1 IQA assessment is conducted per year.
- EQA Certification should be once in every 48-month period. Suitable EQA from another member country who is able to verify the conduct of the CFPA Training courses undertaken by the approved centre. This is a peer-review
- There are sanctions for non-compliance.
- 7.6.6.1 and 7.6.6.2 outline IQA and EQA failure sanctions.

##### Open Questions:

- Asuman – Turkey – Asking for 0 for this year for the EQA as was not delivering training in 2021 and 2022. They have only completed 2 of the required 4 years to submit EQA.

Yiannis – GR – may need to ask for the same but will contact if needed

Chair- Agreed Turkey year will start from 2023 so TR will have between 2023-2026 and form has been amended to show this. Belgium also not conducting any courses and so has no requirement to complete any IQA, EQA.

- The question had been asked whether an EQA could be online delivery but it had been considered and as the first one, this should be face-to-face. If there are any issues, please do raise this.

Pia –Sweden - how would we assess if it is over more than one day?

The delivery should see the conduct of the course at the part of the course they observe. A 5 day course can be IQA'd in 2 hours to half a day and assessed on the part of the course that was observed.

- Ingeborg – Germany – An EQA will take a day as it is a quality audit you will be asking questions and reviewing documents and processes; sitting in the training is just one part of the audit. This was agreed.

Chair – UK - Open to changing the process if we need to. To be further considered.

**ACTION:** Upload document CFPA- E Handbook version 6 to the private area on the CFPA -E

**ACTION:** To share the current handbook with members of the Training Commission [this has been completed by email today] Please check that you are using V6 dated October 2023. For the Handbook. IQA/EQA are dated 2019

## **6. Update by Tommy Ardivissson CFPA Director**

- Not so many as used to be only 22 members at the GA.
- Presentations provided by Swiss Safety Centre and their projects.
- Had invited two external – presidents for FAU and CTIF as we have MOU with both organisations to see where there are opportunities for collaboration.
- Had a finance report and there was an election of the Management Committee. New Chair was elected. Vice Chairs (Spain and France) were re-elected and confirmation of Chairs for the Commissions.
- Members were informed Tommy Ardivissson is retiring and JB will be the successor as CFPA Europe Director with effect from 1<sup>st</sup> Jan 2024. The members felt this was a perfect solution and a handover will now begin.
- Turkey will host the GA for 2024 and arrangements will be discussed in the Management Meeting on Friday 13/10/2023.
- JB has started to prepare for 2024-2027 strategy for CFPA-E. The questionnaire was sent in June and responses were received in August. All viewpoints will be discussed in the Management committee and discussion will continue until the final proposal is prepared a few weeks before the GA.
- Received an application from South Korea to become a non-voting member (Korea Fire Protection Association) Interested in having a licensing agreement to deliver CFPA courses in South Korea
- India, Indonesia, and Latin America have also shown an interest in joining.
- Currently 197 ambassadors. Lost some (about 60) when the first invoice was received after the first year which is free of charge. A discussion will take place tomorrow to see what can be done by members to encourage retention.
- Exhibitions have been less this year. TA attended Portugal – thanks given.
- Exhibition upcoming in December in Cologne.
- Chair will be required for The Training Commission. All Training Commission members are invited to let TA know if they are interested in becoming Chair. TA will then inform the

Management Committee, and the decision approved at the GA 2024 in Turkey. The appointment is ordinarily for three years.

- Need to consider how to grow members and retain Ambassadors- what are the benefits for them? This needs to be considered as a group and as a management commission.

**ACTION:** to share other countries' events with our individual country ambassadors.

**ACTION:** to consider how we can grow ambassadors and place on the agenda for the next meeting.

## **7. Proposal for Certified Security Manager**

- DBI would like to propose a minor adjustment to the content of the course 1.32 CFPA Certificated Security Manager.

Ingeborg- GE -From principle, maybe this should be discussed in the Security meeting in future events.

Chair- Makes no difference for the template. Both countries agreed on the change.

**ACTION** – DBI to update Course template if necessary and send to Chair

## **8. Definitions**

Definitions for the following were discussed at some length, and members of the Commission will be sent the definitions arrived at, in the simplest possible terms and this will be agreed or amended in March 2024 at the next TC meeting. Proposals for further consideration that were discussed are :

- Face to face
- Blended Learning
- Online live learning
- E-learning
- Distance learning
- On-site training
- Hybrid Training
- Virtual Reality Training
- Augmented Reality Training

**ACTION:** Definitions are to be shared via TEAMS for final comments. Final definitions will then be shared.

## **9. Reports from other commissions**

### **Ingeborg – Germany -Update for Security Commission**

- Finished Cyber Security Basics and received several comments. Will be published soon
- Started work on Security report- if works of art are transported, there has to be some insurance.
- Started to work on a questionnaire for a declaration for the owner for the insurer. Provided this to the guideline commission for comments.
- Revision of several documents.

Protection of empty buildings has been joined with another.

Key holder selection and duty to be published.

Safe emergency exit doors for non-residential premises to be published.

Metal theft to be published.

#### **Ingeborg – Germany - Marketing Commissions update**

- More than 2000 subscribers of the newsletter and an opening rate of more than 25%
- Would be great to have more technical articles and they do not need to be in English.
- There are more videos on the website.
- Waiting for Natural Hazard video from Austria.
- The marketing commission is working on a new folder for ambassadors.

**ACTION:** Requires all members to be more active on LinkedIn

- Getting better, but wants more views on the website.

#### **TA – Guidelines Commission update**

- Proposal for document for fire protection systems. Already in a German document. This is waiting English check and will be ready.
- Charging Electrical Devices and Electrical Cars- will have final proposal ready for the next meeting.
- Working on a proposal for foam concentrates with CNPP. Comments have been received and reviewed.
- CFPA and CTIF – looking at collaborating on a guideline –the idea for the guideline is the emerging topic- “ fire safety- transport of batteries.”
- Guideline for emergency plan- comments from members addressed before publish

#### **Ingeborg – Germany - Natural Hazards update**

- Published two new guidelines – Heavy rain and flash flood; protection for hail damage which has been endorsed by insurance.
- Current Chair of Group will leave later in 2024 - looking for a successor for the group

**ACTION:** to share minutes when received

#### **10. Number of Diplomas and Certificate – global / non-European members [NEM]**

NEM members will have a contract with one of the training commission members who must take responsibility for them and ensure quality and compliance, with a licence agreement. The NEM will be permitted to carryout CFPA courses but the CFPA member is responsible for accurately reporting the number of courses, diplomas and certificates recorded by the NEM, and for providing the annual returns for certificates and diplomas from the NEM.

**ACTION-** to have a list of global members and who is responsible. The Training Commission member will then need to report on the global or non-European commission member. This list will be part of the leaflet which will list the NEM, the courses conducted, the CFPA member responsible, and the numbers of courses conducted in the last year.

**ACTION:** Tracking document to be created for : Non-European member, CFPA Member for governance, courses operating, certificate numbers and diplomas in Leaflet

**ACTION:** Ensure all Diploma Certificates (TC) should have numbers allocated, in order to accurately account for the certificates and Diplomas issued.

**ACTION:** UK to share new forms for certification [Certificates templates that can be used for courses. These will require a new signature from the new Chair or CFPA-E, a facility to number the certificates and the logo or badge of the providing member of CFPA-E.

**ACTION:** starting in 2024 there will be a review of at least two courses per meeting to clarify which members conduct these courses, that the Templates accurately reflect the course that is taught and the qualifications obtained. This will ensure that the courses are looked and updated to accurately reflect those members who conduct the courses, the template reflects the courses delivered and there are no required amendments.

## 11. Future dates

Year	Week	Meeting & Place
2024	11-15 March	Commissions and MC Porto, Portugal.
2024	22-23 May	General Assembly Istanbul, Turkey.
2024	21-25 Oct	Commissions and MC Lubyanka, Slovenia.
2025	17-21 March	Commissions and MC Vernon France.
2025	tbc	General Assembly 2025, Copenhagen, Denmark.
2025	tbc Oct	Commissions and MC Helsinki, Finland.

Action	Individual to Action	Complete/To action
Training Commission Members can use own companies IQA forms whilst ensuring all elements from the template CFPA IQA is included	ALL	Complete - informed
Upload CFPA Handbook V.6 to private area	JB	
Share CFPA Handbook V.6 to all members	JB	Complete
Changes agreed to Certified Security Manager. Update, Upload and Share	Pia Mark	
Definitions for Training and Learning to be shared via <b>teams</b> for final comments	JB	Shared with this document
Provide information about Visitors to the website	JB	
Promote all inter-country events on websites	ALL	
Consider how we can grow ambassadors	ALL	
Ambassador placed on Agenda item for next meeting	JB	
All members to be more active in promoting CFPA E on LinkedIn	ALL	
Natural Hazards Commission- share minutes when received	JB	

To have a list of global members and who is responsible. The Training Commission member will then need to report on the global or non-European commission member.	JB IS	To be included in the leaflet document
Tracking document to be created for Non-European members, CFPA Member for governance, courses operating, certificate numbers, and diplomas	JB	To be included in the leaflet document
Ensure all Diploma Certificates (TC) should have numbers.	ALL	UK- confirmed
Ingeborg will share courses offered by Members. This is to be corrected and confirmed and returned to IS	ALL	
UK to share new forms for certification	KD	
To change templates and add new courses (42)	IS	
To agree 2 courses for the next meeting to discuss delivery methods	JB	
To consider Artificial Intelligence and Assessment for a future meeting		