

CFPA-E Training Commission

Location Oslo, Norway

Date Wednesday 12th of October 2022 9.10 – 14.15

Members in attendance

No	Member Country	Name	Post	Member organisation	Present
1	Austria	Wolfgang Neumüller		BVS	no
2	Belgium	Jeanine Driessens		ANPI	no
3	Czech Republic	Jan Smolka		Majaczech zs	yes
4	Denmark	Pia Mark		DBI	no
5	Finland	Heli Hätönen	Vice Chair	SPEK	yes
6	France	Guillaume Janicaud		CNPP	no
7	Germany	Ingeborg Schlosser		VdS	no
8	Turkey	Asuman Erkul		FPPA	no
9	Greece	Yiannis Kontoulis		Elipyka	no
10	Italy	Anna Villani		AIAS	no
11	Norway	Tom Eric Galambos		Norsk Brannvernforeningen	yes
12	Norway	Line Hamre		Norsk Brannvernforeningen	yes
13	Portugal	Monica Baeta		APSEI	yes
14	Slovenia	Marcel Kalan		SZPV	no
15	Spain	Mirna Rodriguez		CEPREVEN	yes
16	Sweden	Isabell Ljungman Bosaeus		Brandskyddsföreningen	yes
17	Sweden	Jesper Boqvist		Brandskyddsföreningen	yes
18	Switzerland	Katerina Adelberger		Swiss Safety Centre AG	yes
19	Macedonia	Zoran Kochoski		Kouzoun	no
20	UK	John Briggs	Chair	FPA	no

21	CFPA director	Tommy Arvidsson	CFPA Director	CFPA	yes
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Minutes of meeting CFPA-E Training Commission

Minutes by Heli Salovaara

Location Helsinki,
Finland

Date 2 / 3 / 2023

Point	Notes	Action by	Deadline
1	Welcome & opening of the meeting <ul style="list-style-type: none"> Welcome by HH and introduction of participants in TC 		
1a	New participants and apologies for absence <ul style="list-style-type: none"> Line from Norway and Jesper from Sweden are present for the first time. Tom Erik is leaving from Norsk Brannvernforening at the end of this year and Line will replace him in the Training Commission. Introductions made by all present. 		
2	Approval of the agenda <ul style="list-style-type: none"> The agenda for this meeting was approved by the meeting. 		
3	Minutes of last meeting <ul style="list-style-type: none"> Minutes approved. 		
4	Training Centre Handbook and Audit forms		
4a	The update of the IQA/EQA chart <ul style="list-style-type: none"> The chart has been updated to current status. The members of TC were encouraged to complete IQA's by the end of this year. 	HH	Done
4b	Updates to CFPA Training centre Handbook or IQA/EQA forms <ul style="list-style-type: none"> i. CFPA Training centre Handbook <ul style="list-style-type: none"> JB has made alterations to Training Centre Handbook as what comes to Non-European members. The 	JB, HH	Done

Point	Notes	Action by	Deadline
	<p>changes were approved and the subtitle of the document was updated.</p> <p>ii. No changes suggested to CFPA EQA Audit Forms</p> <p>iii. No changes suggested to CFPA IQA Observation pack</p>		
5	Reporting of CFPA Europe by Commission member		
5a	<p>MIC - Marketing & Information Commission</p> <ul style="list-style-type: none"> ▪ MIC will have their meeting tomorrow. ▪ New CFPA-E website has been published in April. Now it's easier to update and more customer friendly. ▪ Please send information to MR about (these will be updated to website): <ol style="list-style-type: none"> 1. National regulation 2. News 3. Webinars (even though they might not be held in English) ▪ New Ambassador-logo has been introduced. Rules and requirements have been updated. The main discussion in the upcoming meeting is how to get more Ambassadors. ▪ Good feedback about CFPA-E newsletter. ▪ CFPA-E has been represented in exhibitions in UK, Germany and Spain. ▪ TA is very active on social media. 		
5b	<p>SC - Security Commission</p> <ul style="list-style-type: none"> ▪ Discussion if 2 guidelines should be combined: Protection of Empty Buildings and Electronic Security Systems for Empty Buildings. Discussion continues in the next meeting. ▪ Guideline "Developing Evacuation and Salvage Plans for Works of Art and Heritage Buildings" is to be discussed in the next meeting. ▪ Protection of business intelligence was postponed. ▪ Proposal for a new guideline: Cyber security for all people, proposed by Spain. ▪ Proposal for website from Italy: Information and advice for old people. ▪ Published: <ol style="list-style-type: none"> 1. Guidelines for the prevention of Arson. 2. Security Guidelines for Museums, endorsement by IE 		
5c	<p>GC - Guideline Commission</p> <ul style="list-style-type: none"> • Revision of guidelines is an ongoing project. There are now 9 guidelines under revision. Revised versions will include editing details. 		

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	<ul style="list-style-type: none"> Guidelines 12 “Fire safety basics for hot work operatives” and 19 “Fire safety engineering concerning evacuation from buildings” were ratified. 3 new guidelines: <ol style="list-style-type: none"> Lithium-Ion Devices Charging of Electronical Vehicles and Devices Selection of Fire Protection Systems 		
5d	NH - Natural Hazards Group <ul style="list-style-type: none"> Adaptation to climate change is the major theme. Published <ol style="list-style-type: none"> Flood Protection Systems Fire-fighting water supply In discussion: <ol style="list-style-type: none"> Protection against heat waves Protection against heavy rain Business resilience Projects: <ol style="list-style-type: none"> Wildfires Geological hazards 		
5e	GA - General Assembly <ul style="list-style-type: none"> Strategy will be extended from 2021 to 2024 because of the pandemic. Ambassadors: <ol style="list-style-type: none"> Discussion about possible approval and use of logo. MC has 4 months time to fix the problems/questions about network. About 250 Ambassadors in total, from which about 75 are from CFPA-E member organisations. Promoting of Ambassadors network: News and articles to local newspapers and publications. Non-European members: changes made to statutes. South Africa is now a member, Indonesia might be next. 		
6	1.42 Incident investigation and root cause analysis The course proposed by Turkey and seconded by Italy and Greece has been entered in Risk management section. This was done by teams meeting on 12 th June 2022. Training Commission discussed the course and following questions were raised: <ul style="list-style-type: none"> If e-learning is done alone, how long does it take to complete? Now it says that one has 30 days to complete. how is it positioned in relation to course “1.37 Fire Investigation” which is level 5, has prerequisites and is 		Next meeting

Point	Notes	Action by	Deadline
	<p>already running? Now 1.42 is level 2 and only 1 day course.</p> <ul style="list-style-type: none"> - If the training is targeted for anyone who wants to carry out incident investigations effectively, can it be only level 2? Should it be divided into two courses: one for basic level and the other for higher level of understanding? <p>As there are no TC members from countries interested to run this course or chair present in the meeting, the discussion about structure and learning outcomes should be continued in the next meeting.</p>		
7	<p>E-learning</p> <p>The pandemic has changed the world and it was discussed that should we have rules in the Training Centre Handbook about e-learning, online training and for example about VR? For example, the following questions were raised:</p> <ul style="list-style-type: none"> - If the course has learning outcomes of higher level, what parts of the training can be done via online training or by e-learning - if any? - Can the tests be done online? - If some parts of the training has been done as e-learning, should the learning of those parts be measured before the course starts or just when the participants do their final exam? <p>This topic should be discussed in more detail in the next meeting.</p>		Next meeting
8	<p>Erasmus+</p> <p>JS told about the possibility to apply for funding from Erasmus+ project in order to develop courses and training materials in cooperation. He will send more information to members of TC by email.</p>	JS	
9	<p>Courses</p> <p>The “Fire Watch” course was postponed from the last next meeting. The current CFPA-E -course 1.23 “Basic Fire Fighting & Fire Prevention” covers the need that Finland has for the training and fire watch training can be modified from that.</p> <p>MR raised discussion about new risks, which could be held as seminars or webinars:</p>	HH	Done

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	<ul style="list-style-type: none">- Transportation and storage of Hydrogen.- Lithium batteries- Electronical scooters and vehicles- Transportation of dangerous goods <p>YK told news from ELIPYKA. The first training course was a success and might be proposed to be a CFPA-E course. Hopefully this could discussed more in the next meeting.</p>																																
10	Monica Varan from the Norsk Brannvernforening informed about current issues. NBVF has to databases: <ul style="list-style-type: none">- KNITTRE for fire investigators- ULLME for predictive analytics. Why did the fire develop as it did? ULLME connects data from building information, police reports and insurance companies.																																
11	<p>Future dates</p> <p>Future “Commission & MC weeks” - and future General Assembly (GA)</p> <table><tr><th>Year</th><th>Week</th><th>Meeting and Place</th></tr><tr><td>2023</td><td>13-17 March</td><td>Commissions & MC, Linz, Austria</td></tr><tr><td>2023</td><td>31 May - 1 June</td><td>General Assembly 2023, Wallisellen, Switzerland</td></tr><tr><td>2023</td><td>9-13 October</td><td>Commissions & MC, Hvidovre, Denmark</td></tr><tr><td>2024</td><td>11-15 March</td><td>Commissions & MC, Lisbon, Portugal</td></tr><tr><td>2024</td><td>May or June (tbd)</td><td>General Assembly 2024, Istanbul, Turkey</td></tr><tr><td>2024</td><td>21-25 October</td><td>Commissions & MC, Ljubljana, Slovenia</td></tr><tr><td>2025</td><td>March (tbd)</td><td>Commissions & MC, Vernon, France</td></tr><tr><td>2025</td><td>May or June (tbd)</td><td>General Assembly 2025, Slovenia</td></tr><tr><td>2025</td><td>October (tbd)</td><td>Commissions & MC, Helsinki, Finland</td></tr></table>	Year	Week	Meeting and Place	2023	13-17 March	Commissions & MC, Linz, Austria	2023	31 May - 1 June	General Assembly 2023, Wallisellen, Switzerland	2023	9-13 October	Commissions & MC, Hvidovre, Denmark	2024	11-15 March	Commissions & MC, Lisbon, Portugal	2024	May or June (tbd)	General Assembly 2024, Istanbul, Turkey	2024	21-25 October	Commissions & MC, Ljubljana, Slovenia	2025	March (tbd)	Commissions & MC, Vernon, France	2025	May or June (tbd)	General Assembly 2025, Slovenia	2025	October (tbd)	Commissions & MC, Helsinki, Finland		
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	There being nothing further to discuss the meeting was closed.																																