

CFPA-E Training Commission

Location: Porto, Portugal

Date: Wednesday 13th of March 2024

1. 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	Kamila Kempna		Majaczech zs	
4	Czech Republic	Jan Smolka		Majaczech zs	
5	Denmark	Pia Mark		DBI	
6	Denmark	Maiken Skriver Poulsen		DBI	
7	Finland	Heli Salovaara	Vice Chair	SPEK	
8	France	Jerome Richard		CNPP	
9	Germany	Ingeborg Schlosser		VdS	
10	Turkey	Asuman Erkul		FPPA	
11	Greece	Yiannis Kontoulis		Elipyka	
12	Italy	Anna Villani		AIAS	
13	Norway	Lina Harme		Norsk Brannvernforeningen	
14	Portugal	Monica Baeta		APSEI	
15	Slovenia	Marcel Kalan		SZPV	
16	Spain	Mirna Rodriguez		CEPREVEN	
17	Sweden	Pia Ljunggren		Brandskyddsföreningen	
18	Switzerland	Katerina Adelberger		Swiss Safety Centre AG	
19	Macedonia	Zoran Kochoski		Kouzoun	
20	UK	John Briggs	Chair	FPA	
21	UK	Kelly Donoghue		FPA	
22	Sweden	Isabell Liungman Bosaeus		Brandskyddsföreningen	
23	Susanna Casinha	Portugal		APSEI	
24	Finland Visitor	Annika Rinne		SPEK	
25	Sweden	Jesper Boqvist		Brandskyddsföreningen	

2.Apologies

Wolfgang Neumüller
Kamila Kempna

Jan Smolka
Asuman Erkul
Marcel Kalan
Zoran Kochoski

3. Minutes

Agreed

4. Agenda

Agreed

5. Actions from the last meeting

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	Complete
Share CFPA Handbook V.6 to all members	JB	Complete
Changes agreed to Certified Security Manager. Update, Upload and Share	Pia Mark	Complete
Definitions for Training and Learning to be shared via teams for final comments	JB	Completed via email 11 October 2023
Provide information about Visitors to the website	MR	Complete
Promote all inter-country events on websites	ALL	Complete
Consider how we can grow ambassadors	ALL	Ongoing
Ambassador placed on Agenda item for next meeting	JB	Ongoing
All members to be more active in promoting CFPA E on LinkedIn	ALL	Ongoing
Natural Hazards Commission- share minutes when received	JB	Outstanding – No minutes received
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	See Item 15 at end of document
Tracking document to be created for Non-European members, CFPA Member for governance, courses operating, certificate numbers, and diplomas	JB IS	Outstanding
Ensure all Diploma Certificates (TC) should have numbers.	ALL	Complete
Ingeborg will share courses offered by Members. This is to be corrected and confirmed and returned to IS	ALL	Ongoing
UK to share new forms for certification	KD	Signature shared. IS will share three documents

Content of the course- changed from 'Does the content of each course comply ...' to 'Does the content of the course'

'list each CFPA E course delivered by the member organisation and indicate if it is delivered by a sub-contractor' to 'list each audited course delivered by the member organisation and indicate if it is delivered by a sub-contractor'

Note: Useful to get information suitable before attendance.

The process showed that there was no follow-up process if there were noted areas of improvement. IQA/EQA are qualified. If we are to provide this process, we need to be clear the IQA is competent and so members who review this process should be.

7. Accreditation

No courses have been accredited nationally since last meeting

8. Training Strategy

Each member will be asked what they want to achieve over the next three years. This will then become the aim/ambition for the next three years

9. Course curriculum not delivered through members

Courses:

- Shopping Centre: to retain for future use

10. New courses

Presented by KA:

- Risk Management of Hazardous Materials
- Principles of Fire Safety in Hotels
- Principles of Fire Safety in Hospitals
- Introduction to Management of Hospital Fire Safety
- Lithium-ion batteries fire protection

Supported by Jerome Richard and John Briggs

-Principles in Fire Safety in Hotels/Principles in Fire Safety in Hospitals/Introduction to the Management of Hospital Safety:

Discussion over the levels, and how the course is framed. Potentially there could be different mapping / Level concerns with the initial idea and so a team's meeting will be organised with JB, KA and the wider commission.

- Lithium – Ion Batteries fire protection:

Sweden, Denmark, Spain, Germany, Portugal and the UK are interested in the course. Team meeting to discuss.

- Risk Management of Hazardous Materials

Sweden, France and potentially Portugal are interested- teams meeting to discuss

11. Delivery method of two courses

Moved to the next meeting, where the template and details will be checked. Will start with the most popular two first.

12. CFPA Commissions

- Strategy will be put to the GA in May in Istanbul.
- Guidelines commission is now to be known as Fire Safety Commission.
- Natural Hazards will be discussed to become a commission in its own right.
- No issues for raising- apart from Membership fees.

Marketing Commission Update.

- Need more news for website
- Social media- especially LinkedIn is very good and working hard to post at least twice per week. Please distribute this information to all contacts.
- Must prepare marketing and strategic plan to present in GA.
- If anyone has any international conferences, please inform JB and MR
- Any opportunities for free webinars, please inform JB and MR

Security Commission

- Several publications that will be published soon.
- Working on security guidelines for working at home
- Discussed potential webinars on cyber security

Fire Safety Commission

- Meeting at the moment. They have a number of guidelines to go through.

Natural Hazards Group

- Meeting tomorrow.

13. Porto presentation

Provided by Monica Baeta

14. Future Commissions:

Year	Week	Meeting and Place
2024	22-23 May	General Assembly 2024, Istanbul, Turkey
2024	21-25 October	Commissions & MC, Ljubljana, Slovenia
2025	17-21 March	Commissions & MC, Vernon, France
2025	May or June (days tbd)	General Assembly 2025, Denmark
2025	October (days tbd)	Commissions & MC, Helsinki, Finland
2026	March (days tbc)	Commissions and MC Madrid, Spain

15. Actions

Action	Individual to Action	Complete/To action
All members to provide updated email address for circulation	ALL	
All members to consider how to promote Ambassadors	ALL	
All members are to forward information about course changes/news to MR to increase engagement	ALL	
All members to increase information that is provided to MR for articles, news, etc	ALL	
To retain Ambassadors and activity with Marketing as a rolling agenda item	TC Chair	
To speak with MC on fees for Ambassadors – should this be a free service	Dealt with at MC	To be kept as they are for time being, as this is new and needs time.
Hot works- change from Certificate to Attest Fire Safety on Construction Sites - change from Certificate to Attest (1.20)	JB	Done
Each member to consider a leaflet to market the benefits of the CFPA Ambassador scheme	ALL	
To update leaflet	IS	
Template and rules for certification reference to be shared for Attest, Diploma, and Certificate	IS	
New certification templates are to be provided to MR to be placed in the members area and Chair to circulate.	Chair/MR	
Process to be added in the handbook for non-compliance for EQA	JB	Done in V6
Each member to consider what aim/ambitions they have for the next three years	ALL	
To be added to the Course organisation of members list	IS	
Rolling Agenda item to be added to future meetings on required changes to template	Chair	
Rolling Agenda item to be added to courses not currently used	Chair	
Rolling Agenda item to be added for progression of courses	Chair	
Rolling Agenda item of a review of 2 courses at each meeting if time allows	JB	TC Chair moving forwards
Framework document to outline levels		
To share with the JB – Sue Tyleys initial documents	KA	Done
To organise a team meeting to discuss how to frame the new courses for the TC members. (11-29 April)	JB	In Process
All members to discuss two most popular courses to the group at the next meeting and why to share learning	ALL	
To organise the meetings for proposed courses	KA	In Process

Copies of certificates to be put in the Training Handbook, when these are made available from Marketing	Chair TC MR	
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ACTION FROM PREVIOUS MINUTES – Oct 2023

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	See Below
Tracking document to be created for Non-European members, CFPA Member for governance, courses operating, certificate numbers, and diplomas	Chair TC IS	Outstanding

Note Currently there are 2 non-European members.

1. South Africa [Fire protection Association South Africa FPASA] This member is currently linked to UK FPA for courses etc.
2. South Korea [KFPA] No member has yet been appointed. Depends to some extent on the courses required and in which language.