

CFPA-E Training Commission

Location Linz, Austria.

Date Wednesday 15th of March 2023

Members in attendance

No	Member Country	Name	Post	Member organisation	Present
1	Austria	Wolfgang Neumüller		BVS	Yes
2	Belgium			ANPI	no
3	Czech Republic	Jan Smolka		Majaczech zs	yes
4	Denmark	Pia Mark		DBI	yes
5	Finland	Heli Salovaara	Vice Chair	SPEK	yes
6	France	Jerome Richard		CNPP	yes
7	Germany	Ingeborg Schlosser		VdS	yes
8	Turkey	Asuman Erkul		FPPA	yes
9	Greece	Yiannis Kontoulis		Elipyka	yes
10	Italy			AIAS	no
11	Norway			Norsk Brannvernforeningen	No
12	Portugal	Monica Baeta		APSEI	No
13	Slovenia	Marcel Kalan		SZPV	yes
14	Spain	Mirna Rodriguez		CEPREVEN	yes
15	Sweden	Pia Ljunggren		Brandskyddsföreningen	yes
16	Switzerland	Katerina Adelberger		Swiss Safety Centre AG	No
17	Macedonia	Zoran Kochoski		Kouzoun	no
18	UK	John Briggs	Chair	FPA	Yes
19	CFPA director	Tommy Arvidsson	CFPA Director	CFPA	yes

Minutes of meeting

CFPA-E Training Commission

Minutes by John Briggs

Location LINZ


Date 15/ 3 / 2023


Point	Notes	Action by	Deadline
1	Welcome & opening of the meeting <ul style="list-style-type: none"> Welcome by JB and introduction of participants in TC 		
1a	New participants and apologies for absence Apologies <ul style="list-style-type: none"> Katerina Adelberger SSC Switzerland 		
1b	Approval of the agenda <ul style="list-style-type: none"> The agenda for this meeting was approved by the meeting. 		
1c	Minutes of last meeting <ul style="list-style-type: none"> Minutes approved. 		
1d	Presentation by Wolfgang Neumüller BVS Host presentation		
2	Presentation on Ambassadors by Tommy Arvidsson It was stated that this was the first year that those listed as ambassadors would have to pay for their membership. There were currently 167 current active members of which 92 were employees of members. There was a significant number of people who had not renewed their membership in January although some had. It was noted that Tommy did a good deal of work with information and articles on LINKED-IN. <ul style="list-style-type: none"> Non-European members: changes made to statutes. South Africa is now a member, Indonesia might be next. 		
3	Training Centre Handbook and Audit forms for 2022		
3a	The update of the IQA/EQA chart <ul style="list-style-type: none"> The chart has been updated to current status. See attached form 		

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	<ul style="list-style-type: none"> The members of TC were informed that there would be no sanctions applied for 2022, but that the sanctions would be applied to 2023, and all members were reminded that the 2023 year was the fourth year that the system had been in place and therefore most members would be required to complete to 1 x annual IQA as well as the 4-yearly EQA, for those members who had not yet completed the requisite number of EQA and IQA over the four years. 		
3b	<p>Updates to CFPA Training centre Handbook or IQA/EQA forms</p> <ol style="list-style-type: none"> No current updates were required as these has been carried out in October 2022 and approved at that meeting. There followed a discussion on the rise of e-learning courses. Could IQA and EQA be properly carried out on an e-learning course completed on line? It was decided that this depended on how much the trainer and the delegate was involved in the process. Normal IQA/EQA looks at the details of the course material and the way in which this is delivered, and the interaction between the trainer and the delegates and between the delegates themselves. An e learning course does not allow this interaction and so it would be difficult to carry out proper EQA/IQA It was found that members were unclear about what was an e-learning course and what was a face to face or some other course. It was therefore decided to appoint a committee under the leadership of Jan Smolka to list and define these groups and the content and operation of the courses. This group would define some of the following [not an exhaustive list] <ol style="list-style-type: none"> Face to face training Blended learning On-line training E -learning training ...etc This committee would meet in April and forward the results to members for a discussion at the next meeting in October 2023. 	<p>Committee Members Jan Smolka, Heli Salovaara Asuman Erkul Yiannis Kontoulis Pia Ljunggren</p>	
4	Reporting of CFPA Europe by Commission member		
4a	<p>MIC - Marketing & Information Commission</p> <ul style="list-style-type: none"> MIC will have their meeting tomorrow. 		

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	<ul style="list-style-type: none">Some members were more active than others and there was a general plea to all for news and other articles to be posted on the website as this is what draws people in to the website. It was stressed that all members should forward the following to MIC<ol style="list-style-type: none">National regulation for fireNational regulation for securityNewsWebinars (even though they might not be held in English)TA is very active on social media and attending events with members																										
4b	SC - Security Commission <ul style="list-style-type: none">Currently working on the review of the security guidelinesSecurity Guideline 12 for businessesCyber security Guideline beginningRevision of:<ol style="list-style-type: none">Guidelines on empty buildings No 2“Developing Evacuation and Salvage Plans for Works of Art and Heritage Buildings” No 7																										
4c	GC - Guideline Commission <ol style="list-style-type: none">No representative present from guidelines commission as this commission was meeting at the same time as Training Commission.																										
4d	NH - Natural Hazards Group <ol style="list-style-type: none">No representative present																										
5	Erasmus+ JS has now applied for funding from Erasmus+ project to develop courses and training materials in cooperation. He expects to be notified soon if this has been awarded.	JS																									
6	Future dates Future “Commission & MC weeks” - and future General Assembly (GA) <table><tr><th>Year</th><th>Week</th><th>Meeting and Place</th></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></table>			Year	Week	Meeting and Place	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
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	2025 October (tbd) Commissions & MC, Helsinki, Finland		
7	Plea made by chair for someone to volunteer for the position of secretary. No volunteers, but JS said he would help with the minutes.		
	There being nothing further to discuss the meeting was closed.		





		2020		2021		2022		2023		2024	
		EQA	IQA	EQA	IQA	EQA	IQA	EQA	IQA	EQA	IQA
1	Austria		1		1		1	1	1		
2	Belgium										
3	Czech Republic							1	1		
4	Denmark					5		1	1		
5	Finland		4		1	2		1	1		
6	France				1			1	1		
7	Germany	1	1			1		0	1		
8	Turkey					1		1	1		
9	Greece		1					1	1		
10	Italy							1	1		
11	Norway				1			1	1		
12	Portugal							1	1		
13	Slovenia		2			1		1	1		
14	Spain	1			1	1		0	1		
15	Sweden					2		1	1		
16	Switzerland		2		1	1		0	1		
17	Northern Macedonia							1	1		
18	UK		2		2	2		1	1		
								1	1		
COVID											
Totals		2	13	0	8	1	17	15	18	0	0
Total in year			15		8		18		33		0