

CFPA-E Training Commission

Location Brussels, Belgium

Date Wednesday 16th of March 2022 9.05 – 14.50

Members in attendance

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

Minutes of meeting

CFPA-E Training Commission

Minutes by Heli Hätönen

Location Brussels,
Belgium

Date 17/ 3 / 2022

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"> Asuman Erkul from Turkey and Mika Gröndahl from Finland are present for the first time. 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 situation with IQA's has still been difficult due to covid-19. The members of TC were encouraged to complete IQA's this year if possible. 	HH	Done
4b	Updates to CFPA Training centre Handbook or IQA/EQA forms <ul style="list-style-type: none"> i. CFPA Training centre Handbook It was again discussed that EQA should be done only between member countries as QMS or ISO standards are not related to training. Therefore point 6.6.5.3 is deleted from the Training centre handbook. AE noted about ISO 21001 and that has been added to 6.6.5.1. ii. No changes suggested to CFPA EQA Audit Forms 	HH	Done

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	iii. No changes suggested to CFPA IQA Observation pack		
5	Reporting of CFPA Europe by Commission member		
5a	MIC - Marketing & Information Commission <ul style="list-style-type: none"> ▪ New CFPA-E website will be ready in April, updates made to trainings and members sections. The video about the new website will be sent to members with the minutes. ▪ More news is needed for the website, at least one from each member country. Please send information to MR. ▪ A short text is to be sent to MR when new or revised guidelines are published. ▪ TA has represented CFPA-E in exhibitions int UK and Spain. Portugal and Slovenia will also due to have exhibitions. 		
5b	SC - Security Commission <ul style="list-style-type: none"> ▪ 3 guidelines have been finalized and are to be published <ol style="list-style-type: none"> 1. Security guidelines for businesses, endorsement by IE, published perhaps in April 2. Guidelines for the prevention of arson. 3. Security Guidelines for Museums - revised ▪ New documents <ol style="list-style-type: none"> 1. Cyber security 2. Security guidelines for safe emergency exit doors in non-residential premises 		
5c	GC - Guideline Commission <ul style="list-style-type: none"> • Certification of Fire Safety Specialists has been finalized and will be sent out for comments • Revised: <ol style="list-style-type: none"> 1. Arson document has been included to the SC guideline 2. Panic and exit doors • 10-12 guidelines still under revision, some of them will be published on the new template without changes. <p>Revised versions will include editing details</p>		
5d	NH - Natural Hazards Group <ul style="list-style-type: none"> • 2 guidelines will be sent to John for linguistic check • In discussion: <ol style="list-style-type: none"> 1. Heavy rain 2. Business resilience 3. Wildfires 4. Geological risks -> landslide 5. Heat waves 		

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5e	MC - Management Committee <ul style="list-style-type: none">New associate member: AlbaniaFPA will be the 3rd party in the licence agreement with South Africa.There is some uncertainty in the operation of the CFPA-I. South Africa and Indonesia would like to be non-European members of CFPA-E.MC will discuss the ambassador acceptance on Friday.There has been discussions about meeting online or face-to-face. Hybrid meetings have their difficulties so face-to-face meetings are recommended. Online meetings in between the fixed meetings are recommended if there is necessary topics to discuss.																							
6	Ambassadors, current situation <ul style="list-style-type: none">The possibility to become as CFPA-E ambassador is open for everyone. At this moment there are 119 ambassadors from which 100 are paying the fee.It is highly recommended for the commission members to join as ambassadors.Portugal has been the most active member in marketing.It is easy to share the information about ambassadors for member organisations. Please send information about ambassadors within your connections and contacts to attract more people to come ambassadors.																							
7	Procedure to Certify Fire Safety Specialists in Building Design The document has been finalized.																							
8	Courses The “Fire Watch” course is postponed until next meeting, Macedonia might also be interested about the course along with UK and Denmark.	HH	Next meeting																					
9	Future dates Future “Commission & MC weeks” - and future General Assembly (GA) <table><tr><td>Year</td><td>Week</td><td>Meeting and Place</td></tr><tr><td>2022</td><td>18th of May 2022</td><td>GA 2022 London UK</td></tr><tr><td>2022</td><td>10-14 October</td><td>Commissions & MC, Oslo, Norway</td></tr><tr><td>2023</td><td>13-17 March</td><td>Commissions & MC, Linz, Austria</td></tr><tr><td>2023</td><td>May or June (tbd)</td><td>GA 2023 tbd (Zürich, 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 and MC (Lisbon, Portugal)</td></tr></table>			Year	Week	Meeting and Place	2022	18 th of May 2022	GA 2022 London UK	2022	10-14 October	Commissions & MC, Oslo, Norway	2023	13-17 March	Commissions & MC, Linz, Austria	2023	May or June (tbd)	GA 2023 tbd (Zürich, Switzerland)	2023	9-13 October	Commissions & MC, Hvidovre, Denmark	2024	11-15 March	Commissions and MC (Lisbon, Portugal)
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	There being nothing further to discuss the meeting was closed.		