

CFPA-E Training Commission

Location Bologna

Date 16th October 2019

Participants			Present
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Abbreviations

GC	Commission of CFPA-E
MC	Management Committee of CFPA-E
MIC	Marketing and Information Commission of CFPA-E
SC	Security Commission of CFPA-E
TC	Training Commission of CFPA-E

Minutes of meeting CFPA-E Training Commission

Minutes by Heli Hätönen

Location Bologna, Italy

Date 28 / 10 / 2019

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting <ul style="list-style-type: none"> Welcome by John and introduction of participants in TC 		
1a:	New participants and apologies for absence <ul style="list-style-type: none"> No new participants, Gasper has sent his apologies for absence. 		
1b:	Host Presentation <ul style="list-style-type: none"> At this moment there is no representant from Italy in TC so there is no host presentation. 		
2:	Approval of the agenda <ul style="list-style-type: none"> Agenda approved. 		
3:	Minutes of last meeting <ul style="list-style-type: none"> Minutes approved. 		
4	Discussion on new documents sent out in the summer for approval		
4a	CFPA Training centre Handbook <ul style="list-style-type: none"> John has sent everything as pdf documents so that no one can change them by themselves. Proposed changes to be discussed later. 		
4b	CFPA EQA Audit Forms <ul style="list-style-type: none"> John has sent EQA audit forms in the summer. EQA has to be done at least once every fourth year. 		
4c	CFPA IQA Observation pack <ul style="list-style-type: none"> John has sent IQA Observation pack in the summer. IQA has to be done at least once per year. 		
4d	Templates of courses <ul style="list-style-type: none"> Sue Tyley has proposed to combine three courses to one (1.8, 1.15, 1.16). Corrections are being made to the templates to underline that these are separate courses. <ul style="list-style-type: none"> 1.15 (2 days) is part of 1.8 (five days) 1.16 (2 days) is also part of 1.8 (five days) It has to be checked from Harald if they offer the courses in similar way in Sweden as in Switzerland. 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> - Discussion about estimated time spent in homework and private working. What has been said in the course templates about the length is just a minimum. <ul style="list-style-type: none"> - Amendment needed in the handbook about study time - Discussion about CPD (Continuing Professional Development). Might be discussed further in the future. <p><i>Short summaries</i></p> <ul style="list-style-type: none"> - One paragraph about the training, target groups etc. The pdf documents are to be published on the CFPA-E private website. Everyone is requested to see if documents are ok. After the next meeting (Linz 2020) the summaries are to be published on the public website. - Until the transition time for introducing the tests ends, the mention about the test is to be taken out of short summaries 	<p>John</p> <p>John & Mirna, Everyone</p>	<p>March 2020</p>
5	Reporting of CFPA Europe by Commission members		
5a	<p>MIC – Marketing & Information Commission</p> <ul style="list-style-type: none"> ▪ Three newsletters sent in between the meetings. ▪ Many news has already been sent to the website, but more news and technical articles are welcomed. ▪ Participation to conferences, FIREX and Fire Safety North in Manchester (John and Tommy). New contacts for newsletter subscribers gotten. ▪ LinkedIn <ul style="list-style-type: none"> ▪ At this moment CFPA-E is not active in social media. Internal LinkedIn group is to be created. ▪ Internal TC LinkedIn group to be created as well. ▪ Improvements for the website have been proposed and they are discussed in the next MIC meeting on Thursday. ▪ Regarding national regulation in the website, every country has not yet responded. ▪ Guidelines <ul style="list-style-type: none"> ▪ Frontpage of all guidelines to be published. ▪ Two guidelines introduced in the newsletters. ▪ Training <ul style="list-style-type: none"> ▪ Short summaries to be published as discussed. ▪ Webinars <ul style="list-style-type: none"> ▪ At this moment there is no information about webinars on the website. ▪ If webinars are given in the member countries, please send link to Mirna so it can be published on the website. ▪ Report about website activity <ul style="list-style-type: none"> ▪ More visits to the website (increased 39%), especially in the months when the newsletters were sent. ▪ 2219 newsletter subscribers, average open rate 22,4%, average click rate 6,6% 		
5b	<p>SC – Security Commission</p> <ul style="list-style-type: none"> ▪ Lauri Lehto from SPEK is the new vice chair of SC. 		

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	<ul style="list-style-type: none"> Security guideline for museums is endorsed by Insurance Europe. Endorsements (logos) will be added on the front page of the guidelines. Discussion about terrorist attacks and emergency planning. It's important, difficult and complex -> to be discussed later in SC. New Guideline on Emergency Planning and Evacuation will be drafted along with training on that. The topic will also include training against forced entry and preventing terrorist threats. Guideline on businesses, final draft to be sent in the beginning of next year. Arson document has been updated in SC and sent to GC. Cyber security is also being discussed. New guideline to be drafted: Basic Requirements for Cyber Centrals. 		
5c	GC - Guideline Commission <ul style="list-style-type: none"> Revision and updates of guidelines <ul style="list-style-type: none"> Guideline no 38 (Certification of Fire Engineers) is still being discussed -> change to Fire Safety Specialist proposed. Is approved and due for minor changes -> sent to TC after final approval. Arson Document (Security guideline no 1) -> Lauri will get comments by the end of November. Guideline no 8 (Prevention Arson - Information to Young People) is proposed to be added to the arson guideline as one paragraph. Society of Fire Protection Engineers (SFPE) would like to set minimum competence requirements for fire engineers and have produced a white paper. Could CFPA-E endorse their paper and if, would it be done by MC? The topic will be discussed in the MC on Friday. 		
5d	MC - Management Commission <ul style="list-style-type: none"> Planning for the future Applications for new members: Turkey (A1), Greece (A1), Albania (B2), Poland, Estonia (B2) 		
5e	Natural Hazards <ul style="list-style-type: none"> On finalisation <ul style="list-style-type: none"> Draft on snow loads Mobile flood protection systems (Endorsed by Insurance Europe and will also be published as IE document) To be discussed in the next meeting on Thursday <ul style="list-style-type: none"> Business Resilience from natural hazards point of view Forest fires Extinction water supply Protection against heavy rain and floods Constructional hail protection 		
6	Future dates <i>Next meetings:</i> <ul style="list-style-type: none"> March 23th - 27th, 2020, Linz, Austria 		

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	<ul style="list-style-type: none"> General Assembly: May 19th – 21st, 2020, London, UK (during FIREX) October 19th - 23nd, 2020, Hvidovre / Copenhagen, Denmark March 15th – 19th, 2021, Lisbon, Portugal General Assembly: June 8th – 11th 2021, Slovenia October 18th – 22nd 2021, Athens, Greece March 14th - 18th 2022, Brussels, Belgium General Assembly 2022: no information yet October 10th – 14th 2022, Oslo, Norway March 2023: no information yet 		
7	<p>Quality</p> <ul style="list-style-type: none"> Every member country has to conduct at least one IQA per year and one EQA every fourth year. The member countries can arrange the EQAs by themselves. <ul style="list-style-type: none"> John will keep scores about the EQA and IQA visits done by member countries. The IQA and EQA tables are revised in TC meetings and kept as a permanent topic in the future agendas. EQA should last at least a day (including checking of documents) For GDPR reasons the records about EQA is to be saved without names. South Africa (training CFPA-E courses) needs EQA as well. The EQA shall be done by a member country organising the same training. John will send the forms and they are also to be published on the private part of the website as well. EQA could be done via eLearning as well – the assessment discussion could be done then via skype. <p><i>Sanctions</i></p> <ul style="list-style-type: none"> Sanctions are needed if some member country hasn't done IQA or EQA as agreed. <ul style="list-style-type: none"> If IQA hasn't done within a year, warning is given and IQA is to be done within six months – as well as the normal IQA. If IQA still hasn't been done, the member country is forced to have EQA and pay for the costs. If EQA hasn't been done within four years, warning is given and EQA is to be done within six months. If EQA still hasn't been done, the member country is forced to have EQA and pay for the costs. <p><i>Course timetables</i></p> <ul style="list-style-type: none"> A template of a timetable will be added on the private website. Every member country is advised to fill the timetables about their own CFPA-E courses. These can be used during EQA as well. 	<p>Everyone</p> <p>John & Mirna</p> <p>John & Mirna, everyone</p>	<p>March 2020</p>
8:	Proposals of New Courses		
8.a	<p>Fire-safety system – Medium level</p> <ul style="list-style-type: none"> Kept in agenda for next meeting 		

8.b	Fire Safety in Care Homes <ul style="list-style-type: none"> Kept in agenda for next meeting 		
9:	Other business		
9.a	Tommy Arvidsson, General Assembly <ul style="list-style-type: none"> Hardy Rusch is now the chair of GC for one year. Enquiry about the future of CFPA-E has been sent to member countries and ten countries replied. Based on the answers, strategy for 2021-2023 is now being developed. New strategy has to be approved in the next GA. Poland, member in GC will be appointed. A1: Turkey and Albania B1: Switzerland & Netherland Possibly: Slovakia, Malta Letter sent to European Commission <p>VdS</p> <ul style="list-style-type: none"> Two days training about drones has been introduced. Next year there will also one day course for private persons. Technical cycle renewal -> VdS offers a two-day course in an interesting place. First day about new risks etc., second day onsite case examples and visits. Has been very popular course. <p>CEPREVEN</p> <ul style="list-style-type: none"> Operators of fire protection systems. <p>ANPI</p> <ul style="list-style-type: none"> Technical managers, national qualification. <p>ELIPYKA</p> <ul style="list-style-type: none"> Training for engineers (introduction) 7th – 8th of February a seminar in Greece 		
9.b	Web-meetings <ul style="list-style-type: none"> Web-meetings in-between formal meetings on the second Thursday of the month (if needed). 		
9.c	Any points for guidelines commission meetings later <ul style="list-style-type: none"> No points 		
	Next meeting		
	March 25th, 2020, Linz, Austria (Common dinner on Tuesday, March 24 th . Commission members advised to be in the hotel lobby already at 6 pm).		

The meeting was closed.