

CFPA-E Training Commission

Location Athens, Greece

Date Wednesday 20th of October 2021 9.05 – 16.45

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	online
4	Denmark	Pia Mark		DBI	no
5	Finland	Heli Hätönen	Vice Chair	SPEK	yes
6	France	Guillaume Janicaud		CNPP	online
7	Germany	Ingeborg Schlosser		VdS	yes
8	Greece	George Mylonakis		Hellenic Institute for the fire prevention of structures	yes
9	Greece	Yiannis Kontoulis		Elipyka	yes
10	Italy	TBC			no
11	Norway	Tom Eric Galambos		Norsk Brannvern Forening	no
12	Portugal	Monica Baeta		APSEI	online
13	Slovenia	Marcel Kalan		SZPV	online
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 Athens,
Greece

Date 20/ 10 / 2021

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"> 1 new participant Zoran Kochoski from Macedonia. Introductions made by all present. 		
1b	Host Presentation <ul style="list-style-type: none"> George Mylonakis introduced the Hellenic Institute for the fire prevention of structures. 		
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. Slight corrections to participants names, Minutes have been corrected. This action therefore complete. 	HH	Done
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 had found difficult to complete IQA's in 2020 as only very few trainings were organised after March due to covid-19. This year has also been difficult due to the same reason, the trainings are only now opening up. 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 	JB, HH, IS, KA	Tbc, before

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	<p>It was discussed that EQA should be done only between member countries as QMS or ISO standards are not related to training. Therefore points 6.6.5.1 and 6.6.5.3 should be deleted from TCH.</p> <p>KA noted that the TCH does not take into consideration the pedagogical skills of the teachers so that should be added.</p> <p>It was decided that EQA should be done primarily face-to-face and only in exceptional cases as an online-audit.</p> <p>JB, HH, IS and KA discuss these matters on Teams.</p> <p>ii. No changes suggested to CFPA EQA Audit Forms</p> <p>iii. No changes suggested to CFPA IQA Observation pack</p>		next meeting
4c	<p>Suggested increase of EQA and IQA</p> <p>MC had suggested the increasement of EQA and IQA. TC decided that should start with the current IQA's and EQA's (1 IQA every year and 1 EQA every 4 years) and rise the amount in the future if needed.</p>		
5	Reporting of CFPA Europe by Commission member		
5a	<p>MIC - Marketing & Information Commission</p> <ul style="list-style-type: none"> ▪ New CFPA website. New design and a working group has been formed. To outline the products and services of each member. ▪ Logo for the CFPA-E Ambassador has been created and it slightly differs from the CFPA-E logo. ▪ Information and news from all the members are needed to the new website. Any news will do and it doesn't have to be in English, so please do send information about your activity to MR. ▪ The world is opening up again. TA has represented CFPA-E on September in Birmingham and will participate to VdS seminar in November with IS. ▪ YK proposed free webinars about guidelines, 30 min - 1 hour. The proposal was supported and MIC will discuss it in their coming meeting. 		
5b	<p>SC - Security Commission</p> <ul style="list-style-type: none"> ▪ 4 guidelines have been finalized and are to be published <ol style="list-style-type: none"> 1. Security guidelines for businesses 		

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	2. Guidelines for the prevention of arson. 3. Security Guidelines for Museums - revised 4. Cyber Security		
5c	GC - Guideline Commission <ul style="list-style-type: none"> Two new guidelines finalized: Fire safety recommendations for short-term rental accommodations (B&B) and Fire protection in schools. Certification of Fire Safety Specialists is still in progress (to be discussed in the common meeting). Fire safety basics for hot work operatives to be discussed. Several guidelines still to be revised. <p>Revised versions will include editing details</p>		
5d	GA New strategy and statutes approved. Non-European FPA's are now allowed to become members of CFPA-E. South Africa will be first. Ambassadors are also introduced as new mode of operation within the CFPA-E.		
5d1	Licence agreement with South Africa FPA The licence agreement with South Africa FPA has to be signed with CFPA-E and one of the member countries in TC. TC suggested FPA as first choice and CEPREVEN as next option. TA will be in contact with JB.		
5d2	Ambassadors In the new statutes it is possible for the private persons to sign up to be ambassadors for the CFPA-E. The first year will be free of charge and the latter cost 75€ per year. The staff of the CFPA-E member organisations can also sign up to ambassadors and it is free of charge as long as they are working for the member organization. Ambassadors are not members of the commissions and cannot vote, but they can promote the work of CFPA-E. They can use the created logo in their cv's and business cards, but they cannot use it for their own marketing. Ambassadors will have to adopt the rules created and any misuse will be controlled. The list of Ambassadors will be published on the CFPA-E website.		
6	Updates to training leaflet It was decided that in the future the training leaflet will be updated twice a year. The information about next years' trainings will be gathered in autumn meeting and the information about the trained persons will be gathered in the		

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	beginning of the year and published in spring. The training leaflet will be published on CFPA-E website and it can be used in marketing.																																
7	Procedure to Certify Fire Safety Specialists in Building Design Kari Telaranta introduced the guideline and draft of the procedure. TC didn't quite get the idea what is needed from TC, and decided that JB, Hardy and Kari should have a Teams meeting about the matter. The countries who are interested about the certification scheme are also to join the Teams: Spain, Italia and Czech Republic are interested, possibly also Slovenia.																																
8	Courses GI introduced a new course for the fire safety personnel in Common Use Buildings. ELIPYKA is organising this course at the end of November and tell their experiences in the next meeting. See the course template attached. The "Fire Watch" course is postponed until next meeting, Macedonia might also be interested about the course along with UK and Denmark.	HH																															
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>14-18 March</td><td>Commissions & MC, Brussels, Belgium</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><tr><td>2024</td><td>May or June (tbd)</td><td>GA 2024 tbd (Istanbul, Turkey)</td></tr><tr><td>2024</td><td>21-25 October</td><td>Commissions and MC (tbd)</td></tr></table>	Year	Week	Meeting and Place	2022	14-18 March	Commissions & MC, Brussels, Belgium	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)	2024	May or June (tbd)	GA 2024 tbd (Istanbul, Turkey)	2024	21-25 October	Commissions and MC (tbd)		
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	There being nothing further to discuss the meeting was closed.																																