

CFPA-E Training Commission

Location Virtual Online

Date 21st October 2020

Members in attendance

| TRAINING COMMISSION MEMBERS | | | | | |
|-----------------------------|----------------|------------|------------------|--------------------|--|
| No | Country | First Name | Surname | Role in Commission | Organisation |
| 1 | Austria | Wolfgang | Neumuller | | BVS |
| 2 | Belgium | Alain | Verhoyen | | ANPI |
| 3 | Czech Republic | Jan | Smolka | | Majaczech, zs |
| 4 | Denmark | Pia | Mark | | DBI |
| 5 | Finland | Heli | Hattonen | Vice Chair | SPEK |
| 6 | France | Jean-luc | Cochet | | CNPP |
| 7 | Germany | Ingeborg | Schlosser | | VdS Schadenverhütung |
| 8 | Greece | Dionysis | Kolaitis | | National Technical University of Athens |
| 9 | | Yiannis | Kontoulis | | ELIPYKA |
| 10 | Italy | TBC | | | |
| 11 | Norway | Tom Eric | Galambos | | Norsk Brannvern Forening, |
| 12 | Portugal | Monica | Baeta | | APSEI - Associação Portuguesa de Segurança |
| 13 | Slovenia | Gasper | Golob | | SZPV |
| | | | | | |
| 14 | Spain | Mirna | Rodríguez García | | CEPREVEN |
| 15 | Sweden | Isabell | LiungmanBosaeus | | Brandskyddsföreningen |
| 16 | Switzerland | Katharina | Adelberger | | Swiss Safety Centre AG |
| 17 | UK | John | Briggs | Chair | Fire Protection Association |

Minutes of meeting CFPA-E Training Commission

Minutes by John Briggs

Location online

Date 21/ 10 / 2020

| Point | Notes | Who | 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 <ul style="list-style-type: none"> 3 new participants Isabella LiungmanBosaeus from Brandskyddsföreningen in Sweden. Susana Casinha APSEI Portugal Monica Baeta APSEI Portugal Apologies were received from PIA Mark and Tom Eric Galambos | | |
| 1b: | Host Presentation <ul style="list-style-type: none"> As this was an online commission meeting there is no Host presentation | | |
| 2: | Approval of the agenda <ul style="list-style-type: none"> The agenda for this meeting was shortened and was approved by the meeting | | |
| 3: | Minutes of last meeting <ul style="list-style-type: none"> Minutes approved but as they were over a year old it was decided not to go through them in detail. | | |
| 4 | New Training Centre Handbook and Audit forms <ul style="list-style-type: none"> These were sent to members in November 2019 and again immediately before this meeting. There had been some updates to these documents. | | |
| 4a | CFPA Training centre Handbook <ul style="list-style-type: none"> Sent with the new "Sanctions" paragraph | JB | Sent in Nov 2019 |
| 4b | CFPA EQA Audit Forms <ul style="list-style-type: none"> EQA must be done at least once every fourth year. | | |

| Point | Notes | Who | Deadline | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4c | CFPA IQA Observation pack IQA must be done at least once per year. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | EQA and IQA results following the meeting in Bologna last year This was really the main purpose of the meeting today, to record the IQA and EQA that had been completed. It was also suggested and agreed that there would be no sanctions imposed on any member country for not completing the EQA /IQA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5a | <p>The results of the EQA / IQA recently carried out were not expected to be good, but the results listed below indicate that the results were very much better than expected.</p> <table><tr><th colspan="7">IQA - EQA CFPA-E register</th><th>autofilled</th></tr><tr><th>Course number</th><th>Course name</th><th>Country</th><th>QA (either IQA or EQA)</th><th>EQA carried out by</th><th>date of audit</th><th>filled by</th><th>Year</th></tr><tr><td>1.21</td><td>passive fire protection of buildings</td><td>Slovenia</td><td>IQA</td><td></td><td>01/01/2020</td><td>Gaspar Golob</td><td>2020</td></tr><tr><td>1.19</td><td>Hotworks</td><td>Slovenia</td><td>IQA</td><td></td><td>03/11/2019</td><td>Gaspar Golob</td><td>2019</td></tr><tr><td>1.23</td><td>Basic Fire fighting and Fire prevention</td><td>UK</td><td>IQA</td><td></td><td>01/08/2019</td><td>John Briggs</td><td>2019</td></tr><tr><td>1.4</td><td>Fire Risk Assessment</td><td>UK</td><td>IQA</td><td></td><td>01/09/2020</td><td>John Briggs</td><td>2020</td></tr><tr><td>1.8</td><td>Explosion rotection Manager</td><td>Switzerland</td><td>IQA</td><td></td><td>10/12/2019</td><td>Katerina Adelburger</td><td>2019</td></tr><tr><td>1.33</td><td>Security Manager</td><td>Switzerland</td><td>IQA</td><td></td><td>01/01/2020</td><td>Katerina Adelburger</td><td>2020</td></tr><tr><td>1.19</td><td>Hot Works</td><td>Norway</td><td>IQA</td><td></td><td>20/10/2020</td><td>Tom Eric Gambolos</td><td>2020</td></tr><tr><td>1.1</td><td>Fire Safety Management Cycle</td><td>Germany</td><td>IQA</td><td></td><td>01/09/2020</td><td>Ingeborg Schlosser</td><td>2020</td></tr><tr><td>1.2</td><td>Fire Safety Technical Cycle</td><td>Germany</td><td>EQA</td><td>Spain</td><td>01/01/2020</td><td>Ingeborg Schlosser/ Mirna Rodriguez</td><td>2020</td></tr><tr><td>1.2</td><td>Fire Safety Technical Cycle</td><td>Spain</td><td>EQA</td><td>Germany</td><td>01/05/2018</td><td>Ingeborg Schlosser/ Mirna Rodriguez</td><td>2018</td></tr><tr><td>1.19</td><td>Hotworks</td><td>Finland</td><td>IQA</td><td></td><td>01/01/2019</td><td>Heli Hatonen</td><td>2019</td></tr><tr><td>1.28</td><td>Sprinkler systems</td><td>Finland</td><td>IQA</td><td></td><td>02/01/2019</td><td>Heli Hatonen</td><td>2019</td></tr><tr><td>1.3</td><td>Fire Detection</td><td>Finland</td><td>IQA</td><td></td><td>03/01/2019</td><td>Heli Hatonen</td><td>2019</td></tr><tr><td>1.19</td><td>Hotworks</td><td>Finland</td><td>IQA</td><td></td><td>01/01/2020</td><td>Heli Hatonen</td><td>2020</td></tr><tr><td>1.2</td><td>Fire Safety Technical Cycle</td><td>Austria</td><td>IQA</td><td></td><td>04/07/2020</td><td>WolfGang Neumuller</td><td>2020</td></tr></table> <p>There were in fact 13 IQAs carried out and 2EQA</p> <p>Ways of reporting these figures was discussed with a couple of examples -. a good system was forwarded by YK and this list will be forwarded with these minutes. If the members approve, we may try to put this on the members side of the Website so that members can fill it in themselves.</p> | IQA - EQA CFPA-E register | | | | | | | autofilled | Course number | Course name | Country | QA (either IQA or EQA) | EQA carried out by | date of audit | filled by | Year | 1.21 | passive fire protection of buildings | Slovenia | IQA | | 01/01/2020 | Gaspar Golob | 2020 | 1.19 | Hotworks | Slovenia | IQA | | 03/11/2019 | Gaspar Golob | 2019 | 1.23 | Basic Fire fighting and Fire prevention | UK | IQA | | 01/08/2019 | John Briggs | 2019 | 1.4 | Fire Risk Assessment | UK | IQA | | 01/09/2020 | John Briggs | 2020 | 1.8 | Explosion rotection Manager | Switzerland | IQA | | 10/12/2019 | Katerina Adelburger | 2019 | 1.33 | Security Manager | Switzerland | IQA | | 01/01/2020 | Katerina Adelburger | 2020 | 1.19 | Hot Works | Norway | IQA | | 20/10/2020 | Tom Eric Gambolos | 2020 | 1.1 | Fire Safety Management Cycle | Germany | IQA | | 01/09/2020 | Ingeborg Schlosser | 2020 | 1.2 | Fire Safety Technical Cycle | Germany | EQA | Spain | 01/01/2020 | Ingeborg Schlosser/ Mirna Rodriguez | 2020 | 1.2 | Fire Safety Technical Cycle | Spain | EQA | Germany | 01/05/2018 | Ingeborg Schlosser/ Mirna Rodriguez | 2018 | 1.19 | Hotworks | Finland | IQA | | 01/01/2019 | Heli Hatonen | 2019 | 1.28 | Sprinkler systems | Finland | IQA | | 02/01/2019 | Heli Hatonen | 2019 | 1.3 | Fire Detection | Finland | IQA | | 03/01/2019 | Heli Hatonen | 2019 | 1.19 | Hotworks | Finland | IQA | | 01/01/2020 | Heli Hatonen | 2020 | 1.2 | Fire Safety Technical Cycle | Austria | IQA | | 04/07/2020 | WolfGang Neumuller | 2020 | | |
| IQA - EQA CFPA-E register | | | | | | | autofilled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course number | Course name | Country | QA (either IQA or EQA) | EQA carried out by | date of audit | filled by | Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.21 | passive fire protection of buildings | Slovenia | IQA | | 01/01/2020 | Gaspar Golob | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.19 | Hotworks | Slovenia | IQA | | 03/11/2019 | Gaspar Golob | 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.23 | Basic Fire fighting and Fire prevention | UK | IQA | | 01/08/2019 | John Briggs | 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.4 | Fire Risk Assessment | UK | IQA | | 01/09/2020 | John Briggs | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.8 | Explosion rotection Manager | Switzerland | IQA | | 10/12/2019 | Katerina Adelburger | 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.33 | Security Manager | Switzerland | IQA | | 01/01/2020 | Katerina Adelburger | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.19 | Hot Works | Norway | IQA | | 20/10/2020 | Tom Eric Gambolos | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Fire Safety Management Cycle | Germany | IQA | | 01/09/2020 | Ingeborg Schlosser | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Fire Safety Technical Cycle | Germany | EQA | Spain | 01/01/2020 | Ingeborg Schlosser/ Mirna Rodriguez | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Fire Safety Technical Cycle | Spain | EQA | Germany | 01/05/2018 | Ingeborg Schlosser/ Mirna Rodriguez | 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.19 | Hotworks | Finland | IQA | | 01/01/2019 | Heli Hatonen | 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.28 | Sprinkler systems | Finland | IQA | | 02/01/2019 | Heli Hatonen | 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Fire Detection | Finland | IQA | | 03/01/2019 | Heli Hatonen | 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.19 | Hotworks | Finland | IQA | | 01/01/2020 | Heli Hatonen | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Fire Safety Technical Cycle | Austria | IQA | | 04/07/2020 | WolfGang Neumuller | 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Reporting of CFPA Europe by Commission members | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6a | MIC – Marketing & Information Commission <ul style="list-style-type: none">▪ Difficult period but trying to be active updating the website / newsletter There are 15 members from 12 countries in the MIC▪ ! meeting in Jan 2020 and one meeting on 22nd Oct 2020▪ New members should consider joining the MIC▪ This last year 5 newsletters have been sent these highlight the activity and articles of CFPA-E▪ New section in the newsletter as to how members are managing their work in the current crisis▪ News items from members has increased.▪ Certain chapters on the website have been improved and the WG to improve the website which is considered not bad but could improve▪ Update all marketing materials to include new members▪ Feb 2020 was the first internal newsletter feedback was good and another one is being prepared.▪ Participation to conferences,<ol style="list-style-type: none">1. Firex London 20192. Fire Safety Conference Bologna | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Point | Notes | Who | Deadline |
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| | <ul style="list-style-type: none"> 3. Fire safety North – Manchester 4. Belgrade 5. VDS Conference Dec 2019 6. Fire safety Conference Istanbul 7. Fire Safety Fair in Spain in Feb 2020 8. Fire Safety Conference in Athens in 2020 <ul style="list-style-type: none"> ▪ LinkedIn Internal LinkedIn group has been started not as active as we had hoped by TA released information every week and hopefully this will build at this moment CFPA-E is not active in social media. | | |
| 6b | <p>SC – Security Commission</p> <ul style="list-style-type: none"> ▪ Due to Covid 19 there was no meeting in the spring but there was an on-line meeting ▪ Working on 2 main guidelines <ul style="list-style-type: none"> 1. SG for businesses how companies could protect their businesses using potential risks and existing security measures. This is one in two steps: <ul style="list-style-type: none"> ▪ How serious / damaged or loss could appear ▪ The likelihood of an event ▪ The first plus the second produces the classification of the business and this indicates the measures that should be taken to protect the business Final draft is being read and will be sent out to all members at the end of the year 2. Guidelines for the prevention of arson. This is an old guideline it has been revised with more fire prevention material about the motivation of arsonists, measures of what to do and checklists to indicate the risks. <ul style="list-style-type: none"> ▪ Draft is in final process and this will also be sent out at the end of the year. <p>Next year the SC will be looking at training and the guidelines for cyber security.</p> | | |
| 6c | <p>GC - Guideline Commission</p> <ul style="list-style-type: none"> ▪ No meetings since Bologna a year ago, but there are three guidelines currently being worked on. <ul style="list-style-type: none"> 1. Procedure to identify CFPA-E Fire Safety Specialist in Building Design 2. Fire safety for short term renting 3. Fire safety in Schools • Also working with revisions to other guidelines <ul style="list-style-type: none"> 1. Fire safety for the elderly in residential Homes 2. Fire procedures for temporary buildings on construction sites • Small updates to 5 other guidelines | | |
| 6d | <p>MC - Management Commission</p> <ul style="list-style-type: none"> ▪ No meeting in March ▪ 2 meetings after on in July and one in Sept 2020 <p>Enquiry to all members about the direction for 2022-2023. This new strategy will be discussed at the GA on Friday.</p> <p>Members want us to continue with the existing platforms TC, SC, MIC, GC NHG but we also need to open up still a European organisation but</p> | | |

| Point | Notes | Who | Deadline | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>will open up for other countries that do not have such an organisation. There may also be Ambassadors and supporters.</p> <p>MC will work hard with meetings in Oct Nov and January and we all meet in Slovenia for the GS 2021 in June</p> <p>MC has decided that Vds Netherlands can be an associate member.</p> <p>Macedonia have applied for B” membership and this will be discussed at GA on Friday</p> <p>MOU with CTIF and FEU has been updated.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6e | <p>Natural Hazards</p> <p>1. No details</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>Future dates</p> <p>Future “Commission & MC weeks” – and future General Assembly (GA)</p> <table><thead><tr><th>Year</th><th>Week</th><th>Meeting and Place</th></tr></thead><tbody><tr><td>2020</td><td>19-22 October</td><td>Commission meetings (online)</td></tr><tr><td>2020</td><td>23 October</td><td>GA 2020 (online)</td></tr><tr><td>2021</td><td>15-19 March</td><td>Commissions & MC, Lisbon, Portugal</td></tr><tr><td>2021</td><td>9-10 June</td><td>GA 2021 in Ljubljana, Slovenia & conference</td></tr><tr><td>2021</td><td>18-22 October</td><td>Commissions & MC, Athens, Greece</td></tr><tr><td>2022</td><td>14-18 March</td><td>Commissions & MC, Brussels, Belgium</td></tr><tr><td>2022</td><td>May or June (tbd)</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</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, Istanbul, Turkey</td></tr><tr><td>2024</td><td>May or June (tbd)</td><td>GA 2024 tbd</td></tr><tr><td>2024</td><td>21-25 October</td><td>Commissions and MC (Poland?)</td></tr></tbody></table> | | | Year | Week | Meeting and Place | 2020 | 19-22 October | Commission meetings (online) | 2020 | 23 October | GA 2020 (online) | 2021 | 15-19 March | Commissions & MC, Lisbon, Portugal | 2021 | 9-10 June | GA 2021 in Ljubljana, Slovenia & conference | 2021 | 18-22 October | Commissions & MC, Athens, Greece | 2022 | 14-18 March | Commissions & MC, Brussels, Belgium | 2022 | May or June (tbd) | 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 | 2023 | 9-13 October | Commissions & MC, Hvidovre, Denmark | 2024 | 11-15 March | Commissions and MC, Istanbul, Turkey | 2024 | May or June (tbd) | GA 2024 tbd | 2024 | 21-25 October | Commissions and MC (Poland?) |
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| 8 | <p>Additional Courses</p> <p>Members were reminded that additional courses can be added by one member suggesting a course and two other countries supporting that application</p> <p>If members can submit these early, then members can be informed well before the TC meetings. It was also stressed that before additional courses are added it may make sense to look through the templates of the existing courses to see if any are close to the course that is sought.</p> <p>Slovenia asked about the following courses</p> <ul style="list-style-type: none">• Equipment for active Fire Protection• Residential Homes <p>It appears that Norway Spain Slovenia and Czech Republic are all interested in these courses, so the quorum has been reached. If they can all get together [Remote or by Phone] to produce a template for the course and this can be submitted in March at Lisbon.</p> | Everyone | March 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Point | Notes | Who | Deadline |
|-------|---|-----|----------|
| 9: | <p>Further discussions – as Part of AOB</p> <p>There was an active debate following a question to the group from IS concerning how members were dealing with online training Vs conferences and is there any evidence that these sorts of courses work</p> <p>MRG stated that Cepreven is doing this and after some discussion she said she would get the technical details to IS</p> <p>JB just mentioned in the UK Qualifications [exams] must be done in person, but that is just the UK other countries can decide for themselves.</p> | MRG | |
| | <p>Georges had a question on EQF and JB undertook to send him all the templates and copies of the IQA / EQA and centre handbook which he had not yet received. This has been completed</p> | JB | Oct 2020 |

There being nothing further to discuss the meeting was closed. Unless notified the next meeting will be in Lisbon 15-19th March The training Commission will meet on Wednesday 17th March 2021. Members of the commission are encouraged to make their travel arrangements to attend the Common Dinner on Tuesday 16th March, the evening before the TC meeting which will be 0900 to 1700