

CFPA-E Training Commission

Location Prague Czech Republic

Date 21-22 March 2018

Participants

			Present
Nation	Name	Company, Address, Telephone, E-Mail	Absent
Austria	Gunter Scwabegger	Petzoldstraße 45, Linz 4020 +43 732 76170 bvs-ooe.at g.schwaberrerr@bvs-ooe.at	ABSENT
Belgium	Alain Verhoyen Secretary	ANPI Parc scientifique Fleming, Granbonpré 1 BE-1348 Louvain-la-Neuve Tel. +32 10 47 52 63 alain.verhoyen@anpi.be / www.anpi.be	ABSENT
Czech Republic	Jan Smolka	AZTower Pražákova 1008-1069 Štýřice 639 00 Brno Jan.Smolka23@gmail.com Email : info@git-eu.org	PRESENT
Denmark	Pia Mark	Dansk Brand- og sikringsteknisk Institut Jernholmen 12, DK-2650 Hvidovre Tel. direct +45 36 275 775 06 pma@dbi-net.dk / www.dbi-net.dk	PRESENT
Finland	Heli Hätönen Vice Chair	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 9 4761 1332 heli.hatonen@spek.fi / www.spek.fi	PRESENT
France	Thibault Gousset	Centre National de Prévention et de Protection (CNPP) Pôle Européen de Sécurité CNPP-Vernon B.P. 2265, F-27950	PRESENT

		Saint-Marcel Tel. +33 (0)2 32 53 99 60 thibault.gousset@cnpp.com om / www.cnpp.com	
Germany	Ingeborg Schlosser	VdS Schadenverhütung Pasteurstr. 17a, DE- 50735 Köln Tel. +49 221 77 66 472 ischlosser@vds.de / www.vds.de	PRESENT
Italy	Tiziano Zuccaro	Aias Associazione Italiana fra Addetti alla Sicurezza Sede locale Via dei Mille, 8 , IT- 60015 Falconara AN Tel. +39 071 910 701 tzuccaro@genan.it / www.aias-sicurezza.it	PRESENT
Norway	Tom Erik Galambos	Norsk Brannvern Forening, Postboks 6754, Etterstad, N-0609 Oslo teg@brannvernforening.no	PRESENT
Portugal	Ana Ferreira	Associação Portuguesa de Segurança Electrónica e de Protecção Incêndio APSEI R. do Conselheiro Lopo Vaz, Ed. Varandas do Rio, It AB, escritório D, PT-1800-142 Lisboa Tel. +351 219 527 849 tecnico@apsei.org.pt www.apsei.org.pt	ABSENT
Slovenia	Gasper Golob	SZPV piu@szpv.si and info@szpv.si	PRESENT
Spain	Mirna Rodríguez García	CEPREVEN Sagasta 18, ES-28004 Madrid Tel. +34 91 445 73 81 / 75 66 mrodriguez@cepreven.com om / www.cepreven.com	PRESENT
Sweden	Harald Sammer	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16	PRESENT

		Harald.Sammer@brands kyddsforeningen.se www.svbf.se	
Switzerland		Swiss Safety New member of TC to be confirmed	ABSENT
United Kingdom	John Briggs Chair	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812506 jbriggs@thefpa.co.uk / www.thefpa.co.uk	PRESENT

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 John Briggs / Heli Hätönen

Location Prague

Date 21 March 2018

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting		
	<ul style="list-style-type: none"> Briggs opened the meeting and welcomed all. 		
1a:	New participants and apologies for absence		
	<ul style="list-style-type: none"> Presentation of each participant. 		
1b:	Host Presentation		
	<ul style="list-style-type: none"> Jan Smolka Presented host organisation 		
2:	Approval of the agenda		
	<ul style="list-style-type: none"> Agenda receives unanimous approval. 		
3:	Minutes of last meeting		
	Madrid – 24th October 2017		
	<ul style="list-style-type: none"> Minutes were approved. 		
4:	Report from Briggs concerning the EQF and the report being submitted to Management Committee		
4a:	<p>Presentation of EQF Report – Report attached</p> <p>After some discussion it was broadly agreed that the correct way forward in summary was as follows:</p> <p>Option 1:</p> <p>That the EQF from the European Commission was unlikely to take place in the near or medium term and therefore the report courses open option 1 to do nothing as far as the EQF was concerned should be adopted.</p> <p>Option 2:</p> <p>That the TC would try to get courses accredited by its members in one or more countries. This would present a number of problems that courses would be split across national entities and therefore any particular course would be governed by one national accrediting authority and all members would have to go to this country and the accrediting authority to gain the qualification. The host country would be responsible for the IQA and EQA of all their courses accredited in this way</p> <p>Option 3:</p> <p>That one country would be selected to attempt to gain accreditation in ALL the courses offered by the CFPA. This would mean that one host country member would host all the courses and therefore all the QA and the accreditation process. This would have a significant burden on the host company</p> <p>Option 4:</p>		

Point	Notes	Who	Deadline
	<p>That the CFPA would attempt to set itself up as a pan-european accrediting body and would write the rules and procedures in order to do this. There are no such pan-European accrediting bodies in existence at present and there is therefore no rule to follow. This allows the CFPA to write the rules and procedures to have a pan-european framework in place and that the TC members would work to produce the documents that were to be required in order for this to take place. It was broadly agreed that this would be the course of action to follow and that the TC would try to have the documents in place by the next commission meeting in October 2018, and may use additional Web meetings to facilitate this.</p> <p>The actions from this discussion are as follows:</p>		
	<ul style="list-style-type: none"> Briggs to check that Tyley has updated all the templates with the correct information and to send these to the commission members 	Briggs	April
	<ul style="list-style-type: none"> Briggs to send peer review document to Schlosser 	Briggs	
	<ul style="list-style-type: none"> Schlosser to conduct peer review in Madrid in June 2108 and to make any necessary changes to peer review procedure and form Changes to new form to be ready for discussion at or before the next meeting of the Commission in October. [can be sent to all members by Chair or vice chair – once received] 	Schlosser	
	<ul style="list-style-type: none"> Briggs to write new policies and procedures for awarding body for distribution before and for discussion at the next meeting in October 	Briggs	
	<ul style="list-style-type: none"> Briggs to devise an Excel spreadsheet based on the timetable of each course on which members can list the attributes of the courses so that the time spent on each part of a course can be agreed or that the minimum amount of time spent at each subject can be agreed. 	Briggs	
	<ul style="list-style-type: none"> It was agreed that the last Thursday in each month at the European time of 10.00am would be the time for and webinars that were required to be carried out. Each webinar would be notified to all members and the links and passwords to the webinars would be included in the invitations. Documents to be reviewed would also be included if possible and members of the commission were reminded that both video and screens could be shared in this process 	Briggs & All	
5:	Reporting of CFPA Europe by Commission members		
5a:	<ul style="list-style-type: none"> Reports were received from the following Commissions MIC Security Commission Guidelines Commission <p>The actions arising from these commissions were as follows: MIC requested that one paragraph explanation or summary of courses would be very useful for the website. It was agreed by the members that the following would be done</p> <ol style="list-style-type: none"> Hot Works summary – Hätönen Extinguisher Maintenance – Gousset Fire fighting – Smolka Course 1.21 - Golob 	Hätönen Gousset Smolka Golob	1 June 2018

Point	Notes	Who	Deadline
	<p>5. Course 1.24 – Sammer</p> <p>6. Course 1.2 - Schlosser</p> <p>It was agreed that these would all be sent to the Chair or vice chair by 1st June 2018. If for any reason this date cannot be made the Chair or vice chair should be informed.</p> <p>In addition, a summary of the events of the Commission was written and this to be passed as an article to MIC for inclusion in the News section of the website.</p> <p>More technical articles were also requested when available.</p>	<p>Sammer Schlosser</p> <p>Schlosser Rodriguez</p>	
6	GDPR		
6a	<p>▪ The data protection Regulations GDPR coming into force on 25th May 2018 were discussed and the following was resolved.</p> <ol style="list-style-type: none"> 1. That the CFPA website administrator would hold only that information of the subscribers to the newsletter. 2. That these subscribers would be contacted and asked to give their consent to their details being held by CFPA 3. Diploma Holders information and all other CFPA qualifications would no longer submit information to CFPA website for publication, but that any information required to be kept would be stored by the national company at which the training took place and would therefore be responsible for their national and company compliance to GDPR. 4. That no relevant information would be transferred between national companies, nor between any national company and the CFPA centrally. 5. That all current and historic personal data listed in publications or websites would be removed as soon as possible and certainly before the date of the start of the regulation. 6. Any consent required for the use of the CFPA logo would be dealt with by the administrator of the website, if indeed it was deemed necessary to gain regular consent for the use of the logo. 7. GDPR would have to be complied with nationally and under any relevant national legal guidance. <p>Explain Declare and justify everything you have done and intend to do</p>	All to take note and action as necessary	By 25 th May 2018
7	E-Learning		
7a	<p>Co-operation on E-learning and other digital options</p> <p>It was suggested by Gousset that the members of the TC should co-operate on E-learning and virtual reality training. It seemed that E-learning was costly and in some cases had a limited financial return. Options were discussed like:</p>		

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7b	<p>1 perhaps listing all the e-learning on the website by language, or the CFPA taking some responsibility for creating the e-learning platform.</p> <p>2 If all countries had prepared e-learning on “Fire safety Awareness” then we would have 13 different but similar e-learning training and we could have to opportunity to save both time and money by collaboration on e-learning programs.</p> <p>3 Notwithstanding the issues arising from language differences.</p> <p>Gousset said he would send the CNPP elearning course to Briggs for evaluation of this co-operation as CNPP had some courses written already in English.</p>		
8:	AOB and next meetings		
	<ul style="list-style-type: none"> Review of tables of activity from all members: completed during the meeting for the countries who didn't answer. Will be put together with the results of the GC and published this was completed during the meeting and will be published shortly 		
	<ul style="list-style-type: none"> Emails received from Kenya about any CFPA member interested in Conducting Training in Kenya [Also input from CFPA – I] – Basset send the email to Gousset/Hebbelynck No further action required on this 		
	<ul style="list-style-type: none"> Swiss company asked about examination process and Briggs said this should be covered by the procedures which will be written and can then be sent on to the Swiss Company 		
	<ul style="list-style-type: none"> All the materials of the meetings (i.e. agendas and minutes) shall be added to the private side of the CFPA-E website. Rodriguez will send login information to Briggs, Hätönen and Verhoyen for updates. 	Rodriguez Briggs Hätönen Verhoyen	
	Next meetings		
	<ul style="list-style-type: none"> General Assembly in 2018 : Helsinki, 23-24th of May (2019 : Stockholm) TC meeting ZURICH [need to confirm dates] 		