

# CFPA-E Training Commission

**Location** Zurich Swissi

**Date** 03 October 2018

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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** Alain Verhoyen

**Location** Zurich

**Date** 03 October 2018

Point	Notes	Who	Deadline
1:	<b>Welcome &amp; opening of the meeting</b>		
	<ul style="list-style-type: none"> <li>Briggs opened the meeting and welcomed all.</li> </ul>		
1a:	<b>New participants and apologies for absence</b>		
	<ul style="list-style-type: none"> <li>Presentation of each participant.</li> </ul>		
1b:	<b>Host Presentation</b>		
	<ul style="list-style-type: none"> <li>Done PM with Guideline Commission</li> </ul>		
2:	<b>Approval of the agenda</b>		
	<ul style="list-style-type: none"> <li>Agenda receives unanimous approval.</li> </ul>		
3:	<b>Minutes of last meeting</b>		
	<b>Prague – 21-23th March 2018</b>		
	<ul style="list-style-type: none"> <li>Minutes were approved.</li> </ul>		
4	<p><b>Discussion on new documents sent out in the summer</b></p> <p>Option 4 of Briggs report had unanimity: 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.</p> <p>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>		
4a	<p><b>CFPA Training centre Handbook</b></p> <ul style="list-style-type: none"> <li>Presentation on screen by John Briggs</li> <li>The comments are taken into account directly on screen</li> <li>The new version will be send to TC</li> <li>A draft of lexicon will be send to TC for discussion</li> </ul>	Briggs Verhoyen	
4b	<p><b>CFPA EQA Audit Forms</b></p> <ul style="list-style-type: none"> <li>Presentation on screen by John Briggs</li> <li>The comments are taken into account directly on screen</li> <li>The new version will be send to TC</li> </ul>	Briggs	
4c	<p><b>CFPA IQA Observation pack</b></p> <ul style="list-style-type: none"> <li>Presentation on screen by John Briggs</li> </ul>		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> <li>- The comments are taken into account directly on screen</li> <li>- The new version will be send to TC</li> </ul>	Briggs	
	<b>Intervention / Tizziano – Question related to Italian company working in Denmark. Not an issue for the training Commission so will be dealt with by the CFPA Director Tommy Arvidsson</b>	Arvidsson	
<b>5</b>	<b>Reporting of CFPA Europe by Commission members</b>		
<b>5a</b>	MIC – Marketing & Information Commission <ul style="list-style-type: none"> <li>▪ Statutes are on the public part of the website</li> <li>▪ Strategy is on the Member part</li> <li>▪ Interesting information for the customers on the website</li> <li>▪ Reminder for text, press releases, etc. website must be dynamic</li> <li>▪ Improvement to respect DPR</li> <li>▪ CFPA-Europe is participating to local fairs – use of presence of Members in fairs</li> <li>▪ Idem for speaker in exhibition: promotion of CFPA</li> <li>▪ Marketing materials (folders, etc.)</li> </ul>		
<b>5b</b>	SC – Security Commission <ul style="list-style-type: none"> <li>▪ New representatives from Swedish and Italy</li> <li>▪ Just publish the Guideline on Cyber security for SMEs</li> <li>▪ Working on guideline for all kind of businesses</li> <li>▪ Preparing a course for cyber security (will be first approved by TC commission)</li> <li>▪ Will work on the problematic of conflict between Security and Emergency</li> </ul>		
<b>5c</b>	Guideline Commission <ul style="list-style-type: none"> <li>▪ See join meeting 4/10/2018</li> </ul>		
<b>5d</b>	Management Commission <ul style="list-style-type: none"> <li>▪ Try to follow the strategy</li> <li>▪ New members (i.e. Greece)</li> <li>▪ More connection with the European commission (CFPA is invite to present CFPA's projects (i.e. works of Guideline commission, fire in domestic house, etc.)</li> <li>▪ Associated member (i.e. Swedish theft association) are possible when the national regular Member exists already</li> </ul>		
<b>6</b>	<b>Future dates</b> Next meetings <ul style="list-style-type: none"> <li>▪ March 20 / 21 2019, Moreton in Marsh, UK</li> <li>▪ General Assembly: May 22 / 23 2019, Stockholm, Sweden</li> <li>▪ October 16 / 17 2019, Milan, Italy</li> <li>▪ March 25 / 26 2020, Linz, Austria</li> <li>▪ General Assembly 2020, date and place tbd</li> <li>▪ October 21 / 22 2020, Copenhagen, Denmark</li> <li>▪ March 17 / 18 2021, Place to define</li> </ul>		
<b>7</b>	<b>Quality</b>		

Point	Notes	Who	Deadline
	No current issue		
<b>8:</b>	<b>Proposals of New Courses</b> Briggs makes a short reminder over the process to propose new courses <ul style="list-style-type: none"> <li>Briggs send the templates</li> <li>Members have to approve the templates for the next meeting</li> <li>After this the proposed courses 8a to 8d will be discussed in TC</li> </ul>	Briggs All	
<b>8.a</b>	Fire Intervention team leader [CNPP] <ul style="list-style-type: none"> <li>See 8</li> </ul>		
<b>8.b</b>	Project Management Safety & Security [SWISSI] <ul style="list-style-type: none"> <li>See 8</li> </ul>		
<b>8.c</b>	Fire safety Systems FPA - Cepreven <ul style="list-style-type: none"> <li>See 8</li> </ul>		
<b>8.d</b>	Property risk Management for Risk engineers - NTR. Hebbelynck to research original documentation for Technical Cycle and to report back at next meeting. <ul style="list-style-type: none"> <li>See 8</li> </ul>	CNPP	
<b>9:</b>	<ul style="list-style-type: none"> <li><b>Other business</b></li> </ul>		
<b>9.a</b>	Review of tables of activity from all members		
<b>9.b</b>	Proposal for Web meetings Webinars in-between formal meetings. To be the Second Thursday in the month [when we have matters to discuss]		
<b>9.c</b>	Any points for guidelines commission meetings later <ul style="list-style-type: none"> <li>No point</li> </ul>		
	<b>Next meetings</b>		
	<ul style="list-style-type: none"> <li>4th October 2018 – Training Commission meeting with Guidelines Commission – Zurich</li> <li>4th October 2018 – Training Commission meeting with Security Commission – Zurich</li> <li>20-21st March 2019 – Training Commission – Moreton or London TC meeting [need to confirm dates]</li> </ul>		

The meeting was closed.