## Training Commission Agenda March 19th, 2025

## Vernon, France

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| **Serial** | **Description** | **Action** |  |
| **1** | a. Welcome and opening of the meeting.  b. New participants and apologies for absence | Chair |  |
| **2** | **Approval of the agenda** | All |  |
| **3** | **Minutes of the last meeting**  Minutes of the last meeting are sent with this agenda. | All |  |
| **4** | **Actions of the last meetings** | All |  |
| **5** | **Presentation by Host Member CNPP** | JR |  |
| **6** | **MAIN DISCUSSION**   1. Is to be on how Members are doing with the IQA and the EQA in their respective countries. 2. For the meeting every March it will be important for members to bring with them any IQA /EQA forms [with names taken out to comply with GDPR regulations] as this meeting in March records the IQA / EQA for the whole year of 2024. Many members this year are required to have carried out 1 x IQA and also 1 x EQA 3. **Learning café.** Workshop about lessons learned and changes needed to templates. Prepare your findings in beforehand regarding: 4. CFPA Training centre Handbook 5. CFPA EQA Audit Forms 6. CFPA IQA Observation pack   Note Turkey and Greece it was agreed at the last meeting that their courses have only been running for less than 1 year so their dates are 2023-2026 | All |  |
| **7** | **Learning café, summary and actions** |  |  |
| **8** | **Accreditation**  Have any of the 45 courses been accredited nationally since the last meeting? What are the educational levels of these courses? | All |
| **9** | **Update**  Update by Director on Ambassadors and any other CFPA matters. | JB |  |
| **11** | **Reporting of CFPA-E Commissions**   1. Management Committee 2. Marketing and Information Commission 3. Security Commission 4. Fire Safety Commission 5. Natural Hazards Commission | JB  MR  IS  JB  JB |  |
| **12** | **3-year goals:**   1. Book work group meetings for specific topics between commission meetings. Increase commitment through online meetings as this may be easier to attend and engage in. 2. Revise 20 templates. 3. A new or revised guidelines should automatically result in a review of the connected template. 4. Evaluation if no member is organising a specific training, whether that training should remain or be hidden. 5. Provide a process to ensure control of documents and versions and that they are stored in the private website. This will also result in better use of the resources. 6. Provide overall statistics about participants. Currently we gather information about diplomas and certificates, but the number of attests would also be interesting in order to monitor the trends. |  |  |
| **13** | **Revision of course templates and discussion about delivery methods**  We are to select 2 popular courses and discuss the different delivery methods for these courses.  Proposal 1: We discuss both delivery methods and revise the course templates at the same time.  Proposal 2: We choose 1.13 Principles of Fire Safety at Work and 1.15 Explosion (Prevention and protection in places where explosive atmospheres may occur) as they are the next most popular courses. | All |  |
| **14** | **New/revised guidelines**  Changes needed to course templates. | All |  |
| **15** | **Course curriculum not delivered through members**  Discussion about courses not currently used, are these kept or taken out. | All |  |
| **16** | **Any Other Business** |  |  |
| **17** | **Future Dates**  See below |  |  |

**Future Commissions weeks and host countries**

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| **Year** | **Week** | **Meeting and Place** |
| **2025** | 17-21 March | Commissions & MC, Vernon, France |
| **2025** | 22-23 May | General Assembly 2025, Denmark |
| **2025** | October (days tbd) | Commissions & MC, Helsinki, Finland |
| **2026** | March (days tbd) | Commissions & MC Madrid, Spain |
| **2026** | May (days tbd) | General Assembly 2026 |

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