|  |
| --- |
| CFPA-E Training Commission |
| **Location** Ljubljana, Slovenia | **Date** Wednesday 23rd of October 2023  |  |

Members in attendance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Member Country | Name | Post | Member organisation | Present |
| 1 | Austria | Wolfgang Neumüller |  | BVS |  |
| 2 | Belgium | Christopher Boon |  | ANPI  |  |
| 3 | Czech Republic | Kamila Kempna |  | Majaczech zs  |  |
| 4 | Czech Republic | Jan Smolka |  | Majaczech zs PM FSC |  |
| 5 | Denmark | Pia Mark |  | DBI |  |
| 6 | Finland | Heli Salovaara | Chair | SPEK |  |
| 7 | France | Jerome Richard |  | CNPP |  |
| 8 | Germany | Ingeborg Schlosser |  | VdS |  |
| 9 | Greece | Yiannis Kontoulis |  | Elipyka PM FSC |  |
| 10 | Italy |  |  | AIAS |  |
| 11 | Norway | Line Hamre |  | Norsk Brannvernforeningen |  |
| 12 | Portugal | Monica Baeta  |  | APSEI |  |
| 13 | Slovenia  | Marcel Kalan |  | SZPV |  |
| 14 | Spain | Mirna Rodriguez |  | CEPREVEN |  |
| 15 | Sweden | Pia Ljunggren |  | Brandskyddsföreningen |  |
| 16 | Sweden | Isabell Ljungman Bosaeus |  | Brandskyddsföreningen |  |
| 17 | Switzerland | Katerina Adelberger |  | Swiss Safety Centre AG |  |
| 18 | Turkey | Asuman Erkul |  | FPPA |  |
| 19 | UK | Luke Ventura |  | FPA |  |
| 20 | CFPA-E | John Briggs |  | CFPA-E, director PM FSC |  |

1. **Welcome and introductions**

Heli Salovaara as the new chair welcomed everyone to the meeting. Pia is today’s secretary.

Apologies for absence: Belgium, Norway and UK.

1. **Approval of agenda**

The agenda was approved.

1. **Minutes of the last meeting – Porto, Portugal, March 2024**
* Corrections to participant’s names and correction to 15. Actions: Process to be added in the handbook for non-compliance for EQA is done in version 6.
* Everyone should have access to the private part of the website. This is not currently the case. A discussion about which platform should be used to minimize emails. Teams has been used in the past but appears to be outdated and out of reach for many. **Decision: All documents should be shared on the private website.**
* General discussion
	+ Webinars: which platforms to use and which commissions should provide seminars. Normally no longer than 60 minutes. The maximum participants have been 1000 but the aim is 100 per event.
	+ The leaflet for marketing CFPA-E Ambassador is available on the private website. We are all encouraged to add national information on the second page.
	+ Framework document to outline levels – Training commission project referencing CFPA-E qualification against the European qualification framework, dated June 2017. Should be a basic structure. Needs to be addressed using the private website. Discussion about giving credits for CFPA-E activities in general to attract participants if leveled with the EU framework (CPD directive). Perceived as equivalent credits (as only public education can give credits). Some countries are cooperating with universities where CFPA-E courses are included in a degree program, where they are given formal credits.

ACTION: IS will send out the documentation of levels to chair to be added on the private website.

* + Issues with finding the latest version of document in general. A structure should be put in place to the private website.
* The minutes was approved.
1. **ACTION FROM PREVIOUS MINUTES – March 2024**

|  |  |  |
| --- | --- | --- |
| Action | Individual to Action | Complete/To action |
| All members to provide updated email address for circulation | All |  |
| All members to consider how to promote Ambassadors | All |  |
| All members are to forward information about course changes/news to MR to increase engagement | All |  |
| All members to increase information that is provided to MR for articles, news, etc | All |  |
| To retain Ambassadors and activity with Marketing as a rolling agenda item | Chair |  |
| To speak with MC on fees for Ambassadors – should this be a free service | Discussed at MC | To be kept as they are for time being, as this is new and needs time. |
| Hot works- change from Certificate to AttestFire Safety on Construction Sites - change from Certificate to Attest (1.20) | JB | Done |
| Each member to consider a leaflet to market the benefits of the CFPA Ambassador scheme | All |  |
| To update leaflet  | IS |  |
| Template and rules for certification reference to be shared for Attest, Diploma, and Certificate | IS | Done |
| New certification templates are to be provided to MR to be placed in the members area and Chair to circulate. | ChairMR | Done |
| Process to be added in the handbook for non-compliance for EQA | JB | Done in V6 |
| Each member to consider what aim/ambitions they have for the next three years | All | Done |
| Rolling Agenda item to be added to future meetings on required changes to template | Chair | Done |
| Rolling Agenda item to be added to courses not currently used | Chair | Done |
| Rolling Agenda item to be added for progression of courses | Chair |  |
| Rolling Agenda item of a review of 2 courses at each meeting if time allows | Chair |  |
| Framework document to outline levels to be added to the private website. | Chair |  |
| To share with the JB – Sue Tyley’s initial documents  | KA | Done |
| To organise a team meeting to discuss how to frame the new courses for the TC members. (11-29 April) | JB | Done |
| All members to discuss two most popular courses to the group at the next meeting and why to share learning | All | In Process |
| To organise the meetings for proposed courses | KA | Done |
| Copies of certificates to be put in the Training Centre Handbook, when these are made available from Marketing | ChairMR |  |

1. **Presentation by Host – Ales Jug, Slovenia**

Ales welcomed all the members to the meeting. The CFPA-E meetings take place parallel to a Safety and Prevention congress and Expo. The Expo holds 26 exhibitors, workshops and seminars. He encouraged everyone to visit the exhibition.

1. **Main Discussion**

**EQA and IQA**

Within four years, an EQA is required as part of the process to ensure the course was conducted in accordance with the learning outcomes, and lesson plan. Less to do with the actual content and more to do with the conduct of the course. The concept is used within educational qualifications to ensure correct and proper practice. This does not need to be overburdensome and could be half a day.

* Some of the countries still needs to complete the EQA. Letter of warning will be sent to those that are affected.
* All countries will make declarations of completion of the IQA and EQA at the March meeting 2025 about 2024. Members should produce the IQA and EQA forms for confirmation, and the forms will be returned at the meeting to comply with GDPR.
* Previously agreed that members can submit their own forms, to show compliance.
* North Macedonia is no longer a member and should be taken of the list.

**ACTION:** A separate topic for the spring meeting. We need to take time to revise and improve the report templates and make a summary presentation about the findings.

**CFPA-E Training Centre Handbook**

* V6 is the current handbook. Update needs arose during the meeting (see Actions).
* Leaflet is open to public and Handbook for members. Information should be split and published accordingly.

**ACTION:** Update the changes to CFPA- E Training Centre Handbook version 7 and add it to the private area on the CFPA -E website.

1. **Training Commission, open positions**

The chair respectively proposed Pia Ljunggren as vice chair and Line Hamre as secretary. All roles including chair will fill in for each other should there be an absence during meetings. The commission elected Pia and Line in accordance with the proposal.

1. **Update**

Turkey informed the commission that they have plans to provide training in Northern Cyprus.

1. **Update by Director**

Discussions have been going on with an organisation in Iceland with intension to become a member.

Application from a Swedish company (SVEBRA) to become a member. Only one representative from each country is agreed. Application from one company in Mexico for global membership. These applications will be on the agenda for Management Committee on Friday.

As member countries we are members of the European chapter. CFPA-E is also member of CFPA-I. The plan is to have CFPA-I General Assembly every 3 years.

Status on membership: Currently 671 Ambassadors as to date. Hard to maintain Ambassadors when annual fees are due to payment. 98 free members (employees).

**ACTION:** Encourage people to join as Ambassadors (both external and internal).

Discussion about benefits for Ambassadors. Ambassadors can use the logo in their businesses. We are all encouraged to send links to director when we have seminars with purpose to invite Ambassadors.

1. **Reports from other CFPA-E commissions**

**Management Committee**

A new chair, Hans Starl is appointed and will replace Mingyi Wang in Natural Hazards.

**Marketing and Information Commission (MIC)**

The information coming from members has improved recently to Mirna so there is more news on the website. The reporting of news has increased in number but also in importance of topics. More news is requested from the smaller countries. Improvements have been made to make it easier to find popular areas i.e. guidelines. The are also more visitors due to the addition of information of national regulations. The number of visitors has increased 252 % over the last year and is now 31 114. Two large increases: Lithium-Ion batteries (October 2023) and the Grenfell Tower report (September 2024). Most visitors came from UK, Germany and USA. Training is found in 7th place of the most visited sections and should be boosted.

Newsletters: The opening rate is high (25-40%), the click rate is nearly 6% which is good. This means that visitors are increasing but subscribers are decreasing in numbers (3.6%).

Proposal was raised to try to find an influencer in fire safety to boost interest in the website.

**ACTION:** TC should ask MIC to provide a summary from the statistics in combination with appropriate information on how to forward articles and other information. This material should be forwarded to all CFPA-E members to facilitate engagement in all countries.

**Security Commission**

Revised guidelines no 2 Protection of empty buildings. No 14 is ready for require as the next step.

Two new guidelines are under production: Security when working from home and security guidelines for households. Many good discussions. SC plans to issue 2-3 guidelines per year.

**Fire Safety Commission (former Guidelines Commission)**

No report available at this time.

**Natural Hazards**

No report available at this time.

1. **Training Strategy**

A strategy for CFPA-E has been provided and should be approved in the General assembly – *CFPA Europe empowering excellence globally*.

Based on the strategy mission.

* Foster excellence in technical education through European guidelines
* Provide professionals with cutting-edge training and certification opportunities
* Empower individuals worldwide to excel in their respective fields
* Drive innovation and advance global knowledge and good practice

 How can we translate this into this commissions work? We need understanding where we are now, where we want to be in 3 years and how to get there.

**ACTION**: Goals for the TC within the next 3 years

* 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.
* Revise 20 templates.
* A new or revised guidelines should automatically result in a review of the connected template.
* Evaluation if no member is organising a specific training, whether that training should remain or be hidden.
* 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.
* 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.
1. **Revision of courses templates and discussion about delivery methods**

*1.2 Fire Safety Technic*al Cycle

*S*ome minor changes in the wording. New guidelines are added as appropriate.

**ACTION:** Add to Training Centre Handbook*; Appropriate adjustment due to learning difficulties can be made as needed.*

*1.19 Hot works*

*S*ome minor changes in the wording.Adding of aerosols and risk with gases. Change to wording of assessment: At minimum, a test or exam that is designed for 30 minutes. Needs to be changed also to all other templates. The level is changed from certificate to attest as it is a one-day course. Individual countries can still issue national certificates.

**ACTION:** Change assessment in all attest course templates*; a test or exam that is designed for 30 minutes.*

1. **Courses not delivered through members**

The of CFPA-E summary of courses will be updated. Changes should be sent to IS before 1 November.

1. **Any other business**

As templates are revised, changed should be made also on the webpage. Also update the countries who are providing.

DBI is providing a new training. Request for Pia Mark to prepare a template of a new training course.

Currently there are 2 non-European members:

1. South Africa [Fire protection Association South Africa FPASA] This member is currently linked to UK FPA for courses etc.
2. South Korea [KFPA] No member has yet been appointed. Depends to some extent on the courses required and in which language.
3. **Future dates**

|  |  |  |
| --- | --- | --- |
| **Year** | **Week** | **Meeting & Place** |
| **2025** | **17-21 March** | **Commissions and MC, Vernon France** |
| **2025** | **22-23 May** | **General Assembly, Copenhagen, Denmark** |
| **2025** | **7-10 October** | **Commissions and MC, Helsinki, Finland** |
| **2026**  | **16-20 March**  | **Commissions and MC, Madrid, Spain** |
| **2026** | **May (date tbd)** | **General Assembly, (tbd)** |

1. **Actions**

|  |  |  |
| --- | --- | --- |
| Action | Individual to Action | Complete/To action |
| Members findings from IQA and EQA reports in order to learn from experiences. | All |  |
| Time to revise and improve the IQA and EQA report templates at the next meeting. | Chair |  |
| Change in the Training Centre Handbook; Appropriate adjustment due to learning difficulties can be made as needed.Add document version 7 to the private area on the CFPA-E website. | Chair |  |
| TC should ask MIC to provide a summary from the statistics in combination with appropriate information on how to forward articles and other information. This material should be forwarded to all CFPA-E members to facilitate engagement in all countries. | ChairMR |  |
| Rolling Agenda item to be added about TC 3-year goals | Chair |  |
| Change assessment in all attest course templates; a test or exam that is designed for 30 minutes. | Chair |  |
| Rolling Agenda item to be added: if changes made to guidelines, the linked course template should also be revised. | Chair |  |
| Control of documents and versions in the private website | Chair |  |
| Provide overall statistics (diplomas, certificates, attests) | All |  |
| Changed course templates to be added on the CFPA-E website and update the countries who are providing the training.  | MR |  |
| Template of a new training course from DBI | PM |  |

ACTION FROM PREVIOUS MINUTES – March 2024

|  |  |  |
| --- | --- | --- |
| Action | Individual to Action | Complete/To action |
| All members to provide updated email address for circulation | All |  |
| All members to consider how to promote Ambassadors | All |  |
| All members are to forward information about course changes/news to MR to increase engagement | All |  |
| All members to increase information that is provided to MR for articles, news, etc | All |  |
| To retain Ambassadors and activity with Marketing as a rolling agenda item | Chair |  |
| To speak with MC on fees for Ambassadors – should this be a free service | Discussed at MC | To be kept as they are for time being, as this is new and needs time. |
| Each member to consider a leaflet to market the benefits of the CFPA Ambassador scheme | All |  |
| To update leaflet  | IS |  |
| Rolling Agenda item to be added for progression of courses | Chair |  |
| Framework document to outline levels to be added to the private website. | Chair |  |
| All members to discuss two most popular courses to the group at the next meeting and why to share learning | All | In Process |
| Copies of certificates to be put in the Training Centre Handbook, when these are made available from Marketing | ChairMR |  |

ACTION FROM PREVIOUS MINUTES – Oct 2023

|  |  |  |
| --- | --- | --- |
| To have a list of global members and who is responsible. The Training Commission member will then need to report on the global or non-European commission member. | JB IS | See Below |
| Tracking document to be created for Non-European members, CFPA Member for governance, courses operating, certificate numbers, and diplomas. | ChairIS | Outstanding |