

## COTEC Secretarial News

### COTEC Office Administrator

COTEC has made a continuation contract with Shawn Abela as COTEC Office Administrator for another year after his current contract – until the end of October 2019. Shawn is regularly working 8 hours per week with an option to extra hours when needed. Shawn's email address is [shawn.abela@coteceurope.eu](mailto:shawn.abela@coteceurope.eu)

### COTEC General Assembly Minutes

The Minutes of the 6<sup>th</sup> General Assembly will be uploaded to the Members only -section of COTEC website as soon as they have been finalised with all the appendices. Members only -section is password protected and Members may request the password from COTEC Office.

### COTEC Executive Committee meetings

The Executive Committee has regular Skype meetings - next Skype meetings will be on October 30<sup>th</sup> and December 13<sup>th</sup>, 2018. For agenda items and other issues or proposals, please contact [anu.soderstrom@coteceurope.eu](mailto:anu.soderstrom@coteceurope.eu)

COTEC Executive Committee next face-to-face meeting will be held February 1-3, 2019 in Prague where joint meetings with ENOTHE Board and meetings of Occupational Therapy Europe and the Organising Committee of the 2<sup>nd</sup> COTEC-ENOTHE Congress 2020 will also be held. The meeting venue for some of the above meetings will be the venue of the 2020 Congress.

### COTEC General Assembly 2019

The 7<sup>th</sup> COTEC GA will be held in Brussels, Belgium on World OT Day, October 27<sup>th</sup>, 2019. There will also be Governance Day program adjoined to the GA, and World OT Day event will be planned. More information on the program of the weekend and the OT day event / social media material will follow in the beginning of 2019.

Call for GA Agenda items will be circulated in May and the Agenda for the General Assembly will be circulated by August 27<sup>th</sup>, 2019.

For any queries about the General Assembly, please contact Vice President Administration [anu.soderstrom@coteceurope.eu](mailto:anu.soderstrom@coteceurope.eu)

### COTEC on social media



Please join the nearly 1900 likes on Facebook <https://www.facebook.com/COTECEurope/> and follow us on twitter @CotecEurope with over 1800 others and make COTEC and occupational therapy more visible in Europe.