



**27 Years of COTEC
1986-2013**



MINUTES OF THE 58TH COTEC MEETING

held on 11th and 12th April 2013

**at the Kosmopol
Fiolstræde 44
Copenhagen K
Denmark**

COUNTRY	NAME	DELEGATE or ALTERNATE	PRESENT	
			✓	X
PRESIDENT	METTE KOLSRUD		✓	
AUSTRIA	PETRA SCHWAB JULIA KIMMERSTORFER ISABELLA VAN DONGEN	Delegate 1 st Alternate 2 nd Alternate	✓	X
BELGIUM	ANNE LEDOUX MARLIES SUETENS	Delegate Alternate	✓	X
BULGARIA	LILIYA TODOROVA PETYA MINCHEVA	Delegate Alternate		X X
CROATIA	SAŠA RADIĆ KRISTIЈAN COPAK DAVOR DUIC	Delegate 1st Alternate 2nd Alternate		X X X
CYPRUS	POPI MOUSTAKA MARIA KOUROUFEXI	Delegate Alternate		X X
CZECH REP	JANA NÁHLÁ OLGA NOVÁKOVÁ	Delegate Alternate		X X
DENMARK	GUNNER GAMBORG LENE BARSLUND	Delegate Alternate	✓ ✓	
ESTONIA	MARILIIS PÕLD HEILI PIILBERG	Delegate Alternate	✓	X
FINLAND	TARU MERILÄINEN KRISTINA HOLMBERG ANNA ARONPURO SAARA MUSTONEN	Delegate Alternate 1 st Alternate 2 nd Alternate	✓ ✓	X X X
FRANCE	NATHALIE CHEREL CYNTHIA ENGELS	Delegate Alternate	✓	X
GEORGIA	NINO RUKHADZE	Delegate Alternate		X
GERMANY	RENÉE OLTMAN GELA MAURER	Delegate Alternate	✓ ✓	
GREECE	KATERINA VENERI MARIA KOULOUMPI	Delegate Alternate		X X
HUNGARY	ZSUZSANNA MÁHLI EDIT MÉSZÁROS CSILLA SZÖLLŐSYNÉ JUHÁSZ	Delegate 1 st Alternate 2 nd Alternate		X X X
ICELAND	OSK SIGURDARDOTTIR RANNVEIG K. BALDURSDÓTTIR	Delegate Alternate	✓	X
IRELAND	SARAH LEE	Delegate Alternate		X X
ITALY	PATRIZIA IANES SILVIO TOCCO	Delegate Alternate	✓	X
LATVIA	LOLITA CIBULE SIGNE TOMSONE	Delegate Alternate	✓	X
LUXEMBOURG	LÉA SCHAEFFER GUDULA SZUWART	Delegate Alternate	✓	X
MALTA	MARIA DANIELA FARRUGIA STEPHANIE HERCEGOVAC	Delegate Alternate	✓	X
NETHERLANDS	STEPHANIE SAENGER	Delegate Alternate	✓	
NORWAY	HEGE TOLLÅS TORIL LABERG	Delegate Alternate Alternate	✓	X X
PORTUGAL	ELISABETE ROLDÃO VÂNIA PRATES AFONSO	Delegate Alternate	✓ ✓	
SERBIA	BRANKO LAZIĆ OLJA JANEVSKA MILAN KECMAN	Delegate Alternate Webmaster		X X X
SLOVENIA	ANDREJA ŠVAJGER ZDENKA PIHLAR	Delegate Alternate	✓	X
SPAIN	ALMUDENA RAMIREZ CRISTINA LABRADOR	Delegate Alternate	✓	X
SWEDEN	LENA HAGLUND KARIN SAMUELSSON	Delegate Alternate	✓	X
SWITZERLAND	IRIS LÜSCHER FORRER ANDREA PETRIG	Delegate Alternate	✓	X
UK	TINA GERICKE CLAIRE BREWIS	Delegate Alternate	✓	X
COTEC SECRETARIAT	BERYL STEEDEN	Secretariat	✓	
WFOT LINK	SAMANTHA SHANN	WFOT	✓	

ACTION**2. SECRETARIAL MATTERS****2.1 Apologies for Absence and call for proxies**

Apologies for absence had been received from:

Saša Radić	Delegate for the Croatian Association
Popi Moustaka	Delegate for the Cypriot Association
Jana Nahla	Delegate for Association of the Czech Republic
Patrizia Ianes	Delegate for the Italian Association
Stephanie Hercegovac	Alternate for the Maltese Association
Andrea Petrig	Delegate for the Swiss Association

Stephanie Saenger pronounced that she was holding proxy votes for the Croatian Association and the Maltese Association (day 2 only).

2.2 Minutes of the previous meeting

The minutes of the 57th COTEC meeting held on 26/27 October 2012 in Brussels, Belgium were approved and signed by the President as a correct record.

The minutes of the 56th COTEC meeting held on 22/23 May 2012 in Stockholm, Sweden, previously approved, were also signed by the President as a correct record as this was not done at the Brussels meeting.

2.3 Withdrawal of the secretariat service

The President confirmed the British Association of Occupational Therapists' (BAOT's) decision to withdraw from the COTEC Secretariat function, as set out in the letter from their Chief Executive of 14th January 2013. They had provided the service for the past 20 years.

In response to a request from the Council, the list of tasks that were being undertaken by the Secretariat was later circulated at the meeting.

The President advised that the Executive were considering a number of options to cover this work when the BAOT Secretariat service finished and thanked the BAOT for their services.

3. REPORTS**3.1 Action plan – follow up**

A report on the work progressed on the COTEC Action Plan 2013 by the Executive was circulated.

The President spoke to the report and highlighted:-

2. b. Sustainable health and social care

Three representatives (COTEC executive committee and ENOTHE board) met with a Member of the EU Cabinet for Health and Consumer Policy, Mrs Paula Duarte Gaspar, and the Deputy Head of Unit Healthcare system, Mrs Katja Neubauer on 12th

ACTION

March 2013. They presented on COTEC, occupational therapy in Europe and the contribution of occupational therapists to the health and welfare of inhabitants in Europe and especially to the EU strategy for Active and Healthy Ageing. This was the first meeting for COTEC at this high level in the EU.

3. c. Research

A joint COTEC/ENOTHE expert group for European occupational therapy research has been established in 2013.

5. The organisation

Work on the benefits and costs of employing a paid general secretary or president part time is being done for a paper to be presented to the General Assembly in Malta, autumn 2013.

5. b. Communication strategies

The first COTEC e-newsletter circulated after the Brussels meeting was well received. The Executive now plan to produce this four times per year. The new COTEC/ENOTHE website is also a priority for update.

5. c. Cooperation with other organisations and networks

The COTEC executive and ENOTHE board are working on a draft for an OT_EU umbrella organisation to be launched in 2016 with a plan for an OT_EU stand at the WFOT Congress in Yokohama, Japan in June 2014.

3.2 Cooperation with ENOTHE

Stephanie Saenger spoke to her report and highlighted:-

The European Forum for Primary Care (EFPC) www.euprimarycare.org
COTEC/ENOTHE have been accepted as an associate member. The Forum is enthusiastic about occupational therapy. Member associations of COTEC are encouraged to apply for membership in their own right.

All

European OT Research Network

An expert group will report in October 2013 on a structure and action plan for how OT research and researchers can be better represented in the context of OT_EU as a new independent group. Their role will be to connect with both practitioners and educators – Katrina Bannigan and Maud Graff were named as members with a good connection to both practice and research.

3.3 Website

Tina Gericke spoke to her report.

It prompted a discussion on the possible introduction of social media for COTEC interactive communication.

3.4 Increasing and retaining membership

No report was available.

		ACTION
3.5	<p><u>ENOTHE</u></p> <p>Stephanie Saenger spoke to her report and advised that the key issue for ENOTHE currently is the relocation of the ENOTHE office base from Denmark in 2014. Options are being explored for the following four year period.</p> <p>This may offer an opportunity for a joint COTEC/ENOTHE office to be set up. Stephanie agreed to provide more information on the OT University and programme members of the ENOTHE network with also how many programmes are not participants. This was in response to questions from Council about the fit between COTEC and ENOTHE in the different ways they are constituted.</p>	Stephanie Saenger
3.6	<p><u>WFOT</u></p> <p>Samantha Shann spoke to her report and highlighted some important dates:-</p> <p>30th April 2013 - closing date for WFOT Congress 2014 abstracts. 15th May 2013 - closing date for entries to the WFOT photo competition. 17th May 2013 - closing date for nominations for the first WFOT Lectureship.</p> <p>The WFOT Oral Statement presented at the World Health Organisation (WHO) EU meeting in September 2012 is now available on YouTube (enter WFOT).</p>	
4.	<p><u>FINANCIAL PLAN</u></p> <p>A draft Financial Plan for 2014 was tabled by the Treasurer. It was emphasised that the COTEC finances rely on the subscriptions paid by the member associations each year and more funding is required to meet the expenditure needed to carry out the COTEC Action Plan.</p> <p>The proposal is that this increase should not come from the member associations but from a €1 charge on every working member of each association based on the figures from the COTEC Summary.</p> <p>This proposal was thrown open for discussion by the President with a view to a final proposal going to the General Assembly in October 2013 for discussion and approval. Each delegate was invited to respond on behalf of their association to reach an indicative view of the reaction to this proposal.</p> <ul style="list-style-type: none"> • The Austrian Association are prepared to pay from their budget. • The Belgian Association are not in favour. • The Danish Association do not differentiate out elements of their benefits package and provide a range of options within one price. • The Estonian Association have no clear response but plan to discuss further. • This idea does not work for the Finnish Association and would not be affordable. • The French Association are not in favour and want to know if there are opportunities to develop other income streams. 	

ACTION

- It was reported that the German Association had already discounted this suggestion as unaffordable.
- The Icelandic Association would pay.
- The Latvian Association would have to go to their General Assembly but they are more minded to pay from the Association budget.
- The Luxembourg Association would pay from the Association budget.
- The Maltese Association are in favour.
- The Netherlands Association would have to ask the Association's General Assembly but the President will pay from his budget pro tem.
- The Norwegian Association would pay from the Association budget.
- The Portuguese Association's view is that it is not possible to increase the fees. They are more prepared to pay from their budget but not on the per capita level suggested which is too high.
- The Slovenian Association have to discuss it, so no feedback was available.
- The Spanish Association's membership numbers are falling with now just 300 people. They do not think it is a possibility as it might encourage more members to leave, if the costs are increased.
- Lena Haglund, from the Swedish Association, announced the same standpoint as the Finnish Association.
- The Swiss Association are prepared to meet this amount from their budget rather than as a separate individual member charge.

Further to various suggestions from Council members, the President confirmed that the Executive would present a budget to the General Assembly with a proposal to double the COTEC income/subscriptions to produce an income of €42,000 over a phased three year period – year one by €10,000; year two by a further €5,000; year three by a final €5,000. This would be discussed and voted on in Malta in combination with the Action Plan.

An indicative vote was taken for the proposal:-

14 for
0 against
7 abstentions.

5. **RULES OF PROCEDURES WITH APPENDICES**

The President advised that the 'Rules of Procedures' paper was coming back to this meeting for consideration of the two new sections:-

3.1.1 Executive Committee

5. Electoral Committee

All the other sections had been agreed at the previous meeting in Brussels.

3. EXECUTIVE COMMITTEE

Opinions were gauged on two options for the make up of the Executive Committee:

Option 1: 3.1.1 as described – 6 positions: President, Vice President

Executive

ACTION

Finance, Vice President Administration, Vice President Communication, Vice President Professional Affairs, Vice President European Matters.

or

Option 2: President, Vice President, Vice President Finance, Vice President Administration + 2 members at large.

Adoption of option 2 was

proposed by Stephanie Saenger
seconded by Mette Kolsrud

17 for
4 abstentions

and carried.

5. ELECTORAL COMMITTEE

Approval of the rules for the committee as set out in 5.1-5.8 was

proposed by Almudena Ramirez
seconded by Gela Maurer

20 for
1 against
0 abstentions

and carried.

A vote was taken on approval of the completed final document

proposed by Petra Schwab
seconded by Cynthia Engels

20 for
0 against
1 abstention

and carried.

Appendix 2: The Mandate of the Executive Committee

The responsibilities connected to the positions 5-7 were no longer connected to a specific position, but yet still remained in the Executive's remit. Resultantly, tasks will be divided between the vice president and the two members at large, according to their experience, competences and interests, due to the decision at item 3:

- 5. Responsibility for the Vice President for Professional Matters**
- 6. Responsibility of the Vice President for European Matters**
- 7. Responsibility for the Vice President for Communication**

		ACTION
6.	<p>SPECIALISATION IN OT</p> <p>Maria Daniela Farrugia spoke to the paper 'Recommendations of the project on specialisation in occupational therapy'.</p> <p>Samantha Shann contributed on behalf of WFOT that the World Federation priority was and had to be the work to promote and achieve the WFOT Minimum Standards of Education in the EU countries and elsewhere. Specialisation was therefore not in their action plan.</p> <p>It was agreed that</p> <p>Marlies Suetens, Belgium Marillis Pold, Estonia Osk Sigurdardottir, Iceland</p> <p>would work with Maria Daniela Farrugia and Popi Moustaka to produce COTEC Guidelines for approval at the next meeting in Malta.</p> <p>Day 2 – Friday 12th April 2013</p>	
7.	<p>POSITION PAPER – COMMUNITY BASED REHABILITATION</p> <p>Gunner Gamborg spoke to the Group's paper and highlighted the three major themes they had identified. They were now looking for a decision from the Council on which to pursue.</p> <ul style="list-style-type: none"> • Barriers to access to OT services for the public. • The problems caused by the disconnect between health and social care services in many places. • The need for more professional development opportunities for occupational therapists working in the community sector. <p>He circulated the materials produced by the Danish Association for their project 'Everyday Rehabilitation and Occupational Therapy – the Village' which are also downloadable from their website www.etf.dk</p> <p>It was agreed that it was vital to establish the target audience for this document as the first step. The President confirmed that this would be EU officials.</p> <p>Samantha Shann suggested a collaborative approach to this with WFOT who already have a position statement 'Community Based Rehabilitation' (CBR).</p> <p>The Working Group agreed to continue working on this.</p>	Working Group
8.	<p>GUEST SPEAKER – EMMA STOKES, WCPT EXECUTIVE COMMITTEE MEMBER REPRESENTING THE EUROPEAN REGION</p> <p>The President welcomed Dr Emma Stokes, Vice President of the World Confederation for Physical Therapy (WCPT) to the meeting to give her presentation.</p> <p>She talked about</p>	

ACTION

- **The History and evolution of WCPT**
1951 - WCPT founded.
1979 - SLCP to look at European Community Focus.
1991 - WCPT Europe emerged.
1998 - Merger of SLCP and WCPT Europe – WCPT European Region
- **The Structure**
Now 40 member associations.
ER-WCPT – the European region of WCPT.
A paid General Secretary – David Gorria, full time, HQ based in Brussels since 2003.
Member associations pay a subscription to WCPT and ER-WCPT.
David Gorria is the only paid officer.
- **The Engagement**
ER-WCPT engages with many EU activities at high level.
- **The Critical success factors**
The profile of the organisation and the profession.

Her presentation was circulated separately – see attached.

Council was directed to their website for further information.

WCPT new website www.WCPT.org

European Region of WCPT

www.wcpt.org>About WCPT>Members>Regions

European Region of WCPT

Rue de Pascale 36

Brussels

B-1040

Belgium

info@physio-europe.org

Emma Stokes – estokes@tcd.ie

9. **GROUP WORK**

10. **FEEDBACK FROM THE GROUPS**

10.1 **COTEC Position Paper on Community Based Occupational Therapy Group**

Gunner Gamborg reported back that the Group did not feel able to progress any further with this task and would therefore not be taking any further action.

10.2 **Website Group**

Tina Gericke reported that they had taken on all the comments about the site and would progress changes as far as the current technology allowed.

Presentation attached

Web Group

		ACTION
	Suggestions for future development of the site would be produced and reported to the Executive, to be picked up by the General Assembly. Milan Kecman had volunteered to continue as the webmaster but no other members of the Group would be continuing in the Assembly.	Milan Kecman
10.3	<u>The Specialisation Group</u>	
	Marlies Suetens will send a report on the Workshop held in Brussels and will use the COTEC Framework for the Code of Ethics as a template.	Marlies Suetens
	She will also write a report on the work achieved in the Group during the Copenhagen meeting.	Marlies Suetens
10.4	<u>The 'Italian problem' Group</u>	
	Silvio Tocco explained that OT teachers are coming from abroad to teach in Italy. They are doing sessions with non-OTs to teach competencies and models that belong to the philosophy and practice of occupational therapists. Further to discussion in the group, the action/decision was that the Italian Association will write to course providers to explain the ethical and legal position of their employment of such people. WFOT do have statements on the protocol for going to work in another country which can be drawn on.	Silvio Tocco
11.	HOST ASSOCIATION TOPIC	
	Gunner Gamborg presented a historical viewpoint of the profession in Denmark linked to the 75 th Anniversary of the Danish Association of Occupational Therapists.	
	1938 The Danish Association was established in the context of unemployment, financial instability and social problems of the time and in response to a strong political drive for welfare reform.	
	A three year OT education programme licensed by the Association of Doctors was soon set up.	
	1970's Another period of major social reform happened:-	
	Big psychiatric hospitals/asylums Big handicapped children institutions	
	started to be decentralised from institutions to community provision with a major shift from classification as a patient to a citizen.	
	This led to regulation by the Medical Society passing on to the Ministry of the Interior, then to the National Board of Health.	
	2001 There was a political re-definition of responsibility between hospital and community services. There had to be an assessment and rehabilitation plan for all people leaving hospital.	

ACTION

2007 Big social reform.
200 communities turned into 98 communities.
Since 2007 new legislation has led to occupational therapists making a strong shift from a hospital to a community based approach and this has in turn led to an ongoing creation of new jobs.

The thinking rests on the concept of active citizenship and harnessing all the possible community resources available – “all about OT”.

Also coupled with a big inclusion and human rights agenda.
“Denmark is a fine country for OT”.

12. ELECTIONS**12.1 Vice President position**

The election of Renée Oltman, Delegate from the German Association, to the position of Vice President of COTEC was

proposed by Stephanie Saenger
seconded by Tina Gericke.

A vote was taken and Renée Oltman was duly elected and congratulated on being the successful candidate.

12.2 Electoral Committee

Kristina Holmberg - Finland
Petra Schwab - Austria
Gela Maurer - Germany

were appointed to consider the General Assembly Executive Committee nominations in preparation for the Executive elections in Malta in October 2013.

Criteria used by WFOT for their executive positions may be considered to produce criteria for the COTEC positions.

The President asked all delegates to go back to their associations and to actively prepare nominations for the 6 posts.

All

13. COTEC-ENOTHE CONGRESS 2016

Stephanie Saenger, ENOTHE link, reported on the Skype meeting with Agnes Shiel, Head of the OT Programme of Galway University.

A website is being developed to promote the Congress, promotion will also be done via the COTEC site.

Promotional material is available from Agnes Shiel for associations:
healththerapies@nuigalway.ie www.nuigalway.ie/occupationaltherapy
A theme will be decided later.

		ACTION
	No representative from the Irish Association was present at the meeting to comment on their preparations.	
14.	ANY OTHER BUSINESS	
14.1	<u>Challenges of new organisation of COTEC</u>	
	Tina Gericke spoke to her paper and underlined her positive support for the new COTEC structure and her wish for the transition to be managed smoothly.	
	Council members were invited to voice any concerns they might have, to add to the ones she had listed.	
	Gunner Gamborg suggested that there should be a discussion in Malta about the mission and vision of COTEC.	All
14.2	Marlies Suetens, Belgium: Challenges for occupational therapists in Belgium resulting from new legislation on community rehabilitation. Aids and adaptations are provided without advice and training in a commercial model. This is leading to complaints.	
	Portugal: Elisabete Roldão contributed they have a similar model but no complaints.	
	This is a big topic. Marlies Suetens was invited to prepare a paper for a future agenda or to request advice via email from delegates.	Marlies Suetens
14.3	Katerina Veneri had communicated that the OT school in Athens is still on its own due to COTEC support.	
14.4	<u>Feedback from the German Association Office</u>	
	Gela Maurer fed back that they are happy to offer storage space free of charge for COTEC equipment and materials.	
14.5	<u>COTEC Secretariat</u>	
	The Executive will decide on how to re-provide the service.	Executive
14.6	<u>Feedback re auditing of the books</u>	
	Gela Maurer reported that she and Silvio Tocco had worked with Maria Daniela Farrugia to audit the COTEC books.	
	They queried some irregularities with copy receipts rather than original receipts as required on the expenses claim form. Delegates were reminded to adhere to this requirement for governance purposes.	All
	Other than this matter, they were able to say that in their opinion the accounts were in order.	
15.	DATES FOR GENERAL ASSEMBLY AND INTERIM MEETINGS	
15.1	<u>Malta, October 2013</u>	

ACTION

Maria Daniela Farrugia provided the following details:-

The inaugural meeting of the COTEC General Assembly will be hosted by the Maltese Association.

Dates: Monday 21st and Tuesday 22nd October 2013

Venue: The Dolmen Resort Hotel, St Paul's Bay
Northern Malta
www.dolmen.com.mt

Costs: Bed and breakfast €75 single
€86 twin

Temperature: approx. 20°

Social programme: Sunday evening – an informal 'get together'
Monday evening – a tour and social evening

Meeting: Day 1 – EU speakers on Health 2020
Day 2 – Business meeting

Contacts: Maria Daniela Farrugia mdaniela43@hotmail.com
Stephanie Hercegovac stephanie.b.vella@gov.mt

Further details will be circulated in due course.

15.2 **2014 General Assembly**

Delegates were asked to discuss with their associations an invitation to host the 2014 General Assembly.

All

16. **FAREWELL**

Council members shared farewell wishes for the future of occupational therapy in Europe and received small gifts from the Executive.

Beryl Steeden was presented with a gift for herself and one to take back to Lorayne Bromberg with thanks for the British Association's provision of the COTEC Secretariat for the past 20 years.

The President thanked Gunner Gamborg and his team from the Danish Association of Occupational Therapists for their generous hospitality and hard work in hosting the meeting.

17. **MEETING CLOSES**

The President closed the meeting at 3.00 pm.

Minutes signed by: _____

Date: _____

Signature: _____