

COTEC Proposed Action Plan 2023

Strategic Goal	Key Objectives	Action	Locus of responsibility
<p>1. Ensure that COTEC engages with and inspires its Member Associations and their members to continue to deliver high quality occupational therapy and occupation based, evidence informed and client centred services in existing and emerging areas of practice.</p>	<p>Maintain effective communication measures - website, newsletters, social media and emails.</p>	<p>Continuing to offer 1:1 meetings with Member Associations and communicating follow up.</p> <p>Implementing the Communication Guidelines.</p> <p>Maintaining and expanding the current level of engagement in social media.</p> <p>Supporting proactive membership via social media and other communication methods.</p> <p>Collaborating and communicating with WFOT.</p> <p>Producing promotional material for Members to use.</p> <p>Joint webinar with ESLA</p> <p>Co-hosting an OT-Europe webinar</p>	<p>Executive Committee</p> <p>COTEC Office</p> <p>Members</p> <p>GA Representatives</p> <p>Working group</p>



	<p>Distribute information concerning European health, social and educational policy.</p>	<p>Monitoring and sharing relevant information from European bodies through the means of the Communication Guidelines.</p> <p>Responding to pan-European issues (e.g., COVID-19, displaced persons, tele-health) through the means of the Communication Guidelines.</p> <p>Ensuring the transparency register is updated upon request.</p> <p>Increased dissemination of requests for engagement to include a greater diversity of OT-Europe Experts including practitioners.</p>	<p>Executive Committee COTEC Office Members GA Representatives Register of Experts</p>
	<p>Support Member associations as requested by:</p> <ul style="list-style-type: none"> i. Visits to Member Associations for face-to-face meetings when necessary, about issues of concern for the Association, such as lack of support from ministers and governments. ii. Providing keynote speeches by invitation. iii. Writing letters of concern and / or support to governments/politicians and policy makers. 	<p>Adopting new ways of working with respect to effectiveness, environmental impact and demands of health crises, for example use of online meetings.</p> <p>Continuing to use virtual communications that have proven effective and when appropriate.</p>	<p>Executive Committee Members COTEC Office GA Representatives Working group</p>



	<p>iv. Sharing documents for development and application to the national contexts.</p> <p>v. Supporting the establishment of new occupational therapy associations</p>	<p>Reaching out to non-member Associations to assess their interest in joining COTEC.</p> <p>Co-producing new promotional material with Members for use</p> <p>Collaborating and communicating with WFOT</p>	
<p>2. Strengthen political and strategic partnerships locally, nationally, and throughout Europe to increase our presence and visibility in addressing health and societal issues working toward sustainability and promoting an occupational perspective of life.</p>	<p>Increase occupational therapists' awareness about the importance of mutual collaboration and partnerships, within and beyond the health domain, to develop Occupational Therapy profession and COTEC, contributing from their expertise</p>	<p>Prioritising key areas for action and involvement.</p> <p>Prioritising partnerships that deliver practical benefits for all Members.</p> <p>Collaborating on European wide funding calls to support practice.</p> <p>Co-producing new promotional material about COTEC work with Members.</p>	<p>Executive Committee</p> <p>COTEC President and Vice President (OT-Europe Executive)</p> <p>Members</p> <p>Working group</p>
	<p>Encourage and facilitate Members of COTEC to be visible partners in different interdisciplinary and international projects and actions</p>	<p>Encouraging and facilitate Members to be active participants in both COTEC and local responses to consultations and calls to action.</p>	<p>Members</p> <p>Register of Experts</p> <p>Executive Committee</p> <p>COTEC Office</p>



		<p>Increasing the effectiveness of the use of the OT-Europe Register of Experts.</p> <p>Facilitating networking across multiple stakeholders</p> <p>Working with the European Speech and Language Therapy Association and establishing a collaboration award for innovative multidisciplinary clinical practice.</p> <p>Collaborating on European wide funding calls to support practice.</p>	<p>GA Representatives</p> <p>COTEC-ESLA Award panel</p>
	<p>Increase collaboration with the third sector, service users and other health and social partners such as NGOs, associations, cooperatives, community groups and others.</p>	<p>Maintaining and developing existing partnerships.</p> <p>Exploring possibilities to provide webinars in collaboration with service users and service user representatives</p> <p>Offering a more active role at the European Patient's Forum Congress.</p>	<p>Executive Committee</p> <p>COTEC President and Vice President (OT-Europe Executive)</p> <p>Register of Experts</p> <p>Members</p>



	<p>Raise awareness of the importance and contribution of Occupational Therapy in health and social systems among the public, community, opinion makers, politicians and decision makers.</p>	<p>Horizon scanning and responding when appropriate by means of the Communication Guidelines.</p> <p>Creating occupation based video resources which are easily accessible to all stakeholders</p> <p>Co-hosting OT-Europe webinar</p>	<p>Executive Committee</p> <p>COTEC President and Vice President (OT-Europe Executive)</p> <p>COTEC Office</p> <p>Members</p>
	<p>Improve the occupational perspective and voice in current dialogues, influencing the development of decisions at the local/national/international political agenda on issues such as public health, human rights, poverty, citizenship, education, health, disability, employment, sustainable development, displaced persons, by responding to consultations and commenting on European roadmaps.</p>	<p>Horizon scanning and responding when appropriate by means of the Communication Guidelines.</p> <p>Promoting occupational therapy in non-traditional settings</p> <p>Mapping what constitutes non-traditional and emerging areas of occupational therapy practice across Member Associations</p> <p>Inviting members to share their work in non-traditional and emerging practice areas</p>	<p>Executive Committee</p> <p>COTEC President and Vice President (OT-Europe Executive)</p> <p>COTEC Office</p> <p>Register of Experts</p> <p>Project Group</p>
	<p>Involve occupational therapists at a European level by e.g. engaging representatives/experts in meetings</p>	<p>Contacting Members, gathering and preparing data, formatting and</p>	<p>Executive Committee</p>

	<p>relevant to occupational therapy, providing information about occupational therapy resources and sharing information on European policies and initiatives.</p>	<p>publishing the Summary of Profession.</p> <p>Sharing and developing strategies and priorities via the Governance day.</p> <p>Continuing to review and update the Register of Experts to promote wider engagement including encouraging practitioners.</p> <p>Hosting webinars on diverse topics relevant to occupational therapy practice</p> <p>Use of COTEC promotional material</p> <p>Continuing to build our online communication presence across multiple platforms.</p>	<p>COTEC President and Vice President (OT-Europe Executive)</p> <p>COTEC Office</p> <p>Register of Experts Members</p> <p>Project group(s)</p>
<p>3. Maintain a sustainable organisation demonstrating the benefits of access to opportunities to contribute to the European agenda for COTEC Members and to support their</p>	<p>Provide openness and transparency through robust governance procedures.</p>	<p>Regular Executive Committee meetings with minutes available when appropriate (Minutes from Interim Meetings).</p> <p>Governance Day and Annual General Assembly</p>	<p>Executive Committee</p> <p>COTEC Office</p> <p>Members</p> <p>GA Representatives</p> <p>Electoral Committee</p>

<p>members' individual professional growth.</p>		<p>Appointment of independent Electoral Committee</p> <p>Appointment of a Meaningful Membership working group</p> <p>Ensuring auditing of the books</p> <p>Reviewing and amending when necessary the Constitution, Rules of Procedure and Governance Handbook.</p> <p>Responding to members suggestions around improving governance.</p> <p>Exploring ways to continue to professionalise the work of the Executive Committee.</p> <p>Inviting members of working groups to attend Governance Day</p>	<p>Auditing Committee and External Auditors</p> <p>Working group</p>
	<p>Maintain and/or increase membership to meet future developments of the organisation, identify target regions and potential partners within Europe.</p>	<p>Reaching out to non-member Associations to assess their interest in joining COTEC.</p> <p>Liaison with WFOT</p>	<p>Executive Committee</p> <p>Members</p>



		Building on outcomes from the WFOT Council Meeting 2022.	
	Market and promote the value being a COTEC Member brings.	<p>Identifying member benefits using a structured approach</p> <p>Working with members to promote the unique selling points of membership</p> <p>Investing in a range of promotional materials to communicate the benefits of membership</p> <p>Publishing and encouraging dissemination of a regular Newsletter.</p> <p>Facilitating networking via events and resources including Governance Days, Forums and the website.</p>	<p>Executive Committee</p> <p>COTEC Office</p> <p>Members</p>
	Engage Member Associations and their members in COTEC's work to support their professional development.	<p>Ensuring nominations from members for COTEC Executive Committee posts</p> <p>Organisation and delivery of webinars</p>	<p>Executive Committee</p> <p>COTEC Office</p> <p>Electoral Committee</p> <p>Members</p>

		<p>Encouraging dissemination of a regular newsletter and being active by sending their contributions.</p> <p>Providing GA representatives with information to be disseminated to their own members.</p> <p>Nomination of experts to the OT-Europe Register</p> <p>Providing networking opportunities</p> <p>Planning and promoting the 2024 OT-Europe Congress</p> <p>GA representatives being proactive in engaging other members of their association in COTEC's work.</p>	<p>GA Representatives</p>
<p>4. Contribute actively to Occupational Therapy Europe and take responsibility that practitioners' voice continues to be heard and enacted.</p>	<p>Consolidate the organisational structure to facilitate communication, joint decision making and effective administration of Occupational Therapy Europe while preserving the autonomy of COTEC and understanding and shaping the relationship between COTEC and Occupational Therapy Europe.</p>	<p>President and Vice President are members of the OT-Europe Executive.</p> <p>COTEC holds the Treasury of OT-Europe.</p> <p>Contribution to the development of clear relationships of collaboration</p>	<p>COTEC President and Vice President (OT-Europe Executive)</p> <p>Executive Committee</p>



		<p>and communication internally and externally to OT-Europe.</p> <p>Development of clear responsibilities and duties in relation to COTEC's contribution to the organisation and administration of OT-Europe.</p> <p>Identify and communicate to COTEC members the added value for the COTEC membership of OT-Europe.</p>	
	<p>Engage in joint projects to promote the contribution of occupational therapy practice in education and in research addressing European issues.</p>	<p>Identifying and promoting the benefits for COTEC members of having sister organisations ROTOS and ENOTHE.</p> <p>Contributing to the OT-Europe webinar scheme</p> <p>Continuing to build the OT-Europe Expert base with ROTOS and ENOTHE</p>	<p>COTEC President and Vice President (OT-Europe Executive)</p> <p>Executive Committee</p> <p>Register of Experts</p> <p>COTEC Office</p> <p>COTEC Congress Representative</p> <p>Members</p>



	Contribute in organising a European congress that reflects the needs of the practitioners and the profession in Europe.	Contributing to the planning and promoting of the 2024 OT-Europe Congress Taking part in the delivery of workshops and presentations as agreed.	COTEC President and Vice President Executive Committee COTEC Office COTEC Congress Representative Register of Experts
	Lead the development of a European Community of Occupational Therapy practitioners.	Supporting access to OT-Europe resources across Europe to members and the expert groups Ensuring practitioner involvement in webinars Supporting the development of good practice in governance across all members though providing networking opportunities.	Executive Committee COTEC Office