

## COTEC Action Plan 2021

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>Implementing and reviewing the Communication Guidelines.</p> <p>Maintaining the current level of engagement in social media.</p> <p>Supporting proactive membership via social media and other communication methods.</p>	<p>Executive Committee COTEC Office Members</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.: COVID19) through the means of the Communication Guidelines.</p>	<p>Executive Committee COTEC Office Members Register of Experts</p>

	<p>Support Member associations as requested by:</p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. Providing keynote speeches by invitation.</li> <li>iii. Writing letters of concern and / or support to governments/politicians and policy makers.</li> <li>iv. Sharing documents for development and application to the national contexts.</li> <li>v. Supporting the establishment of new occupational therapy associations</li> </ul>	<p>Adapting to new ways of working with respect to effectiveness, environmental impact and demands of health crises.</p>	<p>Executive Committee</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 concrete benefits for all members.</p>	<p>Executive Committee</p> <p>COTEC President and Vice President (OT-Europe Executive Committee).</p>
	<p>Encourage and facilitate Members of COTEC to be visible partners in different interdisciplinary and international projects and actions</p>	<p>Encourage 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>



		Increasing the effectiveness of the use of the OT-Europe Register of experts.	
	Increase collaboration with the third sector, service users and other health and social partners such as NGOs, associations, cooperatives, community groups and others.	Maintaining and developing existing partnerships.	Executive Committee  COTEC President and Vice President (OT-Europe Executive Committee)  Register of Experts  Members
	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.	Horizon scanning and responding when appropriate by means of the Communication Guidelines.	Executive Committee  COTEC President and Vice President (OT-Europe Executive Committee)
	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	Horizon scanning and responding when appropriate by means of the Communication Guidelines.	Executive Committee  COTEC President and Vice President (OT-Europe Executive Committee)

	persons, by responding to consultations and commenting on European roadmaps.	Promoting occupational therapy in non-traditional settings via the Communication Guidelines.	COTEC Office Register of Experts
	Involve occupational therapists at a European level by e.g. engaging representatives/experts in meetings relevant to occupational therapy, providing information about occupational therapy as resource and sharing information on European policies and initiatives.	<p>Contacting members, gathering and preparing data, formatting and publishing the Summary of Profession.</p> <p>Sharing and developing strategies and priorities via the Governance day.</p> <p>Strategic use of the Register of Experts.</p>	<p>Executive Committee</p> <p>COTEC President and Vice President (OT-Europe Executive Committee)</p> <p>COTEC Office</p> <p>Register of Experts</p> <p>Members</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 members' individual professional growth.	Provide openness and transparency through robust governance procedures.	<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>Electoral Committee</p> <p>Auditing Committee and External Auditors</p>



		<p>Appointment of independent Electoral Committee</p> <p>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>	
	Maintain and/or increase membership to meet future developments of the organisation, identify target regions and potential partners within Europe.	<p>Horizon scanning and contacting potential new members.</p> <p>Liaison with WFOT</p>	<p>Executive Committee</p> <p>Members</p>
	Market and promote the value being a COTEC Member brings.	<p>Develop a Good Membership protocol</p> <p>Communicating unique selling points of membership via Communication Guidelines</p>	<p>Executive Committee</p> <p>COTEC Office</p> <p>Members</p>



		<p>Creating, 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>Engage Member Associations and their members in COTEC's work to support their professional development.</p>	<p>Organisation and delivery of the Congress for 2021</p> <p>Creating, publishing and encouraging dissemination of a regular newsletter</p> <p>Providing member 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>Executive Committee</p> <p>COTEC Office</p> <p>Members</p> <p>Congress organising Committee</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 Committee.</p> <p>COTEC holds the Presidency of OT-Europe.</p> <p>Development of clear relationships of collaboration 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>COTEC President and Vice President (OT-Europe Executive Committee)</p> <p>Executive Committee</p>

		Identify and communicate to COTEC members the added value for the COTEC membership of OT-Europe.	
	Engage in joint projects to promote the contribution of occupational therapy practice in education and in research addressing European issues.	Identifying and promoting the benefits for COTEC members of having sister organisations ROTOS and ENOTHE.	COTEC President and Vice President (OT-Europe Executive Committee)  Executive Committee  Register of Experts
	Contribute in organising a European congress that reflects the needs of the practitioners and the profession in Europe.	Co-organise the 2nd COTEC ENOTHE congress in Prague September 15th-18th 2021.  Take part in delivering workshops and presentations as agreed.	COTEC President and Vice President  Executive Committee  COTEC Office  Register of Experts  Organising Committee





			Scientific Committee
	Lead the development of a European Community of Occupational Therapy practitioners.	Supporting access across Europe for members and the expert groups  Supporting the development of good practice in governance across all members though providing networking opportunities.	Executive Committee