

COTEC Executive Interim Meeting Minutes

October 5th and 8th, 2018

Present: Stephanie Saenger, Naomi Hankinson, Eva Denysiuk, Patric Duletzki, Anu Söderström (secretary)

Item	Minutes
Welcome - Minutes of the previous meeting	President welcomed the Executive Committee to the Interim meeting held adjoined to the 6 th COTEC General Assembly. Elitsa Velikova had sent her apologies for absence. Minutes of the meeting held May 4-6, 2018 were reviewed and approved.
Correspondence - Belgian association / GA 2019	Pierre Seeuws, President of the Belgian Federation of Occupational Therapists, FNBE-NBFE, has contacted COTEC about the arranging of the 7 th COTEC General Assembly in Brussels, Belgium. Some national issues to be taken into consideration were pointed out. Also, COTEC representative on European Union issues, Patricia Flynn's position needed clarification. The Executive Committee will discuss the details in person with Pierre Seeuws and Thomas Otte on Oct 6 th before the Governance Day program.
Financial Issues - Membership fees 2018	The Fees 2018 have been paid by 29 Members, the only fees that are missing are from the Croatian Association. The association has been reminded. The right to vote at the General Assembly is pending on the fees. VP Finance Eva Denysiuk has investigated bookkeeping software options. She will report more on this issue at the next Interim meeting. VP Finance confirmed no other exceptional financial issues to be reported.
OT-Europe - Constitution – status of process	The Constitution of Occupational Therapy Europe has been reviewed by both COTEC Executive Committee and ENOTHE board and the OT-Europe Coordinating group will finalise the document. President Stephanie Saenger and ENOTHE President Marie-Antoinette Minis have consulted notaries on

<p>- Register of Experts</p> <p>- Graphic guidelines</p>	<p>the legal aspects and on the official registering process. This is pending on further decisions by the Coordinating group.</p> <p>Occupational Therapy Register of Experts is currently administered by Shawn Abela at COTEC Office only. Nominations from Experts have been received and they are reviewed by the Vice Presidents of COTEC and ENOTHE and the Vice Chair of the ROTOS Standing Committee. There will be a short article about the Register in the next issue of COTEC Newsletter. COTEC thinks it is essential to have also experienced practitioners on the Register.</p> <p>Occupational Therapy Europe graphic guidelines have been finished. The guidelines will be used by all three branches of Occupational Therapy Europe and implemented to all printed material, websites and other electronic material.</p>
<p>Congress 2020</p> <p>- Scientific Committee and Organising Committee</p>	<p>The Scientific Committee of the COTEC-ENOTHE Congress 2020 has had its first Skype meeting. The members of the Committee are:</p> <p>Esther Steultjens, ROTOS Panagiotis Siaperas ENOTHE board member and ROTOS Alison Laver-Fawcett, ROTOS Kateřina Svěcená, Czech Association of Occupational Therapists Anna Krulová, Charles university Maria Krivošíková, Charles university Silvio Tocco, COTEC Soemitro Poerbodipoero, ENOTHE, Chair of the Committee</p> <p>The Scientific Committee of the COTEC-ENOTHE Congress 2020 has had its first Skype meeting.</p> <p>The members of the Organising Committee are: Zuzana Rodová, Charles University Kateřina Svecena, Czech Association of Occupational Therapists Olga Marková, Czech Association of Occupational Therapists</p>

<p>- Congress venue</p>	<p>Jana Náhlá, Czech Association of Occupational Therapists Jana Jelínková, Czech Association of Occupational Therapists Anna Gaubmannová, Czech Association of Occupational Therapists Ursula Gubler Thomann, ENOTHE Anu Söderström, COTEC</p> <p>The Organising Committee meets regularly by Skype and a face-to-face meeting has been planned for October 5th at ESSA University where some of the members are for ENOTHE meeting.</p> <p>Guarant, the local congress company, has looked for new venue options to replace Charles University Faculty of Science building which is under renovation. The best option at the moment seems to be Clarion Congress hotel, which was also the original venue mentioned in the Congress bid. The change of the venue does impact the budget and a new revised budget has been prepared. This will be discussed at the face-to-face meeting of the organising committee on Oct 5th. The budget will also be circulated to OT-EU Coordinating group.</p> <p>COTEC Interim meeting will be held in Prague in January 2019 and Anu Söderström will check if the meeting could be arranged at the Clarion Congress hotel. Also, a face-to-face organising committee meeting I scheduled to be held in Prague.</p>
<p>Collaboration with others - WFOT – meeting with VP Finance Samantha Shann</p> <p>- Health First Europe membership</p> <p>- EUPHA Section for Social Security, Work and Health</p>	<p>The Executive Committee prepared the meeting with WFOT VP Finance Samantha Shann. Items for discussion include: COTEC-WFOT Communication tree, new European members of WFOT (Kosovo, Ukraine, Poland), WFOT Regional member status. The meeting will take place after the General Assembly, October 7th. Samantha Shann will also meet with the OT-Europe Coordinating group on October 8th.</p> <p>Health First Europe has invited COTEC to become a member of the organisation. Stephanie Saenger will contact the Executive Director of Health First and find out about the membership benefits and fee.</p> <p>The EUPHA Section for Social Security, Work and Health Work has contacted COTEC and is interested in collaboration. The collaboration opportunities will be looked into as employment and work issues are relevant areas for occupational therapy and there is an Expert group on this area in the OT-Europe Register of Experts.</p>

<p>EU & other European Issues</p> <ul style="list-style-type: none"> - European Health Professionals Dialogue group - ESIF - Health literacy conference - European Public Health Association, EUPHA 	<p>Stephanie Saenger has attended a meeting with the group. A memorandum for the political parties in the European Parliament will be written. This will be handed to the parties at the European Parliament on February 14th, 2019.</p> <p>European structural and investment fund for health consortium (ESIF) conference will be held in Brussels December 6-7, 2018. Occupational Therapy Europe representation should be considered, COTEC and ROTOS could send representatives. Eva Denysiuk will contact Esther Steultjens about it.</p> <p>The 4th Health literacy conference will be held in Dublin March 2019. The Executive Committee sees health literacy as an important thing for every OT to understand, so networking would be useful. Eva Denysiuk will investigate possibilities to attend together with a representative from ROTOS.</p> <p>EUPHA are planning a Public Health week -campaign with European and national level actions. EUPHA has asked COTEC to join the campaign at least one day of the week. More information will follow.</p>
<p>Action Plan</p> <ul style="list-style-type: none"> - review of 2018 	<p>All members of the Executive Committee to update the Action Plan 2018 document with actions taken.</p>
<p>General Assembly 2018</p> <ul style="list-style-type: none"> - finalising the details 	<p>The Executive Committee finalised the General Assembly procedures and Governance Day program.</p>
<p>Other Issues</p> <ul style="list-style-type: none"> - advertising options - Office Administrator contract from Dec 2018 on 	<p>Office administrator Shawn Abela has prepared a document describing possible advertising options on COTEC website, Facebook, Newsletter with pricing principles. The Executive Committee discussed the proposal and found it a good starting line. COTEC can have up to 5000 euros income without tax implications. VP Finance will take the issue further and look at best ways to implement the paid advertising.</p> <p>The Executive Committee has been very pleased with Shawn Abela's work and his services have lessened the tasks of Executive Committee members. The Executive Committee would like to extend his</p>

<p>- Executive Committee Member Elitsa Velikova</p>	<p>contract. until 31.10.2019. The weekly working hours would remain at 8 hours, but additional hours are possible when needed. Shawn Abela is willing to take the new contract, VP Administrator will make the contract.</p> <p>Executive Committee Member Elitsa Velikova has resigned from her post as the Member of Executive Committee due to personal reasons. COTEC Constitution states that in a case like this the Executive Committee could appoint a new Member to the Executive Committee, but the Executive Committee does not think this is needed as some tasks can now be delegated to the Office Administrator. This will be proposed to the General Assembly.</p>
<p>Next Meetings -Skype meetings -Interim meetings</p>	<p>Skype meetings: October 30,2018, December 13, 2018 and January 10, 2019 Next Interim meeting will be held in Prague February 1-3, 2019 and the following in Luxembourg May 9-13, 2019 (exact dates tbc).</p>