

## COTEC Executive Interim Meeting Minutes

29.9. and 2.10.2017

Item	Who	Minutes
Welcome - Minutes of previous meeting		Minutes of the previous Meeting, June 9-11, 2017 were agreed.
Correspondence - ALED, Luxemburg  - Cypriot Association of Occupational Therapists		<p>Léa Schaffer has on behalf of ALED requested for support in the association's negotiations with the medical insurance company (a meeting scheduled for October 9<sup>th</sup>, 2017) about OTs possibility to work as an independent practitioner and also work in clients' home environment. President will discuss with Léa Schaffer during the Governance day to get some background and the Executive Committee will do its best to prepare a supporting letter in time for the meeting.</p> <p>Popi Moustaka from the Cypriot Association of Occupational Therapists approached VP Administration during Governance day with a request for support</p>
Membership & Members' Issues - Members' attendance at General Assemblies		<p>The Executive Committee reviewed the General Assembly attendance of Member associations during the past five years. The associations of Croatia and Serbia have not attended any General Assembly meetings in this period (last attended 2012); associations of Georgia and Spain only once. The Executive Committee agreed to contact the Croatian, Serbian and Spanish associations to better understand the reasons for not attending. The GA representative of the Georgian Association was present at the meeting in Vienna and the issue was discussed with her in person.</p>

<ul style="list-style-type: none"> <li>- Role description for the GA representatives</li>   <li>- Mentoring system</li> </ul>		<p>It was agreed at the General Assembly (Item 14.1) that a role description with expectations for the GA representatives is to be drafted by the Executive Committee. Elitsa Velikova will draft the role description and present to the Executive Committee to be agreed on. The role description will be approved at the GA 2018.</p> <p>Mentoring system was one of the items at the roundtables at the Governance day. Some practical arrangements will be implemented at the GA 2018 as there was an agreement that new GA representatives would benefit from a mentor at the meeting; also an introduction program will be organised in 2018. Anu Söderström is responsible for these actions. Eva Denysiuk to explore the opportunity to start a "funding pool" for Members to donate to help the smaller Members with their fees. Patric Duletzki to explore a possibility to have a discussion forum on COTEC website to offer a channel for networking and supporting each other.</p>
<p>Financial Issues</p> <ul style="list-style-type: none"> <li>- Georgia fees</li> </ul>		<p>GEOTA, Georgia, is the only Member Association who has not paid the 2017 fees. GEOTA did settle missing fees for 2015 and membership is valid. Fees from also 2016 are however missing. According to COTEC Constitution missing fees for two consecutive years might lead to termination of membership if the GA agrees on this. Missing fees for both 2016 and 2017 can therefore lead to having GEOTA membership as an agenda item at the GA 2018 should the association not be able to pay the fees before the meeting. The fees were discussed with GEOTA Representative Rusudan Lortkipanidze in Vienna.</p>
<p>Congress</p> <ul style="list-style-type: none"> <li>- 2020 Organising Committee</li> </ul>		<p>Anu Söderström as a member of the Organising Committee will keep contact with the local organising team in Prague. Soemitro Poerbodipoero is the Contact from ENOTHE.</p>
<p>EU &amp; Other European Issues</p> <ul style="list-style-type: none"> <li>- Public Consultation on <i>Transformation Health and Care in the Digital Single</i></li> </ul>		<p>Eva Denysiuk has prepared COTEC submission to the consultation and it will be submitted in due time. Member Associations have been encouraged to also submit.</p>
<p>Action Plan</p>		

<ul style="list-style-type: none"> <li>- quarterly update july-september 2017</li> <li>- 2018 to be amended</li> </ul>		<p>Executive Committee to update the actions to 2017 Action plan in the dropbox. VP Administration to amend the document as agreed at the General Assembly, Item 11.1</p>
<p>General Assembly</p> <ul style="list-style-type: none"> <li>- Finalising the GA 2017 agenda items and presentations (29.9.)</li> <li>- tasklist and evaluation of the GA (2.10.)</li> <li>- 2018 location and dates</li> <li>- Proposals from Governance Day Roundtables and General Assembly</li> </ul>		<p>Executive Committee finalised the Governance Day program and tasks on September 29<sup>th</sup>. General Assembly presentations were finalised. On October 2<sup>nd</sup> the Executive Committee discussed the General Assembly and prepared a tasklist for the agreed actions. An evaluation questionnaire will be circulated to all GA representatives. VP Administration will contact the organisers of ENOTHE 2018 Annual meeting and ask for possibilities to arrange COTEC Governance day and GA at the same venue. Proposed dates for Governance day and GA are October 6-7, 2018. These will be announced to Members as soon as confirmed. Initiative from the roundtable for 2018 Governance day to include an introduction day for new representatives. Vice President Administration to draft a program and discuss with Executive Committee. Microphones will be used at the General Assembly 2018.</p>
<p>Secretarial Issues</p> <ul style="list-style-type: none"> <li>- Website</li> <li>- Job description for COTEC Administrator (paid position)</li> <li>- Newsletter</li> <li>- TwitterDeck</li> <li>- Visiting cards</li> </ul>		<p>Patric Duletzki to investigate possible improvements of the Event calendar on the website and the launch of a discussion forum for Members. The Job description for a paid COTEC Administrator was discussed. The time of publishing the opening has not been decided yet, some details still need to be discussed, also with ENOTHE who is likely to recruit a paid administrator before COTEC does. Articles and issues for the October Newsletter were discussed. Initiative from the roundtable about Newsletter to include more professional issues cannot be implemented in the next Newsletters, this will need to be investigated more thoroughly. Eva Denysiuk will investigate TwitterDeck as a tool for COTEC social media. Visiting cards for the elected Vice President Naomi Hankinson will be printed.</p>

-Translation of the Minutes of the GA		Minutes will be translated in German and sent to the Notary together with the information about the new Vice President. Eva Denysiuk to settle this.
Other Issues - World OT day		COTEC will prepare a Tweet sheet on World OT day for Members to use. World OT Day will also be noted in the October issue of COTEC Newsletter
Next Meetings - Skype November 2nd, 2017 - Skype December 14th, 2017 - Interim dates to be decided later		

**Minutes were taken by VP Administration Anu Söderström.**