

COTEC Executive Interim Meeting Agenda

January 26-27, 2018 / Abcoude, the Netherlands

Present: Stephanie Saenger, Naomi Hankinson, Eva Denysiuk, Anu Söderström, Patric Duletzki and Elitsa Velikova

Item	
<p>Welcome</p> <ul style="list-style-type: none"> - Minutes of previous meeting - COTEC Executive Committee internal working routines, roles and responsibilities, task list follow up and future planning 	<p>The Minutes of the Interim meeting September 29/ October 2, 2017 were the approved, matters arised discussed.</p> <p>Executive Committee roles and responsibilities were discussed. In addition to the role-related organisational tasks there are tasks allocated to all members of the Executive Committee based on their expertise and/or interests:</p> <p>President – representing the organisation; lead the strategic work; member of the OT-EU Coordinating group; WFOT link; primary care and integrated care issues on European level, contact and supervision of representatives; Twitter responsibility</p> <p>Vice President – deputising the President; member of the OT-EU Coordinating group; member of ROTOS standing committee; mental health and social inclusion issues on European level; governance; cross-checking the claims of VP Finance</p> <p>VP Finance – financial issues; public health, social inclusion and employment issues on European level; EU Health policy platform link; interest in health literacy</p> <p>VP Administration – main contact point between Members and COTEC; main contact for external correspondence; membership issues; GA administration; PR-materials; screening the EU public consultations; facebook administrator, supervisor administrative support</p> <p>Member Duletzki – web administrator and AV-media editor; responsible for Summary of Profession; displaced person issues on European level; interest in cross-border health systems</p> <p>Member Velikova – COTEC Newsletter; Skype meeting minutes; new practice issues on national and European levels; interest in pediatric OT and community based work</p>

	<p>Internal email routines were clarified. Task list procedures were discussed. COTEC Governance handbook is in the process for revision and once finished it will be published on the Members only section on COTEC website.</p> <p>The President opened the discussion about Executive Committee future terms of office. There will be four positions open for elections in 2019; President, Vice President Administration who will not have the option for re-election and two Members of the Executive. Both Members are at the moment considering to be available for re-nomination.</p>
<p>Correspondence - RCOT Conference invitation, June 11-13, 2018, Belfast</p>	<p>The RCOT has invited COTEC to attend the RCOT Conference. VP Finance Eve Denysiuk will represent COTEC.</p> <p>Other correspondence is covered in other agenda items.</p>
<p>Membership & Members' Issues - Role description for the GA representatives</p> <p>- mentoring system – project group</p> <p>- Letter to the Member Associations of Croatia, Serbia and Spain – follow up</p>	<p>Elitsa Velikova will draft the document <i>Role description for the GA representatives</i>, circulation for Executive Committee comments by February 15th, and the item will be on the agenda for Executive Committee Skype March 8th, 2018. The document will be presented for approval at the 6th General Assembly in October.</p> <p>The item was on the Governance Day program in Vienna Sept 30th, 2017. There has been interest in starting a mentoring system for the new Members and GA representatives. At the Governance day no volunteers signed for the working group. The item will in some form be brought up again at the 2018 Governance day. Anu Söderström will contact all Member associations with information about the introduction to new GA representatives.</p> <p>The three Member associations with the least/no attendance at the past five General Assemblies were sent a letter (Oct 23rd, reminder Dec 17th) to enquire reasons for low attendance. Carlos Rodriguez, the GA representative of the Spanish Association has replied but no reply has been received from the Croatian nor Serbian association. Stephanie Saenger will send a personal WhatsApp-message to the presidents of the associations.</p>

<p>- Potential new Members – timeline for applications</p>	<p>Anu Söderström will contact the OT associations of Turkey and Romania to inform them about the timeline for applying for COTEC membership in 2018. Also, the former COTEC Member, the Hungarian OT association will be contacted and welcomed to join COTEC again.</p>
<p>Financial Issues</p> <ul style="list-style-type: none"> - banking issues, COTEC credit cards - balance 31.12.201 - Cross checking VP Finance’s claims - claim system - Missing membership fees 	<p>Eva Denysiuk is investigating sustainable banking arrangements. Should a better banking option be found, COTEC might change bank.</p> <p>COTEC balance on the Postbank account on 31.12.2017 was 90.024,11 euros. In addition to some missing fees 2017 there is some income expected from ENOTHE to cover shared expenses in 2017.</p> <p>It was decided that the Vice President will cross check the claims of VP Finance</p> <p>In order to help the VP Finance follow the budget it was decided that all claims will need to be sent to VP Finance within 6 weeks of the cost arouse. This has been the recommendation and expectation in the past but has not been implemented as a rule. The strict timeline will be taken into action as of 1.1.2018. The members of the Executive Committee can make individual arrangements with VP Finance.</p> <p>There are two associations who have not paid their fees for 2017; Georgia and Russia. Georgia has not paid 2016 either. VP Finance to send another reminder.</p>
<p>Professional Issues</p> <ul style="list-style-type: none"> - Summary of Profession - Occupational Therapy Europe Register of Experts 	<p>The questionnaire for the Summary of Profession has been circulated January 25, 2018 with a deadline of February 28th, 2018. Patric Duletzki is responsible for the collating of the document.</p> <p>The issue had been discussed at the OT-EU Coordinating group face-to-meeting January 25th, 2018. Naomi Hankinson and Stephanie Saenger reported. It is proposed that the document approved at the 5th General Assembly will be revised by OT-EU Coordinating group who will also administer the register. Naomi Hankinson will be in charge and the Member Associations and the Experts will be informed about the revision.</p>

<ul style="list-style-type: none"> - Position paper on the advancement of delirium care across Europe 	<p>European Delirium Association (EDA) and the European Geriatric Medicine Society (EUGMS) are working on a multisociety and multiprofessional joint position paper on the advancement of delirium care across Europe. There is also a section about OT in the position paper. Alessandro Lanzoni and Christian Pozzi, two Italian OTs are leading the writing of the section and COTEC Experts have been invited to attend in the working group. Christian Pozzi has now informed that the working group on Occupational Therapy has finished their part and it will be reviewed by the President of EDA, Dr. Morandi and the union with the medical, nursing and physiotherapy part. The publication is scheduled for June - July 2018.</p> <p>COTEC Position papers on Poverty and social inclusion (2010) and OT contribution to active ageing, health and wellbeing in the older population (2010) will be removed from the website and archived.</p>
<p>Congress 2020</p> <ul style="list-style-type: none"> - Congress themes - keynote speakers - sponsors and exhibitors 	<p>The Congress organising committee has asked for a theme for the Congress, also suggestions for keynote speakers. The Executive Committee would like to have a MEP as keynote speaker – Miriam Dalli or Karin Kadenbach would be good names to contact. As Czech keynote the Executive Committee would suggest Jana Pluhaříková Pomajzlová. The suggested names will be shared with ENOTHE and ROTOS by Anu Söderström.</p> <p>The theme will be thought of and Anu Söderström will contact the organising committee.</p> <p>Anu Söderström will collect contact information on potential sponsors and exhibitors and share this with the organising committee.</p>
<p>Occupational Therapy Europe</p> <ul style="list-style-type: none"> - update from the OT-EU Coordinating group 	<p>The OT-EU Coordinating group had a face-to-face meeting January 25, 2018. The group consists of six persons: Stephanie Saenger and Naomi Hankinson from COTEC; Maria Antoinette Minis and Johanna Stadler from ENOTHE; Esther Steultjens and Alison Laver-Fawcett from ROTOS. Minutes of the meeting will be circulated to both COTEC Executive Committee and ENOTHE Board. Some main items were: ROTOS is meeting January 26-27 and they are working on applying for COST grant to finance the infrastructure of setting up the organisation. The organisation and establishment of ROTOS; ENOTHE legal entity finalised in Austria; and Occupational Therapy Europe representation are other main topics of the meeting</p>

<ul style="list-style-type: none"> - OT-EU office developments - Article for World Stroke organisation website & Article/ investigation on OT and Mental Health - face-to-face meetings of OT-EU Coordinating group - Occupational Therapy Europe abbreviation 	<p>ENOTHE has employed short-term based office administration. Once ENOTHE contract with York St. John University will end in May 2018 ENOTHE office will be run by home based employee(s). Occupational Therapy Europe office is still in development. OT-EU Coordinating group and ROTOS Standing Committee are very keen on having an office or employed representative based in Brussels and this will be investigated.</p> <p>Stephanie Saenger has been asked to provide an article by the World Stroke organisation, and COTEC has asked ROTOS to provide an article on Mental Health to be used with external stakeholders. Alison Laver-Fawcett and Esther Steultjens from ROTOS Standing Committee suggest that an information paper on both issues is prepared instead of an article or position paper. The papers will be published by Occupational Therapy Europe with the authors acknowledged. The target audience will be citizens, other health care professionals and decision makers. Once the papers are published they will be uploaded to Occupational Therapy Europe website - this is expected by August 2018 - and they can be used by COTEC members e.g. to promote and describe the profession.</p> <p>There will be two face-to-face meetings annually, next one is scheduled for October 8th in Portugal.</p> <p>It was brought up that the Occupational Therapy Europe abbreviation "OT-EU" should be changed to "OT-Eu" to better suit those COTEC Member associations from non-EU countries. The Executive Committee discussed this and felt no need to change the abbreviation or logo. It was however pointed that the full name "Occupational Therapy Europe" should be used in documents and correspondence along with the logo with full name.</p>
<p>Collaboration with others</p> <ul style="list-style-type: none"> - WFOT; collaboration; Council meeting; regional groups; guidelines for members 	<p>COTEC President has sent a letter about WFOT-COTEC collaboration to WFOT President on Nov 8, 2017. A response was received January 20, 2018. The Executive Committee discussed the response letter and the collaboration of the two organisations. It was decided that Stephanie Saenger sets a time for a skype meeting with Marilyn Pattison to discuss this further.</p> <p>It has previously been decided that COTEC President will not attend the WFOT Council meeting in Cape Town this coming May. Other representatives of Occupational Therapy Europe will however be present at the WFOT Congress in Cape Town and a meeting between WFOT and Occupational Therapy Europe will be</p>

<ul style="list-style-type: none"> - EFPC Article publication Primary Health Care Research and Development - Membership EPHA/ EUPHA/EPF - making guidelines/procedures for responding to cooperation requests from non-OT organisations 	<p>proposed. COTEC will be represented at the WFOT council meeting and congress again in 2022 when these will be held in Paris, France.</p> <p>The project group of Primary care has been asked to publish an article on Occupational Therapy in the Primary Care in Europe Journal. The article has been submitted and after reviewing it was suggested to be made into two articles. The articles are scheduled for publication during 2018.</p> <p>The Executive Committee discussed COTEC membership in European Public Health Alliance (EPHA). Membership was terminated in 2016 but could perhaps be refreshed. Stephanie Saenger has had contact with EPHA about this.</p> <p>European public Health Association (EUPHA) is an organisation for multiprofessional organisations and COTEC's eligibility to become a partner has been discussed. Stephanie Saenger will be in contact with the organisation again.</p> <p>COTEC is also interested in being in official alliance with European Patient Forum (EPF) and this will be investigated.</p> <p>COTEC quite often receives cooperation requests from organisations or institutions in the health and social sector, these could be requests to promote congresses, publications or to get contact information of occupational therapists in various countries. Some requests are received also from individuals. The Executive Committee agreed that these requests may be circulated through Facebook, sent to experts and/or the national OT association of the country where the event in question takes place. Requests with direct connection to the development and promotion of the OT profession e.g. research will however be circulated directly to Member associations by VP Administration.</p>
<p>EU & other European Issues</p> <ul style="list-style-type: none"> - EU Health policy platform 2018 - EU Transparency register 	<p>The topics for the cycle of Thematic networks under the EU Health policy platform have not been decided yet by the Commission. COTEC did respond to the poll and Eva Denysiuk is following the development.</p> <p>COTEC information on the Transparency register has been updated for 2018.</p>

<p>Action Plan 2018</p> <ul style="list-style-type: none"> - priorities and plan of actions 	<p>The Action Plan was checked through and the work is progressing in all areas.</p>
<p>General Assembly 2018</p> <ul style="list-style-type: none"> - Governance Day Introduction to new members - schedule for the GA weekend and cooperation with APTO - draft agenda for GA - draft program Governance day - 5th General Assembly 2017 feedback - arrangements and budget 	<p>Anu Söderström is to plan the day and introduce her ideas to the executive Committee at the Skype meeting in March/April.</p> <p>Thursday Oct 4th: COTEC representation at the ENOTHE meeting</p> <p>Friday Oct 5th: COTEC Executive Committee Interim meeting; social program with ENOTHE meeting</p> <p>Saturday Oct 6th: Governance day in the same venue with ENOTHE meeting; optional dinner</p> <p>Sunday Oct 7th: General Assembly</p> <p>Monday Oct 8th: COTEC Executive Committee Interim meeting, OT-EU Coordinating group</p> <p>Should Associação Portuguesa de Terapeutas Ocupacionais, APTO, wish to organise meetings with local stakeholders, Wed Oct 3rd and Tuesday Oct 9th would be available. VP Administration will communicate this with APTO.</p> <p>The draft agenda for the 6th General Assembly 2018 was prepared. Call for agenda items will be sent to Members by VP Administration in February.</p> <p>The Governance day program was discussed, and ideas shared. The program will be finalised at the next Interim meeting in May.</p> <p>VP Administration shared the feedback from the 5th General Assembly. Twenty-two responses were submitted to the evaluation questionnaire. Overall the feedback on the communication, arrangements and meeting itself was positive. There were quite a lot of ideas for the Governance day items.</p> <p>The planning of the General Assembly meeting weekend is in process. Anu Söderström is responsible for booking the meeting venues and two quotes for meeting rooms and hotel accommodation were discussed. Estimated costs of the two-day meeting, catering and sound system are well in line with the budget.</p>
<p>Secretarial Issues</p>	

<ul style="list-style-type: none"> - Website - March Newsletter - dropbox business account 	<p>Patric Duletzki has started implementing a discussion forum for COTEC Member associations on COTEC website.</p> <p>Topics for the next COTEC Newsletter were discussed, Elitsa Velikova is the lead person in editing the Newsletter. Call for National News will be sent to nine COTEC Members associations.</p> <p>Patric Duletzki will find out about bigger cloud storage for COTEC Executive Committee, either a dropbox business account or another solution.</p>
<p>Other Issues</p> <ul style="list-style-type: none"> - COTEC office / administration - PR material - Request from Aideen Gallagher 	<p>Naomi Hankinson has finalised a draft job description for an Administrator for COTEC virtual office and this was discussed. The key tasks and desired skills mentioned on the job description were finalised and a final draft will be circulated soon after the Interim meeting and the final decision about circulation will be made during Skype February 8th, 2018.</p> <p>There is a need for new COTEC PR-material. It was decided to get a quote for 500 / 1000 reflectors with logo and "Occupational Therapy – valued and visible". A quote for Occupational Therapy Europe wipes will also be asked, Anu Söderström and Elitsa Velikova are responsible. The Vice President needs visiting cards, Eva Denysiuk will order these.</p> <p>Aideen Gallagher, an Irish OT residing in Australia has published a book on hand therapy "The Manual handling revolution" and has offered to send a copy to all COTEC Member associations. The Executive Committee would advise her to contact the Members directly with her kind offer.</p>
<p>Next Meetings</p> <ul style="list-style-type: none"> - Skype February 8 - Skype March 8 - Skype April 12 - dates and location of Interim meeting 	<p>Dates for next Skype meetings were confirmed.</p> <p>Dates for Interim meeting were discussed: May 4-7, 2018 was pencilled in. The location to be decided, Stephanie Saenger and Anu Söderström will investigate possible locations.</p>

Minutes were taken by Anu Söderström