

## COTEC Executive Interim Meeting Notes

Present: Eva Denysiuk, Naomi Hankinson, Anu Söderström, Sarah Warren

February 8-10, 2020 / Düsseldorf

Item	Remarks
Welcome - Minutes of previous meeting	The Minutes of the previous meeting (October, Brussels) have been agreed earlier and will be uploaded in the Members' section of website.
Correspondence - SPRINGER PUBLICATION "Occupational Therapy for Older People"	Book has just been published and shared through all of COTEC's communication channels; two of the Authors are members of OT Europe register of experts, foreword by former COTEC president Stephanie Saenger; Anu Söderström will contact Springer about a stand/sponsorship at the upcoming COTEC-ENOTHE congress
Membership & Members' Issues - Spanish membership  - Request for support from the Greek association  - working group to define quality indicators for good membership and internal cooperation and formulate exclusion criteria apart from the financial sphere	<p>Anu Söderström sent the report/letter to the Spanish associations and some member associations replied. Consejo General de Colegios de Terapeutas Ocupacionales (CGCTO) replied and thanked for clarification, no response from Asociacion Profesional Espanola de Terapeutas Ocupacionales (APETO)</p> <p>OT Europe sent a supporting letter as requested by the member association as the issue involved educational topics. ENOTHE will take the lead on this in the future. No feedback on process yet.</p> <p>Eva Denysiuk has collected names of Representatives interested in working in the group, will inform member associations that group work is about to start; Sarah Warren will be coordinating the working group; deadlines will be communicated through Sarah Warren.</p>

<ul style="list-style-type: none"> <li>- Ergotherapie Nederland suggestion</li> </ul>	<p>Dutch international committee has approached COTEC with the idea of developing professional families based on the OT Europe Register of experts with the outcome of an article. Naomi Hankinson is taking the lead, informing OT Europe Coordinating Group about this proposal. As GDPR issues may arise from this, COTEC Office Administrator will be involved</p>
<p>Financial Issues</p> <ul style="list-style-type: none"> <li>- Fees 2019</li> <li>- Executive Committee loss of income without verification</li> <li>- banking issues, credit card</li> <li>- Guidelines for the Financial Assistance</li> <li>- fees 2020</li> <li>- EFPC membership fee</li> </ul>	<p>All member associations except Georgia have paid their fees in 2019</p> <p>German tax allows for an honorarium, but only for charitable NGOs, Eva Denysiuk will investigate further options like paying hours at a meeting ("Sitzungsgeld"). There may be constitutional changes needed.</p> <p>Online reading rights for Office Admin, Anu Söderström, Naomi Hankinson will be provided. The additional business of updating the signatories for the bank account was undertaken on 10 Feb by Anu Söderström, Naomi Hankinson, Eva Denysiuk. Credit card will be a prepaid card, cardholder will be VP Finance</p> <p>Guidelines will be drafted by Eva Denysiuk, reviewed by Executive Committee and be circulated with call for application for financial assistance</p> <p>Fees will be invoiced beginning of March</p> <p>Eva Denysiuk requests that shared costs for membership fee will be taken to OT Europe coordinating group. So far, EFPC membership has been COTEC only but it had been decided in the past that this may be an OT Europe membership.</p>
<p>Professional Issues</p> <ul style="list-style-type: none"> <li>- Summary of Profession</li> </ul>	<p>The Summary is being collated, Office Admin is in charge; deadline is extended to Feb 14<sup>th</sup> 2020</p>
<p>OT-Europe</p> <ul style="list-style-type: none"> <li>- developments of the Foundation</li> </ul>	<p>OT Europe foundation will be a legal entity once all signatures have been received, Esther Steultjens (ROTOS) is taking the lead.</p>

<ul style="list-style-type: none"> <li>- administration and finances</li>   <li>- Strategic Plan 2021-2025</li>   <li>- Rules of Procedures</li>   <li>- Register of experts</li> </ul>	<p>COTEC= Presidency, ENOTHE = Admin, ROTOS = Finance          By the end of 2020 there will be an OT Europe bank account, VP Finance COTEC Eva Denysiuk will again be dealing with Budget proposal for 2021 in liaison with ROTOS. Eva Denysiuk will also prepare financial report for 2019 for General Assembly 2020</p> <p>ENOTHE has drafted the strategic plan, Anu Söderström and Naomi Hankinson will be reviewing it and give feedback</p> <p>COTEC (Anu Söderström and Naomi Hankinson) are drafting the rules of procedures</p> <p>Naomi Hankinson is taking the idea of supporting experts to form international expert groups to OT Europe coordinating group</p>
<p>Congress 2020</p> <ul style="list-style-type: none"> <li>- Program update</li>   <li>- OT-Europe workshops</li>   <li>- office support for ExOrdo administration</li>   <li>- registration</li> </ul>	<p>The upcoming congress will be the last COTEC-ENOTHE congress with possible profits shared between COTEC, ENOTHE; Czech association and Guarant          Program will soon be uploaded (March 2020)          There will be six OT Europe workshops: School based OT, displaced persons, rehabilitation 2030, technology/e-health, interdisciplinary delirium, health literacy</p> <p>ENOTHE office has set up the ExOrdo, COTEC office admin will take forward the majority of the remaining work to ensure equal distribution of workload between COTEC and ENOTHE. Two presidents have agreed on this.          Registration is now open, member associations have been informed, info was shared on all communication channels.</p> <p>Anu Söderström will be in contact with Soemitro Poerbodiboero (ENOTHE president) about Executive committee and ENOTHE board registration and social event costs</p>
<p>Collaboration with others</p> <ul style="list-style-type: none"> <li>- discussion about partnerships and collaboration</li>   <li>- WFOT</li> </ul>	<p>Partnerships and collaboration with other stakeholders was discussed. These will also be discussed with the OT-Europe Coordinating group at next Skype meeting.          COTEC executive committee reaffirmed commitment to representing its membership at WFOT;          Council meeting has been postponed to August 24-28 2020, COTEC has submitted its report.</p>

<ul style="list-style-type: none"> <li>- Mental Health networks</li> <li>- HPP Thematic Network on Profiling and training the health care workers of the future / Health First Europe</li> <li>- EFPC (Representative)</li> </ul>	<p>Naomi Hankinson is taking the lead in attending meetings and assessing our ongoing engagement</p> <p>Anu Söderström to liaise with ENOTHE and SPOT about the engagement, as all organisations have been attending a webinar on the topic last year. Anu Söderström to take lead on ongoing action.</p> <p>Suggestion to OT Europe coordinating group to migrate membership and continued representation will be discussed.</p>
<p>EU &amp; Other European Issues</p> <p>-Public consultation " Europe's Beating Cancer Plan"</p>	<p>Consultation to be shared with members and experts, expert opinion will be collated by Office admin to give a COTEC statement</p>
<p>Strategic Plan 2021-2024</p> <ul style="list-style-type: none"> <li>- second draft, Members' proposals and feedback</li> </ul>	<p>Members' input from Governance Day 2019 roundtables was incorporated. No additional feedback was received by the deadline (Christmas 2019). Final draft will be prepared by Anu Söderström and circulated by end of March 2020 to all members.</p>
<p>General Assembly 2020</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Governance day program</li> <li>- Elections</li> </ul>	<p>Preliminary governance day programme and General Assembly Agenda was discussed;</p> <p>Governance Day will be on Saturday, 26 September, General Assembly Sunday, 27 September; more information to be circulated by Office Administration.</p> <p>VP Administration, VP Finance and Member posts are open for election 2020, Electoral committee will be contacted by Anu Söderström</p>
<p>Secretarial Issues</p> <ul style="list-style-type: none"> <li>- Website; admin</li> <li>- social media; twitter</li> <li>- March Newsletter</li> </ul>	<p>change of contact person for website and hosting needed, Shawn Abela (Office Admin) will be the contact for one.com</p> <p>In the light of changes in the Executive Committee social media contacts are being updated</p> <p>Contents were discussed, Office admin has set up task list for newsletter, action ongoing</p>

<ul style="list-style-type: none"> <li>- business cards</li> </ul>	<p>Eva Denysiuk taking lead for business cards Anu Söderström and Sarah Warren</p>
<p>Other Issues</p> <ul style="list-style-type: none"> <li>- Executive Committee tasks, responsibilities, portfolios</li> <li>- VP Administration</li> <li>- Patricia Flynn's role as COTEC Representative</li> <li>- need for a COTEC flyer</li> <li>- carbon footprint/traveling</li> <li>- travel insurance</li> <li>- public liability insurance</li> </ul>	<p>Tasks and responsibilities were discussed and agreed. Work ongoing</p> <p>Patric Duletzki's Application as interim VP Administration according to German civil code has been accepted by the Executive Committee, Eva Denysiuk will take the lead of all necessary paperwork</p> <p>Anu Söderström will contact Patricia Flynn to clarify her contributions to COTEC.</p> <p>To be discussed at next skype</p> <p>Sarah Warren raises question whether we need a policy on reducing COTEC's carbon footprint. Sarah Warren to draft proposal.</p> <p>Agreement on taking measures to be able to recoup travel costs in the event of non-attendance/cancellation of event for Executive committee, experts and member associations in case of financial assistance. To be incorporated into guidelines for claiming by Eva Denysiuk</p> <p>Insurance is needed for COTEC, Naomi Hankinson to investigate and feedback</p>
<p>Next Meetings</p> <ul style="list-style-type: none"> <li>- Skype March 12; April 9; May 18</li> <li>- Interim dates and location tbd</li> </ul>	<p>Skype dates were agreed,          Interim dates and location to be decided after Feb 24</p>

Minutes were taken by Eva Denysiuk

President closed the meeting Feb 09 at 18.20