

COTEC Executive Interim Meeting Agenda / Krakow

April 21 - 23, 2023

Present: Anu Söderström, Naomi Hankinson, Sarah Kufner, Anneliis Aavik, Lisa Wetzlmair, Ann-Marie Morrissey (22nd April)

Apologies: Ann-Marie Morrissey (21st of April)

Absent:

Item	Papers	Minutes
Welcome - Minutes of previous meeting		- Agreed minutes of previous interim meeting in Rome. VP Admin to make available on website for members.
Correspondence - APTO		- Discussed request from APTO. VP Admin will respond to association.
Membership & Members' Issues - letter to ABET		- Discussed and letter to be drafted and sent to Association.
Financial Issues - Fee update - Handover process		- No fee update - Lisa can only access what Eva puts on easyverein - Handover for VP finance should be done as soon as possible; there have been delays in financial transfers recently. Thinking about how we can streamline the

<ul style="list-style-type: none"> - Membership fees 		<p>handover processes for future handovers (not just VP finance, all EC member handovers); to fasten to process of transfers (for claims, invoices, etc.) the EC decided to let the new VP Finance (LW) process all the paperwork and send the done paperwork to the outgoing VP Finance (ED) to make the transfer. For future claims: hard copy receipts will be sent/given to VP Finance (LW) once a year (e.g. GA). Issuing at least 2 physical credit cards for future payments at interim meetings.</p> <ul style="list-style-type: none"> - Annual membership fees increase by 1.5% every year, discussion around suspending the increase for 2024 fees. This would contribute to the meaningful membership theme. Decision made with the budget proposal for 2024 at the GA.
<p>Professional Issues</p> <ul style="list-style-type: none"> - Rules of Procedures 		
<p>OT-Europe</p> <ul style="list-style-type: none"> - preparing for joint meeting on April 23 - COTEC/ROTOS research collaboration+ 		<ul style="list-style-type: none"> - Register of Experts; Congress - workshops, stand, social media strategy, cross promotion, Need to keep recruiting practitioners as experts. - Meeting with ROTOS in Krakow to discuss the conference ...
<p>Collaboration with others</p> <ul style="list-style-type: none"> - EUPHW - ESLA 		<p>General discussion around collaboration with other organisations and potential awards/collaborative events, two main options: collaboration with organisations or offering events/collaboration around a theme/topic (e.g. mental health, community services). EC agreed to reach out to service user groups and other health and social care organisations.</p>

<ul style="list-style-type: none"> - ER_WCPT - WFOT 		<ul style="list-style-type: none"> - ESLA: post-award/feedback meeting (clarification for future awards, practicalities on the payment); discussions around future collaborative awards, maybe even with other health professional organisations, what time scale (ever year or every other year?) - Explorative collaboration-meeting with physiotherapists to be confirmed, probably in May 2023 - WFOT President Samantha Shann asked for dates for GA as she is planning to attend, WFOT sending a representative for Europe is a good opportunity for member organisations to informally meet and network with WFOT representative, COTEC link to WFOT: COTEC has a regional seat at WFOT (no voting rights) as voted in the GA in 2021 - Chronic Pain and Mental Health support/comments have been sent and is waiting for feedback.
<p>EU & Other European Issues</p> <ul style="list-style-type: none"> - 		
<p>Action Plan</p> <ul style="list-style-type: none"> - 		<ul style="list-style-type: none"> - Discussed
<p>General Assembly</p> <ul style="list-style-type: none"> - Governance Day program 		<ul style="list-style-type: none"> - Preparing the programme for the governance day to be sent out to Member Organisations, including the following points (not exhaustive list) <ul style="list-style-type: none"> - update from working groups (10 minutes per WG) - Meaningful membership - COTEC strategic plan 2025-2028 - Reports from OT Europe

		Confirmed venue - discount will be available for attendees staying in the hotel where GA is on. Reservations will be dealt with by the hotel directly. Baci hybrid system available with webcam, microphone and connection.
Secretarial Issues - Website -		
Working Group Updates - Research - Fellowship - Practitioner @ Congress Support - Webinar		<ul style="list-style-type: none"> - Fellowship: Getting papers out for nominations to make decisions during GA. Three fellows at the moment - should be included on the website, discussion around ensuring that the documentation about the fellowship is up to date. - Practitioner support: WFOT and COTEC meeting to discuss the WFOT congress support fund on Monday, 24th April 2023 - Webinar: Thank you to Anneliis for her work. Webinar title: Occupational Therapists helping fight loneliness. To date, we have a total of 3 presenters: one from Greece and two from Portugal. 20 minutes per speaker and 5 minutes for Q&A. The webinar is linked to the European Public Health Week and will take place on the 22nd of May 2023, from 5 to 6.30 pm CET. Discussion around how to link the webinar back to EUPHA (e.g. video presentation). Upcoming webinars will take place in September and December 2023, an email will be sent out to members of the working group to ask for topics - the possibility of asking the member organisations and/or attendants of the webinars for their input on webinar topics in 2024 was discussed. OT Europe webinar will take place on the 27th of October 2023. - Research: The research working group met in March and agreed plan for data collection. Drafted a questionnaire for distribution to MAs as part of phase one of the project. Ethics application being submitted 9th May 2023. Following

Next Meetings <ul style="list-style-type: none">- Zoom meetings May 9, June 13, July 11- Interim October 19 and 21 in Ljubljana		
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Meeting ended at 16.45 CET

Minutes were taken by Lisa Wetzlmair & Ann-Marie Morrissey.