

Minutes

COTEC Executive Interim Meeting, May 4-6, 2018

Belgrade, Serbia

Item	Minutes
Welcome - Minutes of previous meeting	Minutes of the Interim meeting January 26-27, 2018 have been agreed earlier and they have been uploaded to the <i>Members' only</i> section on the website.
Correspondence - OT situation in Hungary	Vice President Administration has contacted the Hungarian OT Association as a former Member of COTEC after the previous Interim meeting. COTEC has been informed that the association no longer exists, and the OT education program has been cut down. Occupational Therapist Zsuzsanna Mahli, a former board member of the Hungarian OT Association contacted COTEC again in May with information about the unfortunate news about the uncertainty of the OT BCs level program in the country. VP Administration will respond to Z. Mahli and need for COTEC actions will be discussed. The Executive Committee will follow the situation and collaboration with ENOTHE and WFOT is considered.
Membership & Members' Issues - Role description for the General Assembly Representatives - New GA representatives of AOTI and Panhellenic Association of OTs - Collaboration proposal / ANFE	<p><i>The Role description for the GA Representatives document</i> has been finalised and will be circulated to Members shortly. It will also be put on the agenda of the 2018 General Assembly for approval.</p> <p>The Member associations of Ireland and Greece have informed about changes in the organisation of the associations. Also new GA representatives have been appointed and contact details have been given to VP Administration.</p> <p>The Executive Committee discussed again the collaboration proposal from the French OT Association, ANFE, regarding the French Congress in April 2019. It was agreed to sign the proposed collaboration contract when amended as agreed by email by VP Administration and the ANFE GA Representative. Stephanie Saenger will represent COTEC at the Congress, also the opportunity of having a free stand at</p>

<p>- Workshop in Belgrade</p>	<p>the Congress will be used and the Organising Committee of COTEC-ENOTHE 2020 Congress will be given the opportunity to use this.</p> <p>The program of the May 5th workshop was finalised. There will be representation from 5 Balkan countries: Bosnia and Herzegovina, Croatia, Macedonia, Serbia and Slovenia.</p>
<p>Financial Issues -Financial assistance 2018</p> <p>-Fees 2018</p> <p>-Budget 2019</p> <p>- Banking issues</p> <p>- Graphic guidelines and costs of PR-material</p>	<p>There were five applications which Vice President Finance Eva Denysiuk presented. After discussion a resolution was made, and the applicants will be notified.</p> <p>Fee invoices for 2018 have been sent and some fees are already paid.</p> <p>Main issues of Budget 2019 were discussed. Final proposal of budget will be drafted by the end of July to be circulated with the GA Agenda. Vice President Finance has the lead responsibility.</p> <p>VP Finance will arrange the paperwork and necessary meetings with the Notary in Germany in order to make those updates in the Association Register which are needed for a more sustainable banking solution to meet the needs of COTEC. VP Finance and President to cooperate on this issue.</p> <p>The making of Occupational Therapy Europe graphic guidelines and corporate image manual started in 2016 and is still in process. Vice President Administration has a quote from Graphic Designer Petri Suni and the quote was discussed. The cost of the graphic guidelines and corporate image manual is to be divided and shared with ENOTHE, ROTOS and Occupational Therapy Europe. Vice Presidents Administration and Finance will handle this.</p>
<p>Professional Issues -Summary of Profession 2018</p>	<p>The requested data for the Summary of Profession was received from 27 Member associations. Patric Duletzki is working on the final document which is expected to be published in May.</p> <p>The document will be more interactive and comparable as earlier. It will be uploaded to COTEC website and also distributed to stakeholders by COTEC and Member Associations.</p>

<p>-PR-material for WFOT2018</p>	<p>There will be a stand to promote the Congress at WFOT Congress in Cape Town May 21-25, 2018. PR material at the stand include a leaflet with the important dates and magnets with Congress logo. Leaflet is also available in electronic form and this will be circulated to Members for use in their internal communication.</p>
<p>Collaboration with others</p> <ul style="list-style-type: none"> - WFOT - EPDA - EUPHA - OT Association in Poland 	<p>COTEC-WFOT Communication tree will be reviewed by President and Vice President and they will be in contact with WFOT. An Occupational Therapy Europe leaflet has been prepared for distribution at the WFOT2018 Congress at the shared stand of WFOT Regional members.</p> <p>COTEC representative in European Parkinson's Disease Association, EPDA, Ingrid Sturkenboom has sent in her report, the project is finished due to lack of funding.</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>Anu Söderström will investigate contact details of OT Programmes in Poland and contact them to gain information about an eventual OT association in the country.</p>
<p>EU & Other European Issues</p> <ul style="list-style-type: none"> -Health First Europe -ECCO -GAMIAN-Europe 	<p>Declaration of Patient Safety was signed on behalf of COTEC. Further collaboration on this topic is considered.</p> <p>Marije Bolt, COTEC representative in the ECCO working group, will send on the article which is drafted for reviewing by Stephanie Saenger and Maltese OT Shawn Abela.</p> <p>COTEC has been invited to participate in a meeting organised by European Parliament Interest Group on Mental Health, Well-being and Brain Disorders and the Global Alliance of Mental Illness Advocacy Networks (GAMIAN-Europe). The meeting will address empowerment of patients affected by mental</p>

<p>-Health Associations' Dialogue</p>	<p>health conditions and their self-management of care and treatment. Patricia Flynn to attend as the meeting will be held in Brussels.</p> <p>A teleconference is planned in June and a face to face meeting is planned to be in Rotterdam on September 27/28, 2018. Stephanie Saenger is possibly attending. The network is active and other professional associations are open for cooperation.</p>
<p>Action Plan -Quarterly review January-April</p> <p>-Action Plan 2019</p>	<p>The Executive Committee will make quarterly review of the 2018 Action Plan. Members will be asked to give a half-year update on their actions in relation to the Action Plan and these will be incorporated to the 2018 Interim report which will be presented at the General Assembly.</p> <p>The Executive Committee drafted the 2019 Action Plan. This will be finalised in due course to be circulated to Members with the General Assembly agenda in August.</p>
<p>General Assembly 2018</p> <ul style="list-style-type: none"> - Call for agenda items - General Assembly agenda and Governance Day program - Introduction to new GA Representatives - schedule and cooperation with APTO 	<p>The Call for General Assembly Agenda items has been circulated to Members and the proposal are asked by June 30, 2018.</p> <p>The Executive Committee drafted the Agenda for the General Assembly and the Governance program. These will be finalised in due course to be circulated to Members in time.</p> <p>Introduction to new General Assembly representatives is scheduled to be held at the beginning of the Governance Day October 6th, 2018. Anu Söderström is the responsible person for the program.</p> <p>The Portuguese OT Association, APTO, has been informed about the possible times for meetings with local stakeholders and COTEC Executive Committee in the days around the General Assembly. Dates and times will be confirmed as soon as possible, Anu Söderström will be in touch with APTO.</p>
<p>Secretarial issues - Website</p>	<p>Patric Duletzki reported on the website developments. A discussion Forum has been established and Members and Experts have been invited to register. There is a need to update the website and to follow</p>

<ul style="list-style-type: none"> - Contact channels for COTEC internal communication - June Newsletter - Executive Committee cloud storage services -Twitter -Facebook 	<p>the Occupational Therapy Europe corporate image, this will be done in collaboration with ENOTHE office.</p> <p>It has been agreed earlier that a list with affiliations and contact details of members of the Register of Experts would be uploaded on the website and the Experts will be contacted about it. The European General Data Protection regulations will be followed.</p> <p>The Executive Committee discussed COTEC internal communication with Members. Some Member associations are harder to reach by email than others and the Executive Committee has used also WhatsApp and facebook as a media for communication. It was however pointed that this was not a satisfying way to work as this sort of communication is difficult to share with others or archive. Email will from now on be the only channel of communication between COTEC Executive Committee, COTEC Office and Members.</p> <p>Newsletter content was discussed, Elitsa Velikova is the lead person in editing the June 2018 Newsletter.</p> <p>Executive Committee uses Dropbox as a cloud storage tool where all COTEC documents are saved and shared. The free space is however not enough at the moment and it was decided to start using Google Drive instead. All documents will be transferred from Dropbox to Google Drive in the coming weeks.</p> <p>COTEC Twitter account is administered by Stephanie Saenger, Eva Denysiuk and Patric Duletzki. There are over 1600 followers and COTEC tweets are well re-tweeted and shared.</p> <p>COTEC Facebook page is administered by Anu Söderström, Elitsa Velikova and Patric Duletzki. The page has over 1600 likes and posts are well received and shared.</p>
<p>Other Issues</p> <ul style="list-style-type: none"> -Office Administrator 	<p>The Executive Committee discussed the Office Administrator applications. There were seven applications all together and five applicants were interviewed. Naomi Hankinson and Anu Söderström shared a summary of the interviews which took place on April 18 and 19, 2018. The Executive</p>

<ul style="list-style-type: none"> - COTEC Constitution review -Governance handbook -General Data Protection Regulation -COTEC Fellowship 	<p>Committee agreed to contract Shawn Abela as an Office Administration. Vice President Anu Söderström will introduce him to the work and act as his supervisor. Contract will be signed as soon as possible.</p> <p>Stephanie Saenger and Naomi Hankinson will review COTEC Constitution and make a draft of possible changes. They will also finalise the Governance Handbook.</p> <p>The Executive Committee will make the needed actions re the EU General Data Protection Regulation, GDPR, which will be effective May 25, 2018</p> <p>The idea of COTEC Fellowship was discussed. Naomi Hankinson to lead this initiative and the issue will be brought up in the future meetings</p>
<p>Next Meetings</p> <ul style="list-style-type: none"> -Skype June 14th - Skype July 12th - Skype August 9th - Skype Sept 13th - Interim meeting Oct 5-8, 2018, Oeiras - Interim meetings 2019 	<p>Dates for next Skype meetings were confirmed.</p> <p>Next face-to-face Interim meeting will take place in Portugal adjoined with the General Assembly and Governance day, October 5-8, 2018</p> <p>The first Interim meeting of 2019 will be held in Prague, the location of the 2020 COTEC-ENOTHE Congress. Exact dates or the January/February 2019 meeting will be confirmed later. The second Interim meeting of 2019 will be held in Luxemburg and two options for dates in May were pencilled in.</p>

Minutes were taken by Anu Söderström