

COTEC Executive Committee Interim Meeting Minutes

Friday 18th and Saturday 19th June 2021

10am CET

Present: Anu Soderstrom, Naomi Hankinson, Eva Denysiuk and Ann-Marie Morrissey

Apologies: Blandine Parc, Sarah Warren

Item	Papers	Who	Remarks
Welcome - Minutes of previous meeting	Drive		Minutes of previous meeting approved, will be uploaded to webpage.
Membership & Members' Issues - Application from Bosnia and Herzegovina	Drive	Anu	Paperwork forwarded to commence application process. Will be invited to give a presentation at upcoming General Assembly. Statute and Memorandum reviewed. Feedback will be communicated by Anu.
Financial Issues - fees - balance, budget follow up		Eva	Membership fees due with the majority submitted – reminders to be sent to countries which have not paid as yet. Eva provided an overview of current budget. To discuss at GA and Governance Day potential future project based spending that would benefit members

			Eva liaising with notary to set up a system whereby two members can provide an official signature from two separate countries.
Professional Issues <ul style="list-style-type: none"> - Summary - COTEC webinars - Feedback from may webinar - Fellowship 	email June 17	Exec, Shaun, Eva	<p>Shawn forwarded the summary of professions to Exec for review. To be circulated to membership via webpage in the next few weeks.</p> <p>Webinars taking place as part of OT-Europe webinar scheme / own initiatives – feedback received for May’s Health Literacy webinar and will be communicated to OT Europe prior to next webinar. September’s webinar to be confirmed. Inclusion of the service user perspective could also be incorporated into webinars. Membership to be included in decision around webinar topics via survey.</p> <p>Naomi establishing a fellowship committee to review applications.</p>
OT-Europe <ul style="list-style-type: none"> - Annual meeting June 15 - update - OT-Europe pre-congress workshops - administration process 		Anu	<p>First annual meeting took place on June 15th 2021. Approved annual report and agreed finance reports. Anu provided updates in relation to meeting.</p> <p>Anu provided updates from WFOT and discussed pre congress workshops with WFOT President Samantha Shann</p> <p>Discussed OT Europe governance and further discussion is needed – added to OT Europe agenda for next meeting.</p> <p>Suggested to develop channels to communicate updates in relation to OT Europe- Naomi to discuss at OT Europe meeting</p>

			OT- Europe Congress to take place in Krakow, Poland in 2024.
<p>Congress</p> <ul style="list-style-type: none"> - virtual stand - social evening - 			<p>Preparation for congress is ongoing.</p> <p>Social evening Thursday 15.9., 30 min, dl for intro 23.6.</p>
<p>Collaboration with others</p> <ul style="list-style-type: none"> - short update from WFOT - EPF Congress Oct 26-29, 2021 - 	<p>oral</p> <p>email June 17</p>	Anu, Naomi, Exec	<p>Anu provided updates from WFOT following discussion with Samantha Shann</p> <p>European Patient Forum has extended an invitation to COTEC to attend the congress. Exec members to register.</p> <p>Information and link to the congress to be included in Newsletter. Anu and Deis Cachiei to prepare.</p>
<p>EU & Other European Issues</p> <ul style="list-style-type: none"> -Public consultations 			Exec to comment and where appropriate will be circulated to register of Experts.
<p>Action Plan</p> <ul style="list-style-type: none"> - 			Exec present at meeting collectively reviewed Action Plan. Exec not present to add further comments – add to COTEC July meeting for further discussion
<p>General Assembly 2021</p> <ul style="list-style-type: none"> - Agenda - Annual report - Financial report 	draft in Drive	Exec	<p>Governance Programme to include;</p> <ul style="list-style-type: none"> - COTEC Values document.

<ul style="list-style-type: none"> - 35th anniversary celebration - Governance Day program 			<ul style="list-style-type: none"> - Good membership – document to be circulated prior to GA to be approved/voted on during GA - Elections - Developments and budget proposal - Application from Bosnia and Herzegovina - Fellowship - Vote on budget and action plan <p>Governance Day</p> <ul style="list-style-type: none"> - Introductions and welcome to new representatives - OT Europe, ENOTHE, ROTOS Updates - Values - Compensation - WFOT membership - Good membership - News from Associations <p>Discussed having a social event the evening of the Governance Day. Open event to include past delegates – to be promoted on COTEC social media.</p> <p>Annual Report is available in Drive – Exec to review</p>
<p>Secretarial Issues</p> <ul style="list-style-type: none"> - Website - social media 			
<p>Other Issues</p> <ul style="list-style-type: none"> - COTEC Values - Shawn’s role and attendance at Congress - Newsletter September 		<p>Naomi, Ann-Marie</p>	

<p>- summer holidays</p>		<p>Shaun, Anu</p>	<p>Naomi circulated a brief intro to the Values draft document to Exec – will be circulated to membership prior to Governance Day – to be discussed at GD.</p> <p>Shaun to attend congress. His role will be multifaceted with involvement in the virtual stand, social evening, etc. To be further discussed with Shaun.</p> <p>Items for September’s newsletter were discussed and agreed upon.</p>
<p>Next Meetings - Zoom meetings July 9, August 13 - Interim Sept 23 -</p>			<p>COTEC Zoom Meetings – Friday July 9th, August Friday 13th</p> <p>Interim adjointed to GA Sept 23-25 2022</p> <p>Interim Meeting March 31st-April 1st 2022 - Face-to-face in France planned</p>

Minutes were taken by Ann-Marie Morrissey.