

COTEC Executive Interim Meeting Agenda

25.09.2020

Eva Denysiuk, Naomi Hankinson, Anu Söderström, Sarah Warren (excused)

Item	Papers	Who	Remarks
Welcome - Minutes of previous meeting		Executive Committee	The minutes have been agreed on and will be uploaded to members' section on the website
Correspondence - Yannick Ung, email 24.9. - WFOT CM	emails 24.9.		Naomi Hankinson will draft a reply to Yannick, his petition will be shared with experts and through social media WFOT informed COTEC that there will be a virtual meeting in January; exact dates to be confirmed. COTEC President would be pleased to attend
Membership & Members' Issues - GEOTA, Georgia - Russia	Email Sept 21 Email Sept 25	Anu Söderström	Georgian Association was informed by email about eventual termination of their membership during this years' GA Russian Association has been in contact with President about fees
Financial Issues - Fees 2020 - Balance September 2020 - banking issue - budget 2020			Missing fees Georgia and Russia Balance September 27: 135.573,51 € Shawn's paperwork has been received; in progress Many budgetary items are not depleted yet,

Professional Issues -			OT contact Spanish and Portuguese association , translation of “new normal” and normal life has been disrupted”
OT-Europe - ROTOS Cost grant application, email from Esther 14.9. - Diversity webinar Oct 27 - Expert documentation	Naomi		Information was distributed to the relevant countries / member association Webinar is coming along, Naomi is COTEC rep in the working group Work on expert documentation is going to start in November ENOTHE and ROTOS will be represented at Governance Day and General Assembly 2020
Congress - update from Skype meeting Sept 21		Anu	New budget has been drafted, option of virtual or hybrid congress has been talked about Grant by city of Prague will be applied for Decisoin about the format of the Congress will be made in March 2021
Collaboration with others - HFE Health First Europe / Virtual Roundtable - EP Interest Group on Innovation in Health and Social Care Oct 1 - HFE membership - Mental Health Europe - EFPC General Assembly	email Sept 23 Oct 2		Anu Söderström will attend on COTECs behalf, will share with ENOTHE HFE has updated change of membership COTEC -> OT-Europe in association register in June 2021 Eva Denysiuk and possibly Jacqueline Coppers (OT EU experts) will attend MHE webinar /event Anu Söderström will attend EFPC General Assembly on September 28
EU & Other European Issues - WHO Europe accreditation			Following up on accreditation for COTEC or OT Europe
Action Plan -			Update on Action plan 2020 was discussed.
General Assembly 2020 - finalising the program and presentations -			30 of 32 members attending
Secretarial Issues			Tasks/Articles were assigned for Newsletter

- Newsletter September			
Other Issues - Office Administrator			Executive Committee agreed to review options of employment for Office Administration; could include mini-job (acc. to German law) rather than freelance
Next Meetings - Skype meeting dates to be confirmed with new members on sunday			

Minutes were taken by [Eva Denysiuk].