

COTEC Executive Committee Interim Meeting Agenda

March 5-6, 2021

Virtual meeting

Present:

March 5th – 10.30-16.30 CET Online: Eva Denysiuk, Ann-Marie Morrissey, Anu Söderström, Naomi Hankinson (Blandine Parc joined at 13.00-16.00 CET; Shawn Abela joined at 14.30- 16.30 CET)

March 6th: 11.30-15.15 CET Eva Denysiuk, Ann-Marie Morrissey, Anu Söderström, Naomi Hankinson (Sarah Warren joined 11.30-12.40 CET)

Item	Papers	Who	Remarks
Welcome - Minutes of previous meeting Sept 24		Executive Committee	The minutes of the previous meeting were agreed and accepted.
Correspondence - ESLA online event March 6 - Swiss association – invitation to write to their magazine on theme Diversity		Anu, Shawn, Executive Committee	CPLOL has re-branded as ESLA (European Speech and Language Therapists). Anu Södeström to attend their online event and looking forward to building on meaningful connection and engagement with this organisation. COTEC to signpost the event on social media as it is also happening on European Speech and Language Therapy Day. The Swiss Association have invited COTEC to contribute a written piece about the diversity of COTEC member associations – President will submit this prior to the July deadline. Naomi Hankinson to also

<p>- RCOT invitation to Annual Conference 2021</p> <p>- Sandra Rowan - WHO Rehabilitation Competence Framework</p> <p>- Serbian association - question about PR material</p>			<p>make links between the Swiss Association and the Elizabeth Casson Trust, who are also involved in work around the theme of diversity.</p> <p>RCOT invitation – COTEC has received two complimentary registrations and AnuSöderström and Naomi Hnkinson will represent COTEC at this conference.</p> <p>WHO Rehabilitation Competence Framework – was promoted on COTEC social media on launch day. OT Europe Expert Sandra Rowan has volunteered to write a short piece on this for the next COTEC newsletter.</p> <p>Following a request for COTEC PR material the Executive Committee discussed putting together a pack of electronic PR resources which could be shared with Member Associations and their members where needed. The electronic resources should include social media banners, templates, logo, etc. Discussed the importance of including a terms and conditions for use – short policy to be developed. Shawn Abela to explore existing resources and potential electronic resources and circulate to Member Associations (along with terms and conditions of use).</p>
<p>Membership & Members' Issues</p> <p>- Good Membership working group and Rules of Procedures</p>		<p>Good membership Working Group</p>	<p>The Good Membership working group has reconvened and has circulated the first draft of rules and procedures which addressed the main issues previously discussed. Rules and procedures will be</p>

			<p>for approval at General Assembly (to be circulated prior, time permitting there will be a further consultation phase)</p> <p>No other issues from members</p> <p>No further membership applications</p>
<p>Financial Issues</p> <ul style="list-style-type: none"> - Fees 2021 - adverts - Working group on the Executive Committee reimbursement - tax declaration - banking issues and investments 		<p>Shawn, Eva,</p>	<p>Eva Denysiuk and Shawn Abela to prepare the Membership fee invoices, these will be sent by email to Member Associations the week after the Interim meeting.</p> <p>COTEC posted two adverts last year, one so far this year. Not a labour intensive endeavour presently.</p> <p>No update regarding reimbursement group, as discussed at last General Assembly. Focus of this working group could dovetail well with proposed COTEC Values project (discussed further below). Documentation regarding reimbursement for COTEC work to be submitted 2 months prior to General Assembly.</p> <p>Eva spoke with tax advisor and COTEC will need to make a tax declaration – cost of this needs to be incorporated into the budget.</p> <p>VP Finance to proceed with the needed action re COTEC banking issues. With regard our current monetary bank account holdings - topic of investment, discussed briefly at last General Assembly , to</p>

			be discussed further - need ethical investment policy to be developed to support this suggestion.
Professional Issues - Summary of Profession - Register of Experts		Shawn, Naomi, Anu	<ul style="list-style-type: none"> ● COTEC has received data from all 32 Members in time. All data up to date. ● Publication date of same TBD. The summary will now incorporate graphics (following a Member suggestion). Shawn Abela will have a draft of this in one month. Shawn to contact graphic designer for support in formatting the document if needed. ● Several calls and notifications have been sent to this register in recent times. As part of the COTEC Strategic plan there needs to be increased focus on how to coordinate the work of the Experts more strategically– need to explore how this would be done ● Currently there is variability in the number of Experts under different clinical areas - currently only 1 pain expert – may need more active recruitment, acknowledged that some areas are difficult to recruit for. Could use snowball recruitment/ headhunting for some more difficult areas ● Discussed idea to survey Member Associations to ask if they have Experts in the different clinical areas. ● Review of Register is taking place. It is also uploaded to OT-Europe Drive

			<p>Discussion took place regarding how Register of Experts could be connected with relevant European organisations to increase collaboration and networking opportunities. A mapping exercise could be conducted to explore all existing relationships. Naomi Hankinson to discuss at next OT-Europe Meeting. Also will discuss a formal collation of all the work of the Register of Experts at the end of each year.</p> <p>Proposed to have a separate meeting for Experts at the Congress and use currently 30 minute slot to instead promote the Register. Naomi Hankinson to discuss with the other OT-Europe branches.</p>
<p>OT-Europe - Strategy workshop(s)</p> <p>- ROTOS Strategy and vision</p> <p>- Finances</p>	<p>in Drive</p>	<p>Naomi, Anu, Eva</p>	<p>OT-Europe - Strategy workshop parts 1 and 2 took place in Jan/Feb and part 3 will be happening next week. The OT-Europe Executive Committee to revise OT Europe Strategy. Draft currently being written.</p> <p>ROTOS also developing strategic document – has been circulated to COTEC Executive Committee for info– focus is on working strategically</p> <p>ROTOS has the financial responsibility for OT-Europe until the end of this year but finances of OT Europe have been mostly handled through COTEC until now. Eva Denysiuk is in the process of handing over documentation. OT-Europe bank account is in process but</p>

			<p>European lock downs have caused delays in getting the correct documentation. Annual meeting of OT Europe is in June – decision on fees for next year will be made at this meeting.</p> <p>COTEC Executive Committee discussed that COTEC share should not exceed the amount of 4 500 euros which COTEC has allocated for OT-Europe in 2020.</p>
<p>Meeting with Maria Kapanadze (Vice Chair ENOTHE) shared a 20 minute presentation providing an overview of ENOTHE</p>			<p>Presentation to be uploaded to COTEC Drive</p>
<p>Congress</p> <ul style="list-style-type: none"> - program and registration - Oral session moderators - Opening/Closing/Chairs 		<p>Exec</p>	<p>Latest version of Congress Scientific programme was discussed last week – Shawn Abela attended meeting – increased COTEC representation should be included as chairs/moderators within the programme – Anu Söderström following up with same as a member of the Organising Committee. Could also propose a name from the Register of Experts or Member Associations to be involved.</p> <p>Early bird registration closes 30th April 2021.</p> <p>COTEC to have a virtual stand also during exhibition times. 22nd of March – next organising committee meeting.</p> <p>Opening/closing chairs – COTEC/ENOTHE/Czech Association should be prioritised as opening and closing chairs.</p>

<ul style="list-style-type: none"> - Elisabeth Casson trust registrations 			<p>Acknowledged the hard work of the Czech Association. Discussed provision of a COTEC subsidy for the Czech association for them hosting the conference as profit is to be expected less than planned in-person congress. Decided that subsidy will be six free registrations to the congress (equalling Executive Committee)</p> <p>Elizabeth Casson Trust Registration – Pam Anderson emailed Eva regarding tickets for congress and best method for payment of tickets for distribution to grant recipients. Anu Söderström to make links to congress organiser. – Eva Denysiuk will follow up with trust.</p>
<p>Collaboration with others</p> <ul style="list-style-type: none"> - ESLA - European Health Professionals Dialogue - WFOT 		<p>Exec</p>	<p>ESLA Launch of new website and branding 06.03.21 – Anu Söderström attended this am. Agreed that she will contact the ESLA president to discuss further collaboration. Naomi Hankinson to discuss potential research collaborations with ROTOS also.</p> <p>EU Health Professionals Dialogue - will learn about upcoming events they may be hosting. COTEC to re-commence attending meetings.</p> <p>WFOT – Abstract submission extended until April– COTEC President to attend Council meeting at WFOT congress MArch 2022 in person if possible.</p>

<p>- EBC, European Brain Council</p>			<p>European Brain Council – brain awareness week march – save the date. MULTI-ACT conference to be included in social media posts.</p> <p>Executive Committee Member Ann-Marie Morrissey presented at the European NeuroConvention in January 2021 - successful event, 1.8k views on Facebook.</p> <p>Ann-Marie Morrissey also represented COTEC at the launch of the EU’s Beating Cancer Strategy Launch</p>
<p>- EUPHA - European Public Health Week</p>			<p>European Public Health Week - The European Public Health Week (EUPHW) aims to raise awareness about public health and promote collaboration among the public health community across Europe. The week will be May 17 - 21, 2021. COTEC will be supporting this event in the following ways;</p> <ul style="list-style-type: none"> ● Eva Denysiuk to explore hosting a health literacy webinar for this event. – May 17th. Theme : communicating science and health ● May 18th - theme: new challenges in mental health, a member of the mental health register of experts has expressed an interest in developing a resource under this theme- Anu to ask if this member would host a webisode ● May 19th – Theme your local community: Member Associations will be encouraged to host a discussion at a local/regional level. ● May 21st : Theme: leaving no one behind: will be promoted on COTEC social media

<p>EU & Other European Issues</p> <ul style="list-style-type: none"> - Public consultation EU Green Paper on Ageing - MEP Alliance for Mental Health event March 23 		<p>Shawn, Anu</p>	<p>European Commission Green Paper on Ageing, Experts have been asked to contribute but no response as yet – Shawn Abela to follow up with reminder to the Experts and also ask COTEC Members for response. Deadline March 27, 2021</p> <p>COTEC received invitation to attend MEP Alliance for mental health virtual event on March 23, 2021. Theme for the meeting is “Campaigning for a designated European Year for Mental Health”. Some Experts in Mental health have already been contacted and now Anu Söderström will forward the invitation to the rest of the Expert group. Received one response already.</p>
<p>Action Plan</p> <ul style="list-style-type: none"> - 2021 spread sheet in Drive 		<p>All</p>	<p>Reminder that 2021 action plan is in spreadsheet format in the Drive. Executive Committee and Office Administrator to populate with all COTEC tasks/communications they have been involved with.</p>
<p>General Assembly 2021</p> <ul style="list-style-type: none"> - Agenda and papers - Governance day program - arrangements, dates 		<p>Shawn, Eva, Anu</p>	<p>The 9th COTEC General Assembly will be held as a virtual meeting September 25, 2021. Members to be contacted by Shawn Abela regarding the General Assembly dates and format</p> <p>Papers will be circulated July 25 th the latest. President and VP Finance will prepare Annual and interim reports.</p> <p>Electoral Committee has been contacted and they will call a meeting shortly and issue a call for nominations for vacant positions.</p>

			<p>Auditing: will follow the same mode as last year. Pierre Seeuws and Karin Bishop to complete audit. Eva to contact Karin.</p> <p>Discussion of format of GA – decided on virtual GA – 24th and 25th of September 2021</p> <p>COTEC zoom meeting Monday 20th Sept 2021 – 2pm CET</p> <p>Governance Day – topics for discussion –</p> <ul style="list-style-type: none"> ● COTEC’s WFOT membership ● welcome and introduction to new members ● membership news (could also be facilitated on GA day if needed) ● feedback from financial reimbursement working group ● discussion of updated rules and procedures around membership ● Could also facilitate breakout networking sessions/small discussion groups ● Potential topics for whole group/small group discussion: COTEC Organisational Values project, diversity, COVID-19, tele-health, LGBTQIA+ issues, increasing membership of Association ● Shawn will explore interest in the sessions during registration. <p>In feedback from the last meeting, a 5 minute break was requested every hour (this could be a facilitated stretch session)</p>
--	--	--	---

<p>Secretarial Issues</p> <ul style="list-style-type: none"> - Website - Newsletter - Zoom licence 		<p>Shawn, Eva</p>	<p>Some archiving work has taken place on older COTEC documents – Shawn coordinating same.</p> <p>Members area on website requires updating – Shawn to complete same</p> <p>Next COTEC newsletter to include;</p> <ul style="list-style-type: none"> ● Sandra Rowan’s contribution on the WHO Rehabilitation Competence Framework ● Eva’s editorial ● Joint piece with ENOTHE on congress. <p>Items for newsletter to be submitted within one week.</p> <p>Zoom licence will need to be renewed before General Assembly for an additional year.</p>
<p>Other Issues</p> <ul style="list-style-type: none"> - COTEC Values - Social media toolkit - COTEC 1986-2021 35 years - sustainability strategy 		<p>Eva, Shawn, Ann-Marie, Sarah, Naomi, Blandine</p>	<p>COTEC Organisational Values Project</p> <p>COTEC has in the past discussed developing its own code of ethics – currently has a code of conduct and information on developing a code of ethics for member associations. As each member association typically have their own code of ethics the use of working on a separate Code of Ethics and the value of this for members was discussed. Might be useful to be more clear about what our organisational values are instead– OT Europe workshop recently took place where organisational values were discussed – Naomi has completed some background research – circulated info to Exec – members can contribute to document – important to have stances</p>

			<p>on core values – should be a concise and clear document. Sarah suggested incorporating an occupational focus and incorporated an occupational language. Sarah, Naomi and Ann-Marie to do some background work and meet before interim meeting in June – present 6 values on suggested values – present agreed core values at governance day for discussion.</p> <p>Social media toolkit – uploaded to social media folder in drive. Guidelines for use of logos and other COTEC templates to be developed.</p> <p>COTEC 35 years: social media campaign on Twitter and Facebook going very well.</p> <p>Sustainability strategy: Blandine to explore sustainability projects/ideas COTEC could be involved with – could form part of the proposed COTEC organisational values project.</p> <p>COTEC Honorary Fellowship – deadline for nominations is end of April</p>
<p>Next Meetings - Zoom April 9, May 13 -Interim June? and September</p>			<p>Zoom meetings:</p> <ul style="list-style-type: none"> ● Tues April 13th 2021 - 6-8pm CET ● May 11th 2021 - 6-8pm CET

			Interim Meeting June – Two potential date proposed: 18 th /19 th June 9 th /10 th July 2021
--	--	--	--

Minutes were taken by: Ann-Marie Morrissey.