

COTEC Executive Interim Meeting Agenda

June 6-8, 2020

Present: Anu Söderström, Naomi Hankinson, Eva Denysiuk, Sarah Warren

February 6-8 June, 2020 / online

Item	Papers	Who	Remarks
Welcome - Minutes of previous meeting		All	President opened the meeting at 10:08 The Minutes of the previous meeting (Düsseldorf) have been agreed earlier and will be uploaded in the Members' section of website.
Correspondence - Colette Carroz / UN Convention on the Rights of Persons with Disabilities - CGCTO Research on COVID-19 and Spanish OTs - Electoral committee	email June 1 email June 2 email	All Anu Söderström	Executive Committee agrees on endorsement of UN Convention on the Rights of Persons with Disabilities. Office will put according statement on the website and inform Colette Carroz. Anu Söderström will thank CGCTO for sending, it will be uploaded to COVID-19 section on the website & shared on social media Electoral committee asked Executive Committee to make a video/voice-over during Interim meeting to inform about Executive work, will be done Sunday
Membership & Members' Issues - Good Membership working group		Naomi Hankinson / Sarah Warren	Sarah Warren reported on the working group and presented a first draft. Executive committee discussed the paper and drafted changes for the rules of procedure accordingly. Feedback will be given to the working group by Sarah Warren

<p>Financial Issues</p> <ul style="list-style-type: none"> - Fees 2020 - Banking issues, credit card - Financial assistance 		<p>Eva Denysiuk</p>	<p>Five members haven't paid the fees yet, second reminders have been sent out. Correspondence with Bank ongoing, legitimization of other Executive Committee members is still pending. Due to difficult financial situation on COVID-19 pandemic, Executive Committee discussed possibility of pausing the increase of fees for 2021 After decision to hold a virtual meeting for the GA this year, financial assistance will not be offered as in previous years. However, if member associations need support/equipment etc., assistance can be considered accordingly.</p> <p>Balance June 2020: 136.797,08 €</p>
<p>Professional Issues</p> <ul style="list-style-type: none"> - Summary of Profession 		<p>Shawn Abela</p>	<p>Circulation to OT Europe, partners & EU health policy platform with message from President</p>
<p>OT-Europe</p> <ul style="list-style-type: none"> - Strategic Plan 2020-2025 - Rules of Procedures - Register of Experts / international expert groups 	<p>in Drive “ Drive</p>	<p>Anu Söderström and Naomi Hankinson</p> <p>Anu Söderström and Naomi Hankinson</p>	<p>OT Europe meeting June 17, strategic plan and rules of procedures will be finalised. Budget will be discussed as well as representation/collaboration links.</p> <p>Collaboration: Anu Söderström and Naomi Hankinson to review the list of partners and collaboration from COTEC point of view,, formulate the rationale for sharing tasks of representation with other OT-Europe branches and then share with OT Europe Executive.</p> <p>ROTOS rules of procedures and strategy have been agreed on.</p>

<ul style="list-style-type: none"> - representation / collaboration - email and website 		<p>Anu Söderström and Naomi Hankinson</p> <p>Naomi Hankinson</p> <p>Naomi Hankinson</p> <p>Anu Söderström</p>	<p>International experts group: Naomi Hankinson to contact Stephanie Saenger for an update.</p> <p>Register of Experts: a steady number of people are applying and being accepted. Meeting of the Experts will have to be carried out virtually. SPOT may be able to assist with the organisation of this.</p> <p>One.com is the web services provider for COTEC/ROTOS/ENOTHE and the corporate colours and designs are essential to maintain a coherent global message for the 3 organisations</p> <p>ENOTHE or ROTOS may wish to change their internal design and develop their website slightly differently. ROTOS website (ROTOS.eu) redirects to ROTOS Foundation which does not currently follow the corporate design – this may not be intentional. Previously agreed corporate guidelines state that the ROTOS logo can be changed to foundation. There will be a cost implication here as any general promotional materials may need to also be changed across the 3 organisations.</p> <p>Proposal: The Presidents of COTEC, ROTOS and ENOTHE to meet to agree the corporate family identity. Anu Söderström to contact the presidents to arrange a discussion.</p> <p>OT-Europe website could benefit from a review.</p>
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<p>Congress - skype meeting June 8</p>		<p>Anu Söderström</p>	<p>Proposal received via email for Skype meeting for Monday 8th June to be postponed to next month. Representative from Guarant (organising company) will be going on maternity leave and will be replaced. Financial impacts would have been discussed at the next meeting. Anu Söderström will propose that the meeting should continue because of the importance of the financial and contractual issues that need to be discussed (see below)</p>
		<p>Anu Söderström / Eva Denysiuk</p>	<p>Postponement of 2020 congress: There is a small payment for the postponement from 2020 to 2021 (6,000€). Anu Söderström would like to propose COTEC paying its share of this within 2020 during the Skype meeting. If ENOTHE does not want to do this, then COTEC could pay the 6,000€ and invoice ENOTHE next year for half of the fee.</p>
		<p>Eva Denysiuk</p>	<p>Option of cancellation of 2021 congress: If COVID health crisis is still in place for 2021, and the congress needs to be completely cancelled, then there will be a payment required for this (45,000€). The Czech Association is currently on the paperwork to be responsible for this payment. COTEC could write an agreement/contract to say that COTEC would be responsible for this payment. Eva to discuss with Mandy Boaz (ENOTHE office) and Olga Markova (Representative Czech Association).</p>
		<p>Eva Denysiuk</p>	<p>There will be some expenses for the meeting that took place in person in Prague beginning of 2020, which was a combination of congress organisation and a ROTOS meeting. Care needs to be taken to ensure that</p>

			the funds to be paid are distributed between COTEC and ROTOS proportionally. Anu Söderström has asked this to be sent to Eva Denysiuk directly.
<p>Collaboration with others</p> <ul style="list-style-type: none"> - HFE Health First Europe Survey - AAATE > QualAT project - Virtual Forum (European Psychiatric Association) 	<p>email May 30</p> <p>July 4</p>	<p>All</p> <p>Anu Söderström</p> <p>Naomi Hankinson</p>	<p>Executive Committee completed the HFE Survey and submitted it</p> <p>Anu Söderström gave positive reply about being an affiliate Organisation in the proposal. Follow up by Anu Söderström in case of acceptance of proposal.</p> <p>Naomi Hankinson will attend on behalf of COTEC</p>
<p>EU & Other European Issues</p> <ul style="list-style-type: none"> - EU transparency register 		Anu Söderström	Anu Söderström updated COTEC's entry in the transparency register. Next update due by May 30, 2021
<p>Action Plan</p> <ul style="list-style-type: none"> - Action plan 2021 		All	Executive Committee created a draft of the Action plan to disseminate.
<p>General Assembly 2020</p> <ul style="list-style-type: none"> - Agenda and papers - Governance day program - arrangements - Elections 		All	GA will be held September 27, therefore papers will go out by July 27. Executive Committee discussed pro's and con's of face-to-face meeting and virtual meeting, including the outcomes of short survey to members. Decision was taken to hold the GA and Governance Day virtually this year. Half day Governance (3 hour or 2+2hour) followed by GA in the afternoon.

		<p>Shawn Abela</p> <p>Anu Söderström / Shawn Abela</p>	<p>Members will be notified via email.</p> <p>Meeting should be hosted by professional host, Anu Söderström and Shawn Abela will investigate options, including Garant. Voting options is required and ability to split into groups, also with possibility to have a social event, perhaps with a quiz or other activity.</p> <p>Interim report will compile information up to May 31st</p> <p>Potential Governance Day topics:</p> <ul style="list-style-type: none"> ● Good membership document ● Action plan ● Governance Structure: re-evaluate roles in the executive committee ● Q & A VP Finance re: loss of income/compensation/honorarium for executive committee work for COTEC (could also involve a need for change in the constitution). ● Reports ROTOS, ENOTHE, OT Europe. WFOT
<p>Secretarial Issues - Website</p>		<p>All</p> <p>Shawn Abela</p>	<p>Website: Executive Committee and Shawn Abela agreed that the present platform for the website is currently meeting COTEC's needs.</p> <p>Position statements page: there was a member request for the possibility to have a search bar above position statements to facilitate keyword searches. Shawn Abela to research this possibility.</p> <p>Joint statements and endorsed documents:</p>

<p>- Social media</p> <p>- Drive re-organisation/update</p>		<p>Shawn Abela</p> <p>Shawn Abela</p> <p>Shawn Abela</p> <p>Anu Söderström</p>	<p>Joint statements are on the Position Statements page.</p> <p>Endorsed documents - Member request for a tab at the top of the webpage for documents COTEC endorses eg: UN Rights of Person with Disabilities, WHO European statements. Shawn Abela to add this functionality to the website.</p> <p>Documents area should also contain the Annual Report (outward facing for general public).</p> <p>The General Assembly link will go into the members only area.</p> <p>Accessibility: Shawn Abela to research accessibility features eg: enlarged script for the website within the platform or whether it is within the users' browsers.</p> <p>ROTOS domain fee is now taken care of internally to ROTOS in terms of renewal.</p> <p>The President created a Twitter account to support promotion of COTEC. @CotecSoderstrom</p>
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		Sarah Warren / Shawn Abela	Empty folders and older folders need to be removed or archived. Some folders need to be re-arranged. Sarah Warren and Shawn Abela to work on this.
<p>Other Issues</p> <ul style="list-style-type: none"> - Communication Strategy and Guidelines - carbon footprint/traveling - Holidays / availability in summer OT Europe Congress 		<p>Shawn Abela / Committee</p> <p>Sarah Warren</p> <p>All</p> <p>Anu Söderström</p>	<p>Shawn Abela and Sarah Warren have completed an initial draft of the Communication Guidelines. Discussed and a 2nd draft will be prepared by Shawn Abela with support of Sarah Warren.</p> <p>Carbon footprint is reducing whilst adapting to the health crisis and looking into future sustainability of this.</p> <p>Availability over the summer was discussed.</p> <p>Anu Söderström contacted Polish Association to inform about postponement of COTEC ENOTHE Congress 2021. Arrangements (eg possibility of promotion for Congress 2024) will stay the same.</p>
<p>Next Meetings</p> <ul style="list-style-type: none"> - Skype July 9, August 13 			

Minutes were taken by Sarah Warren and Eva Denysiuk.

Closed 08.06.2020 13.05 CET