

**6th COTEC General Assembly
 October 7th, 2018
 Oeiras, Portugal
 MINUTES**

1.	<p>President's welcome</p> <p>The President of COTEC Stephanie Saenger opened the meeting at 09:07am</p>
2.	<p>Election of GA officials</p> <p>The Meeting elected Naomi Hankinson to chair the General Assembly.</p> <p>The chair called Shawn Abela for the Secretary of the meeting.</p> <p>The meeting elected Tiska Ikking (Observer, Netherlands) and Petra Schwab (Austria) for the Tellers of the meeting.</p> <p>The meeting elected Ósk Sigurdardóttir (Iceland) and Susan Madigan (Ireland) as the Reviewers of the Minutes.</p>
3.	<p>Approval of the meeting invitation</p> <p>The chair stated that the meeting had been duly convened and the meeting was quorate.</p>
4.	<p>Apologies for Absence</p> <p>Apologies for Absence had been received from the following Member Associations:</p> <ul style="list-style-type: none"> The British Association of Occupational Therapists, BAOT The Cypriot Association of Occupational Therapists The Estonian Association of Occupational Therapists The Finnish Association of Occupational Therapists, TOI The Italian Association of Occupational Therapists, AITO The Lithuanian Association of Occupational Therapists The Occupational Therapists' Association of Luxembourg, ALED The Russian Professional Association of Ergotherapists <p>The following proxies had been presented by the start of the meeting:</p> <ul style="list-style-type: none"> The Swedish Association of OTs held proxies for both the Finnish Association of Occupational Therapists and the Russian Professional Association of Ergotherapists. The Swiss Association of OTs held a proxy for the British Association of Occupational Therapists The Latvian Association of OTs held a proxy for the Lithuanian Association and Estonian Association of Occupational Therapists The Greek Association of OTs held a proxy for the Italian Association of Occupational Therapists

	<p>The Belgian Association of OTs held a proxy for the Luxembourg Association of Occupational Therapists</p> <p>The Maltese Association of OTs held a proxy for the Slovenian Association (item 14 only)</p> <p>The Vice President Administration confirmed that 27 Member Associations have the right to vote at the meeting in person or by proxy. The meeting was quorate.</p> <p><i>Appendix 1 – GA Representatives and Observers</i></p>
5.	<p>Adoption of Agenda, including Any Other Business for Agenda</p> <p>The following items were added to Any Other Business:</p> <p>Stephanie Saenger presented an Apology for Absence from Elitsa Velikova and informed the GA that Elitsa has decided to step down from her role due to personal reasons.</p> <p>The meeting adopted the Agenda with these amendments.</p> <p>- Items 10.2, 13.1, 13.2 are to be voted on.</p> <p>Anu Söderström, Vice President Administration reminded the GA that Item 11 required 75% for approval as per the COTECH Constitution.</p>
6.	<p>Matters arising</p> <p>President of COTECH Stephanie Saenger reported on the development of matters arising from the Minutes of 5th COTECH General Assembly held October 2017</p> <p>Item 7. Regarding the Annual report</p> <p>Julia Skelton from RCOT asked confirmation whether the 2016 Congress evaluation had been distributed to 2020 Congress organisation to benefit and this can be confirmed; Elisabete Roldão from APTO requested a smoother process for the certificates of attendance for the 2020 Congress. The process for issuing certificates now has the attention of the organising committee.</p> <p>Item 10.1b Proposed Rules of Procedures OT-Europe</p> <p>After discussion the papers were approved with one amendment to the Rules of Procedures made by the OT-Europe Coordinating Group: The OT-Europe Coordinating Group is quorate when at least one person from each branch is present. The Coordinating group strives for unanimous consent, if that is not possible decisions will be taken by single majority.</p> <p>This will be incorporated in the OT-Europe constitution / Rules of Procedures which are in development.</p> <p>Item 10.2 OT-EU Register of Experts</p> <p>During the discussion the following amendments were agreed: Palliative care and oncology should be new expert sections; Expert section should be more clearly defined; Non-OT representation should be considered.</p>

	<p>With the amendments the paper with the Actions required and proposed timeline were approved. Oncology and palliative care have been added as an expert area. Non-OT representatives are considered but no action on this is taken as the establishment of a broad register is the first step to be taken. However, when the situation arises non-OT experts can always be asked/contacted</p> <p>Item 11.1 The Action Plan 2018 The chair invited the meeting to vote for approval of the Annual Plan 2018 with the following changes/amendments to column Responsible persons</p> <ul style="list-style-type: none"> - remove OT-EU, ENOTHE and ROTOS as actors - add the GA representatives to certain points, Ieva Jēkabsons from the Latvian association to give suggestions to VP Administration to amend the document accordingly. <p>This has been done and the revised document has been uploaded in the Members only - section on the website</p> <p>Item 13 Election of Auditors The elected Auditors 2018 are Ann-Marie Morrissey and Theo van der Bom. No deputy was elected, and it was agreed that should the Auditors inform VP Administration that they will not be able to attend the General Assembly 2018 the VP Administration will alert the Members and a Deputy will be elected by a mail. Ann-Marie Morrissey informed that she is no longer the GA Representative of her association. VP Administration sent the Call for Nominations on May 7th and new Member and Deputy were elected by email: they are Pierre Seeuws and Olga Markova.</p> <p>Item 14.1 Role description for the GA Representatives The paper has been prepared by the Executive Committee and circulated to members in May. It is to be approved at the 6th GA, Item 12</p> <p>Item 14.2 Invitation to form a Reference group around Competence profile Petra Schwab from Ergotherapie Austria prepared the invitation which was circulated October 6th, 2017</p>
7.	<p>COTEC Annual report 2017 President of COTEC Stephanie Saenger presented the COTEC Annual Report 2017. The report was discussed by the meeting and the following comments were made: André Bürki (Switzerland) noted partnership with the European Patient Organisation and asked for a summary about experiences in it. Stephanie informed that COTEC is working on establishing a relationship but this was lost since the contacts have left and COTEC needs to work on this relationship once again.</p>

	<p>Theo Van der Bom (Netherlands): compliments Executive Committee and asked about website developments due to low costs and asked about analytics of the website. Patric Duletzki, webmaster, gave an update of the current developments. Google Analytics have been established and Patric informed that he will be sharing this information</p> <p>Proposer: Theo van der Bom, Seconder Demis Cachia (Malta)</p> <p>Annual report was approved.</p> <p><i>Appendix 2 – COTEC Annual Report 2017</i></p>
8.	<p>COTEC Financial report 2017</p> <p>COTEC Vice President Finance Eva Denysiuk presented the Financial Report 2017.</p> <p>The report was discussed by the GA.</p> <p>No question from the floor. Auditors were very happy with the state of the books. Pierre Seeuws (Belgium) and Theo van der Bom noted that very precise book keeping were noted.</p> <p>Proposer Ósk Sigurdardóttir, seconder Milan Kecman (Serbia).</p> <p>Financial report was approved.</p> <p><i>Appendix 3 – COTEC Financial Report 2017</i></p> <p><i>Appendix 4 - Auditors' Report</i></p>
9.	<p>COTEC 2018 INTERIM REPORTS</p> <p>9.1 COTEC President Stephanie Saenger presented an Interim Report of Actions January-June 2018.</p> <p>9.2 COTEC Vice President Finance Eva Denysiuk presented the Expenditure Report January-June 2018.</p>
10.	<p>Occupational Therapy Europe</p> <p>10.1 Current developments of Occupational Therapy Europe were presented by Naomi Hankinson. Informed GA that the paper prepared by Stephanie Saenger and Marie Antoinette Minis will be distributed to all participants.</p> <p>10.2 COTEC Vice President Finance Eva Denysiuk presented the proposal for OT-Europe Budget 2019.</p> <p>No questions or comments were forthcoming.</p> <p>The chair invited the meeting to vote for approval of the Budget 2019.</p> <p>Proposer Theo van der Bom, Seconder Elisabete Roldão (Portugal).</p> <p>The OT-Europe budget was carried forward with unanimous votes.</p> <p><i>Appendix 5: Current developments & Activities Occupational Therapy Europe 2017-2018</i></p> <p><i>Appendix 6: Proposed Budget for Occupational Therapy Europe 2019</i></p>

<p>11.</p>	<p>COTEC Constitution Vice President Administration Anu Söderström presented the proposal for the revised COTEC Constitution.</p> <p>Discussion:</p> <p>Tove Holst Skyer (Norway) suggested that under Point 6 under General Assembly regarding Fellowship is removed from the proposed constitution.</p> <p>A vote was taken on this proposal.</p> <p>Proposer Tove Holst Skyer (Norway) and Seconder Katarina Galof (Slovenia).</p> <p>24 voted in favour, 1 Against, 2 Abstentions.</p> <p>Anu Söderström, VP Administration, suggested change in Section: Membership to add Occupational Therapy before each mention of association in the section. It was noted that there was no need for vote due to this being purely technicality.</p> <p>Renée Oltman noted the convocation time in accordance with German Law. It was proposed to remain as it currently stands. Proposer: Renée Oltman (Germany) Seconder: Tove Holst Skyer. The GA agreed unanimously.</p> <p>Anu Söderström also clarified that the note at the end of the document about Fellowship would need to be omitted. Malin Curlo (Sweden) suggested this to be removed. Karolina Behrsten (Sweden) proposed and Tove Holst Skyer seconded.</p> <p>24 in favour, 2 against, 1 abstention.</p> <p>Anu Söderström noted that the constitution would need to be translated to German Language as required by law and this would be presented to lawyers.</p> <p>The proposal for the revision of the Constitution was approved unanimously as amended at the meeting.</p> <p>Proposer Renée Oltman, Seconder Pierre Seeuws.</p> <p>The amended Constitution will be sent to WFOT.</p> <p><i>Appendix 7 - COTEC Constitution 2018</i></p>
<p>12.</p>	<p>Role description of General Assembly representatives</p> <p>COTEC Member Patric Duletzki presented the proposed Role description of General Assembly representatives.</p> <p>No comments or questions were brought forward.</p> <p>The proposal was approved.</p>

	<p>Proposer André Bürki, seconder Susan Madigan</p> <p><i>Appendix 8 - GA Representative Role Description</i></p>
13.	<p>COTEC Action Plan and Budget 2019</p> <p>11.1 The Action Plan 2019 was discussed. No comments or questions were forthcoming. The chair invited the meeting to vote for approval of the Annual Plan 2019 without any amendments.</p> <p>Proposer André Bürki , Seconder Pierre Seeuws .</p> <p>Carried forward with 27 votes.</p> <p>11.2 COTEC Vice President Finance Eva Denysiuk presented the proposal for COTEC Budget 2019.</p> <p>Thomas Otte (Belgium) noted that the OT Day ideas discussed during the Governance Day were ambitious and should be budgeted. Eva Denysiuk noted that there was an increase in the Cooperation with Others and General Assembly sections to cover such expenses. Pierre Seeuws noted having an OT Day Celebration in Brussels might increase costs and people will need to be informed and asked for reassurance to have budget allocated. Eva assured that there are safety considerations in the budget to move around if costs increase. This was discussed and it was agreed that VP Finance will present a detailed list of costs in the Financial Report 2019.</p> <p>Karolina Behrnsten noted budgeted total cost of 45,100 while budgeted income is 40,200 and asked whether this would be safe to proceed. Eva noted that budgetary items are realistic and there is a positive budget that can be used or otherwise invested. Theo van der Bom added that a large amount of positive balance is present and Executive Committee will be need to come with a solution to invest. Since interest rates are rather low, Eva Denysiuk will propose a secure investment plan.</p> <p>André Bürki suggested to have more information on how budgetary items are being used.</p> <p>The chair invited the meeting to vote for approval of the Budget 2019.</p> <p>Proposer Theo van der Bom, Seconder Ósk Sigurdardottir</p> <p>Carried forward with 26 votes in favour and 1 abstention.</p> <p><i>Appendix 9 – COTEC Action Plan 2019</i></p> <p><i>Appendix 10 – COTEC Budget 2019</i></p>
14.	<p>MEMBERSHIP ISSUES</p> <p>COTEC Vice President Administration Anu Söderström declared that the membership application from the Polish Association of Occupational Therapists had been duly submitted and the Executive Committee have reviewed the Constitution of the association. The association meets the member criteria of COTEC.</p> <p>Anna Misiorek gave a presentation by Skype of the association and OT profession in Poland.</p>

	<p>The meeting had the chance to address questions to Dr. Misiorek. Dr Misiorek and Mr Sławomir Tobis (delegate observer) left the room during the voting.</p> <p>Before voting GA discussed the Polish Association's constitutional membership clauses as well as provisions related to educational programmes</p> <p>The application was voted on and carried forward with 24 votes in favour and 3 abstentions.</p> <p>The Polish Association of Occupational Therapists was welcomed as the 31st member of COTEC.</p>
15.	<p>ELECTION OF ELECTORAL COMMITTEE AND AUDITORS 2019</p> <p>The Chair asked for nominations for Electoral Committee for a one-year period 2019. Pierre Seeuws nominated himself to the Electoral Committee together with Elisabete Roldão and Petra Schwab.</p> <p>All 3 members were elected.</p> <p>The Chair asked for nominations for COTEC Auditors 2019.</p> <p>The nominations came from Susan Madigan, Pierre Seeuws, and Theo van der Bom.</p> <p>The elected Auditors are: Susan Madigan and Pierre Seeuws Theo van der Bom was elected Deputy Auditor.</p>
16.	<p>ANY OTHER BUSINESS</p> <p>16.1 Executive Committee</p> <p>Following the resignation of Elitsa Velikova, there are now 5 members of the Executive Committee. The constitution says that Executive Committee can appoint a successor until the term of office ends next year. The Executive Committee informed that it would not be appointing a successor with the help of an Office Administrator.</p> <p>Petra Schwab noted that OT Day in Brussels may involve more work and asked whether having 5 people would be enough for the plan to be executed. Patric Duletzki noted that some of the tasks he had have been taken over by Office Administrator freeing up some of the tasks he had. Moreover, Eva Denysiuk noted that OT Day duties would be shared with the Member Associations.</p> <p>Pierre Seeuws proposed to have a logo for the event and further participation with students.</p> <p>Proposer Theo van der Bom, Seconder Liliya Todorova (Bulgaria).</p>
17.	<p>The Chair closed the meeting at 12.57</p>



Naomi Hankinson
Chair of meeting

Shawn Abela
Secretary of the meeting

Minutes reviewed by

Ósk Sigurdardóttir

Susan Madigan