

COTEC Executive Interim Meeting Agenda

May 10 – 12, 2019, Luxembourg

Present: Stephanie Saenger, Naomi Hankinson, Eva Denysiuk, Patric Duletzki, Anu Söderström (secretary)

Item	
Welcome - Minutes of previous meeting	The Minutes of the Interim meeting held February 1-3, 2019 were agreed. Minutes have been uploaded on Members only section of COTEC website.
Correspondence - National Congress of Rehabilitation Latvia - invitation	The Executive Committee was pleased to accept the Latvian OT Association's invitation to attend the National Congress of Rehabilitation in Latvia, September 19-20,2019. A presentation will be prepared in collaboration with the Association.
Membership & Members' Issues -Serbia -ErgoAustria 50 th Anniversary -ANFE National Congress - Polish Association	<p>VP Administration Anu Söderström to send a follow-up to both the Serbian OT Association and Dr. Medecin who had previously been in touch with COTEC about the Occupational Therapists' professional body in Serbia.</p> <p>VP Naomi Hankinson was agreed to attend the 50th Anniversary celebrations in Vienna in March but was unfortunately not able to travel due to personal reasons. Petra Schwab, the COTEC GA Representative of the Austrian OT association gave a presentation on behalf of Naomi Hankinson at the event.</p> <p>President Stephanie Saenger and VP Administration Anu Söderström attended the 4th National Congress of the French OT Association, ANFE by invitation April 11 and 12, 2019. COTEC's presence was well received and both the OT-Europe register of Experts COTEC-ENOTHE 2020 Congress were promoted.</p> <p>There has been communication both with the Polish Association and representatives from some of the Polish Universities about developments in the regulation of the profession. COTEC will follow the situation.</p>

<p>- ALED</p>	<p>ALED, Association Luxembourgoise des Ergothérapeutes Diplômés, is negotiating about a national nomenclature with OTs included in the list of health professions whose services are reimbursed by the Health insurance. The association has arranged a meeting with the Minister of Health Insurance on May 10th and have asked for COTEC's support. The Executive Committee prepared themselves for the meeting. Background has been discussed by email and a pre-meeting with ALED Board and COTEC Executive Committee was arranged Friday afternoon, May 10th. The lunch meeting with ALED Board members was informative and gave the Executive Committee a good overview of the current situation of Occupational Therapy practice in Luxembourg.</p> <p>The meeting at the Ministry met its objectives. The Ministry of Health Insurance asked to receive the presentation Stephanie Saenger gave at the meeting.</p>
<p>Financial Issues</p> <ul style="list-style-type: none"> - Fees 2019 - Financial assistance - Advertising on COTEC website and Newsletter 	<p>COTEC Membership fees for 2019 have been invoiced in April. The payments are due within 30 days of the date of the invoice. 13 Members have already paid. Fees from 2018 are still missing from Croatia, a reminder has been sent.</p> <p>There were seven applications for Financial Assistance this year and the Executive Committee discussed the applications. Three associations were granted full Financial Assistance (Cyprus, Estonia, Poland) and four associations partial assistance (Czech Republic, Latvia, Malta, Serbia). VP Finance Eva Denysiuk will contact all applicants. The principles of the Financial assistance were discussed and it was agreed that more detailed guidelines of applying would be considered.</p> <p>There has been interest in the paid advertising COTEC has offered since March 2019 and COTEC now has first experience of paid advertising. The Executive Committee discussed the details and decided to change the marketing brochure slightly. Also details about invoicing were discussed. A "Adverts" tab on COTEC website will be added.</p> <p>The process and the result will be evaluated in October at the next Interim meeting.</p>
<p>Professional Issues</p> <ul style="list-style-type: none"> - Summary of Profession 	

	<p>The Summary of Profession will be finalised in the next days and circulated to Members and stakeholders as well as published on COTEC website. Executive Committee member Patric Duletzki and Office Administrator Shawn Abela are in charge.</p>
<p>Occupational Therapy Europe</p> <ul style="list-style-type: none"> - developments; legal status - ROTOS - OT-Europe next meetings - OT-Europe Register of Experts 	<p>Occupational Therapy Europe Act of founding is in development and will be circulated to all three branches before COTEC and ENOTHE General Assemblies 2019.</p> <p>Naomi Hankinson reported on the developments of ROTOS. The legal status of ROTOS is also to be a foundation and the domicile will be the Netherlands. According to the Dutch law all funds of a foundation should be used on activities carried in line with the aim of the foundation. ROTOS Standing Committee is investigating the administration of the foundation.</p> <p>OT-Europe Coordinating Group is suggesting that the next OT-Europe face-to-face meeting would be held in Prague January 2019. The Executive Committee discussed this and agreed that a joint meeting with OT-Europe's all branches in Prague would be ideal to hold in Prague next year prior the 2nd COTEC-ENOTHE Congress, but the time would be better in May. Naomi Hankinson will contact the Coordinating group to discuss the time of the meeting.</p> <p>The Executive Committee would like to have a slot in the 2nd COTEC-ENOTHE Congress program for the OT-Europe Experts to meet and tell about their role in the Register. This session would also provide an opportunity to recruit new Experts and the current Experts' commitment could be acknowledged.</p>
<p>COTEC-ENOTHE 2020 Congress</p> <ul style="list-style-type: none"> - Abstract submission and reviewing - OT-Europe workshops 	<p>Anu Söderström reported on the current situation of the Abstract reviewing process as a member of the Organising Committee. Abstract submission has been opened and a few abstracts have been submitted. Deadline for submissions is September 30, 2019. A Call for Abstract reviewers will be circulated in June.</p> <p>The topics of the OT-Europe workshops in the Congress 2020 program and slot in the program were discussed.</p>

<p>Collaboration with others</p> <ul style="list-style-type: none"> - European Health Professionals Dialogue - HFE, Health First Europe; workshop June 18, Espoo; Board membership - WHO working group on Frameworks - EPHA - The European Neuroconvention - WFOT 	<p>President Stephanie Saenger reported on the meeting with European Health Professionals Dialogue which is investigating the option of forming a formal network of the health professionals in Europe. Since COTEC has quite an extensive network and good working relationship with many organisations already, this was not seen a priority for COTEC but the contacts will be kept.</p> <p>COTEC has been a member of HFE since November 2018. The new Executive Committee elections will take place in June 21st in Brussels. COTEC President Stephanie Saenger will attend and will also stand for the elections. VP Administration Anu Söderström will attend and present during the HFE workshop session at EHMA (European Health Management Association) Conference in Espoo, Finland June 18th.</p> <p>Sandra Rowan, COTEC Representative, has reported back from the WHO working group on Frameworks. No major developments were reported. The Register of Experts has been asked to suggest reviewers.</p> <p>COTEC was formerly a member of EPHA, the European Public Health Alliance. The renewal of the membership was discussed but the Executive Committee decided that the membership will be investigated at a later point.</p> <p>The European Neuro Convention has invited COTEC to liaise with them in promoting the event to be held on the 17th and 18th March 2020 in Birmingham. They are offering a complimentary stand at the venue and a speaking slot in the program. Naomi Hankinson to talk to Karin Bishop, the coming RCOT GA Representative, about this opportunity to showcase the OT role in neurorehabilitation and to engage a UK Expert.</p> <p>Regular skype meetings with WFOT VP Finance Samantha Shann have been agreed and a meeting took place last week with OT-Europe Coordinating Group.</p>
<p>EU & Other European Issues</p> <ul style="list-style-type: none"> - EU Health Policy Platform - EU Elections 	<p>VP Finance Eva Denysiuk reported from the EU Health Policy Platform. COTEC has representatives in two different platforms, the outcome of these is not as good as in the previous round of platforms.</p>

	COTEC will encourage all Occupational Therapists in the EU Member countries to vote in the EU Elections in May with a small social media campaign.
Action Plan 2020	COTEC Action Plan 2020 proposal for the General Assembly was drafted. It will be circulated to Members with the GA Agenda in August.
General Assembly 2019 <ul style="list-style-type: none"> - Agenda and papers - Governance day program - World OT Day event - GA arrangements 	<p>General Assembly Agenda was discussed. The Agenda will be circulated August 26th with related papers. The Governance Day program was also drafted. This year there will not be any invited speakers.</p> <p>Patric Duletzki reported on the plans and developments of the upcoming World OT Day event to be held in Brussels on October 27th. He will be in contact with the Belgian Member Association about the preparations and organising a press conference. Shawn Abela and Stephanie Saenger have prepared a plan for Collaboration with a number of MEPs around World OT day</p> <p>Anu Söderström is liaising with Thomas Otte from the Belgian Association about the practical arrangements of the GA. The venue will be ISEI-Parnasse College. Information with preliminary program and the registration link has been circulated to all COTEC Members and GA Representatives.</p>
Secretarial Issues <ul style="list-style-type: none"> - social media - Newsletter 	<p>COTEC has created a TweetDeck account which will enhance the use of Twitter account and social media by enabling scheduled tweets.</p> <p>COTEC will support the EUPHA Public Health week several posts on social media are planned. Member Associations have been encouraged to participate.</p> <p>The content of the June issue of Newsletter was discussed and tasks agreed.</p>
Other Issues <ul style="list-style-type: none"> - Governance book and COTEC Code of Conduct 	<p>The Executive Committee discussed the COTEC Governance Handbook and Code of Conduct. The documents will be finalised by VP Naomi Hankinson and Office Administrator Shawn Abela. When published it will be shared with Member Associations and also uploaded on Members only section on the website. The code of conduct will be discussed with the OT-Europe Coordinating Group regarding the Register of Experts.</p>

<p>- Office Administrator</p>	<p>VP Administration Anu Söderström to have an appraisal discussion with Office Administrator Shawn Abela. It will be one year since he started working for COTEC and an evaluation and planning would be appropriate. Executive Committee members are more than pleased with his contribution. Shawn Abela's contract will end at the end of October 2019.</p>
<p>Next Meetings</p>	<p>Dates of the next Executive Committee Skype meetings were agreed. These are June 13; July 11; August 8; September 12, all at 6pm CET. The next Interim meeting will be held adjoined to the General Assembly October 24th and 27th in Brussels</p>