

COTEC Executive Interim Meeting Minutes

February 3-5, 2023

Present: Anu Söderström (AS), Liza Wetzlmair (LW), Sarah Kufner (SK), Anneliis Aavik (AA), Ann-Marie Morrissey (AMM)

Apologies: Naomi Hankinson (NH)

Absent:

Item	Papers	Minutes
Welcome <ul style="list-style-type: none"> - Minutes of previous meeting - Induction 		<ul style="list-style-type: none"> - Approved minutes of the previous meeting - Induction and welcome of our new VP Finance (LW), VP Admin (AMM), and 2 Executive Committee Members (SF and AA), which were elected at General Assembly and Extraordinary General Assembly in 2022
Correspondence - ISCoS 2023		<ul style="list-style-type: none"> - The 62nd International Spinal Cord Society Annual Scientific Meeting (#ISCoS2023) takes place from 8-11 October in Edinburgh, Scotland. - To be sent to Natalia Tigka at OT Europe for promotion of event. -
Membership & Members' Issues - Meaningful membership 2023		<ul style="list-style-type: none"> - SK and Office Administrator Shawn Abela have met to discuss meaningful membership as a key area of work for COTEC in 2023 - making the benefits of

		<p>COTEC membership more explicit and more easily communicated for all our members.</p> <ul style="list-style-type: none"> - Current membership benefits as per the website have been reviewed. - Currently developing and discussing ideas for content creation and feedback mechanisms around this, meetings are ongoing.
<p>Financial Issues</p> <ul style="list-style-type: none"> - EasyVerein software vs. BuchhaltungsButler - Working groups? Investment ideas - Financial Assistance 		<ul style="list-style-type: none"> - Outgoing and current VPs Finance explored viability and usability of financial software for COTEC accounts. Research ongoing on advantages of potential future use. - Some of the projects the working groups are currently completing may have financial implications, this will need to be considered in 2023 accounts. - Financial Assistance Budget for 2023 to be set at €2,000 to support costs for member association representatives to attend the General Assembly. Applications will open in the Summer.
<p>Professional Issues</p> <ul style="list-style-type: none"> - - COTEC webinars 2023 		
<p>OT-Europe</p> <ul style="list-style-type: none"> - update 		<ul style="list-style-type: none"> - Next Executive Committee Meeting will take place 28th Feb 2023 - Office Administrator has been appointed - OT Europe Congress 2024

<p>Collaboration with others</p> <ul style="list-style-type: none"> - ESLA - award and webinar - BeWell project and Pact for skills - EUPHW May 22-26 		<ul style="list-style-type: none"> - AMM updated. Applications have now been shortlisted by the majority of the evaluation panel. Awaiting final scores. Have proposed a date for the webinar where shortlisted applicants will present their projects. - AS explored the opportunity of having occupational therapy involvement as part of the BeWell project. Recommended to contribute as part of the health partnership. Suggested to register for Pact for Skills Programme under the BeWell registration and for COTEC to have involvement in this way. Updates will be available on BeWell website. Workshop to take place in Sept following the consultation process. LW will explore the BeWell and Pact for Skills Projects on behalf of COTEC and feedback to Exec regarding potential involvement. - European Public Health Week takes place 22-26 May 2023. AA will coordinate COTEC activities to support and promote this event on behalf of COTEC. -
<p>EU & Other European Issues</p> <ul style="list-style-type: none"> -A Comprehensive approach to mental health - feedback period -Feb 15 - update of Transparency register 		<ul style="list-style-type: none"> - AS and SA will coordinate the COTEC response, incorporating Member feedback https://ec.europa.eu/info/law/better-regulation/have-your-say/initiatives/13676-A-comprehensive-approach-to-mental-health_en - AMM and AS to update Transparency Register

<ul style="list-style-type: none"> - European Qualifications Framework for lifelong learning – evaluation 		<ul style="list-style-type: none"> - Submission made on behalf of COTEC https://ec.europa.eu/social/main.jsp?langId=en&catId=89&furtherNews=yes&newsId=10500&pk_source=newsletter&pk_medium=email&pk_campaign=eu_social_newslette
<p>Action Plan</p> <ul style="list-style-type: none"> - Discussion on the 2023 Action plan, timeline, priorities, sharing some tasks 		<ul style="list-style-type: none"> - Discussed at length, whole action plan introduced to new members. Tasks were delegated. Continue to update Action plan regularly.
<p>General Assembly</p> <ul style="list-style-type: none"> - draft Governance Day program 		<ul style="list-style-type: none"> - Topics to include: update from working groups, meaningful memberships, COTEC strategic plan
<p>Secretarial Issues</p> <ul style="list-style-type: none"> - Website - EC Time tasks - Newsletter - Social Media 		<ul style="list-style-type: none"> - the procedure for filling the EC Time tasks sheet was introduced - March newsletter needs to be prepared. Task list is available on Drive - SF, AA, LW will update the COTEC communication strategy
<p>Other Issues</p> <ul style="list-style-type: none"> - Working group updates 		<ul style="list-style-type: none"> - Research (new areas of practice) led by AMM - group to meet in February/early March - Practitioner Congress Support - led by LW - members to be recruited to this group - Webinars - led by NH and AA - delegates who are interested in joining this working group to be contacted- discussed recording of future webinars and

<ul style="list-style-type: none"> - register of associations, notary update 		<p>making these available on youtube/website, number of yearly webinars, potential speakers</p> <ul style="list-style-type: none"> - Fellowship - led by AS and NH - SF has nearly completed the process of changing signatories and composition of Executive Council with the notary. Number of signatures required discussed with a view the reducing the number needed.
<p>Next Meetings</p> <ul style="list-style-type: none"> - Zoom meeting Feb 14, March 14, April 11, 2023 - Interim April 21-23, 2023 in Krakow 		<ul style="list-style-type: none"> - COTEC Executive Committee Meetings will take place the second Tuesday of every month at 5pm CET - adjoined to the Interim meeting in April also a joint meeting with OT-Europe branches will be held

Meeting commenced 03.02.23 at 12 noon CET and ended 05.02.23 at [Time] CET

Minutes were taken by Ann-Marie Morrissey.