

**COTEC Action Plan 2025**

Strategic Goal	Key Objectives	Action	Locus of responsibility
<p>1. Strengthen political and strategic partnerships locally, nationally, and throughout Europe to increase the profession's impact on health and societal issues, working toward promoting an occupational perspective of life.</p>	<p>Highlight the importance of mutual collaboration and partnerships to the Member Associations when developing the Occupational Therapy profession, within and beyond the health domain.</p>	<p>Create and distribute informational materials to Member Associations highlighting successful collaborations both within and beyond the health sector.</p> <p>Organise workshops/webinars to inform/educate Members on forming and maintaining strategic partnerships.</p> <p>Disseminate regular updates on ongoing partnerships and opportunities for new collaborations through newsletters and the COTEC website</p>	<p>Executive Committee COTEC Office Member Associations</p>
	<p>Encourage and facilitate Member Associations to be visible partners in different interprofessional projects and actions, influencing the development</p>	<p>Engage Member Associations in European policy discussions by providing platforms for them to contribute their expertise.</p>	<p>Executive Committee COTEC Office Member Associations</p>

	<p>of decisions at the local/national/international political agenda on key and contemporary issues.</p>	<p>Encourage Member Associations to document and share their experiences in influencing policy decisions, promoting best practices.</p> <p>Increase visibility of occupational therapy in policy decisions.</p> <p>Promote and develop existing collaborations with European wide organisations.</p>	<p>General Assembly Representatives</p>
	<p>Increase collaboration with the third sector, service users and other health and social partners such as NGOs, associations, cooperatives, community groups and others.</p>	<p>Strengthen collaboration with diverse stakeholders.</p> <p>Develop a targeted outreach strategy to engage NGOs, cooperatives, and community groups in collaborative projects.</p> <p>Co-create resources with these partners that showcase the benefits of occupational therapy, ensuring a wide reach and impact.</p>	<p>Member Associations Executive Committee COTEC Office</p>

	<p>Involve Occupational Therapists at a European level by e.g. engaging representatives/experts in meetings relevant to Occupational Therapy, providing opportunities through Occupational Therapy Europe register of experts, providing information about Occupational Therapy resources and sharing information on European policies and initiatives.</p>	<p>Encourage participation in the OT-Europe Register of Experts to participate in European policy development.</p> <p>Continue to support research into emerging topics in Occupational Therapy.</p> <p>Monitor and share relevant information from European bodies through the means of the Communication Guidelines.</p>	<p>COTEC President and Vice-President COTEC Office Executive Committee Member Associations General Assembly Representatives</p>
<p>2. Support COTEC Member Associations and their members in delivering occupation-based, evidence-informed occupational therapy in existing and emerging areas of practice by qualified occupational therapists or where appropriate, overseen by them.</p>	<p>Distribute information related to European health, social and educational policy.</p>	<p>Develop a dedicated section on the COTEC website for European health, social, and educational policy updates.</p> <p>Ensure Member Associations have easy access to the hub and encourage them to use it as a primary resource for policy information.</p> <p>Identify opportunities for Member Associations to participate in</p>	<p>COTEC Office Executive Committee</p>

		European policy consultations and decision-making processes.	
	Engage in joint projects to promote the contribution of Occupational Therapy practice in education and research in line with European priorities.	<p>Develop and support the research working group.</p> <p>Support Member Associations and academic institutions identify and apply for European grants, to support occupation based clinical research projects.</p> <p>Co-organise and support OT-Europe Congress 2028.</p>	<p>COTEC Office</p> <p>Executive Committee</p> <p>Member Associations</p>
	Contribute to the development of a European Community of Occupational Therapy in order to promote and support existing and emerging areas of practice.	<p>Organise webinars and forums that encourage the sharing of innovative practices across Europe. This creates a platform for both established professionals and those in emerging fields to learn from each other.</p> <p>Continue to support OT-Europe Congress Participation for clinicians.</p>	<p>Executive Committee</p> <p>Webinar Working Group</p> <p>COTEC Office</p> <p>Member Associations</p>

	<p>Support the development of current and the establishment of new Occupational Therapy associations within the member states of the Council of Europe.</p>	<p>Support new and existing associations in advocating for official recognition of Occupational Therapy and Occupational Therapists from their respective governments and the Council of Europe.</p> <p>Create a digital resource library where existing associations can share and access best practices, policy templates, educational materials, and research relevant to their growth.</p> <p>Reaching out to non-member Associations to assess their interest in joining COTEC.</p> <p>Liaison with WFOT</p>	<p>Vice-President Administration COTEC Office Executive Committee Member Associations</p>
<p>3. Actively promote the Occupational Therapy practitioner voice at local, national and European level.</p>	<p>Listen to and respond to clinical issues and concerns for Occupational Therapy practitioners across European countries.</p>	<p>Organise webinars that focus on common clinical concerns, featuring expert panels that provide insights and potential solutions.</p> <p>Work closely with Member Associations to address local</p>	<p>Executive Committee Webinar Working Group Member Associations General Assembly Representatives</p>

		<p>clinical concerns by providing them with the necessary tools and support to take action at the national level.</p> <p>Continuously monitor emerging clinical trends and concerns, ensuring that COTEC remains proactive in addressing issues before they become widespread.</p>	<p>COTEC Office</p>
	<p>Facilitate supportive spaces for Occupational Therapy practitioners to highlight issues relevant to practice and to increase visibility of important clinical events and influences.</p>	<p>Develop an online forum or community platform where Occupational Therapy practitioners can discuss practice-related issues, share experiences, and raise concerns in a supportive environment.</p> <p>Continue to support practitioners' voices at Occupational Therapy conferences.</p> <p>Feature individual practitioners and their contributions to the field on our communication channels, increasing visibility for</p>	<p>COTEC Office Executive Committee Member Associations</p>

		those addressing significant clinical challenges.	
	Amplify the practitioner's voice where possible in the work of COTEC, creating open and accessible channels for feedback, consultation and communication.	<p>Implement a digital engagement campaign across social media platforms and COTEC's digital channels to encourage OT practitioners to voice their opinions on key topics. This could include monthly polls, discussion threads, and hashtag campaigns to generate conversation and gather practitioner input on emerging issues in occupational therapy.</p> <p>Organise a series of webinars or conferences led by OT practitioners on topics of current interest.</p>	<p>COTEC Office</p> <p>Member Associations</p> <p>General Assembly Representatives</p> <p>Executive Committee</p> <p>Webinar Working Group</p>

	<p>Maintain effective communication measures, implementing the COTEC communication standard of procedures.</p>	<p>Develop and promote COTEC social media channels</p> <p>Supporting proactive membership via all communication channels.</p> <p>Collaborating and communicating with WFOT and OT-Europe</p> <p>Producing promotional and educational material for Members</p>	<p>Executive Committee</p> <p>COTEC Office</p> <p>Member Associations</p> <p>GA Representatives</p> <p>Working Groups</p>
<p>4. Maintain a sustainable organisation for COTEC Members to contribute to the European agenda and support their members' professional growth.</p>	<p>Communicate the value of COTEC Membership.</p>	<p>Investing in a range of promotional materials to communicate the benefits of membership</p> <p>Publishing and encouraging dissemination of a regular Newsletter.</p> <p>Facilitating networking via events and resources including Governance Days, Forums and the website.</p>	<p>COTEC Office</p> <p>Executive Committee</p> <p>Member Associations</p> <p>General Assembly Representatives</p> <p>Working Groups</p>



		<p>Identify the roles and responsibilities of COTEC working group membership.</p>	
	<p>Ensure openness and transparency through robust governance procedures.</p>	<p>Regular Executive Committee meetings with minutes available when appropriate (Minutes from Interim Meetings).</p> <p>Governance Day and Annual General Assembly</p> <p>Appointment of independent Electoral Committee</p> <p>Appointment of independent Auditing Committee</p> <p>Reviewing and amending when necessary the Constitution, Rules of Procedure and Governance Handbook.</p> <p>Responding to members suggestions around improving governance.</p>	<p>Executive Committee</p> <p>COTEC Office</p> <p>General Assembly Representatives</p> <p>Member Associations</p> <p>Committees and Working Groups</p>

		<p>Exploring ways to continue to professionalise the work of the Executive Committee.</p> <p>Ensuring the transparency register is updated upon request.</p>	
	<p>Promote the importance of being a member of a National Occupational Therapy Association to maintain and/or increase membership to meet the future developments of COTEC.</p>	<p>Contribute to relevant marketing campaigns that communicates the benefits and value of being a member of a National Association.</p> <p>Regularly feature stories, articles, and interviews in COTEC newsletters and social media that emphasize the importance of National Association membership.</p> <p>Use digital platforms such as social media, webinars, and online forums to reach a broader audience and promote the benefits of National Association membership, tailoring the messaging to different segments of the OT community, such as students, early-career</p>	<p>Member Associations Executive Committee COTEC Office Fellowship Committee</p>

		<p>professionals, and experienced practitioners.</p> <p>Issue call for nominations for COTEC Fellowship.</p>	
	<p>Contribute to organising a European Occupational Therapy Congress which offers opportunities for practitioners to network and present, learn, and share professional practices.</p>	<p>Contributing to the planning and promoting of the 2028 OT-Europe Congress</p> <p>Taking part in the delivery of workshops and presentations as agreed.</p>	<p>COTEC President and Vice President</p> <p>Executive Committee</p> <p>COTEC Office</p> <p>COTEC Congress Representative</p>