

MINUTES of CPLoL Executive committee meeting held on Friday 24th October 2008 at offices of Federation Nationale des Orthophonistes 145, Bd Magenta - 75010 PARIS at 9.00 a.m. - 5.30 p.m.

1. Minutes of previous meetings by Skype on 26-28 August 08 and 1st October 08 were approved.

2. Matters arising from Minutes

Update re EU accompanying measures application (Fluency project)
Aileen updated the committee re the meeting in Dublin of the project team which she had attended on CPLoL's behalf. The group decided to reapply in the next round of applications for LLA – Erasmus and wished CPLoL also to be a partner in this new application. The project team were keen to have the involvement of CPLoL and other groups such as EFA to enhance their application for 2008, which had been rejected on several grounds, one of which was that it was not embracing sufficient new members. They had had helpful feedback and were addressing the pitfalls identified. The team wished the help of CPLoL to engage with a wider group and for CPLoL to be able help gather information regarding what is involved in SLT Specialist status across EU. Some of this information has been gathered in the CPLoL annual statistics questionnaire. There is to be a further meeting in Dublin regarding the resubmitting of the application and the Executive agreed Aileen should go – and if not available then Joe might be able to attend.

ACTION: CPLoL to be represented at the meeting in Dublin by Aileen (or Joe)

3. Correspondence

Birgitta had received a request from a former CPLoL delegate (Westerlund) asking about screening tests. She had checked the website and could not find recent information. While it was agreed she should be directed to the website it raised some questions regarding the updating of the website; Maria to check with the PP commission subgroup regarding progress.

Aileen reported that info@cplol continues to receive several enquiries or requests for help per month including from students; many of whom are Belgian or Greek asking for references; jobs mobility etc There are also several from persons seeking SLT employment in France and francophone countries and some from clients seeking therapy One from a French lady seeking a statement from EU regarding conditions of service for years spent outside France. Most enquiries have to be redirected to the relevant member association or the website.

There has also been a recent request to purchase the CPLoL CD of Edinburgh Congress proceedings. Directed requests to website and informed that all on CD is downloadable.

European Occupational Therapists organisation (COTEC) has been keen to meet with us and there has been some ongoing correspondence regarding setting up a meeting between their officers and office bearers of CPOLE and possibly also the Physiotherapists European organisations. They have agreed to our suggested date of 16th January 2009 in London. See item 13 below

IALP has been in contact re meeting at CPLOL congress – see Item 5 below

Several communications have been received from corporate venue organisations and Tourist offices around Europe offering conference venues have been received.

Several communications regarding website reciprocity with other organisations have been dealt with in conjunction with Bent.

DIETS network information is received very regularly, (normally weekly). EC members may access the member's only sections through the cplol passwords.

4. Tuning Network application (CPLOL project with Hilde Chantrain)

Aileen gave an overview of the process which has taken place to date and further actions required. Documents and Letters of Intent have been sent to 159 potential participants; several replies have been received; it has been necessary to produce a modified Letter of Intent for those not able to sign the official letter until the proposal is more detailed. Pirkko and Aileen have been in regular contact with Hilde Anja Lowit has also been helpful in providing guidance as she is currently a coordinator for a curriculum project funded by ERASMUS, having completed the same form successfully. The DIETS network coordinator has also been approached and is providing information and guidance for Hilde,

ACTIONS

Aileen

To present an update (using PowerPoint) to all the delegates from both Commissions on Sunday morning.

Pirkko, Aileen and Joe

To meet with Hilde as well as continuing with Skype meetings to work together to finalise the proposal. Joe to join the group to assist in preparation of the proposal, especially in relation to the budgeting.

5. Congress

Hanneke updated on the operation of the website, receipt of abstracts and the agreement to modify the final date for receipt of abstracts to 5th December and the subsequent changes to the time line. Agreed deadline for notification to those presenters accepted will now be 20th December 2008

ACTIONS:

Hanneke

To have set up revised deadlines on web as soon as possible,
i.e. Submission of abstracts by 5th December 2008.

To notify those presenters accepted by 20th December 2008

ASHA credits - the EC looked at the requirements for being an ASHA Continuing Education Units provider. There is a very detailed form to be completed, many pages long and requires information which we would not be able easily to access. Agreed that Birgitta will speak to ASHA contacts – Arlene Pietranton, Executive Director and/or Lemmie McNeilly, Chief Staff Officer to see if it is really necessary for us or if there is another way we can offer Cont. Ed. credits for ASHA members.

Aileen suggested we should explore offering a CPLoL Certificate of Attendance instead.

ACTION:

Birgitta

To contact ASHA officers to explore means of accreditation of Congress participation, acceptable for ASHA members.

Executive

To consider provision/administration of Certificate of Attendance

Hanneke listed some further key decisions re the congress:

- We should encourage CPLoL delegates to produce posters or presentations which provide new information describing the profession in Europe
- Posters for congress – each association to be offered space for poster dependent on the number received. Bent and Birgitta to produce poster on CPLoL activities
- Reviewers – Hanneke selected 10 expert reviewers with further list of specialist /expert advisers to whom abstracts can be sent for advice by the reviewers.
- Moderators will be selected and invited from CPLoL delegates
- Joe will help out re French translations of abstracts etc for web
- Hanneke, Birgitta having a planning meeting with Katja and Mladen SAL at 4.00 pm Saturday 25th October
- CDCC is organising the exhibition – Hanneke to raise with them for a preferential rate for non commercial organisations
- A short presentation by Hanneke will be given to all delegates in each commission on Saturday to update them on the congress arrangements.
- IALP request and subsequent correspondence was reviewed and agreed that CPLoL will host their Board meeting and a meeting between their Executive and CPLoL executive. CPLoL will provide the room but not meals/refreshments except for the joint Executives meeting. Hanneke will send IALP the information re hotels
- Agreed to invite the past presidents to congress. CPLoL will offer the congress fee; flight and hotel have to be paid by themselves. Birgitta will send the invitations.

- Agreed to ask Maya and Fred to come to Ljubljana as interpreters to the commissions on Thursday. CPLoL will pay flight costs, hotel for two nights and translation costs, as usual.

ACTIONS:

Hanneke

- To inform Delegates in Commissions of revised deadlines and encourage submission of abstracts for posters and papers
- To arrange for revised text re deadlines on congress website (with Bent and site administrator)
- To ask conference organisers (Dom) re rates for exhibitors and offering of preferential rates for non commercial organisations
- To send IALP the information re hotels

Birgitta

Send invitation to past presidents to congress stating registration fee will be paid by CPLoL but not expenses/accommodation

Bent and Birgitta

To produce poster on CPLoL activities

Aileen

To confirm arrangements re meetings with IALP and liaise with Birgitta re Agenda; and with Hanneke re agreement with Dom re rooms etc for the IALP meetings
To confirm with Fred and Maya re arrangements for translation in Commissions in Ljubljana

6. Finances: Treasurer's report

Subscriptions; All member associations have now paid their 2008 subscriptions.

Present global financial situation may affect associations and CPLoL subscriptions
CPLoL may have to reconsider if Luxembourg is best place for Banking.

Budget: Costs so far are within budget as estimated - for this meeting there are several missing delegates which has helped keep costs down and offset some other potential increased costs.

General Assembly 2009 – alternative (cheaper) location has been found for GA. If held over two half days charges are for two days. EC therefore decided to have GA all day Saturday. Hotel for accommodation is at reasonably cheap cost and can provide

general meeting rooms for commissions but none big enough for GA. Commissions therefore to be all day Friday. This may also reduce meeting room hire costs. Agreed to facilitate handover to the new Executive there should be a meeting with former (current) and new Executive on Sunday 25th October 2009.

ACTIONS

Pirkko and Maria

To inform delegates in commissions of revised timetable for commissions and that GA will be all day Saturday 24 October 2009

ALL EXECUTIVE – to be available to meet with new executive on Sunday 25th October 2009

7. Review of functioning

Joe reported that a meeting will take place on Saturday afternoon as despite several emails he had only one reply re coming to meet on Friday prior to start of Commissions: This has raised; some issues re internal regulations Michelle Kauffman-Meyer had informed that Jean Marc Kremer has been producing some papers but as yet he has not sent anything. Meeting of the working group is now to be at 2.00 pm on Saturday which will mean some people coming out of commissions. This was regretted as there are several important works in progress within commissions' sub groups.

Joe reported that it would seem that at this point there is no basis for change in the Statutes but possibly indications for changes in internal regulations. No further meetings can be funded – but can take place by Skype to prepare paper/statement in time for GA.

8. Reports; plans; schedules - for Commissions and working groups

Each VP informed re work to be undertaken during commission meetings.

Bent (VP Recognition) presented an excellent visualisation of the mapping of the survey re status of the profession in each country.

Pirkko (VP Education) presented the results of the Annual statistics questionnaire.

Working groups on CPD and Clinical practice – final recommendations by May

Members of the Education commission have been helpful in providing names and addresses of potential partners for the NeTQuest Project. The gathering of these and sending of the information has been a major piece of work by Pirkko and Aileen and is progressing according to plan at this time. .

Maria (VP Professional Practice) questionnaire from Michelle Kauffman-Meyer is to be presented to group. Philippe Betrancourt is also to present work on Professional Profile NGO working group - Stine, Hazel and Maria – have encountered some difficulty in finding projects to access Stine is to meet with Danish EU office. Maria has found someone in Cyprus who has a professional service which promises to help access EU. with guaranteed results. Agreed we should not employ such professional services at this time.

Schedule for the commissions and other meetings on 25th and 26th were agreed: to accommodate presentations re congress and project

9. Web site

Agreed that all delegates should be encouraged to use the website and reminded to help with making sure it was kept up to date regarding their own country information and Commissions' work - by notifying webmaster of any updates to information or of omissions/changes etc.

ACTION

VPs to remind all delegates to be active and proactive regarding keeping website information current, and webmaster informed of any national changes .

10. GA 2009 and elections

Agreed that delegates and member associations should be encouraged to consider nominations for new Executive, in good time_for submitting nomination papers. It should be pointed out that several of current Executive including key office bearers will be standing down and not seeking re election. .

ACTIONS

VPs and EC members

To remind delegates of need for nominations for the Executive and that key office bearers within the Executive would be stepping down in October 2009.

Bent and Birgitta

To produce a timetable for GA process for next 12 months.

11. New applicants for membership:

Lithuania has indicated it will be submitting its application by January 09.
Serbia has asked for the application documents to complete.

Bent agreed to list all documents held from previous membership applications

A decision needs to be taken regarding what supporting evidence needs to be kept – It was agreed ideally information should be kept mainly electronically. If possible documents should be scanned and kept on disks

12. AOB

EC members were reminded to send the General Secretary their brief biography for the Year Book of International Organisations and website if they haven't already done so.

13. Venues/dates of future meetings

Next EC meeting in London – 17 January 2009 . Joe has quote for Fri/Sat nights in hotel near to RCSLT, where they have negotiated a corporate rate.

Agreed that Hanneke, Maria, Aileen, Birgitta and Bent should meet with RCSLT at 2.30 pm on Friday 16th January. Additionally a meeting between these officers and officers from European groups of OTs (COTEC) and Physiotherapists is being set up for that morning at the College of Occupational Therapists which is nearby.

16th January 2009 a.m. time to be agreed COTEC – Joe Aileen Bent and Birgitta
2.30 RCSLT – all 4 plus Maria and Hanneke

17th January 2009 Full EC meeting, London

14th March 2009 Ljubljana - President, VC Congress to go to Ljubljana to see
Congress site and meet with the organisers/SAL.

Full EC meeting by Skype to be rescheduled around this date, after Ljubljana meeting

13th May 2009 EC (Congress 14 -16 May) in Ljubljana
27th June 2009 EC meeting Linkoping

Meeting closed at 5.30 p.m. to allow office bearers and VP PP to return to meet with working group on NGO at their request regarding their progress.