

MINUTES of CPLoL Executive committee meeting held on Saturday 27th of June 2009, 9.00 a.m. - 18.00 p.m. in Linköping

Present:

Birgitta Rosen Gustafsson, President
Maria Christopoulou, Vice President, Professional Practice
Hanneke Kalf, Vice President, Congress
Bent Kjaer, Vice President, Recognition
Pirkko Rautakoski, Vice President, Education
Aileen Patterson, General Secretary
Joe Reynolds, Hon. Treasurer

1. Opening and approval of the agenda

The President, Birgitta Rosen Gustafsson, welcomed all to the meeting and to Linköping. The definitive agenda was agreed.

2. Minutes of EC Meeting held on 13th & 16th May in Ljubjana 2009 were approved..

3. Matters arising from Minutes

a. Item 3.i Contact with Contact with Maria Skouroliakos of COTEC: Birgitta has emailed but has not received a reply. Maria Christopoulou has also been trying to establish contact with Maria Skouroliakos by phone and email but not had any response.

b. Item 3.ii a. EU Accompanying measures application : no result of application yet received. Kurt Eggers has written asking when the result might be expected.

Item 3.ii.b No response yet on NetQues Project. Aileen has written to Brussels ECEA requesting when result of application will be known

c. Item 4.1 Aileen has received another email form Turkey – will respond and send application form if they wish to pursue this.

d. Item 4.2 Aileen has written French Stuttering Association informing CPLoL is not able to be involved in their project

4. Tasks Checklist update

a.Meeting in Paris May 2010 Hotel Ibis Berthier is provisionally booked

b.Birgitta to write EC report for Newsletter

c.Aileen to contact Wellcome Trust re archiving service – request information re archiving of financial documentation as well as other key documents

d.Aileen to send mailing to all member associations early July reminding them that if submitting any proposals to be put to GA these must be received at least two months prior to GA, along with reminder about 24th July being last date for receiving nominations for the EC

e.Functioning of CPLoL – Joe updated and will liaise with Michelle Kauffman Meyer re providing report on progress for GA

f. Bent will compile the list of CPLoL documents

g.COTEC links in EC section: Bent will set up a link.

ACTIONS: Birgitta, Aileen Joe, Bent

5. Correspondence:

- a. **UPLF** Request from Belgium re additional delegate reimbursement
 - i. Joe informed the EC re a query over Belgian claims by UPLF and VVL. It was noted that each of the two associations can only have one delegate reimbursed and therefore UPLF could only claim for one delegate to CPLoL.
 - ii. It was agreed that one delegate's claim for expenses for travel and accommodation in Ljubljana could not be reimbursed as he did not attend the commission meeting.
 - iii. DIETS2 – dissemination plan – Aileen to draft and send proposed CPLoL dissemination plan to DIETS2 as requested.
- b. **FLI Invitation** - Birgitta to respond saying she and Aileen will go to the FLI conference to report on CPLoL and the NetQues Project
- c. **Other:** Enquiries to info@cplol: Aileen reported several enquiries have been received regarding eligibility of Swiss qualifications and Spanish qualifications in France. Agreed to refer Spanish enquiries to Conseja General which represents large number of SLTs in Spain Also enquiry from a French SLT regarding eligibility in UK to practise in French as she could not meet the English language standards requirement. All such enquiries are referred to the relevant national associations (as is instructed on the website).
There have also been several others wishing to sell their SLT services/courses (especially in dysphagia) or SLT materials and others seeking an SLT usually for paediatric SLT. Agreed this is not appropriate use of the website and CPLoL cannot endorse individuals commercial enterprises. . Some enquiries also from visitors to Europe from Australia and US seeking contacts.

ACTIONS: Birgitta, Aileen, Bent

6. Reports and further actions on meetings with ASHA and IALP

Aileen read the notes she had made of the meeting with ASHA – these will be sent to Lemmie McNeilly for any amendments/addenda
Aileen also took notes of meeting with IALP and will write to Helen Grech to agree the joint notes of the meeting with IALP. There has been no correspondence from IALP since the meeting. Maria reported she has had some correspondence with Mara Behlau re the Cyprus Symposia in November.

ACTION: Aileen

7. Finances

7. 1. **Archiving;** Following discussion of paper presented by the Treasurer, it was agreed which documents need to be archived and which historical documents such as old receipts can be destroyed Agreed

- to keep all bank statements and reports but only receipts for the previous two year mandate. Travel claim receipts etc should be kept for two years after they had been audited and then could be destroyed.
- in light of CPLoL's secretariat being registered and located in Paris, Joe to check what is required under French Law before shredding any documents
- all future documents should be saved in electronic format.
- Aileen to ask Wellcome Trust re archive formats and lifespan of documents archived by them and whether or not they would scan and keep financial documents as well as others.

IT was noted that CD roms have a shelf life of 5 years and we need to make sure any official documents stored on CD are not lost.

7.2 Future meetings. Paris hotel: IBIS Berthier has been booked for both May and October 2010 meetings. Cost quoted is: Bedrooms 69 euro per night weekend and 105 euro for Monday - Thursday reservations. Meeting rooms: 69 euro per person per day including lunch and refreshments 250 euros per day for additional breakout rooms

It was observed that some associations have sent several additional delegates to meetings and this has impacted on meetings through overcrowding in some rooms booked as well as additional catering costs. It was felt that this impact on budgeting and planning needs to be made clear in the Treasurer's report.

In light of these figures it was agreed

- that Treasurer's report and proposal to GA needs to make clear that additional delegates incur considerable costs and these must therefore be paid by the relevant association. All associations sending additional delegates should be billed for the daily costs.

ACTION: JOE

7.3 Web site development costs: Bent is investigating possible options for new generation, more up to date website and relevant software. .Regardless of whether we succeed in obtaining funding for the NetQuest project CPLoL needs to update its web facilities and will have to build this into its 2010 projected budget.

ACTION: Bent , Joe

8. Congress – evaluation and recommendations for future congresses

8.1. Participant Feedback: Hanneke presented the breakdown of the feedback questionnaire. There were many very positive responses. Comparisons with Berlin Congress were also largely very favourable.- items less favourably rated were analysed and discussed. It was agreed cost savings had impacted on catering but it was still generally satisfactory and there had been a quick response to a problem of underestimating amount of food for one of the meals.

8.2. Financial report: Joe presented the financial breakdown of the congress.

Alenka from Cankarjev Dom had worked very hard to keep costs to a minimum and within budget. It was noted that translation/interpretation was a major expenditure. Its influence on cost and pricing represented approximately one fourth of the total budget.

There was an overall congress deficit of 6155.50 euro. Due to the smaller numbers of participants than estimated this had been unavoidable despite tight budgetary control and considerable amount of the work being done in-house by Hanneke and the EC. In relation to the interpretation/ translation costs for the congress it was noted that out of 300+ participants there were 100+ Slovenian participants and 30 French speaking participants. The remainder participated using English.

The EC's report of congress to GA will state that it has concluded that regrettably the EC has concluded that the CPLoL congress cannot sustain translation costs and keep subscriptions within a reasonable price for delegates and remain viable. The costs of translation have impacted greatly on the overall costs and also on CPLoL's ability to offer a good quality conference at a realistic price maintaining value for money.

c. Proceedings:

c.i Proceedings are being published on the website as they come in.

c.ii KEYNOTE ADDRESSES: As yet the only Keynote address on the web was Hilde Chantrain's which Aileen had translated into English and prepared for web publication – it is now on the web in both languages. Aileen had been in contact with Alex John who had sent her a personal copy of her speech as a member had requested it.

ACTIONS:

Aileen to contact Alex John regarding sending her keynote address for the web

Hanneke to send a general reminder and also contact Maria Christina Casselli for copies of presentations outstanding. .

d. Other: A small number of participants had requested certificates to prove they had presented at the congress in addition to the attendance certificate and details in congress programme). Aileen had sent these people official certification which she was informed had met the requirements.

9. Reports and plans for Commissions and working groups from VPs

9.1 VP Education

Pirkko led discussion on papers she had circulated prior to the meeting::

i. Position statement of Practice education in initial education

- this has been agreed in Commission. and is in both languages to be presented to GA for approval. There was some debate over the statement on minimum requirement for time spent in clinical practice activities.

ii. CPD definition and principles

This paper is also now ready for presenting at the GA for adoption of English and French versions

iii. Other commission business: It was noted that one member of the commission had circulated a questionnaire to delegates during the meeting in Ljubjana (which he had entitled European Questionnaire- CPLoL – May 2009) in order to gather data regarding initial education 10 years post Bologna. This had not been previously agreed and the purpose was unclear. The EC noted that this was contrary to the agreement that all surveys should be sent via the EC. This had been agreed in response to members concerns and irritations at the growing number of questionnaires being circulated and was to discourage ad hoc data gathering, duplication of surveys and also monitor quality control. It was noted that the data requested is identical to that already in the annual statistics questionnaire devised to enable an accurate data set to be kept by the Education Commission. The VP was advised to discourage such ad hoc initiatives and remind members to submit any proposed questionnaires through the VP to the EC.

9.2 VP Recognition

Bent tabled the Recognition Committee Report. The EC noted it includes a motion to the GA to temporarily suspend the platform project in light of current information and the NetQues project. The EC was in agreement with this proposal.

9.3 VP Professional Practice

Maria read the Minutes of Ljubljana meeting – she is to circulate these to EC She reported the commission had completed most of its current projects and discussed a range of possible new projects. The INGO working group report prepared by Stine and Hazel was discussed. The EC thanked them for their efforts in finding out the information and formulated responses to the questions raised therein. Maria will inform the working group and PP commission of the EC views on future steps towards INGO recognition. It was the view that at present CPLoL should seek to engage with the Council of Europe as actively as possible through responding to consultations etc and defer further applications until such engagements are active. All to seek to find ways of tracking Council consultation papers. COTEC had offered to help but there had been no further correspondence from them since the January meeting and its minutes circulated

ACTION: Maria

- 9.4 VP Congress** - It was agreed that during the run up to the congress it was difficult for the VP to engage fully with the work of the PP commission in terms of representing her association as their delegate and proposed that the EC consider a substitute

ACTION: EC to propose change to Statutes / Internal Regulations to allow for this additional delegate as required.

CHANGE to ARTICLE 12B of **STATUTES** to be circulated:

To add Vice President Congress to **Article 12: The General Assembly item B**

“Each country from which the office bearers (President, General Secretary, Treasurer **ADD Vice President Congress**) come may co-opt another to ensure representation within each commission. Co-opted representatives may attend the General Assembly, without voting right”.

ACTION: Aileen

10. Report on NetQues. Tuning Network application

Aileen has been in regular contact with Hilde by phone/Skype. As yet there is no word from Education, Audiovisual and Culture Executive Agency (EACEA) Brussels regarding the application. Aileen has also written EACEA asking if there is any update on when result will be given. Joe has been sent copy of the financial documents which could be required, Model Grant Agreements and Financial guarantees etc required if bid is successful. He has prepared a pdf file of documents. Joe he is to check with the bank re the question of the bank guarantee which is required. When result of bid is available a further meeting with Hilde will be necessary. There is only a window of 10 days following receipt of a positive decision in which to prepare these and in light of vacations this could be difficult. depending upon when this happens. Aileen + Hilde +/- Pirkko +/- Joe may be required to meet to check and collate all the documents to be sent.

11. General Assembly Documents and Contents of Newsletter

Bent will collate items for Newsletter. It was noted that all documents must be translated into French so it is necessary to factor in vacations. Bent will check with Fred when she will be on holiday

- 10.1. Agenda from Birgitta and Aileen
- 10.2. Reports from President and VPs
- 10.3. Future projects 2009 -2011 from VPs

10.4. Documents to be approved:

10.4.1. EDUCATION COMMISSION (PR)

- EdC. 1 Definition and Principles of Position Statement CPD,
- EdC. 2. Position Statement : Practice Education

10.4 2 PROFESSIONAL PRACTICE COMMISSION (MC)
PP.1 Revised Code of Ethics.

10.4 3. Finance Reports and Budget (JR)

10.5. Proposed Changes to Statutes
(Refer **SECTION VIII: ALTERATIONS TO STATUTES**)

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10.5.1 Limiting numbers of additional delegates

Proposal from EC on maximum number of delegates

Several delegates have asked the EC to review the policy of allowing associations to send additional delegates. Aileen will draft a proposal on behalf of EC to amend the Statutes stating that each country may send a maximum of one additional delegate to each commission when necessary. In order to maintain balance it is considered additional delegates should only be sent by associations when a clear reason has been identified such as hand over of duties or when someone has specific expertise to offer. Occasionally additional delegates may be invited to attend by the EC in order to fulfil a specific purpose in CPLOL's work plan, however, it is deemed important and within the spirit of CPLOL that each member country should be equally represented in commissions

10.5.2 Co-opted delegate for PP commission vice VP Congress

refer. Article 12B: The General Assembly ADD Vice President Congress

10. 5.3 **Article 26:**

"The statutes may be altered by any meeting of the General Assembly of CPLOL. However, proposals to alter the statutes shall be sent to member organisations at least **three (CHANGE TO two)** months in advance."

10. 6. Changes to Internal Regulations

10.6.1 It was agreed that to facilitate collation of the newsletter and timely circulation, proposals for the GA from associations should be submitted **two months** (remove ONE MONTH) in advance of the GA. Aileen to notify members of changes to Internal Regulations and alert members to read them on website

"Article 36: CPLOL member organisations may put forward proposals for items to be included on the agenda of the General Meeting (apart from proposals to revise the statutes which are covered by article 27 of the statutes). These proposals will be sent to the general secretary preferably **one month CHANGE TO TWO MONTHS** in advance of the GM.

The general secretary will include them on the agenda for the General Meeting."

10.7. **Agenda –**

10.7.1 To include all above items plus Auditors report under financial reports.

10. 7.2 Elections to be item on agenda prior to Plan of Projects, National News from Members and AOB

11. GA 2009 arrangements and elections

11.1 To date a nomination from one association has been received. Nomination from Norway of Gro Hartveit for VP Recognition. Others have indicated they will be sending in nominations.

11.2 Secret ballot for voting: Secretary to prepare papers

Inform all who are proposed that they may be required if elected for a meeting on the Sunday morning.

11.3 Convocation for Turin to go out first week of July

11.4 Saturday dinner – FLI has found a restaurant that may suit – Joe has asked to check re availability of a private room.

11.5 Interpretation: Joe to ask Fred and Maya if available for Commissions & GA

12. Internal regulations: all EC to check revisions to Internal Regulations to take account of the changes to Statutes

AP to circulate the most up to date revisions for discussion and changes by SKYPE in September

13. New applicants: Lithuania and Spain Consejo General de Colegios de Logopedas (8,500 members)

SPAIN: Consejo General have sent in an application and are having their Statutes translated into English.

LITHUANIA: Open Membership is contrary to our Statutes. Educational Programmes falls short of MInimum Standards. Aileen also to check with Latvia re the comparison of their educational programmes.

14. Publishing on web : Agreed we do not have space for commercial advertising.

15. Launch of GCoPR on-line Global Community forum for AHPs invitation to access and use discussion page noted.

16. AOB None

17. Venues/dates of future meetings

Skype RE Internal Regulations Provisional date: TUESDAY 1st September

18.30 UK 19.30 Sweden Denmark 20.30 Finland and Maria

(Comments to be circulated by 25 August)

GA 22-25 October Turin

EC and Commissions 28/29 MAY 2009 Paris

EC 22 OCT 2010 Paris

23/24 OCT 2010 Paris

Aileen Patterson
General Secretary
7th July 2009