

## ***Minutes of the E.C. meeting in Leeds, February 14-15, 2004***

Present: Linda Schrey-Dern, Bent Kjaer, Louis Heylen, Tina Faber, Aileen Patterson, Joe Reynolds, and Birgitta Rosén-Gustafsson.

### **1. Opening of the meeting - and decision on the definitive agenda**

Linda welcomed the members and declared the meeting open.

The agenda was agreed.

### **2. Minutes of the December meeting: Approved.**

BK will send the final versions to Executive immediately.

### **3. General information**

At a meeting for the four German speaking SLT associations the question was raised if the Swiss 'conference' is really a professional association. It is more like a network of professional associations. This issue will be included in the discussion on statutes.

### **4. Tasks**

The list of ongoing tasks was revised -- and updated

### **5. Finances**

a. The Treasurer reported on the variation in 'kilometrage' in the different countries. It was decided to continue with the status quo and that a common 'CPLoL rate is impractical and unfair due to differences across countries. Therefore individual country rates will still apply where necessary.

b. The "Claim for travelling expenses" form has been revised. It was decided to again reiterate the need for associations to pay and be reimbursed for all delegates to keep transfer banking fees to a minimum.

c. VISA card was discussed as an option for EC members to pay flight tickets. However some concerns were expressed as to how this would work in practice and may not be viable. Joe will look into the matter and report back to the EC.

d. The financial situation in general of 2004: Joe explained that we might come out with a deficit of up to €25,000 if as planned we hold the next two meetings in Tallinn and Cyprus. Decided to go on – and explain if necessary the reason for additional expenditure to the membership.

e. The Edinburgh congress budget has been finalized, showing a nice surplus of £5,000. Other expenditures have been paid by CPLOL/Josiane Jacobs. So, the final over all result is a break even.

f. CPLOL has received an invoice from EDF, requesting it payment of €150 as an affiliated member. They refer to 'information given by [us]', but there are no records of any application to join nor is any member of EC aware of such a request. [It was decided to file the invoice.](#)

g. BK asked for reimbursement of internet costs, according to itemised costs from the tele company. [Reimbursement granted as a necessary expense and Bent thanked for all his work and personal effort](#) in setting up and maintaining the web and keeping in touch so efficiently with members.

## 6. The Directive...

Linda has received a position paper from FNO concerning the Directive – and forwarded it to [Aileen who will -](#)

> > > [draft a short report to be sent to the delegates.](#) We will encourage the delegates to contact the person responsible for implementation of the Directive on the national level – to explain the concerns of our profession.

## 7. NGO status – Application

Linda's draft was discussed and amended. The list of activities was checked. The letter will be finalized – and sent off next week, with all documents enclosed.

> > > [The letter will be sent to all CPLOL members for information, in English only.](#)

> > > [BK will send a cover letter to Linda telling about the 'Åbent Hus' arrangement and who set it up.](#)

> > > [BK will send the amended application to Linda.](#)

## 8. The Tallinn meeting

> > > [BK will reply to Veronika.](#) (Italian restaurant is OK. She may decide the menu; no spirits. We would be happy to accept the excursion with the ex-prime minister. Thank you.)

## 9. Fédération Européenne des Forces du Handicap

> > > [Decided not to respond to the approach.](#)

## 10. Ahmet Konrot, Turkey

[AP will answer the email](#) and let know that CPLOL will not be able to help set up the training program in Turkey, but that information is available on the CPLOL website. AP will also find out whether there are other contacts within the RCSLT. [But CPLOL will not be able to attend the congress in May.](#)

## 11. European Day of SLT

The prevention committee will discuss the idea of a European Day of SLT, and if possible set up a list of possible themes and activities.

The EC will discuss the formalities, finding out how to make the day 'official'.

A concrete proposal will be on the agenda for the G.A. in October.

## 12. Funding...

Joe informed about the possibilities for applying for EU funding. His conclusions were:

We need to -

- spend more time understanding the way the EU works, and finding our way round the website and procedures;
- pursue any contacts we have with people internal or external to EU who understand the system better and who would be willing to help us;
- consider whether we have natural partners which might produce co-funding arrangements;
- continue to work on our plans of action, and distinguish clearly what we can do ourselves, and what would contribute to our long-term plans, but could only be done through a bigger project;
- make sure that we make the best use of our own budget to keep our regular business going, and to create budgetary room for other projects which may not at the outset attract funding from EU.

## 13. File number system

BK presented a proposal including -

- a) author (indicated by officer initials [P / SG / TR / VPE / VPP / VPC / VPIR])
- b) number of document drafted by the author in question, the current year
- c) the code of subject field ([see below](#))
- d) date of issue [ddmmyy]
- e) indication of language [en / fr]
- f) indication by one or few words of subject of the document.

See [examples](#) below.

The proposal was accepted in principle. It applies to documents only; not working papers. It was decided to try out the system on documents from October '03 until now – and to think of how we might apply it to incoming documents as well.

BK will consider how to set up a list – and how to manage entries to this list.

## 14. Commissions / working groups / projects

a. RDC:

Quality Guidelines: TF and LSD are waiting for the German guidelines, which they will use as a model – to ask member associations what they have got nationally. More to follow...

Congress committee: Antonio Carvalhal and Pierre Dessailly have responded positively to participate; awaiting definitive reply from Kaisa Launonen.

A grid for describing national journals is on its way; will be sent to member associations to be filled in – and then put on the web site.

*b. Education / Proff.pract.*

Aileen received a letter via the RCSLT from Poland to invite to a congress in March. Aileen will respond to this letter and find out more info about the actual congress and liaise with LH as VP- international relations.

*c. Prevention*

The Communication Aids Report is almost ready for publication – on the CPLOL web site. It will be announced in the EDF 'bulletin'.

An article on child language / prevention / leaflets etc. will appear ...

*d. Enlargement of CPLOL*

Louis reported on the current situation (see summary by LH).

> > > It was decided to write to the three observer members becoming EU members by 1 May, asking if they want to be full members of CPLOL from May. If they want to, they will automatically be so.

Slovakia has expressed interest; they will receive the questionnaire. The same goes for Croatia.

Louis will examine the questionnaire and -

> > > propose changes/amendments for next EC meeting. (AILEEN HAPPY TO LIAISE ON THIS TOO!!!)

*e. Web site*

Following a contact made it was decided to exchange web addresses (mutual linking) with The European General Practice Research Network.

*f. G.A. + commissions meeting*

> Lunch will be sandwiches/finger buffet style

> Cyprus schedule: according to tradition (commissions Friday afternoon + Saturday morning; GA Saturday afternoon + Sunday morning).

## 15. IALP congress – Participation?

CPLOL will not be represented officially. BK will represent CPLOL to the extent it can correspond with his efforts to promote Copenhagen as host city 2007.

## 16. ASHA Strategic Plan 2005-2007

After some discussion it was decided to send a short reply. Aileen and Joe will make a draft and present it to the EC at the Sunday part of this meeting.

> > > Joe will type the draft and mail it to all EC.

## 17. Revision of statutes

- a. LSD will draft a letter asking all member associations to send their current statutes (in English or French) to the EC in order that complete updated set of all members can be kept.
- b. BK will send a letter to the member associations inviting them to each appoint one delegate to the *ad hoc* committee in Tallinn to consider future representation and identify areas within CPLOL Statutes to be re-examined /amended in light of change.

When we know the names of the delegates we will send them an “agenda”, i.e. points/items for discussion, problems etc.

## 18. Linda closed the meeting (at 12:02 p.m.), thanking the members for productive discussions.

/BK

### Codes:

General assembly	01
Executive Committee	02
Comm. Educ./PP	03
Comm. Prevention	04
Comm. RDC	05
Intern. Rel.	06
NGO	10
European Council	11
EU Commission	12
DG's	13
Member associations	20
Observer members	21
Applicant associations	22
Collaborating assoc.	30

### Examples of file numbering:

Minutes of the February meeting of EC:	SG-38 / 02 / 180204-en / min
PV ..... :	SG-38 / 02 / 250204-fr / PV
Reply to ASHA re strategic plan:	P-12 / 30 / 200204-en / plan reply
Proposal of amendment of statutes:	SG-95 / 01 / 220804-fr / statuts
Letter from VPIR to Czech Republic:	VPIR-5 / 21 / 030304-en / CR fee
Ordre du jour from BRG to Comm.:	VPP-2 / 04 / 040404-fr / ordre jour