

**Minutes of meeting of Executive Committee Meeting
Malmo, Saturday 14th July 8.45 a.m**

Present:

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

1. The meeting was opened and all welcomed to Sweden by Birgitta who invited each member of the Executive to introduce themselves with their work roles and involvement in CPLoL.
2. Tabled items for agenda under AOB None notified
3. Minutes of EC meeting Riga
 - 3.1 Minutes were approved
 - 3.2 Matters arising:

Recognition committee – discussion re the meanings of Professional platform and Common Platform. Bent explained these were synonymous terms and agreed to present shortly a power point used in Zagreb to explain the EU process and purpose of common platforms
4. Correspondence
 - 4.1. Birgitta to follow up letter to Mr Eggers and EFPA re NGO status

There was some discussion re importance of pursuing further the application for NGO status and how this may be pursued more fruitfully. Maria has a contact person in Brussels who might help or guide us if we can supply information.
 - 4.2 Letter received from European Ombudsman explaining his role and offering the services of his department; enclosed Information sheet re how to deal with complaints and mishandling of administration.

ACTION Secretary to inform re change of email (sec.gen@cplol.eu)
 - 4.3 Directory Verbands behorden, Organisation der Wirtschaft associations. (Administration, organisation économiques) A form to update details of office

bearers for the publication was presented. Bent responded / updated the form upon receipt.

ACTION: 4.1. Birgitta; 4.2 & 4.3. Aileen

5. General information and president's report

5.1 Visit to Barcelona SLT congress by Birgitta and Bent where Birgitta gave a presentation on CPLoL.

Birgitta gave a brief explanation of the SLT situation in Spain – There are different councils in different regions – 4 official languages Basque; Catalan; Castilian (Spanish) and Galician. One association used to be member of CPLoL then following a gap when no Spanish members ADUL became members. Problem is that many associations have represented not only SLTs.

General Council of SLTs; there are 16 Colleges in different regions (states). To be officially recognized need to be recognized by the regional government 8 associations recognised for some time; three more are joining shortly

Education of SLTs is normally three years.

Current members of CPLoL - ADUL is representative of a scientific type of organisation and not registered with the Council. It is a relatively small association and not truly representative of SLT across the country. This causes some anxiety to the other organisations and the General Council in Barcelona, which represents the combined group of recognized associations.

Birgitta has sent an application form for membership of CPLoL to the General Council in Barcelona following the meeting with them

Discussion on best way to deal with the Spanish situation followed

ACTION: EC to arrange a further meeting with ADUL in Paris in October and if application has been received from General Council by then try to encourage dialogue between ADUL and the General Council re representation on CPLoL

5.2 Membership from Switzerland

A similar situation exists in Switzerland, with different associations. The Conference C/APSL has requested application form, aiming at applying for membership of the German and the French associations individually

6. Update of membership application form. Amendments have been made

ACTION: Bent to circulate revised form.

7. Tasks - checklist from former EC. Previous tasklist was presented to new members and updates to be added agreed

ACTION: Birgitta to circulate revised list

8 Finances: Treasurer's update report

Joe presented an update of finances

Iceland had paid very promptly. Poland has not yet paid. Outgoings are up to date including deposit for October meeting. Costs have been much as expected. Difficult to project budget with new members and variable travel costs. May overspend by 30,000 euros which would be sustainable.

EU funding – now on CORDIS mailing list and Treasurer looking at the websites.

Venues for meetings – Joe is continuing to research into possible venues and costs. Has investigated the Accor group including IBIS chain for 60 -70 euros per night per room (only) weekend rate. To try to negotiate deal if same chain of hotels used for several meetings.

9. General Assembly, 12-13 May, in Riga, Latvia
To note Minutes and matters arising for further discussion
Matters arising: NB plan for review of functioning of CPLoL

ACTION Aileen to circulate to all member associations and delegates.

10. Website and email

Bent gave a reminder: and demonstrated to new members the access to website area for Executive only: cplol.eu/exec.htm

Updating of information - No feedback for the review of French area of website from Nicole and Marie Claire yet.

ACTION: Aileen and Pirkko to look at website and update the Education information

Web/email addresses: Secretary now has cplol.eu address

ACTION: any others on EC wishing one for their CPLoL business should ask Bent to arrange this.

ACTION: Aileen to write to all member organisations asking for their current email addresses of delegates

- 11 .Review of Plan of projects 2007-2009 :

11.1 EDUCATION

10.1.1. Discussion of the aims of Recognition committee/common platform. Bent presented a review of his presentation in Zagreb outlining the current state. Discussion ensued re the merits of defining a common platform.

ACTION: Bent to write to each organisation to get the information re the regulation of the profession in that country.

11.1.2 Terminology – previous work by CPLoL some years ago was more of a lexicon – see the Prevention document. Working group to review ICF categories for Communication and their application

11.1.3 Clinical education – This will produce an important piece of work to parallel and be an adjunct to the Minimum Standards

11.1.4 CPD – analyse the results of the CPD questionnaire and produce a position statement

11.1.5 Website update – to encourage a group to do this important work

11.2. PROFESSIONAL PRACTICE

11.2.1 Revision or update of documents Code of Ethics and Professional Conduct; Professional profile; Prevention document;

11.2.1.1 Code of Ethics: The objective of this subgroup was to write a small document on ethical guidelines. They decided on adapting a document from the UK, which suited the purpose well. In this document there were 16 items of ethics and professional practice. The group decided on 12 items for the new CPLoL-document. The first draft has been sent to the German and Swedish association and their feedback will be taken into consideration

11.2.1.2 Prevention: DBL description in German to be translated into English and French – Karin Mueller has agreed to do this
The Working sub group has started on a translation of the document from German into English. The group needs help with translation of the document. Karin will leave the commission but has offered to take care of the translation. Then the text in English and French can be discussed in Paris. The WG plans to make a questionnaire for all the countries to fill in about prevention in the different countries.

Some countries may have official documents on prevention. The group would like to look at these documents if they can be translated into English.

ACTION: Maria to contact Karin re translation

11.2.1.3 Report on the profession
(working group: Michèle, Lily, Raffaella, Thierry, Veronika)

The group is working on revising the old document on Professional Practice.

11.2.2 Data on Epidemiology of SLT disorders in Europe

There is some interest in gathering epidemiological data on SLT disorders in Europe.

12. Congress 2009

11.1 Venue Correspondence re possible venues from Slovenia was examined

Venue in Cankarjev dom, Ljubljana, Slovenia, May 15-17, 2009 Ljubljana has conference room

Linhart Hall* /theatre style (up to 616 seats) for plenary hall and session
1- stalls

Conference room E3-4* (up to 140 seats)

Conference room M3* (up to 30 seats)

Conference room M4* (up to 30 seats)

Foyer II (for coffee breaks, registration desk, lunches, internet cafe, posters and exhibition)

Hoteli Bernardin, Obala 2, SI – 6320 PORTOROZ – SLOVENIA is more expensive

Europa Convention Hall on the 12th floor of Grand Hotel Bernardin****. The Europa hall has 1000 m² and has natural daylight. It can be divided in 4 sections with the capacity from 200 – 250 delegates, 2 theater style sections and two amphitheatre style.

Option	NAME /	FLOOR	SIZE (L x W)	CAPACITY theatre	Price per day
	Europa Convention Hall	12 th	33 x 36	max. 1100 people	4.000,00 €
	Europa A	12 th	17 x 16,5	Max. 274	1.000,00€
	Europa B	12 th	17 x 15	Max. 215	1.000,00€
	Europa C	12 th	14 x 19	120 – 250	1.000,00€
	Europa D	12 th	14 x 18	110 – 220	1.000,00€
	Europa A+B	12 th	17 x 32	487	2.000,00€

It was agreed that the Portoroz option was too expensive and being a seaside resort was less appropriate .

12. 2 Dates for congress

THURSDAY 14TH – Saturday 16th May 2009

Visit of inspection to be made by VP Congress , President/Treasurer with meetings on 24th August Ljubljana - It was felt that they should not visit Portoroz but will make enquiries if there is other less expensive venues in Ljubljana or nearby.

ACTION: Joe, Hanneke and Birgitta to inspect Ljubljana venue and meet with SAL reps on 23-25 August

12.3 Call for papers - Hanneke has schedule

There was a discussion on process to be used for electronic submission of abstracts.

Bent and Hanneke to investigate possibilities re on-line registration – software required /costs etc;

Hanneke has a specification of what is required..

Budget: in progress based on previous experiences.

12.4 .Interpretation : SAL to organise interpretation of presentations at congress

CPLoL to organise the translation of written material; abstracts etc

Papers at congress will not be published in translated form

Powerpoints can be put on web if authors agree.

A query was raised if podcasts are feasible – how expensive would it be to have recordings of translations?

12.5 Discussion on what is important focus of CPLoL conference

EU perspectives on Clinical education and clinical practice;

Sharing of good practice in SLT ; Uniting Europe North, South; East and West

ACTIONS:

Decision on venue: Hanneke, Joe, Birgitta

Hanneke to look at themes and how to use rooms best

Hanneke to decide proposed personnel for scientific committee

Possible sources of sponsorship and funding - to be discussed at meeting on 24th August with Slovenian colleagues

13. International relations:

13.1 Strategy

Birgitta commented that networking with other countries is important.

CPLoL - ASHA meeting in Berlin had been useful in making relationships with a large SLT organisations.

Noted that while useful to maintain and develop links with IALP it includes Phoniatrists and also allows individual membership.

Joe said that one aim is to learn from other organisations re problems and solutions. Need to decide what we want from such networks and what we can gain as well as what we might offer.

It was also noted that this was commensurate with the aims of CPLoL – in its Statutes – having International connections

Proposed that we have as standing item on agenda to update on International issues in SLT

ACTION: Aileen to put on each agenda

14. Research project: The Allied Health Professions in Europe. Noted some countries have responded individually which is more appropriate than an EU wide response.

ACTION: Aileen will email Justin Needle and answer what can be answered and ask for any information he can feed back to us.

15. Tasks for EC

Birgitta to forward Task list to all.

Bent to check information for National information on website

Annual Statistics and other data gathering by questionnaire:

VPs of Commissions to check questionnaires before any goes out and each VP will cross check with the other that there is not any overlap.

ACTION: Maria & Pirkko Pirkko will send out Education questionnaire after 12 August

16. Dates and venues of EC meetings 2007-8

16.1. Paris meeting

EC Friday 26 Oct Commissions 27/28 October 2007

ACTION: Aileen to send out invite to each member organisation 17.00 – 19.00 EC Friday 26 October for one delegate per country to attend a preliminary meeting regarding the review of structure and functioning of CPLoL and setting up of a small working group to report to the next GA (2009) ss agreed in response to FNO proposal ref. www.cplol.eu/mail_contents.htm 19 March 2005

Aileen to send Convocation to all associations as separate email

Other dates: 24 August Ljubljana BRG: WJR: HK

26 Oct EC Paris

27/28 Commissions Paris

19 Jan 2008 EC Turku or Netherlands

16 May 2008 EC Paris

17/18 May 2008 Commissions (20th Anniversary)

23 August 2008 EC

24 October 2008 EC



25/26 October 2008 Commissions

17. AOB

17 1. Letterhead to be used for all official communications – even by email which is officially acceptable with electronic signature

17 2 Bent will produce business cards for each EC member

The meeting closed at 4.00 pm

Aileen Patterson
15th July 2007