



GERMANY
 Berliner Feuerwehr, 10150 Berlin, Germany

BOARD MEETING
 on 10 and 11TH November 2016

<u>Attendees:</u>	
Host:	
Harald Herweg	Chairman, Berliner Feuerweh, Germany
Peter Wagner	Chairman, Berliner Feuerweh, Germany
Katrin Kästner	Chairman, Berliner Feuerweh, Germany
Ionel- Alin Mocioi	Outgoing Chairman, FOF, ROMANIA
Florin Neacsa	Outgoing Chairman, FOF, ROMANIA
Wim Beckmann	President, IFV, THE NETHERLANDS
Iveta Uka	Secretary, FSACPC, LATVIA
Marek Hütter	Treasurer, FSC, CZECH REPUBLIC
José Maria Oliveira Ferreira	Incoming Chairman, The National School of Fire Fighters of Portugal

Thursday 10th and Friday 11th November 2016

Issues:

1.	Opening of the Board Meeting
2.	Presentation and Approval of the Board Meeting Agenda
3.	Awarding medal
4.	Program/Agenda for the 2017 Annual meeting (Conference & General Assembly)
5.	Conference Subject / Theme
6.	Annual meeting location / venue
7.	Persons to be invited for the Conference & Speakers (Presenters)
8.	Other issues concerning the organization of the annual meeting. Letter of Sponsorship for 2017 Conference
9.	Workshop: data collected and redirected; actions organized by groups until now (since the meeting in Romania); how many groups and subjects we'll keep for the future; how to activate our colleagues.
10.	Financial Report and issues – Treasurer
11.	Changes in EFSCA Constitution
12.	Dates for next Board Meeting in Berlin

13.	Other issues to be discussed about EFSCA activity or actions – financial support for Working Group on Voluntary Fire Brigades system integration into existing Fire & Rescue systems (financial support for organization meeting the Working Group)
14.	Closing the Board Meeting

1.	<p>Opening of the Board Meeting</p> <p>Mr. Herweg welcomes the members of the Board and gives the word to the President. The President opens the Board Meeting. Special thanks goes out to our colleagues of Germany, host country of this BM and the Annual Meeting in 2017. The President is convinced that they will organize a good Annual meeting. Also thanks to next years' host country Portugal, Mr. José Maria Oliveira Ferreira.</p>
2.	<p>Presentation and Approval of the Board Meeting Agenda</p> <p>There are no adjustments to the agenda. Thereby the agenda is approved.</p>
3.	<p>Awarding medal</p> <p>This item is noted on the agenda because the Board likes to say special thanks to Vojtech for the many years he has participated in EFSCA in his position as Treasurer. He has always done his task with great dedication. Therefore the board thanks him by rewarding him with a golden medal. Vojtech thanks the Board for being a part of this Association for the past 13 years. The position of Treasurer is taken over by Mr. Marek Hütter from Czech Republic.</p>
4.	<p>Program/Agenda for the 30 May – 2nd June 2017 Annual meeting (Conference & General Assembly)</p> <p>The host prepared a draft program. This draft program is enclosed. Comments on the draft program are:</p> <ul style="list-style-type: none"> - 31st May: Registration and breakfast are at the same time; - The conference room is situated in Hotel An der Havel; - 31st May: opening of the Conference will be at the hotel, after visiting the Academy; - 31st May: Who will speak during the opening of the conference? This could be done by the Chairman; - 31st May: After sightseeing there should be some free time, so people can get dressed for diner (appr. 30 minutes); - Dress codes should be added; - 1st June: Will the exhibition of Sponsors on the second day be the same as on the first day? This is not clear yet; - 1st June: a second official dinner is planed; - The number of presentations is not yet fixed. These moments can also be used as free time. - Discussion time is included in the time reserved for the presentations;

<p>5.</p>	<p>Conference Subject / Theme The Subject of next years' AM is: <i>“New perspective in training and education of Fire Services”</i>.</p> <p>In total we now have 6 speakers. Iveta will send out an e-mail at the end of December to the members with the following requests:</p> <ul style="list-style-type: none"> - to propose 1 more speaker; - to inform the host country who intends to participate at the conference of 2017 in Berlin. - To come with suggestions of themes for future conferences. . <p>The idea is that during the GA members will receive a list with suggestions of themes for future conferences of which they can choose.</p> <p>In January 2017 Iveta will send the members a second e-mail as reminder.</p>
<p>6.</p>	<p>Annual meeting location / venue The Venue of the conference will be Hotel An der Havel. Registration should be done by the members themselves via the website of the hotel. There are now reservations made for 50 guests. Peter will send the draft of the invitation letter to Iveta.</p>
<p>7.</p>	<p>Persons to be invited for the Conference & Speakers (Presenters) Peter gives explanations of the ideas regarding the subjects of the presentations. Presentations suggestions are:</p> <ul style="list-style-type: none"> - Training Conception of THW Volunteers, Mr. Höllein (THW-School Neuhausen, Germany); - Training of fire brigades – Mass Events and Terror acts) Mrs. Beate Coellen (Federal Authority for Disaster Management); - 112 Direct – pre-fire Service Education for Youngsters, Mr. Thomas Knauer (Berlin Fire Brigade); - Training conception for volunteer fire brigades in Rural Areas, Mr. NN (State Fire Scholl Mecklenburg-Vorpommern) - President of the FEU (contacted by Wim Beckmann); - E-learning (presented by Portugal); - Civil Protection mechanism (contacted by Alin);
<p>8.</p>	<p>Other issues concerning the organization of the annual meeting. Letter of Sponsorship for 2017 Conference The president requests for some explanation regarding the principal of sponsoring presentation. A proposal of this form of sponsoring was sent by the host country to the Board earlier this year. Question is if these incomes can be used as an additional support for the organizing country upon the usual 70% the hosts country receives from EFSCA? This can be a positive way to generate incomes for EFSCA, but there can also be a risk of conflicting interests. As it comes to contracting 3rt parties (for ex. hotels), host countries are the contract parties. Another question is if there is a possibility of finding a way of sponsoring without making a sponsoring party part of the program.</p>

	<p>Decided is that during 1 hour the members get the opportunity to attend presentations of sponsors. At the same time members can visit stands of sponsors. Sponsors will pay their fees directly to EFSCA. In this way it's clear where the money comes from and where the money goes to.</p> <p>The meeting is postponed to Friday 11th November</p>
<p>9.</p>	<p>Workshop: data collected and redirected; actions organized by groups until now (since the meeting in Romania); how many groups and subjects we'll keep for the future; how to activate our colleagues.</p> <p>Working groups should get some time to present their current status. The program will be adjusted by Peter so more time for the working groups can be arranged. Ricardo Weewer can give an update of the results of the working group Innovation, Research and development.</p> <p>In the invitation letter will be mentioned that we continue the working groups and we will ask for any remarks regarding the themes or maybe to suggest other themes. Also the chairmen of the working groups need to be activated by this invitation letter.</p> <p>Because of visa application Belarus and Ukraine need to receive original invitations send by regular post.</p>
<p>10.</p>	<p>Financial Report and issues – Treasurer</p> <p>Marek gives a presentation of the financial report. The balance with te bank currently is € 64.835,70. In October 31 invoices are sent to the members. For now we received the fees of 8 countries. Total amount in cash is € 490,-. Some countries still request for an original invoices. Therefor invoices cannot be send by e-mail. In the past there has been problems with the payments of some countries.</p>
<p>11.</p>	<p>Changes in EFSCA Constitution</p> <p>The main question is if EFSCA becomes an official association, or if EFSCA stays organized in the way it currently is.</p> <p>In the way EFSCA is currently organized members of the Board, in person, can be held accountable/ responsible for (overdue) payments etc.</p> <p>Transition to a new form of association will costs some money (lawyers' fees). When there are regarding the participating of Board members, these changes need to be official noted through a lawyer. To change the constitution voting with the members during the GA is needed (probably by voting on paper). Hopefully the number of members needed for voting can be arranged in the same as it is arranged in the current EFSCA constitution. This needs to be checked first. What also needs to be checked is if this subject should be pointed out in the invitation letter to the members.</p> <p>Next question is if insurances for EFSCA are needed after changing the way EFSCA is organized.</p> <p>Changes in Constitution:</p> <ul style="list-style-type: none"> - Art. 3.1.: The height of the annual fee will be decided by the Board, but will be advised/communicate previously with/to the members.

	<ul style="list-style-type: none"> - Art. 2.1.1: Change European Union Countries to “European Countries”; - Art 2.2.2, Art 2.2.7, Art. 2.2.8, Art 4.1, Art 4.3., Art 7.1, and page 7: Member countries should be changes to “members”; - Art. 3.1.: If Subscription (annual fee) has not been payed for 2 years the member will be excluded from EFSCA; - Art. 4.3.1: 2 delegates can participate on behalf of a member. Costs for extra participants or interpreters are for the account of the member; - Art 4.3.2 and Art. 4.3.3: Being a member of EFSCA means having the right of one vote in EFSCA; - Art. 4.3.2 EFSCA members only have the right to vote if they (have) payed their fees each year. - What to do when there are not enough members with the right to vote (Art. 5.4 / 5.6)? - Do we like to change the constitution so observers can also take part of EFSCA? Decided is that there will be no proposal yet for observers. - The annual fee has not changed for the last 10 years. Proposed is that the EFSCA treasurer every year presents a business plan in which is mentioned the costs of last years’ activities, the current balance of the bank account and the costs of the planned next years’ activities. <p>The main topics now are the height of the percentages host countries receive for organizing the conference (70%) and the height of the annual fee.</p> <ul style="list-style-type: none"> - The Board decides to change the financial support for host countries to 85% of the received payments of the annual fees. This means that Germany will also receive a support of 85%. - There will be a proposal given towards the members during the GA to raise the annual fee to € 550,=.
12.	<p>Dates for next Board Meeting in Berlin Next Board meeting is planned in 2 and 3 March 2017.</p>
13.	<p>Other issues to be discussed about EFSCA activity or actions – financial support for Working Group on Voluntary Fire Brigades system integration into existing Fire & Rescue systems (financial support for organization meeting the Working Group)</p> <ul style="list-style-type: none"> - Working groups can receive an financial support for their activities of max. € 2000,- per year.

	<ul style="list-style-type: none">- Organization of financial support of working groups should be added as a new article in the constitution;- Working groups will be asked to provide the board a business plan regarding their planned activities for the next year, so financial support can be discussed and decided by the board.- The Board will produce an EFSCA business plan which will be leading for granting of support and financial support.
14.	Closing the Board Meeting The President thanks all attendees for their participation and input during this meeting and closes the meeting.

Iveta Uka
EFSCA Secretary