



EFSCA BOARD MEETING

Latvia
Fire Safety and Civil Protection College
Maskavas str 5-FRS Kengaraga 3/1
Riga,
on 14th February 2012

Invited:

Attendees: Wim Beckmann – President, NIFV, THE NETHERLANDS
Ionel-Alin MOCIOI – Secretary, FOF, ROMANIA
Vojtech VRANAY – Treasurer, FSC, CZECH REPUBLIC
Pere de la TORRE – Chairman, DPEIS, ANDORRA

Absents: Ivan POLEVODA – Incoming Chairman, IFCE, BELARUS
Aliksandr IVANITSKI – Incoming Chairman, IFCE, BELARUS
Alexander S. SUHOVAROV – Incoming Chairman, IFCE, BELARUS

Hosts: Mr. Ainars Pencis – Chairman, FSCPC, LATVIA
Ms. Iveta VORZA – Chairman, FSCPC, LATVIA

Tuesday – 14th February 2012

Presentation and Agreement of the Meeting Layout & Program

Mr. Pencis started the meeting by welcoming the attendees. The subjects that are to be discussed in the Board meeting of the 14th of February 2012 are as follows:

Issues:

- Approval minutes
- Approval of agenda
- Meeting with professor V. Jemeljanovs (Riga Technical University)
- Proposed agenda for 2012 Conference and General Assembly
- Financial matters
- Organization of working groups in the frames of the Conference 2012 – EFSCA secretary
Mr. Ionel Alin Mocioi
- Speakers in the Conference and General Assembly
- Medals
- EFSCA website
- Other issues

1. Approval of Minutes

The secretary makes some small adjustments to the minutes of the board meetings, annual conference and General Assembly of 7,8 and 9th of June 2011 at Andorra and the

minutes of the board meeting on the 1st of December 2011 at Riga. After these adjustments the minutes are approved by the board. The secretary will send the approved minutes to the board members as soon as possible

2. Approval of Agenda

The agenda of the Board meeting was unanimously approved by all attendees.

3. Meeting with professor V. Jemeljanov (Riga Technical University)

Mr. Pencis introduces Mr. Vladimir Jemeljanov and Mr. Janis Levins of the Riga Technical University to the EFSCA Board. Mr. Jemeljanov and Mr. Levins like to cooperate with, and join the EFSCA. They also like to participate and give a lecture during the 2012 EFSCA Conference. Their motivation for joining EFSCA is that they hope to attain more contact with other universities, the exchange of information and, if possible, the exchange of students. Mr. Beckmann is delighted that the Riga Technical University likes to join the EFSCA conference this year.

To make EFSCA membership possible the Riga Technical University has to send a letter of intention to the EFSCA. The secretary, Mr. Alin Mocioi, will send them an example of such a letter.

Note: Normally only one institution of a country is an EFSCA member. Nowadays more institutes from one country like to join EFSCA. We have to find a solution for this issue. Changing the constitution could make this possible. Also there has to be found a way how to handle the payments. For example: now the members pay € 500,= per country, this is including 2 guests for participation of the Annual Congress. If a country likes to bring more than 2 guests, the extra costs will be paid by themselves. If more institutes of a country join EFSCA the country it selves has to decide who of the representatives is responsible for voting and joining the board, if necessary.

Proposed is to discuss this matter during the General Assembly 2012 with all members. The members will receive a letter in which this matter is explained and the members are asked to give their opinion. The discussion will be if EFSCA membership is just for Fire Service Colleges, or also for Civil institutions (Agenda GA 2012).

4. Proposed agenda for 2012 Conference and General Assembly

Some adjustments are made regarding the board meetings before and after the conference. Also there are made some small adjustments concerning the time schedule. The agenda for the 2012 conference is as follows:

29th May 2012

- Arrival of the guests during the day
- 19.00 Board meeting (1 hours before diner)
- 20.20 meeting at the reception of the "Baltic Beach hotel"
- 20.30 Diner at the restaurant at the hotel **dress code: Casual**

30th May 2012

Morning program – dress code: Uniform/Smart

- 08.30 Receiving and registration of the delegates.
- 09.00 Welcome speeches, joint photo and raising flag:
 - Photo and raising flag have to take place between the speeches.
 - Raising the flags (Latvian national, European and EFSCA flags) will be held in front of the hotel
 - Speeches by the EFSCA President and as by Latvia suggested the State Secretary
- 10.00 Conference Session 1 - two presentations
- 11.00 Coffee break

- 11.30 Conference Session 2 - two presentations
- 12.30 Lunch
- 13.30 Conference Session 3 - workshop organization
- 14.00 End of the morning program **Afternoon program – dress code: Smart**
- 14.15 Departure from the hotel
- 16.00 Arrival at Rundale Palace
- 16.45 Excursion Rundale Palace
- 18.00 Official Dinner in Rundale Palace Restaurant (dress-code smart)
- 20.30 Return to hotel
- 22.30 Arrival at hotel

31th of May 2012 – 2nd day of Conference & General Assembly

- 09.00 Start program of the 2nd day of the Conference & General Assembly
- 09.05 Conference Session 4 - three presentations
dress-code: smart/uniform
- 10.30 Coffee break
- 11.00 *Workshop* - working groups
- 12.30 *Workshop* - presentation results working groups
- 13.00 Lunch
- 14.00 General Assembly
- Afternoon Program**
- 15.30 Free time **dress code: Casual**
- 16.00 Departure to Riga (Fire Museum)
- 16.30 Excursion at Fire Museum and / Board meeting
- 18.00 Excursion in Old Town of Riga
- 19.00 Departure from Fire Museum and Old Town of Riga
- 19.30 Dinner at restaurant “Lido” (dress-code casual)

1th June

- Breakfast at the hotel
- Departure of the guests during the day

5. **Financial matters**

29 invoices are sent to the member countries. 28 countries have paid their annual fees. In total EFSCA received for so far €13.924,58 on annual fees (Bulgaria, Hungary and Andorra did not yet pay their annual fees).

- Internet Banking:

The application was sent to the bank. According the mandate the complete form has to be signed as well by the secretary as by the treasure.

- Travel costs Alin (invoices):

The payments of the tickets € 580,= and € 550,= are settled by cheques.

- Settlement payment hotel costs:

EFSCA can pay a part of the hotel costs of the 2012 Conference. According to the mandate EFSCA can help the organizing country in a financial contribution of the costs of the organization up to 70% of the annual fee of the members (This also could be just for hotel costs).

Latvia needs a letter from EFSCA which says that EFSCA, in cooperation with The Fire Safety and Civil Protection College, chose the “Baltic Beach Hotel” as location for this years’ conference. In this way the organizing country does not have to make an official

bit for a hotel. EFSCA can pay the invoice of the hotel. Alin will write this letter, which has to be signed by the President of the board. After receiving the signed letter, the secretary will forward it to Ms. Iveta Vorza.

6. Organization of working groups in the frames of the Conference 2012 – EFSCA secretary Mr. Ionel Alin Mocioi

The themes of the working groups are:

- Educational program and structure;
- Education for specialists;
- Methods/forms of education & its evaluation;
- Guides & procedures;
- Innovation, research and development (R&D);
- Education in fire prevention.

During the meeting the themes are further discussed and worked out. The secretary will prepare an application form with the subjects of the working groups which will be send to the members together with the invitation. The members are asked to choose in which working group they want to participate. After receiving the lists from the members, the working groups can be formed.

Organization of the teams:

Four working groups will be formed. The countries have to sign in on two subjects (first and second choice). The invitation will be prepared by ms. Iveta Vorza and will be send to the members before February the 28th. Members are asked to return the participation and application form of the working groups together with the travel information forms before March the 28th.

The formation of the teams is as follows:

- Participants;
- Process controller;
- Special needs or partners from outside the EFSCA.

The groups have to be facilitated with 4 laptops, 4 USB-sticks (1 laptop and USB-stick per group) and access to PowerPoint for making a presentation. In this way you can motivate the participants.

One month after the meeting the teams have to send their results to the EFSCA secretary. The time path needed by the teams to finish their project has also to be mentioned in these results.

Things to do:

- Preparing and sending the invitations;
- Working group information attached to the invitation;
- Response of the results of the inventory of the working groups to the members.

7. Speakers in the Conference and General Assembly

Until know there are 2 speakers found. For the presentations during the conference 5 more speakers are needed.

- Alin Mocioi will ask some persons;
- Wim Beckmann will ask Ricardo Weewer if he knows some interesting speakers;
- Alin will prepare and send a reminder to the EFSCA members regarding presenters for the conference.
- More possibilities of countries which can be asked for presentations are: Belgium, Denmark, CMIC Romania (Alin Mocioi) , ISPC Barcelona, Poland-Tomasz, Germany.

8. Medals

Alin will look-up the criteria which have been used upon till now for the medals. According these criteria it will be clear who earns a medal and how many medals are needed for the 2012 Conference. This years' (2012) gold and silver medals will go to Mr. Jordi Farré Canelles and Perre de la Torre of Andorra. Pins will be given to the speaker. Next year the gold and silver medals are for Mr. A. Pencis and Ms. Iveta Vorza of Latvia. This subject is further postponed to the next board meeting.

9. EFSCA Website

Vojtech discussed this matter with his company. For them preparing a website will take about 3 weeks. The maintenance of the website costs from € 400,- to 500,= per year.

10. Other Issues

- Noortje will contact Finland for recent contact details of the Finland membership;
- This year there will be elections for a new treasurer during the General Assembly. The recent treasurer Mr. Vojtech Vranay expresses that he is re-electable.

Mr. Mocioi, The Secretary of EFSCA thanks to everybody and closed the Board Meeting.

Ionel-Alin MOCIOI
EFSCA Secretary