

## **Notes General Assembly Meeting EFESC, in Vertemate Minoprio (Como – Italy)**

07.11. 2016

**TOP 1:** Dott. Antonio Redaelli (Presidente Fondazione Minoprio), Paolo Cielo and Tom Embo welcome the delegates.(see attached list of participants)

**TOP 2:** Notes of general assembly La Bastide les Jourdans 2015; the notes of the general assembly were adopted.

**TOP 3:** Adoption of new members. The 2016/2017 certificates were issued to the national agencies by the chairman.

**TOP 4:** Activity report executive board was presented by the Chairman. The chairman underlined that there were a lot of activities to create acceptance for EFESC. The finding of new members was done with much enthusiasm but not so successful. There have been talks with organizations in Latvia, Portugal, Turkey, Moldavia and Poland, but so far no new contract has been signed. The chairman encouraged the National agencies to find new members. Those National agencies who succeed in gaining a new national agency shall be released from the annual membership fee of 2500€ for one term. The majority of National agencies are operating regionally, their main objective is to increase the acceptance by the target groups of EFESC and to increase the number of assessment centres in the different regions of the respective country.

The quality of the system was increased, especially by the audits which were done in Spain, Romania and Germany. The audits were done in a good atmosphere; in general the things are running good; some possibilities of improvement were however discovered.

The collaboration with European arboricultural council EAC: A working group made a proposal for a memorandum of understanding upon which shall be decided upon during the assembly.

Contacts have been established to Europass, information shall be given during the assembly and further possibilities of cooperation shall be discussed.

The first steps for the renovation of the website have been undertaken; a specialist team has been tasked to do that job, including the setting up of a databank.

The bodies of EFESC have in accordance to the handbook to be voted every 3 years. The Executive body (Rosa Ricart, Tom Embo and Roland Tromp) was elected for another 3 years.

**TOP 5 Activity report accreditation committee:** The accreditation committee did not accredit a new national agency during the last year. A representative of the accreditation

committee was present during the audits in Spain and Rumania. The accreditation committee (Rudy Burgherr, Joachim Morat and Christian Salvignol) was elected to continue for 3 years.

Some National agencies issue ECC certificates with limited lifespan. The validity of an ECC certificate is lifelong; National agencies are kindly asked to issue the certificates for lifetime.

**TOP 6 Europass:** Rudy Van Sweevelt from Europass presented the system see adjusted presentation. Belgium will be the pilot for the Europass and produce a text what to do and then spread to other National agencies

### **TOP 7 Results of Audits in Spain, Romania and Germany,**

Spain CTFC National agency: The audit team did not find discrepancies which might be a risk to the system. For the sustainability of EFESC in Spain it is suggested, that the ECC should further expand into new regions.

Assessment centre: A quality assurance procedure for the assessments is implemented with good results. The audit team suggested the establishment of a quality assurance procedure for assessors. There was no audit of a testing, but the lead auditor of the standards committee informed that the testing procedure has been audited.

Romania Forestry training centre Roznow National agency: Also no discrepancies with risk to the system found. The legal entity is a shareholding company with previous staff as shareholders. The forestry public is informed by articles in forestry journals. The audit team suggests that contacts to entrepreneurs and trade unions should be strengthened.

Assessment centre: the assessment centre is very well organized. An innovative approach is the pretest which makes sure that only candidates with sufficient skills are allowed to the ECC 3 test. The audit team suggests that the separation between instructors and assessors should be implemented more consequently. For the sustainability and the further success of EFESC in Romania it is essential that new and young professionals are integrated into the existing staff.

Germany Forestry training centre Neheim: National agency: The agency is very well structured, has good resources at its disposition and fulfills all the criteria mentioned in the handbook. The audit team suggests that also for forestry professionals ECC 2 has to be assessed separately. The national agency is encouraged to strengthen the supervision of these assessments.

Assessment centre: A good system of quality assurance is established in accordance to German law and regulations. The audit team suggests however a more detailed documentation of the qualifications of the assessment teams members and the feedback given to candidates. The testing for ECC 3 and ECC 2 should be separated.

Discussion: The audits in 2016 were the first being implemented. It has to be stated that they were a learning process for both, those being audited and those to do the audit work. It was suggested that the audit team sends an audit program well before the audits to the national agency. The audit report should include a plan of action and if applicable also set a date for the implementation of the required actions. The audit reports shall be published in an internal part of the new website.

Concerning the treatment of old certificates it was clearly stated that no certificate should be issued without a test. A short cut to ECC 3 should however be possible for very experienced professionals. Taking the Romanian experience with pretests into consideration, Roland Tromp suggested a pilot to work out criteria and methods for the pretest. The lead will be taken by the Groene Ruimte (Netherlands) further partners are the training centre Neheim (Germany), CTFC (Spain), EFESC Italia (Italy), Inverde (Belgium) and Centre Forestier (France). This pilot pre-test should fit in the following framework:

There are 3 scenarios:

- 1) Normal procedure: ECC1 > ECC2 > ECC3
- 2) Persons with old/national certificate:
  - NA's map equivalence between old/national certificate
  - Certificate holder can go straight to ECC2 or ECC3 (depending on equivalence old/national certificate)
- 3) Experienced forest workers **without** formal certificate
  - Pre-test checking the level of the candidate (integrated assessment of ECC 1 and ECC2)
  - Candidate passing the pre-test can go straight to ECC3

The whole pilot has to be well documented.

### **TOP 8 Activity report by standard committee**

A meeting of the standards committee was held on the 28<sup>th</sup> June 2016 in Solsona, with the participation of instructors & assessors. Topics of the meeting were: development and adoption of standards trainer's assessment, agreement on standards) see minutes of standards committee meeting.

The standards have been (only in words) revised, see attached notes of the standards committee. The standards committee suggests that the criteria in the European Chainsaw Standards should be laid down in behavioral words.

The diagnostic tools, mentioned in the standards should be taken out, the critical points to be left.

The standards committee suggests that a definition of terms should be worked out and added as appendix 4 to the handbook

The Verification report form was renovated will be on the website.

Standards Committee suggests that the handbook should be changed that at least one person per National agency as member of the standards committee. The idea was accepted.

Change of Handbook; Chairman or *Chairpersons* of the Standards Committee is elected by standards committee Kris Hoefkens was elected as 2<sup>nd</sup> chairperson.

**TOP 9 Country reports from N.A.'s** (Austria, Belgium, France, Germany, Italy, Netherlands, Romania, Spain, United Kingdom) and input from other members about national certification issues. (See adjusted pp presentations)

**TOP 10 Point of view of Assurance Company.** Klaus Klugmann from the German agricultural health and safety organization presented some examples of the activities of his organization and described the possible role of insurance companies in EFESC

**TOP 11 Building an ECC System in Italy** see adjusted pp presentation

**TOP 12 Cooperation with tree climbers EAC** see the adjusted PP. It is suggested that feedback about the draft of the European Chainsaw Standard for chainsaw use at height to be sent to Tom Joye until 18.4.2017. Then the GA of EAC can decide whether they accept and the next EFESC GA can also decide.

**TOP 12 PEFC France:** Christian Salvignol presented the idea to integrate ECC into PEFC but this requires more environmental aspects in the ECC standards. Christian Salvignol was asked to inform Standards committee and accreditation committee about environmental requirements

**TOP 13 Branding of EFESC;** see the brochure and sticks with the logos which were distributed. This version is for suited colored background. ECC cards design and leaflet versions available from INVERDE. The participants are kindly asked to send proposals for amendments of logo to Tom Joye (INVERDE) (jpg-versions of the logo's will be sent later)

**TOP 14 EFESC Website** see adjusted pp the new website is already under construction Tom Joye presented the new lay out. National agencies will be responsible for their section; the upload frequency to be decided by the respective National Agency. NA will be asked to comment the final draft version of the website. The Executive body to decide upon final version; one suggestion form participant: The -Stihl like- orange color should be changed in a color not used for chainsaw advertisement and design. Tom Joye will additionally invite interested parties to improve communication between Members on social media: Facebook page, LinkedIn. A manual will be sent with this report in order to make a LinkedIn profile and become a member of the EFESC Group. All NA's are asked to delegate at least one person to the group and to share their ECC/EFESC initiatives in the LinkedIn Group.

**TOP 14 Databank with holders of certificates.** A Databank based on excel sheets with a well-defined format is being created. The format is the same on which General assembly decided. The NA will be responsible for upload frequency.

**TOP 15 Application on tablet to organize administration of courses** Kris Hofkens presented the tablet and its functions. Interested parties are invited to form a consortium and to further develop the system. Please contact in case of interest Kris Hofkens or Tom Embo.

**TOP 15 Question bank** (Roland Tromp): Roland Tromp presented a Moodle based system with all questions on ECC 1-2-3 and the evaluation of the results. Roland will send the secretariat a link to the question bank. Own questions can be added should however be sent beforehand in English language to Chris Hughes

**TOP 15 Budget control** (The budget was controlled by Helmut Keller): Balance at 01.11.2016 43.250 €

### **TOP 11 Working Plan 2016/2017**

#### **Audits**

Belgium (Inverde) National agency and assessment centre will be audited by Rosa Ricart and Christian Salvignol,

France (Centre Forestier la Bastide) audits National Agency and assessment centre will be audited by Ruedy Burgherr and Joachim Morat. Fabio Pesce is lead author with SGS and offered to be member of the audit team, auditing the French National Agency

The Netherlands (IPC Groene Ruimte) National Agency and assessment centre will be audited by Ruedy Burgherr and Joachim Morat.

Standards committee members to hold the audits shall be Kris Hoefkens, Josef Stampfer, Helmut Keller and a representative from France.

The dates to be set by the persons involved and to be determined mutually.

**Training of auditors and peer auditors** to be defined the training shall be one day before the next general assembly.

**Rules for audits** to be worked out by accreditation committee

**Pilot:** to define minimum criteria for pretests in order to facilitate access for experienced professionals to ECC 3 , drafts of criteria to be prepared before Mai; Groups: Spain and France; NL and DE; to be documented well, before the GA joint meeting Standards and Accreditation committee.

**Forest entrepreneurs associations:** Each National agency is asked to participate at the annual meeting of an entrepreneurs association and to inform the entrepreneurs and to present ECC and latest developments. The connection to CETA, the agricultural entrepreneurs association should be refreshed. The chairman will make the necessary steps.

**Assessors meeting:** At next GA: 2 days before GA to have an assessors meeting in NL; for assessment of each other. Roland to organize

**Communication and PR:** The executive body will focus on the PR activities.

Roland Tromp invited us to have the **2017 general assembly** at the IPC Groene Ruimte in the Netherlands.