

## 4th Meeting on European Chainsaw Certification

Gehren, Germany

June 15-16, 2009

**Attendants' list:** Paul Van Bijsterveldt, Uwe Böckmann, James Brown, Rudy Burgherr, Willem Van Delft, Krystina Dvorackova, Tom Embo, Steve Hewitt, Kris Hofkens, Bernhard Huber, Edgar Kastenholz, Alexandra Mannaert, Joachim Morat, Rosa Ricart, William Robb, Isabel Rodriguez, Roger Sacher, Ola Svanberg, Roland Tromp, Zdravko Ucin, Michal Vanco, Jasper Visser

**Agenda:** The agenda is different to what has been communicated before by e-mail:

Monday, 15 June 2009

12.00-13.00 lunch at the forestry training centre Gehren

13.00-13.30 welcome (Mr Mueller, Principal of Forestry Training Centre)  
and presentation of what we have done so far (Tom)

13.30-14.10 proposal on NOTA GA and EB (Joachim), SB and AB (Steve)

14.10-15.00 working groups discussion

15.00-15.20 coffee/tea break

15.20-15.35 summary of discussions

15.35-15.50 presentation on definition and tasks NA and S (Joachim)

15.50-16.20 discussion in working groups

16.20-16.30 summary of discussions

16.30-17.15 discussion on TU/ centre and assessor approval (Roland)

17.15-17.35 tea/coffee break

17.35-18.15 ECS 3 and 4 (Steve)

18.30-till late Visit of a traditional family brewery , barbecue / braai

Tuesday, 16 June 2009-05-06

08.30-09.00 agenda and goals for today

09.00-10.00 agreement on NOTA's GA, EB

10.00-10.15 break

10.15-11.00 financial situation (Tom)

11.00-11.20 proposal name of the organisation and product (Roland)

11.20-11.40 legal status of organisation (Edgar)

11.40-12.00 next steps/homework

12.00-13.00 lunch

13.00-14.00 trial certificate (by Billy as assessor and Jasper as trainee)

14.00 departure

### Abbreviations:

GA = General Assembly

EB = Executive Board

S = Secretariat

TU = training unit

AB = Accreditation Board

SB = Standards Board

NA = National Agency

Minutes:

## DAY 1

1 Welcome by vice-president Gerd Thomsen/ introduction T Embo

Altered agenda

2 Proposal on nota's GA, EB (Joachim), SB and AB (Steve)

### Nota GA (Joachim)

#### **Discussion points on GA:**

- Name
- Vision
- Ownership
- Membership
- Manufacturers?
- Balanced membership
- GA decisive body for standards or up to SB to decide and only reporting to GA?

### Nota EB (Joachim)

#### **Discussion points on EB:**

- What's the highest body, who makes the decisions, GA or EB?
- Who'll seat in the EB? Politically influenced or not? (Willem)
- EB of 6 with elected manager (not only elected officers), xtra 'management' board
- Independence

### Nota SB (Steve)

#### **Discussion points on SB:**

- Only members of GA, with two different membership entities (full membership/ status of invited experts; experts are invited to advise, eg civil servant to give Legal advise, safety advise, health advise)
- This is an example for chainsaw board, in future also other products might enter

### Nota AB (Steve)

#### **Discussion points on AB:**

- What's the link between SB, AB and EB?
- SB and AB have to be independent of political decisions

Outcome Working Group Tom (no agreement yet)

EB:

- decisions on pragmatic operations, but prepares decisions for GA (decision tree, limits of authority)
- Board with manager can be erected later on, now keep it simple
- Chairmen of SB and AB are elected by members of the two groups and advise the 'legal board' who is consisting of 1 chairman and two vice chairmen; the two chairmen of the SB and AB can not be the chairmen, nor vice-chairmen of the GA (they have to be independent)
- Two boards(SB and EB) can make proposals for GA and GA can ratify the proposal

GA:

- Members of GA are elected? Members should be mandated
- Good representation of industry, branch org.,...needed
- More than one mandate per business branch needed
- Per sector 1 vote, but more people welcome to join GA
- Who can become 'supporting' member?

Outcome Working Group Roland (no agreement yet)

- Clearly written down objective is still missing: establish org who is reducing the risks and enhancing mobility for workers, increasing standards, increasing social ..."
- For the moment we develop ECS, later more products can be added, but always within the scope of the objective above
- For now everyone can seat in the GA, later on only representatives of branch org.ions.
- Who in the SB? Experts; GA give a task (contracting) to AB and SB
- AB is setting the rules and appointing auditors; the EB is organising the accrediting/auditing of the NA's; in case of problems the NA can appeal to the AB, if no problems occur, the audit report goes through the S (who is the operational core of the EB)
- The EB is going to do the operational site once the decisions in the GA are taken
- SB and AB must be independent of NA's and the EB (so advise the EB, cfr. Edgar)
- Size of the different boards?

3 Presentation of definition and tasks NA and S (Joachim)

Nota NA

Note: Two sets of auditors: to audit NA's and to audit TU's

**Discussion points on NA:**

- What's 'quality Assurance/support" system?
- In general one NA per country? Regional and/or professional subdivisions?
- The NA as coordinating body?
- Can a TU be an NA (conflict of interests)?
- 

**Plenary discussion on NA (agreement was achieved on following points) :**

- NA appoints second set of auditors (to audit TU's)

- Criteria for QA-system: all QA-systems that will be approved by the AB have to be listed by the AB
- Let's start with one NA per country, if two want to do the job because of regional or other reasons, it's allowed
- NA as coordinating body is possible if they can prove the criteria will be met
- First option to appoint a NA in a country is not a TU, but if there's no other option, the TU is allowed to do the job of NA, but their QA has to be externally assessed; AB has to define criteria to become an NA

#### Nota S

##### **Discussion points and agreement on S:**

- Operates under the EB, gets its tasks of the EB
- S responsible to EB

#### 4 QA/ centre (and assessor) approval (Roland)

##### Nota QA in case of **centre approval** (see attachment)

##### **Plenary discussion**

- Also private Enterprises can be a certified TU
- Leave out qualified 'training instructors' and state 'have qualified instructors to national standards
- Must use **exclusively approved assessors**
- 'separation between instructor and assessor can be achieved in the long run, but in the beginning it can be the same person
- Keep assessors up to date
- No 'separate' assessments
- You have to work according to an assessment scheme/protocol
- At least every three years
- ... to successful participants' – without 'after chainsaw courses'
- External audit means that the NA sends in an auditor
- 

Note T Embo: exchange between trainers of different TU's

The use of **approved assessors** implies that we will need to define the criteria to be(come) an approved assessor. Joachim will work out the QA-methodology. One of the tasks is to define the criteria to become an assessor. There are two kinds of assessors: the ones who visit the NA's and the ones who visit/work with the TU's. Here we talk about the last one.

#### 5 ECS 3 and 4 (Steve)

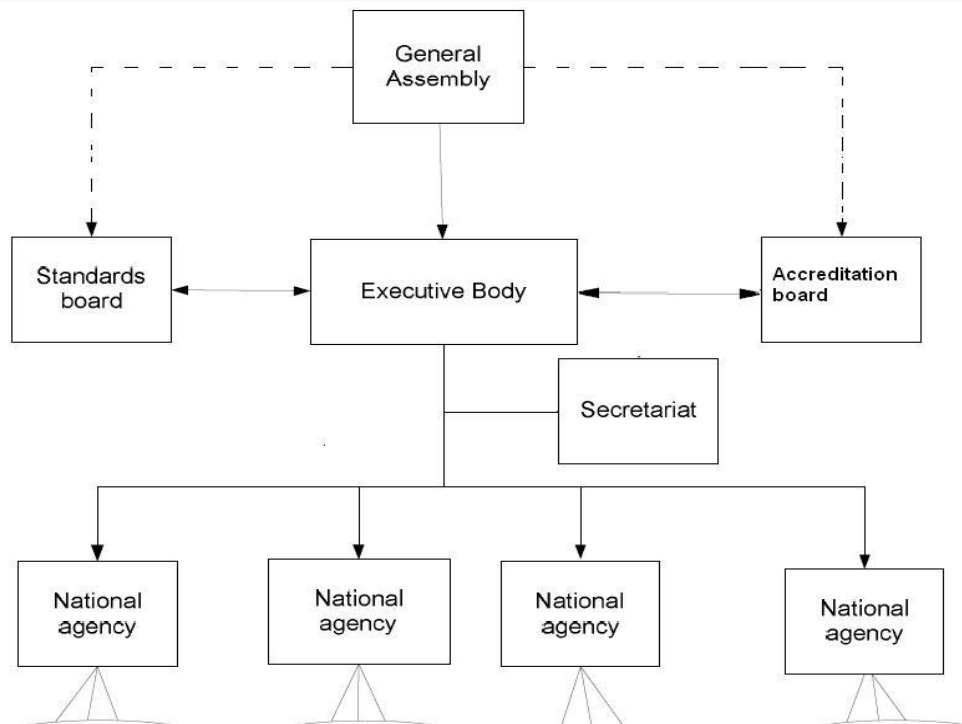
Presentation of ECS 1, 2, (fine tuning) 3 and 4 (newly developed)

Health and safety guides (EFEC ?) available on the internet, link will be provided

All additional information on existing regulation is welcome

## DAY 2:

### 1 Agenda and goals for today (T Embo)



Get to an agreement on as many points as possible

### 2 Agreement on nota's GA, AB and EB

#### Discussion on SB

- Everyone in the GA stands up for election to seat in either the SB or the AB
- For the moment we won't set a maximum, but when it becomes difficult to get to an agreement within the boards, we might set a maximum; before this we should find out who will and should seat in the boards (e.g. experts, only members of the GA,...?). The boards choose their own chairman.
- We need to set Legal regulations and households

#### Discussion on EB

- Simple, affordable structure with the two chairmen of the boards and the chairman of the GA??
- More than 3 people on the EB??

#### Summary agreement:

- The GA chooses its own chairman

- Everyone in the GA stands up for election to seat in either the SB or the AB
- For the moment we won't set a maximum, but when it becomes difficult to get to an agreement within the boards, we might set a maximum; before this we should find out who will and should seat in the boards (e.g. experts, only members of the GA,...?). The boards choose their own chairman.
- We keep the existing of the EB; the chairman of the GA should be in it and the EB should not be too big because of financial reasons; the other people seating in the EB can be either the chairmen of the SB and AB or other people from the GA (no agreement yet on this)

We use the above as a rough idea and will set up a non paper to become an agreement at the next meeting

3 Financial proposal

Who will be paid?

Who/what	Staff costs	Travel expenses	Other
GA	0	0	0
SB/AB	0	If money available	TASKS/X
EB	If money available	X	
S	X	X	X
NA	PAY	PAY (if any)	PAY (if any)
QA	X	X	X

Where will the money come from?

- NA pays to the system
- End user
- Projects
- Sponsorship: careful not to have conflict of interests (e.g. events)
- Shareholders
- Memberships
- Shareholders carefully because they'll want something back if they invest money
- Regular EU-funding?

Since many organisations are waiting for a financial plan to decide whether they want to be on board or not, we decided to brainstorm with a small group (of about 8 volunteers) about the financial issue. This will be organised via Marratec (free video-conferencing software) probably somewhere in August.

4 Proposal name (and logo) of the organisation and product

**Proposed names for the organization:**

Did not make it through the selection:	Remarks
European forestry standardization	No standardization
European standard in land based qualification	Concept "land based" too broad

### 3rd meeting on European Chainsaw Certification

European standard in land based skills qualification	Concept "land based" too broad
European land based competence standardization	Concept "land based" too broad
European standard in chainsaw qualification	"Chainsaw" too narrow
European chainsaw standardization	"Chainsaw" too narrow
European chainsaw certification	"Chainsaw" too narrow
European chainsaw standard certification	"Chainsaw" too narrow
European Chainsaw Standard	"Chainsaw" too narrow
European Chainsaw Worker's Competence Standard	"Chainsaw" too narrow
<b>Were still in the running:</b>	<b>Remarks</b>
European Forestry & Environment Proficiency Test Association	Difficult choice of words
European Forestry and Environmental Skills Assessment Council	
European Council for Forestry (and Environmental) Qualifications	
Forestry, landscape and tree works European Training Certification	No training certification
European skills certification for forestry, landscape and tree works*	ETW/ETT -dialogue
European Forestry and Environmental Skills Council	
<b>AND THE WINNER IS:</b>	<b>ABBREVIATION:</b>
<b>European Forestry and Environmental Skills Council</b>	<b>EFESC</b>

#### Proposed names for the product:

Proposed names for product:	
European Chainsaw Standard	"standard" conflict with EAC
European Chainsaw License	
European Chainsaw Certificate	
<b>AND THE WINNER IS:</b>	
<b>European Chainsaw Certificate - ECC</b>	<b>Can be stamp or certificate</b>

After plenary discussion voting has decided that **European Forestry and Environmental Skills (acronym EFESC)** will be the name of our organisation and **European Chainsaw Certificate (ECC)** will be the (first) product.

The **logo** was not presented due to lack of time. The different options are attached to this email, please let me know your preference ( 1-8, ONLY ONE!) by July 30 2009.

Note: the logo's are temporarily in low quality pdf-format. Please, don't embarrass our graphic designers by using the logo's for printing, copying or distributing in any way. The chosen logo will be delivered in top quality. Thank you.

5 legal status of organisation (Edgar K.)
---

- We need Legal status, statutes, money to set up these things
- Next meeting bring along a mandate of your organisation

- Edgar will make a nota on the Legal status of the org with the amount of money he needs to set it up and the amount he expects the people involved in the process (or rather organisations) to pay (see attachment).
- 

6 Next steps (Tom)
--------------------

We will start up a test phase, this gives all organisations who are involved the chance to test run the procedure to issue EC-certificates to candidates. The test phase will be initiated in the UK where Steve will set up a trial assessment. The intention is for NA candidates to see how it works, what they would have to do, etc. Maybe this will give them a better understanding of the role of an NA.

First time in UK (Stoneleigh), UK (12-13 Nov, 2009):

- o Show how an NA Works
- o Show a trial certificate

Next: Germany and Holland (in duo), date to be specified  
 Switzerland, date to be specified  
 More?

7 Homework
------------

Task	Who	Date
- Contact potential NA's in your country; collecting the data – PROBLEM: candidates for NA want to know the Financial plan before getting involved	- Everyone o Alexandra	Now-Oct
- Financial group (about 8 people – Tom and Roland have already confirmed) has to come up with a plan pretty soon and try to set an amount on the certificate (August)	- Please, send me (Alexandra) an e-mail if you want be involved in this group	Aug
- Inform stakeholders, branch organisations, look for back-up in your own country, get branch organisations to support this process	- everyone	Now-Mar 2010
- Make an estimation of the amount of participants for the certificate yearly; collecting the data	- Everyone o James	
- Start up the commercial process of promoting the ECC, beginning of September; depending on budget of Leonardo o a clearly written objective of ECC to persuade and involve other organisations o Writing promotional article	- Edgar  o Roland Paul and Joachim	- Now-Oct
- Legal status	- Edgar	- June 2009

### 3rd meeting on European Chainsaw Certification

- QA	- Joachim	- Sept-Oct
- provide link to "health and safety guides/guidelines" of EFEC ?	- Steve/ Uwe?	- June 2009
Choose a logo. The different options are attached to this email, please let me know your preference ( 1-8, ONLY ONE!) by July 30 2009. -	- everyone	- July 30-2009

*Note: the logo's are temporarily in low quality pdf-format. Please, don't embarrass our graphic designers by using the logo's for printing, copying or distributing in any way. The chosen logo will be delivered in top quality. Thank you.*

Next meeting:

Solsona, Spain, March 11-12, 2010 (confirmed!!)

Trial certificate (after lunch)

Assessor: Billy Robb (UK)

Exam participant: Jasper Visser (NL)

The trial took about one hour and was very interesting to attend. Apart from some minor errors, Jasper was a brilliant participant and achieved the first European Chainsaw Certificate.



Jasper with first EC-certificate.