



## **Minutes for the PREPSEC International meeting December 12<sup>th</sup> 2014**

Present: Knut Gundersen, Bengt Daleflod, Kelli Parcher, Bettina Christensen, Sigrid Thorsteinsdottir , Robert Calame (Secretary).

Regrets: Borge Stromgren (in Spain)

### **Introduction and information:**

- a) It seems like both Norway and Sweden will be organized as sub-departments of PREPSEC International; respectively PREPSEC Norway and PREPSEC Sweden.
- b) Robert and Knut are setting up a date for a WEB meeting with Reclaiming Children and Youth. The actual date is yet to be determined
- c) As of the date given as deadline for nominations for PREPSEC Committee members, December 8<sup>th</sup> 2014, no suggestions or requests were received.
- d) Kelli and Shannon have been working with Chris Hayes of WSART on sending a letter to their contacts as an email blast for potential PREPSEC International membership.
- e) An annual report will be posted to the website to start the new year 2015 stemming from the report given by Knut Gundersen at the August symposium in Denmark.

## **1. Approval of the minutes from 14<sup>th</sup> of November 2014**

### **Resolution:**

There were no objections to the minutes from board members and the minutes are thus approved and can be found on the web-pages.

## **2. Quality Assurance Committee**

### **Background for the item**

During the Symposium establishing a quality assurance committee was discussed. The following were interested in participating: Shannon (USA) , Niels (Denmark) ,Tutte (Norway) and Kristin (Iceland). The quality assurance committee should formulate

suggestions as to how the programs should be implemented in an organization. Implementation refers to a process that might last for 2-3 years and the committee should suggest quality assurance factors and documents that will be necessary in each phase of implementation. Guide lines for trainer education and supervision should also be included. Since PREPSEC includes different programs, the committee should discuss whether there should be some required principles for all programs and then quality assurance documents for each specific program. Otherwise it may be more practical to have one specific quality assurance system for each program. The board agreed that one of the board members should be appointed to the committees as one of the members to have a closer connection between the board and the committee. Robert has expressed interest to be on this committee.

Another issue is to define the qualification of being a model institution. It has earlier been suggested that an organization that meets the quality assurance criteria could be nominated as a model institution. It seems to be reasonable that the committee also define these criteria and eventually how a specific organization should be evaluated. To ensure the status of such nomination it seems important that it is the board that formally gives such approval and therefore the board, eventually with the author should appoint the person responsible for such evaluation.

#### Resolution:

Shannon Burns, Niels Hjelm Veirup, Robert Calame, Tutte M. Olsen, and Kristín Hreinsdóttir are appointed to form PREPSEC's Quality Assurance Committee. The mandate is to formulate suggestions to how the PREPSEC Programs should be implemented in an organization. Implementation refers to a process that might last for 2-3 years and the committee should suggest quality assurance factors and documents that will be necessary in each phase of implementation. Guide lines for trainer education and supervision should also be included. The guidelines should be connected to already written Recommended Levels of facilitation of the program and the committee will have to collaborate with the Program Developers of the different programs on the guidelines. Since PREPSEC includes multiple different programs, the committee should discuss whether there should be some required principles for all programs and then quality assurance documents for the specific ones or whether it will be more practical to have one specific quality assurance system for each program. The committee should also suggest criteria for appointing certain organizations as "model institutions" in one or several of the PREPSEC programs. The committee will eventually suggest a further mandate and assign positions and tasks within the group. The aim is to publish the general Quality Assurance Guidelines and the specific quality assurance systems for each program on the web pages before the end of 2015. The appointment is limited to two years, but with the possibility of the individual being reappointed two times.

Robert will contact the others and organize the first meeting.

### **3 Events Committee**

### Background for the item:

During the symposium it was proposed to establish an Events Committee. The first aim is to arrange Sara's conference in collaboration with PREPSEC and the second aim is to propose future events for 1) People that might be interesting in the programs without necessarily being members of PREPSEC, 2) For members of PREPSEC and 3) for specific target groups within the organization like master trainers, international representatives etc. The advantage having an Events Committee is also that this topic, which is a very important function of PREPSEC, is continuously on the agenda.

### Proposition to solution:

Kim Parker, Shannon Burns and Bettina Christensen are appointed to form the PREPSEC Event Committee. The first aim is to make an agreement with Sara Salmon on PREPSEC's role in the collaboration, advertise the conference to PREPSEC members and also secure time for PREPSEC members meeting(s) on the conference. The second aim is to bring suggestions for further events for PREPSEC up to the board and eventually be a part of arranging the events. This includes both arrangement for members in general, parts of the members like international representatives, master trainers etc. and eventually conferences for persons interested in the programs. The appointment is limited to 2 years but with the possibility of being re-appointed two times.

Bettina will contact the members and set up the first meeting.

## **4. Questions from Organization Membership and proposal from Poland**

### Background for the item:

On the last meeting the board decided that it was possible for organizations to become members of PREPSEC International. The decision was made after a request from the Polish Organization Centrum Pomocy Psychoterapeutycznej. This has led to a new letter with a lot of questions concerning how a member institution can be linked to PREPSEC. This includes PREPSEC license, use of PREPSEC logo and what members can expect. We have earlier expressed that having an organizational membership not is equivalent of being a model institution and that Poland need to

build up a system of mentor(s) and master trainers independent of membership in PREPSEC. However this also leads to the discussion of how to build up systems with mentors and master trainers of ART in the different countries. It is easy with SPT and Family TIES, but who has the authority of appointing mentor / master trainers in A.R.T.? I think that some of these questions need to be taken to the board for consideration. It is clear that there are no privileges or authority linked to having an organizational membership in PREPSEC International. The possibility of being a mentor or master trainer of the different programs is linked to individual qualifications in accordance with guidelines that will be suggested from the quality assurance committee. The advantage of having an organizational membership to PREPSEC is mostly connected to the 10 appointed staff members. They will be ordinary members of PREPSEC with the right to vote and thus also having the possibility to become members of committees, the board or becoming national representatives. By supporting PREPSEC, the organization will have the possibility to be profiled as an Organizational member of PREPSEC on the web-pages and also to support the work of PREPSEC and by members having the possibility to influence further development of the organization. It seems to be a need to get in contact with the organization to discuss further what they want from PREPSEC so we eventually can take issues for discussion back to the board. It is important that the arrangement for this organization is done carefully as it will set precedence for other organizations that wants to join in the same manner.

#### **Resolution:**

1. Robert and Knut will arrange a SKYPE meeting with the Polish organization in order to investigate what they expect from PREPSEC and report back to the board.

## **ATTACHMENT**

Hello again,

at the beginning I want to point out that we are very happy with your decision on the group membership for our organisation in PREPSEC. We're after the initial meetings, and we have a couple of questions and issues that require refinement .

1. In connection with international cooperation possibilities, we decided to start the procedure of changing the name of our organization and full rebranding. The new name of our organization is "TODO Concept".

In view of the fact that we have both: commercial (from now on called TODO Concept) and the non-governmental background (Association registered under the Polish law on NGOs) we have decided that only the Association remain temporarily under the old name.

This is due to the fact that the procedure for the revision of the Association in Poland is quite lengthy and expensive, and we want to avoid these costs as long as possible. And hence our question - how can we formally regulate this matter with PREPSEC?

Both brands are created by the same group of people, ART trainings will also be carried out under both brands- for commercial and business centers under the banner of "TODO", and for other NGOs and within the framework of grants under the current name "Lecznica Dusz".

In that situation are we allowed to use the license at both signboards? All the ART trainings will be performed by the same trainers, in accordance with 10 memberships in PREPSEC. Ultimately, we will also strive to ensure that the name was uniform for both forms of our business. At this point I would like to suggest that if the possibility of using PREPSEC license under both our brands would be impossible, we want to ask for a license for our new brand TODO Concept. We are aware that the name and the rebranding will help us to begin our international activities, which are one of our highest priorities now.

2. In addition to this, the formal issues – we are going to create a brand new website for the new brand, which will also be hyperlinked to the previous page. According to the guidelines of your previous message, the new website will also be prepared in English version and will be allocated a separate tab for PREPSEC membership.

The site should be ready by the beginning of 2015. Which PREPSEC logos can be used on it? And for what additional purposes can we use the PREPSEC logo? Is there a possibility that after the approval of our membership we could add PREPSEC logo on ART certificates awarded on our courses? And if so, could we get the vector files of the PREPSEC logo (.psd, .ai, .tiff)?

3. For the classification of 10 people from our organization, which details of their professional curriculum should we pay special attention to? Which informations are most important at this point?

4. We would be also very grateful for all the informations for our members about the kinds of support they can count for from PREPSEC after joining? Can we expect access to source materials / conferences / data for other members?

What will be our future form of communication with PREPSEC?

As I mentioned in previous messages, we have been working on consolidation of ART trainers in Poland and we are keen to continue our leadership in this area in our country.

10 members, which datas will be given to the PREPSEC database, will come from across Poland, because we want to be sure that our national ART network is broad as possible.

As an organization we meet the needs of our trainers to support their work, providing supervision if required and by the PREPSEC membership we would like to be able to raise our skills, thus ensuring the rest of the coaches access to new knowledge. We would be very grateful for the detailed information in the matter of the training possibilities for us.

We are also working now on the effective system of communication and management of our coaches. Therefore, I would be very grateful if our communication with PREPSEC would be performed vertically (PREPSEC- our Organisation board - our coaches). This will help us to avoid confusion and distraction of responsibility to build a collaborative relationship.

5. Are there any documents that you will need to be submitted in paper form to accept our organization to PREPSEC? Certificates, formal documents issued by the Polish authorities? And at what stage of the membership registration should we pay the membership fee?

We are already in the process of our Statute and mission statement translation into English, how much time do we have for that? What is the deadline for submission of full documentation?

6. How long will we have our organization membership granted? What is the procedure for renewal of membership? And what exactly are our responsibilities as a member

organization? You have already mentioned general informations about our 10 votes, is there something more?

Apologies for the length of this email but I we really want to meet all the formal requirements. And thank you in advance for taking the time to explain all of the above.

Warm regards from our entire team in Poland!

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**Cecylia Bieganowska**

**Vice President**

**Centrum Pomocy Psychoterapeutycznej**

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## **5. Next Meeting**

The next meeting will be a Thursday meeting. Jan 29<sup>th</sup>, 2015. 07:00 Washington State time, 10:00 Eastern Standard, 15:00 Iceland , 16:00 Central European.

Kod pola został zmieniony

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