

# **Minutes**

- Meeting: Education Commission
- Date: 16 June 2016, 15:30-17:00

#### Venue: Steigenberger Inselhotel, Constance, Germany

#### Attendees:

Jérôme Bataille	ARTEMA	France
Amadio Bolzani	ASSOFLUID	Italy
Chris Buxton	BFPA	UK
Henryk Chrostowski	Corporation	Poland
Laurence Chérillat	ARTEMA	France
Sten-Ove Claesson	HPF Sweden	Sweden
Arjan Coppens	FEDA	Netherlands
Jean-François Desmet	FIMOP	Belgium
Domenico Di Monte	ASSOFLUID	Italy
Jörn Dürer	VDMA	Germany
Marco Ferrara	ASSOFLUID	Italy
Rolf Freiburghaus	GOP/SWISSMEM	Switzerland
Sylvia Grohmann-Mundschenk	CETOP Secretariat	Germany
Jerry Hughes	BFPA	UK
Gerhard Iser	VDMA	Germany
Raoul Keller	SWISSMEM	Switzerland
Stefan König	VDMA	Germany
Radim Olsovský	CAHP	Czech R.
Abdullah Parlar	AKDER	Turkey
Gabriel Richter	GOP	Switzerland
Günther Schrank	VDMA	Germany
Ahmet Serdaroglu	AKDER	Turkey
Rob van den Brink	FEDA	Netherlands
Wolfgang Weißer	VDMA	Germany

#### 1. Welcome

The CETOP Vice-President Education Sten-Ove Claesson welcomed the participants.

#### 2. Approval of the draft agenda

The Commission approved the draft agenda.

#### 3. Open matters from the previous meeting in Wroclaw

3.1. Pneumatics Recommendations: Revision necessary?

Last year, the Hydraulics part of the CETOP Education Booklet had been revised. As far as the Pneumatics Recommendations are concerned, the member associations are requested to check if there is a need for revision as well.

3.2. CETOP Education Commission Action List completed?

The action list of the previous meeting was completed. A copy is enclosed.

## 4. Education Commission Progress

#### 4.1. Logo for CETOP certified centres

Some certified education centres requested to provide them with a logo to be put on letter-heads and on their websites. This idea was agreed. Some proposals have already been prepared. This will be a matter of further consideration.

4.2. Move the External Verification visit by the respective Trade Association to 3 years (today annual audits)

Instead of an annual audit, it was decided to carry out the audit every 3 years.

4.3. Adjust the Centre Approval and re-approval to 6 years (today 5 years) The re-approval of certified education centres has been adjusted to 6 years instead of 5 years.

4.4. Tool for the employer to verify the candidates work experience A tool for the employer to verify the candidates work experience is in preparation.

Hydraulics has more or less been finalized. For Pneumatics, support from member associations will be welcomed. The tool will also become part of the Education Booklet.

4.5. Discussion: How can the Commission help /support countries with regard to Education?

The Education Commission is available to support the member associations with regard to Education.

There was a proposal to work on a list of External Verifiers, certifying the centres.

The presentation on the CETOP Education certification process may be updated and revised if necessary.

#### 5. Any other business

There were no other businesses discussed.

## 6. Date and venue of the next Education Commission meeting

This will be decided by e-mail discussion.

Frankfurt, 04 August 2016 CETOP Education Commission

# CETOP Education Commission - Action required – Attachment to the report of the meeting on 11 June 2015, Wroclaw, Poland

Торіс	What	How	Who	Comments
Topic 5 Recommendations	reinforce the control part	work on a proposal	Commission	done
Topic 6 Recommendations, Level 3	2-years-work-experience	add the approved passages to the Hydraulics Rec.	Commission	done
		work on passages for Pneumatic Rec.	Commission	done
Topic 7 Recommendations, Level 2 and 3 Hydraulics	Industrial Hydraulics, Mobile Hydraulics	keep related Recommendations separately		done
	Additional Hydraulics Recommendations combining Industrial and Mobile Hydraulics	work on a draft based on text of Sten-Ove Claesson	Commission	done
Topic 8	Education Secretariat	Participants should check whether their associations would be available to take the Education Secretariat	Commission	done
	Education Booklet	work on an amended draft taking changes above into account	Commission	done
Topic 9		prepare for online publication	Sec.	done
		prepare for print on demand or regular print	Sec.	ongoing
Topic 10 List of ce	List of centres on the website	include SOTS, Norway, with a remark: "certification still in progress"	Sec.	done
		check with HPF after one year whether SOTS certification process will have been completed	Sec./HPF	done

# CETOP Education Commission - Action required – Attachment to the report of the meeting on 16 June 2016, Constance, Germany

Торіс	What	How	Who	Comments
Topic 3.1 Pneumatics Recommendations	Revision necessary?	Commission together with Member Associations should check the content	Commission / Member Associations	
Topic 4.1 CETOP logo	Work on a logo for CETOP certified Education centres	Drafts need to be revised	Rainer Rühl / Commission	
		Cooperate with Marketing/ Communication Commission	Education Commission/ Marketing Commission	
Topics 4.2 / 4.3 Certification	Decision: Audit every 3 years instead of an annual audit	Revise the Recommendations / Education booklet accordingly	Commission	
		Upload the revised Recommendations and Booklet on the CETOP website	Secretariat	
		Amend the centre certificates pattern	Secretariat	done
	Decision: Centre approval and re- approval for 6 years instead of 5 years	Revise the Recommendations / Education booklet accordingly	Commission	
		Upload the revised Recommendations and Booklet on the CETOP website	Secretariat	
		Amend the centre certificates pattern	Secretariat	done
Topic 4.4 Recommendations	Tool for the employer to verify the candidates work experience	Hydraulics: more or less finalized	Commission	
		Pneumatics: work has to be launched, support from Member Associations is required	Commission / Member Associations	
Topic 4.5 How can the Education Commission help the Associations?	Work on a list of External Verifiers certifying the centres.	Launch the inquiry and prepare the list	Commission	
	Presentation on the Education Certification Process	Check and revise, if necessary	Commission	
		Provide the members with the update presentation.	Secretariat	
		Upload the update presentation on the website	Secretariat	
Topic 6 Next meeting	Fix date and venue	By e-mail	Commission	