

## MINUTES

### CONFERENCE CALL OF THE AAE CPD TASK FORCE

6 FEBRUARY 2019

**Attendants:** José Blanco  
Malcolm Campbell  
Ana Martins Pereira  
Eugenija Bieliauskienė  
Emma Potter  
Rafael Moreno Ruiz (Chair)  
Christophe Heck (Observer)

**Apologize:** Luis Sáez de Jaúregui  
Henning Wergen (Observer)

#### 1. Welcome and minutes from the call on 16 January

Rafael welcomes all participants.

The minutes from the call on 16 January 2019 (1st call), which had been shared with the group, are accepted unanimously.

#### 2. CPD in different jurisdictions: first results of the analysis and actions to take.

Rafael thanks every member for his/her contribution.

The results of the analysis of the different CPD Schemes across Europe are globally commented.

The CPD Schemes from Norway and Greece were not found in the website. Malcolm and Rafael will try to get them through their contacts or the AAE Secretariat.

It is unanimously stressed that what is relevant for the purpose of this Task Force is to identify the common keys in the different Schemes, and not having a 100% precise idea of what meaning gives every Scheme to every concept or ítem.

The information included in the Excel file for these 3 ítems is discussed:

- Formal/Informal hours.
- Self-learning limitation.
- Technical/Soft skills requirement/limitation

Regarding formal/informal activities and self-learning, the members comment there isn't a unique definition. It is identified with self-learning in some Schemes, but not in others. Specifically, in some CPD Schemes, self-learning is considered a possibility of informal CPD, but not the only one, while there are some references to self-learning but not to informal CPD in others.

After some discussion, it is unanimously decided to keep the 3 items in the study, as they refer to different aspects and are used –or not- in different associations and they are helpful to have a complete picture, in any case.

Another item specifically considered in the call is “Outcome based assessment?”. The key to identify an Outcome Based CPD Scheme is that what is measured is not the number of hours but the progress the member has made in acquiring the capabilities he/she identified as needed, and it is not related with the consequences of not complying with a number of hours set in the CPD regulation. Considering this basis, the members will review the information they included in this item for every CPD Scheme allocated to him/her.

Rafael proposes to include the consequences of not complying with the number of hours required or recommended in the CPD regulation as a new item in the study. The members have found different possibilities as delivery of a certificate of compliance or imposition of penalties (warnings, exclusion). After some discussion, the group decides to include it, so the members will add this information to the Excel file.

As last point to consider, Rafael proposes to include in the study some non-european associations to enrich it. There is some discussion on the convenience or not to do it. Finally, considering that it is specifically mentioned in the Task Force's ToR , it is decided to include them. Some members volunteer to review the CPD Scheme from some relevant associations:

- Eugenija: Singapur
- Ana: USA (SoA?)
- José: Japan
- Rafael: Australia
- Emma: South Africa

### **3. Next call and possible meeting during the AAE Spring meetings in Sofia (11-12 April).**

The next call of the Task Force will take place on the week of 18-22 February. The date and the time will be fixed on a doodle poll.

Malcolm informs the group it will probably not be able for him to connect the call.

The idea of having a face to face meeting in Sofia had been proposed by José through the email when we received the invitation from the AAE Secretariat. Rafael asks every member if he/she will be attending the meetings and his/her preference for 11 afternoon/evening or 12 morning, and also informs that the hotel has no rooms available (Monique Schuilenburg had told him), so the meeting should take place on an “informal” area of the hotel we will be able to find.

Although some of the members of the group are not sure they will be able to attend the meetings in Sofia yet, the group decides to have the meeting as at least 4-5 members will. It is also decided

that the best option of the different ones considered is 12 Friday from 8:00 to 9:00, just before the meeting of the Insurance Committee.

10 February 2019  
Rafael Moreno