
Action Programme
of the Council of Occupational
Therapists for the European Countries
COTEC

2008-2012

May 2008

COTEC Action Programme

COTEC vision:

Visible and valued occupational therapists throughout Europe!

Mission Statement:

- COTEC is the European organisation for occupational therapists through their national associations.
- COTEC promotes and supports the development, mobility, use and practice of occupational therapy in all the European countries.

Programme Areas

1. Executive

General Aim:

To ensure the smooth running and future development of the Council maintaining good communication with member associations. Develop and maintain good collaboration with other organisations such as ENOTHE, WFOT, EU institutions, WHO and others.

Strategic Areas:

- 1.1 Liaise with member associations
- 1.2 European Union Issues
- 1.3 Liaise with ENOTHE
- 1.4 Liaise with WHO Europe
- 1.5 Liaise with WFOT
- 1.6 Liaise with other NGOs

2. Organisational Issues

General Aim:

To maintain a strong professional, ethical and efficient organisation that is continually evaluated and developed.

Strategic Areas:

- 2.1 The structure of COTEC
- 2.2 Membership related issues
- 2.3 Internal communication and information
- 2.4 External communication and information
- 2.5 COTEC congress

3. European Union - OT Issues

General Aim:

To keep contact with developments within the European Union in order to disseminate information and to develop strategies concerning relevant labour market and other professional topics to the member associations. To collate opinions of the member associations on topics relating to occupational therapy and communicate them to the European Commission and to any other relevant institution of the European Union.

Strategic Areas:

- 3.1 General issues
- 3.2 Labour Market
- 3.3 Consumer Group
- 3.4 Lobbying
- 3.5 Education and research

4. Professional Practice

General Aim:

To enable member Associations of Occupational Therapists of the European Countries to develop, harmonise and promote standards of professional practice, education and research of Occupational Therapy in Europe.

Strategic Areas:

- 4.1 Development of Guidelines and Quality of Professional Practice
- 4.2 Tuning
- 4.3 Life long learning and specialization for practitioners
- 4.4 Promotion of the profession of Occupational Therapy

1. Executive

General Aim:

To ensure the smooth running and future development of the Council maintaining good communication with member associations. Develop and maintain good collaboration with other organisations such as ENOTHE, WFOT, EU institutions, WHO and others.

1.1 Liaise with member associations

Specific Aim:

To strengthen the collaboration between COTEC and member associations.

Actions:

- 1.1.1 To coordinate and distribute the Action Programme to all associations and encourage them to send comments. To oversee progress in each programme area.
- 1.1.2 To ensure that the Action Programme is supported and signed by the president/chairman of member associations.
- 1.1.3 To organise a presidency event during the European congress in 2008 and in 2012 and facilitate interaction between presidents.
- 1.1.4 To disseminate the results of EU consultations.

1.2 European Union Issues

Specific Aim:

To monitor the developments and events of EU.

Actions:

- 1.2.1 To respond to Green Papers on subjects relevant to OT.
- 1.2.2 To develop statements regarding subjects relevant to OT.
- 1.2.3 To attend relevant conferences and workshops with the EU and disseminate outcomes to delegates.
- 1.2.4 To monitor EU regulations and legislations regarding OT education and practice and inform members about them.

1.3 Liaise with ENOTHE

Specific Aim:

To collaborate with ENOTHE.

Actions:

- 1.3.1 To organise an annual joint meeting of COTEC- ENOTHE boards.
- 1.3.2 To prepare joint statements regarding issues concerning OT education and practice.
- 1.3.3 To advise and support the development of OT education in Europe.
- 1.3.4 To participate together in projects regarding OT education and practice in Europe.

1.4 Liaise with WHO Europe

Specific Aim:

To improve the communication and collaboration with WHO Europe.

Actions:

- 1.4.1 To monitor WHO Europe work and declarations concerning subjects relevant to OT.
- 1.4.2 To participate in relevant conferences organised by WHO Europe.

1.5 Liaise with WFOT

Specific Aim:

To collaborate with WFOT.

Actions:

- 1.5.1 To work together with WFOT in responding to organisations such as WHO Europe
- 1.5.2 To participate in the WFOT Council Meeting in Slovenia 2008.
- 1.5.3 To participate in the WFOT Council Meeting in Chile 2010.

1.6 Liaise with other NGOs

Specific Aim:

To develop communication and collaboration with other NGOs.

Actions:

- 1.6.1 To make contacts with other relevant allied health professional bodies.
- 1.6.2 To make contacts with relevant service users organisations.

2. Organisational issues

General Aim:

To maintain a strong professional, ethical and efficient organisation that is continually evaluated and developed.

2.1 The structure of COTEC

Specific Aim:

To maintain the effective structure of COTEC.

Actions:

- 2.1.1 To update the Constitution and Standing Orders in 2008-2009 giving special attention to the Council meeting.
- 2.1.2 To update the position descriptions in the Standing Orders in 2009.

2.2 Membership related issues

Specific Aim:

To ensure that members of COTEC know their rights and duties.

Actions:

- 2.2.1 To start a supporting system for the new member associations.
- 2.2.2 To start a mentoring system for new Delegates.
- 2.2.3 To give advice and assistance to Occupational Therapists wishing to establish a National Association and assist them to become a member of COTEC.

2.3 Internal communication and information

Specific Aim:

To increase the efficiency of the internal communication within COTEC.

Actions:

- 2.3.1 To encourage the member associations to collaborate with the Council.
- 2.3.2 To update the Delegate's Manual in 2008 and in 2012.
- 2.3.3 To develop a protocol for Council discussion and decision making.
- 2.3.4 To use the protocol for reporting on the group work.
- 2.3.5 To ensure consistency in the use of language in important documents.

2.4 External communication and information

Specific Aim:

To provide concise information about COTEC to other relevant organisations and the public.

Actions:

- 2.4.1 To provide the Website group with all necessary documents and information.
- 2.4.2 To ensure consistency in use of language in important documents.

2.5 COTEC Congress

Specific Aim:

To support the organising of the congress in 2012.

Actions:

- 2.5.1 To fulfil the tasks mentioned in the Standing Orders concerning the congress.
- 2.5.2 To amend the Congress manual incorporating the experience in Hamburg.

3. EU-OT Issues

General Aim:

To keep contact with developments within the European Union in order to disseminate information and to develop strategies concerning relevant labour market and other professional topics to the member associations. To collate opinions of the member associations on topics relating to occupational therapy and communicate them to the European Commission and to any other relevant institution of the European Union.

3.1 General issues

Specific aim:

Occupational therapists and the member associations know enough about the EU system, to know where to find relevant information.

Actions:

- 3.1.1 To act as a formal hearing partner for the EU system.
- 3.1.2 To collect and disseminate information about the EU Public Health and Consumer Protection priorities which are taking a preventative focus for 2007-2013:
 - Health inequalities – harmonising health systems across the EU;
 - Ageing – achieving longer and healthier lives;
 - Child health – preventative programmes;
 - Mental health – a pan-European approach;
 - E-health – fits with health harmonising systems.

3.2 Labour Market

Specific aim:

To share information among the member associations about the European Union as a labour market for occupational therapists in Europe.

Actions:

- 3.2.1 To network and lobbying with other associations of allied health professional to promote OT related health policies.
- 3.2.2 To provide information and share of knowledge among the COTEC Delegates / member associations.

3.3 Consumer Groups

Specific aim:

To share information about health care /social care for the OT target groups/patients/consumer groups.

Actions:

- 3.3.1 Identify one Consumer Group NGO per year, which has a European meeting, and to consider COTEC participation.

3.4 Lobbying

Specific aim:

The OT profession contributes to relevant EU plans for the provision of health and social services in Europe.

Actions:

- 3.4.1 Follow the future EU plans in relation to the five themes mentioned in 3.1.2. to ensure an OT input to these subjects.
- 3.4.2 Arrange meetings between a Brussels situated organisation and COTEC to make OT more visible in the EU.

3.5 Education and research

Specific Aim:

To support educational structures and development within the EU together with the ENOTHE.

Actions:

- 3.5.1 Pay attention to European educational legislation and the consequences it may have on OT.
- 3.5.2 Stay in contact with the ENOTHE in order to support EU standards of educational levels and transnational cooperation.
- 3.5.3 Ensure that members know about ECOTROS and encourage their members to use it.

4. Professional Practice

General Aim:

To enable member Associations of Occupational Therapists of the European Countries to develop, harmonise and promote standards of professional practice, education and research of Occupational Therapy in Europe.

4.1 Development of Guidelines and Quality of Professional Practice

Specific Aim:

To provide minimum of standards for the practice of OT in Europe.

Actions:

- 4.1.1 To adopt and use the same terminology as ENOTHE, WFOT and Tuning in COTEC documents.
- 4.1.2 To establish a website link to ENOTHE and WFOT for using definitions specific to professional practice.
- 4.1.3 To formulate guidelines for member associations to develop codes of ethics and to prepare a template workshop around these guidelines.
- 4.1.4 To inform member associations about networks already existing for evidence based practice.

4.2 Tuning

Specific Aim:

To disseminate the results of Tuning process to member associations together with ENOTHE and the academic schools or universities in each country.

Actions:

- 4.2.1 To oversee the development of Standards of Practice based on Tuning outcomes.
- 4.2.2 To inform and advise member associations to encourage the development of national competences of OT.
- 4.2.3 To disseminate the outcomes of the Tuning process to relevant stakeholders.

4.3 Life long learning and specialization for practitioners

Specific Aim:

Occupational Therapy practitioners and academics have access to life long learning opportunities harmonised throughout Europe.

Actions:

- 4.3.1 To follow up the Tuning process projects such as the development of Common Platforms and Qualification Frameworks.
- 4.3.2 To collect and disseminate information from member associations on formally recognised specialisation.
- 4.3.3 To inform member associations about the themes of the relevant European Year and to request them to disseminate information in connection with occupational therapy and stimulate them to organise some OT events on that theme.
- 4.3.4 To communicate and discuss with the 2012 congress committee about the themes and content of the European Congress in order to stimulate life long learning and the dissemination of the newest developments in OT.

4.4 Promotion of the profession of Occupational Therapy

Specific Aim:

Every European citizen knows the role of Occupational Therapy.

Actions:

- 4.4.1 To encourage member associations to use COTEC documents and resources in promoting Occupational Therapy to every European citizen.
- 4.4.2 To disseminate the COTEC guidelines for the Code of Ethics in 2009.
- 4.4.3 To encourage OTs to make use of the COTEC website.
- 4.4.4 To make a bookmark based on the website address.
- 4.4.5 To highlight changes and developments as shown in the Summary of the Profession.

I have read the Action Programme proposed by COTEC for 2008-2012 and, as representative for the executive of the national association of occupational therapy in my country, agree to support the work of COTEC through our delegate(s).

Bundesverband der Ergotherapeutinnen Österreichs _____

Fédération Nationale Belge des Ergothérapeutes Nationale Belgische Federatie van de Ergotherapeuten

Hrvatska udruga radnih terapeuta (Croatian Association of Occupational Therapists)

Cyprus Association of Occupational Therapy _____

Czech Association of Occupational Therapists _____

Ergoterapeutforeningen _____

Suomen Toimintaterapeutiliitto ry _____

Association Nationale Francaise des Ergotherapeutes _____

Deutscher Verband der Ergotherapeuten _____

Hellenic Association of Ergotherapists _____

Magyar Ergoterapeuta'k Egyesülete _____

Icelandic Occupational Therapy Association _____

Association of Occupational Therapists of Ireland _____

Associazione Italiana di Terapia Occupazionale _____

Latvias Ergoterapeitu Asociácija _____

Association Luxembourgeoise des Ergothérapeutes Diplomes _____

Malta Association of Occupational Therapists _____

Nederlandse Vereniging voor Ergotherapie _____

Norsk Ergoterapeutforbund _____

Associação Portuguesa de Terapeutas Ocupacionais _____

Society of Occupational Therapists of Serbia _____

Zbornica delovnih terapevtov Slovenije _____

Asociacion Española de Terapia Ocupacional _____

Forbundet Sveriges Arbetsterapeuter _____

Ergotherapeutinnen-Verband Schweiz, Association Suisse des Ergothérapeutes, Associazione Svizzera degli Ergoterapisti _____

British Association of Occupational Therapists _____