



**EUROPEAN FIRE SERVICE COLLEGES' ASSOCIATION
(Civil Safety)**

CONSTITUTION

1 **Title and Address**

- 1.1 The Organisation shall be known as the European Fire Service Colleges' Association (*Civil Safety), hereinafter and generally referred to as EFSCA.
- 1.2 EFSCA is an Association with full legal capacity according to the Dutch law. A description in detail of the liability of members can be found in Appendix I.
- 1.3 ESFCA is a non-for-profit organisation; not intended to make a profit.
- 1.2 The address of EFSCA shall be the address of the Secretariat, registered in Arnhem The Netherlands.

2 **Aims and Objectives**

2.1 Aims

2.1.1 To provide a forum for formal working relationships among the representatives of European countries, who have the authority to present the experiences, views and opinions of their colleges at national level.

2.1.2 To make information available to the participating States of the European Union, other European countries and member governments in matters concerning education and vocational training (with associated skills, knowledge and understanding), so as to more effectively meet the personal and organisational development needs of personnel engaged in European fire services and in civil safety.

2.1.3 To make information available to the European countries and the Governments of the Member States in the fields of education and professional training (with appurtenant skills, knowledge and insight) in order to be able to realize the personal and organizational development needs of staff within the framework of European firefighting and civil safety more effectively.

2.1.4 To promote and assist research and development.

2.2 Objectives

2.2.1 To provide advice on personal and organisational development matters to the European Union and other relevant organisations.

2.2.2 To promote transnational co-operation between the European countries.

2.2.3 To exchange information and debate matters of interest on all aspects related to training on civil safety.

2.2.4 To assist the development of personnel and organisations throughout Europe by education and training programmes.

* includes Civil Protection and Civil Defence

2.2.5 To support the development of educational training tools and technologies.

2.2.6 To co-operate in the development, testing and implementation of projects under European Community programmes.

2.2.7 To encourage the development, transfer and use of common standards and qualifications throughout the European countries.

2.2.8 To support the development and implementation of training policies throughout the European countries.

2.2.9 To promote, encourage and support activities or organisations committed to the advancement of education and training which EFSCA believes will assist the achievement of its objectives.

2.2.10 Actively seek to work with other recognised organisations and agencies within the Union to further the aims and objectives of the Association.

2.2.11 Positively contribute to the consultative process with regards to EU legislative change, directives, communications and adopted resolutions.

2.2.12 Monitor EU policy and identify opportunities and threats to the Association's stated aims and objectives.

2.2.13 Reflect EU policy regarding personal and organisational development.

3. **Subscription**

3.1 Each member shall be responsible for the payment of a subscription by 1 June of each year. The sum of subscription will be proposed by Board, but the decision shall be made by member voting in General Assembly on the basis of consensus.

3.2. If the subscription (annual fee) is not paid for 2 years, the member is excluded from EFSCA. The decision is made by the Board and the member is informed by sending the informative letter.

4 **Membership**

4.1 Shall comprise representatives of countries of European Union and other nominated countries authorised to represent the national views of college establishments, providing national education and vocational training (with associated skills, knowledge and understanding), so as to more effectively meet the training and career development needs of personnel engaged in European services and in civil safety organisations.

4.2 Members should be able to implement action to assist in achieving EFSCA's objectives.

4.3 Obligations

4.3.1 Members shall be represented by a maximum of 2 official delegates and should normally include the head of the establishment or a representative empowered to speak as a delegate one of whom should be a serving member of the fire service or a fire service college.

4.3.2 Each member, although having 2 official delegates, will only have one vote if the member has paid the annual subscription.

4.3.3 Member delegates can also be accompanied by other persons, but in such case member shall cover all costs connected with additional persons. The official language in EFSCA is English.

4.3.4 Each member should have full authority to approve this Constitution.

5 General Assembly

5.1 For organisational purposes, the national representatives forming EFSCA shall meet annually in May/June/July of each year to direct the business arising from its aims and objectives.

5.2 They shall meet as determined by the level of activity necessary to meet the aims and objectives of the Association.

5.3 The General Assembly shall appoint a President, a Secretary, and a Treasurer for a period of 3 years.

5.4 The General Assembly can only vote valid if no less than 50% of its members are present.

5.5 Members who have not fulfilled chapter 3 will not be able to vote valid.

5.6 Decisions shall be by the majority vote and in the event of a tied decision; the President shall have the casting vote.

5.7 Any amendment(s) made to the Constitution of the European Fire Service Colleges' Association can only be approved if no less than 2/3 of the members of the General Assembly are present and if no less than 2/3 of the attending members agree on the requested amendment(s).

5.8 They shall accept as Chairman a representative of the delegation of the host nation. The Chairman's period of office shall commence from the end of the previous conference to the end of the next annual conference. This will also carry the responsibility of the Vice Presidency for the same period of office. He/she, however, will be a member of the Board for a period of 3 years.

5.9 The General Assembly/Board may establish working groups to deal with specific issues.

6. The Board

6.1 No member can be responsible for more than 2 out of 3 functions.

6.2 No Board member shall hold more than one voting post at any one time.

6.3 Board Membership

- The President.
- The Chairman (Vice-President).
- The Secretary.
- The Treasurer.
- The Out-going Chairman.
- The In-coming Chairman.

6.4 Presidency

6.4.1 The President shall be elected from and by the membership and shall hold the post for a term of 3 years. The duties will be as follows:-

- To represent the Association on all matters mentioned in the Constitution.
- Has the power to set dates and call meetings as appropriate.
- Responsible and accountable to the membership and other organisations for the actions of the Association and its Board.
- To present an annual report to the membership at the conference and at any other time that a majority of the membership demands.

6.5 Vice-President

6.5.1 Will automatically take up office as soon as becoming Chairman and deputise for the President in his or her absence.

6.6 Secretariat

6.6.1 The Secretariat will have Board voting powers and shall -

- prepare an agenda for the conference in accordance with proposals of national delegations.
- liaise with the host delegation about the logistical arrangements for conferences in the countries of various national members.
- carry out the directions of the membership.
- conduct the administration of the Association.
- maintain liaison with the European Commission, with the President and Chairman of the Association.

- maintain liaison with other fire-related organisations operating at European level with the President and Chairman, representing the Association.
- maintain records of current membership.
- maintain the EFSCA website and ensure that the information is current.
- takes or organises minutes of Board meetings, conferences and General Assembly

6.7 Treasurer

6.7.1 The Treasurer will have Board voting powers and shall -

- maintain any agreed financial accounts and submit to the annual conference.
- manage the Association's accounts.
- present audited accounts.

6.8 Board Responsibilities

- The Board to be reformed annually.
- The Board will publish any proposed Business Plan.
- The Board to inform the Association at the annual conference of any future accession countries for membership.
- To report to the annual conference.
- To seek to achieve the objectives set out in the Association's Business Plan.
- To present audited accounts.
- To support and advise the President on all matters relating to the Association.

6.9 Advisory Council

6.9.1 The Board will have the authority to arrange and support an Advisory Council that would, in its view, pursue the interests and aims of the Association.

6.9.2 The Board will have the authority to nominate onto this Advisory Council, membership countries, individuals, representative groups, or representative organisations that in its opinion, will meet the interests and aims of the Association.

7. **Other Financial Responsibilities**

7.1. A contract may be agreed for work on behalf of EFSCA, but prior approval to such a contract must be given by 2 members, from either the President, the Treasurer or the Secretary, representing at least 2 different members:-

7.2 When the amount of the cost is less than 2.500 EUR, the decision will be made by the President, the Treasurer and the Secretary. Two of these three members are authorised to sign any financial costs. When the amount of the cost is 2.500 EUR or more the decision shall be by the majority vote of the board and in the event of a tied decision, the President shall have the casting vote.

7.3 The President, Treasurer and Secretary shall authorise any payment costs or expenses from the Association's funds. Two of these three members are authorised to sign any financial costs and payments on behalf of EFSCA.

Member Countries**Organisation**

Austria	Österreichischer Bundesfeuerwehrverband - ÖBFV / Austrian Federal Fire Brigade Association, Sachgebiet "Feuerwehrschohlen"
Andorra	Departament de Prevencio i Extincio d'Incendis i Salvament
Belarus	University of Civil Protection
Belgium	Federal Government, Public Service Home Affairs, National Centre of Expertise for Civil Protection Brussels Fire Fighters
Bulgaria	Faculty of Fire Safety and Civil Protection of the Academy of MOI
Cyprus	Cyprus Fire Service Training School
Czech Republic	Fire Service College
Denmark	Danish Emergency Management Agency (DEMA) Emergency Services College
Estonia	Rescue College of Estonian Academy of Security Sciences
Finland	Helsinki Rescue School Pelastusopisto Emergency Service College
Germany	Landes-Feuerwehrschohle Berlin Fire and Rescue Academy Hamburg Fire Service Academy
Greece	Hellenic Fire Academy
Hungary	Disaster Management Training Centre
Iceland	The Fire Service Technical College, Iceland Construction Authority
Ireland	Management Board of the National Directorate for Fire and Emergency Management, Department of the Environment, Community and Local Government
Kosovo	Kosovo Academy for Public Safety
Latvia	Fire Safety and Civil Protection College
Lithuania	Fire Fighters Training School
Luxembourg	Ministère de l'Intérieur Fédération Nationale des Corps de Sapeurs Pompiers
Netherlands	Nederlands Instituut Fysieke Veiligheid
Poland	The Main School of Fire Service
Portugal	Escola Nacional de Bombeiros
Romania	Police Academy Alexandru Ioan Cuza Fire Officers Faculty
Slovenia	Training Centre for Civil Protection and Disaster Relief
Slovak	Fire Protection College of the Ministry of Interior
Spain Catalonia	Institute of Public Security of Catalonia
Sweden	Swedish Civil Contingencies Agency (MSB) MSB College Revinge
Ukraina	L'viv State University of Life Safety Cherkassy Institute of Fire Safety named after Chornobyl Heroes



Wim Beckmann
EFSCA President



Iveta Uka
EFSCA Secretary