



**INTERNATIONALE KOMMISSION DER DETEKTIV-
VERBÄNDE**

**INTERNATIONAL FEDERATION OF ASSOCIATIONS
OF PRIVATE DETECTIVES**



MINUTES of Committee Meeting 2017

**Minutes of Executive Meeting of the Internationale Kommission der Detektiv
Verbände held at The Federation of Finnish Enterprises, Mannerheimintie
76, VI floor, Helsinki, Finland, on Friday 02 June 2017**

- 1 Introduction and welcome by the Secretary General – attendees and apologies are set out in the list annexed hereto as “A”. There were some 15 members represented with an additional 8 guests. The board in attendance were:
 1. Tony Imossi – Secretary General (SG)
 2. George Hirtl – Vice Secretary General (VSG)
- 2 Apologies were received and noted from:
 - a. David Sanmartin (Spain)
 - b. Markus Wegst (Switzerland)
- 3 Minutes of the Committee meeting held on 29th April 2016 in Hamburg were proposed as a true record by Lothar Muller (BID Germany) and seconded by George Hirtl (Austria), the proposal was carried.
- 4 There were the following matters arising from the Minutes.
 - a. Email aliases should be updated
- 5 The Secretary General gave a brief report on his and the VSG trip to Budapest, Hungary in February 2017 as advisers to the Interior Ministry on the proposed implantation of licensing for investigations in the private sector.
- 6 VSG report:
 - a. The VSG reported on the work started to update the web site and that



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members should email him a request for their respective login details so that delegates could amend their own web site profiles as and when necessary.

- b. The VSG mentioned the Romanian Summer School, which saw the introduction of the Serbian association to the IKD and they are present at this meeting.
 - c. The VSG gave thanks to Lothar Muller (BID Germany) for his efforts in promoting the IKD in the quest to bring in to the IKD more participants.
 - d. In Germany they have introduced a standard (8IN), which has a similarity to the UK's BS 10#2000 standard that the IKD not only did contribute but had been an active, essential and effective participant and advisory partner in the DIN SPEC 33452 project. The members (including an ISO committee representative) decided to bring that DIN-SPEC and the BS 10/2000 together with the UK, Austria and the US (2 more countries needed for an ISO committee) forward for an ISO / or EU standard.
- 7 To consider the income and expenditure Accounts for the year ending 31st December 2016 and to adopt the Accounts together with the Reports of the Treasurer. The Treasure's Report was read out by the SG in the Treasurer's absence and is annexed hereto, together with the Income & Expenditure and Balance Sheet as "**B**". The Treasurer's Report was proposed as accepted by Yusuf Dalda (Turkey), seconded by Lothar Muller (BID Germany) and carried. No audit of the Accounts was possible because of the Treasurer's absence but the SG had been sent a copy of the last bank statement, which verified the closing Balance in the Accounts.
- 8 To consider the Reports of the Member Associations.



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- a. Such Reports that had been submitted are published and remain available for download from the IKD web site. The VSG thanked delegates present who had submitted their respective reports and urged those that had not to do so, not least to submit their organisation profile so that IKD records are up to date.
- b. Stan Bochenski (Poland) queried the mapped membership details and whether the Polish association members were included. The VSG pointed out that only those members who had supplied details of their membership were included. With the login details this could now be added and edited by the delegates. There is no facility for uploading a database of members because of the differences how the records are kept and the languages.
- c. Andreea Dobrescu (PDPR - Romania) advised that her organisation represents 26 members who collectively generate 80% of the investigative turnover in Romania. They are in discussions with the authorities to establish a standard and will look to the IKD for assistance.
- d. The VSG raised the issue over the events page and that members need to inform him of events so that delegates from the wider IKD family could have an opportunity to participate.

9 Under Any Other Business:

- a. The SG advised that an application for membership had been received by the Serbian Detective Association supported by a translated version of its Statutes and Code of Ethics, which he had considered and found suitable to meet IKD standards and requirements. Usually the Executive considers applications as and when received and that any provisional membership granted by the Executive is then put to the meeting for ratification. However, in this instance timing had not



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permitted for provisional members so he proposed to the meeting that the applicants be granted membership. This was seconded by the VSG and was carried. Dragan Trivan (Serbia) addressed the meeting and expressed his thanks. He added that investigations in the private sector had existed in Serbia for 95 years.

- b. The SG raised the issue over single members and the unusual situation that the IKD now faces in that Portugal has a single member, the national association having left IKD several years ago, but we also have another single member from Portugal expressing an interest in joining. Ordinarily having more than one single member goes against the spirit of the IKD although the VSG pointed out the statutes are not clear on this. The situation is further complicated by the fact that the existing single member from Portugal has not participated in meetings and has thus far not paid the dues for 2017; but he is not alone in the default or late payment. The SG proposed that those members who had yet to pay the 2017 dues be given a final 14 day demand by email and that in default the Executive be mandated to lapse their membership. The proposal was seconded by the VSG and carried.
- c. The VSG pointed out that where some members experience banking difficulty in making payments there is a PayPal facility.
- d. Lothar Muller (BID Germany) gave a presentation on his detailed paper circulated in October 2016 with the theme of "Train the Trainers" and which is annexed hereto as "C" and his speech as "D". The SG raised the question on the market demand for training particularly from experienced investigators and the prospects of persuading existing Trainers to voluntarily participate. Lothar raised the concern that when engaging investigators from other countries he needed to be satisfied that they are competent to the standard expected by his clients. The VSG suggested that there needs to be a discussion about



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this at the annual IKD meeting as there would not be enough participation for a dedicated second IKD meeting. It was agreed that this should be added to the Agenda.

10 To fix date and venue for future meetings:

- a. 2018: The SG advised that the meeting in 2016 had agreed for the 2018 IKD meeting to be held in Istanbul, Turkey, this is planned for a date between April and June. The political situation in Turkey has given cause for concern and after a short discussion a vote was taken as to whether the IKD should continue with the plan or choose an alternative venue. By a vote of 7 in favour against 4 against and 1 abstention the decision to hold the IKD meeting in 2018 in Turkey was carried; however, the SG stressed that if something significant occurs the Executive may reconsider this decision.
- b. 2019: This had been previously agreed will be held in Vienna, Austria in line with the OEDV's 55th anniversary.
- c. 2020: This was discussed and provisionally agreed be held in Bucharest, Romania.
- d. 2021: This was discussed and provisionally agreed be held in Poland.
- e. 2022: This was discussed and provisionally agreed be held in Serbia.

Close of Conference. On behalf of all IKD members the SG thanked the SYL President, Markku Savolainen and his staff for hosting and organising the 2017 conference and events.

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2017 REGISTRATION

DELEGATES

Country	Member	Delegate Name	Signature
Secretary General	INTERNATIONALE KOMMISSION DER DETEKTIV-VERBÄNDE	Tony Imossi	
VSG	INTERNATIONALE KOMMISSION DER DETEKTIV-VERBÄNDE	George Hirtl	
Treasurer	INTERNATIONALE KOMMISSION DER DETEKTIV-VERBÄNDE	Markus Wegst	
Austria	Europäische Detektiv-Akademie	George Hirtl	
Austria	Österreichischer Detektiv-Verband	George Hirtl	
Denmark	Foreningen Danske Detektiver & Erhvervsefterforskere	HEFF BODICHOLT	
Finland	SUOMEN YKSITYISETSIVÄ-JA LAKITOIMISTOLIITTO RY	MARKKU SANDOLAINEN	
France	SYNDICAT NATIONAL des AGENTS de RECHERCHES PRIVEES		
Germany	Bund Internationaler Detektive e.V.	LOTHAR MUELLER	
Germany	Bundesverband Deutscher Detektive e.V.	Helmut Meyer	
Hungary	Magyar Köztársaság Személy-, Vagyonvédelmi és Magány		
Israel	ISRAELI BUREAU of PRIVATE INVESTIGATORS		
Italy	FEDERPOL	Agatino Napoleone	
Latvia	BIZNESA DROŠĪBA (Single Member)		
Netherlands	De Nederlandse Veiligheidsbranche		
Norway	NORSK FORENING FØR ETTERFORSKNING OG SIKKERHET	John Grotlum	
Poland	POLSKIE STOWARZYSZENIE LICENCJONOWANYCH DETEKTYWÓW	STAN BOCHENSKI	
Portugal	R. GUERREIRO DETECTIVES (SINGLE MEMBER)		
Romania	ASOCIATIA NATIONALA A DETECTIVILOR DIN ROMANIA	MARICA SIMBAREA	
Romania	Patronatul Detectivilor Particulari Romania	Andreas Johnson	
Slovenia	DETEKTIVSKA ZBORNICA REPUBLIKE SLOVENIJE	ZIGA PRINC	
Spain	ASOCIACION PROFESIONAL de DETECTIVES PRIVADOS de ESPANA	DONA SAN MARTIN	
Spain	Col·legi Oficial de Detectius Privats de Catalunya	DAVID SAN MARTIN	
Switzerland	FACHVERBAND SCHWEIZERISCHER PRIVAT-DETEKTIVE		
Turkey	ÖZEL DEDEKTİFLER DERNEĞİ- TÜRKİYE	YUSUF U DALGA	
Ukraine	Всеукраїнська Асоціація частних детективів		
United Kingdom	ASSOCIATION OF BRITISH INVESTIGATORS LIMITED	Tony Imossi	
Worldwide	WORLD ASSOCIATION OF DETECTIVES INC.	LOTHAR MUELLER	
Turkey	İsmail Yetimoglu	ÖDD TURKEY	
Turkey	Burcu Kalkavan	ÖDD TURKEY	

TREASURER'S REPORT 2016

If you have a look at the account of expenses and proceeds, you will see that we had 9'300 Euros of membership contributions in 2016, which is a bit less than the year before. By the end of the year 2016, 2 associations did not pay the membership contribution and 1 association resigned membership. In December 2016, we therefore had 12 big associations with 50 or more members, 9 smaller associations with less than 50 members and 2 single members.

In comparison with the year before, the expenses of the General Secretariat were cut down to around 4340 Euros, which is a small reduction of around 200 Euros. The profit of about 3000 Euros is some 800 Euros less than the year before.

As you can see in the balance sheet, the association's property as per December 31, 2016 increased by 3000 Euros to the current amount of around 41'500 Euros.

Apart from the mentioned 2 associations, I am very pleased about the fact that all the remaining associations have paid the contributions for 2016 in the course of the year and most of our members paid on maturity.

All the associations remitted their contributions by means of international bank transfer which made it possible to avoid considerable bank charges. As you know I always claim in addition those bank charges which have been deducted from the annual contribution the year before.

As you were advised last year in Hamburg already, the Zurich Cantonal Bank informed us in November 2015, that they resolve the banking relationship by the end of 2015. They exercised their right to terminate our long-standing business relationship without any explanation. We are happy that we have found a new and serious partner with PostFinance in the meantime. The balance of our Zurich Cantonal Bank account in the amount of Euros 37'820.04 was transferred to our new PostFinance account on March 8, 2016.

Finally, it can be noted that our financial situation is still sound and strong and I will do my best to keep up this pleasing position in the future.

This was the treasurer's report and I would like to thank you for your confidence and your attention.

Zurich, May 24, 2017, Markus Wegst

IKD Financial Statement as per December 31, 2016

Balance Sheet

Assets

	<u>2015</u>	<u>2016</u>
Bank balance (ZKB)	€ 37'827.35	€ 0.00
Post account balance	€ 0.00	€ 45'168.18
ZAD Shares	€ 700.00	€ 700.00
	_____	_____
Total	€ 38'527.35	€ 45'868.18
	=====	=====

Liabilities

Liabilities	€ 0.00	€ 4'340.85
Association property as per Dec. 31	€ 38'527.35	€ 41'527.33
	_____	_____
Total	€ 38'527.35	€ 45'868.18
	=====	=====

Account of Expenses and Proceeds

	<u>2015</u>	<u>2016</u>
<u>Proceeds</u>		
Membership contribution	€ 9'600.00	€ 9'300.00
	_____	_____
Total	€ 9'600.00	€ 9'300.00
	=====	=====
 <u>Expenses</u>		
Expense account Secretary General	€ 444.32	€ 1'271.59
Expense account Vice Secretary General	€ 3'132.37	€ 2'084.26
Expense account Treasurer	€ 992.30	€ 985.00
Internet cost	€ 940.00	€ 960.00
Cost IKD Congress	€ 0.00	€ 425.00
Bank charges	€ 35.51	€ 345.84
Further expenses	€ 242.60	€ 228.33
Profit	€ 3'812.90	€ 2'999.98
	_____	_____
Total	€ 9'600.00	€ 9'300.00
	=====	=====

Notes on the IKD Financial Statement as per December 31, 2016

Balance Sheet 2016

Post account balance *Euros 45'168.18*
(cf. confirmation PostFinance)

Liabilities *Euros 4'340.85*
*(expenses various SG, VSG and Treasurer for 2016,
could be debited only on January 10, 2017)*

Account of Expenses and Proceeds 2016

Membership contribution *Euros 9'300.00*
(12 big associations, 9 smaller associations, 2 single members)

Cost IKD Congress *Euros 425.00*
(rent of conference room, 50%)

Bank charges *Euros 345.84*
(much more than we paid before to ZKB, our former bank)

Further expenses *Euros 228.33*
(cost for closing the books 2016, made by a professional accountant)

IKD PI Centre of Competence (PICC)*

- 1. Definition of PICC**
- 2. Basics for established such institution**
- 3. Content of Application**
- 4. About ISO 29990 standards**
- 5. Appendix**

In the coming years the IKD must win more in strength and gain more members. For all members the benefits of membership must be clearly recognizable. Simultaneously the international recognition and effect as an umbrella organization with a focus on promoting professional skills, legal compliance and ethical rules must be developed. The implementation must be provided in each case by the national organizations or by appropriate PI educational institutions.

Access to educational institutions must be guaranteed for each member.

The establishing of a specialized predicate will have affect to

- Definition performance criteria
- On the IKD decisions
- Implement the IKD-recommendations for each country
- Detectable indicator of quality due regard to the requirements of ISO 29990
- More publicity and support from politicians in each country our members

1. Definition:

PICC is a continuing education provider for PIs, who already have a license for work as a PI or are otherwise authorized to carry an activity as a PI in accordance with national laws.

The IKD PI Centre of Competence is not a training centre for new entrants (it is not PI School for PI training). Participation in continuing education events presupposes that the participants, even if they are not affiliated members of IKD, comply and respect the Common Minimum Standards (CMS), which is documented. PICC's program must be derived from the "European Qualifications Framework" (EQF) and has a run-time of a minimum three years.

The contents of all activities are in concert with the aims of IKD and provide such services to their members. The aims are:

- harmonization of existing rules and developing these further to higher standard
- mutual acceptance
- international comparability
- transparent services
- measurable performances
- result in accordance to legal standards

The continues education is focused on exchanging latest knowledge and insights, methods and practical experience in- and for private investigations on a high level internationally as well as under conditions of individual European countries and beyond.

Seminars and adequate events should be conducted by specialists from our profession and specialists from tangent areas, like forensic sciences.

Any IKD association is able to apply for/and establish a a "IKD PI Centre of Competence". The International PI Summer School/Romania is an example of a basic of application, which have further developed. In generally PICC must be an INTERNATIONAL forum, which represents IKD-members as well as wider European audience open to all countries worldwide.

The application have to be directed to the Board of IKD; the board gives a recommendation for the Annual General Meeting for a decision.

2. Basics for establishing a such Institution

In 2007 in connection with established Common Minimum Standards, the IKD developed definitions for 16 PI services; they are the basis for any training and continuous professional education in the industry (it lacks a description of these definitions). The British Standard for Investigative Services BS 102000/2013 is recommended to be used as guideline.

Only the members of the IKD are authorized to make an application to establish a IKD-PICC. These members shall assume all responsibility for the preparation of the application and future cost of certifying. These costs can be passed on to the participants of a PICC (participation fee divided for three years). Financial support by IKD is possible. The national member organisation or its representative on duty are responsible and granter for the application..

Steps:

1. The national organisation (member of IKD) prepares an application and sends it to IKD Board. The applicant has to prepare the application in compliance with their independent national Certification Authority (CA).
2. Results have to be present to IKD Board and the Board made a decision:
 - a. Accept and pass it on to the annual membership meeting.
 - b. Accept with reservation of modifications for the annual membership meeting.
 - c. Rejection with the possibility of resubmission
 - d. Presentation at Annual Meeting of IKD for members' voting.

3. Content of application

- Every application has to be based on the ISO 29990 standards. ISO-standards are accepted in most of European countries (attached the list of countries which accepted the ISO standards).
- PICC shall be Non-Profit Organisation
- PICC must to comply standards and structures of IKD; it has to be resented by the applying National Association and reviewed by the IKD.
- The application acceptance is valid for three years and has to have a table of contents for the main content and headline of the program for each following year.
- Applicant identifies the sources for lectures and speakers (area of their profession, special knowledge and kind of information they could/will transfer).
- The certificate for established PICC and its name assigned and confirmed by IKD it is valid for three years; the application can be renewed, respectively prolonged.
- If the board of IKD believes, that once given confirmation for PICC no longer meets the confirmed conditions, the authorization can revoked by the IKD.
- Finance Plan has to be prepared for each year until December 31 year before (estimated cost for education and side program)
- PICC is NOT a platform for advertising by speakers/lectures but open for paid advertisements. (Income from advertiser is used to reduce the cost of PICC).
- Estimated time (the dates when the PICC will/could attend)
- Timetable for submission for audit on national Certification Authority.
- The applicant bears responsibility for organization and finance (seminars and side program).
- The applicant AND the so-called Honorary Dean, which elected every year after the Seminars, are responsible for the content of seminars.
- PICC should be established as an Institution of IKD, which implicate that PICC has to be controlled by IKD. Control means:
 - o Compliance with the approved organisation and structures
 - o Compliance with the approved content for lectures
 - o Compliance with the approved financial framework (non-profit)
 - o Appeal an auditor
 - o Define the learning needs
 - o Create learning services
 - o Provision of learning services
 - o Monitoring of Learning Services
 - o Evaluation by Learning Service
 - -Evaluation of learning
 - -Evaluation of learning services

4. About ISO 29990 standards

Application based on ISO 29990 standards have to contain the following:

Teaching and learning processes have to be set as a main component:

- Define the learning needs
- Create learning services
- Provision of learning services
- Monitoring of Learning Services
- Evaluation by Learning Service
 - o Evaluation of learning
 - o Evaluation of learning services (Evaluation by written tests)

Audit must able to provide:

- Evaluation by Learning Service
- Objectives and scope of the evaluation
- Evaluation of learning
- Evaluation of learning services
- Evaluation of competencies of learning service
- Suggestion for Auditor

(Further instruction has to be put up by national ISO-Standard-Organisation).

After acceptance by the Annual General Meeting of IKD an external review by a named Certification Authority (CA) has to follow; it ensures the requirement levels.

CA should be an institution of ISO-organisation and depended on the country where the member-association is located.

(Confirmed) Advantages of ISO-Standards

- Benefits for Education Export and International Cooperation
- International Marketability
- Realizing national certification requirements in other countries
- Joint Quality basis by uniform standards / common understanding of quality
- No Distortion of competition
- International Comparable standards for quality development
- based for the development of further specific requirements for international education cooperation (standards, guidelines)

5. Appendix

https://de.wikipedia.org/wiki/ISO_29990#Einzelnachweise

ISO 29990



The ISO 29990: 2010 was issued in September 2010 as an ISO standard and in December 2010 as DIN ISO 29990 "Learning services for education and training - Basic requirements for service providers" taken [1] The International Standard is a service standard for learning services and at the same time a quality management system for learning providers in the education and training. The objective of ISO 29990 is to provide a general quality model for professional practice and service development as well as a common reference for learning service providers and their customers for planning, development and implementation of education and training and to promote development. The standard focuses on the learner, the learning outcomes, the learning services and the expertise of the learning service. Organizations and individuals are to be supported by the International Standard for the selection of a suitable learning service that meets the needs and expectations of the development of skills and abilities.

The **International Standard** is a service standard for educational services, while a quality management system for learning providers in the education and training. The objective of ISO 29990 is to provide a general quality model for professional practice and service development as well as a common reference for learning service providers and their customers for planning, development and implementation of education and training as well as to promote development. The standard focuses on the learner, the learning outcomes, the learning services and the expertise of the learning service. Organizations and individuals are to be supported by the International Standard for the selection of a suitable learning service that meets the needs and expectations of the development of skills and abilities.

The standard is aimed at all types of educational institutions from the individual trainer to university. It is written primarily for vocational training and all forms of training, but can be also comprehensive schools, sixth form colleges and universities apply. The standard is also aimed at organizations that provide education. In this case, the standard is applicable only in this area.

The International Organisation for Standardisation (ISO) states: "In the wake of increasing globalisation, we have become increasingly conscious not only of what we buy, but also how the goods and services we buy have been produced. Environmentally harmful production, child labour, dangerous working environments and other inhumane conditions are examples of issues being brought into the open. All companies and organisations aiming at long-term profitability and credibility are starting to realise that they must act in accordance with norms of right and wrong."

http://rkw-bb.de/fileadmin/dokumente/allgemein/ISO_29990/Pr%C3%A4sentation_ISO_29990.pdf

17 participation countries and 15 observers (B)

Current Certification Authority for learning services; Most of our national member association are listed here.

Denmark (B)	Luxemburg	Netherland (B)	Belgium (B)
Bulgaria	Austria	Germany	Poland (B)
Finland	Portugal	France	Romania (B)
United Kingdom	Russia	Spain (B)	Italy
Ukraine (B)	Sweden (B)	Ireland	Turkey (B)
South Africa (B)	Japan	Republic Korea	Canada
Kenia	USA	Hong Kong (B)	Australia (B)
Malaysia	Marco (B)	China	India (B)

Commission for IKD Competence Center

Annex "D"

Dear Colleagues,

As you have already learned from the BID report, the IKD certification has attracted attention among our members, our competitors and in different areas of public.

As far as I can estimate, other members of our organizations are also able to realize such an audit successfully. In April this year I had a short discussion about it in Birmingham with Tony; On my stage of knowledge I am sure ABI and the Austrian association are well prepared for such an audit.

In April last year, we established a committee that dealt with the preparation of a proposal for the installation of a so-called "IKD PI Centre of Competence" (PICC).

The committee members were: Jean Schmitt / France, Kalle Kuivalainen / Finland, Raoul Classen / BDD Germany and Lothar Mueller / BID Germany.

The deadline set by the board was complied with; On 4 October 2016 the proposal was sent to the board. The proposal has been sent recently also to all delegates before the IKD meeting, so it is available to all delegates.

The idea was that the example "PI Summer School" could be expanded and established as an **IKD institution**.

Well, at the moment, however, I see little support only from the member associations.

This refers to the cooperation of the member committees of the elaborated proposal but also on the current state of preparation of PI Summer School.

So far, 4 weeks before the start of the PI Summer School: no program is known (at least for me).

The advertising for the project takes place as far as I know only about Facebook. Only the date of the event is announced, but nothing about the content. As I have learned, the WAD tried to use the PI Summer School again for recruit new members.

In my opinion, the current status of that Suggestion is: **not ready for decision**.

My position is:

As I suggest the proposal for such an institution last year in Hamburg I had misjudged the interests of our IKD-members. This can be seen especially in the low support of the member organizations for the

PI Summer School (last year and this year too). So we have to state clearly: we did not manage to reach the members of our national organizations.

Besides that, all of us are aware of the fact that the EU's General Data Protection Regulation (GDPR) will come in force on 25 May 2018. This means that important legal requirements will come into force throughout Europe. There are a number of necessary important changes that are going to be implemented for each PI agency in our industry! That includes United Kingdom too, regardless of Brexit, because UK is not outside the world.

In my opinion, it should be our current task to prepare our members for General Data Protection Regulation. Each association, each member has updated their knowledge and information regarding their own national condition and in cases of international exchanges we have to find robust answers to the questions and problems that lie ahead.

The project "PI Summer School" is currently suffering. So if the organization and advertising for the Summer School is just a bit sick, we just turn around and try to train the trainees in the detective industry.

If, therefore, it is not possible at the present time to convince our members to share common lessons, we should change the position by bringing together our responsible members for education and/or lecturers.

So I put a new suggestion:

Establishment of a **periodic meeting** of persons responsible for training in our national associations. Short headline: **Train the Trainers.**

The main subject of these meetings should be the discussion about how we have to implement the topics of investigation services, as is described in our Module Manual of the IKD, into the training program;

which methods we need for successful taking over the professional skills in our daily activities. As you know, the Module Manual includes the definition of the topics of investigation services for continuing education program in the national associations, level 3.

If this idea meets your support, the support of the Delegates,

I suggest a first meeting should take place this year already.

I think November 2017 might be realistic. It could take place in Berlin or elsewhere in Germany.

However, I do not insist on this and I would in any case leave the precedence to any of you.