

Annual report 2016

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SGfB

Schweizerische Gesellschaft für Beratung
Association Suisse de Conseil
Associazione Svizzera di Consulenza
Swiss Association for Counselling

To all Delegates, Deputy-Delegates, Committee, Organisational, Individual and Associate Members, Honorary president SGfB, Members in Training, Board.

Invitation

to the 11th Regular General Assembly
of the Swiss Association for Counselling SGfB

Monday, 13th March 2017, 4:15 p.m. – 7:45 p.m.

Novotel Zurich City West, Schiffbaustrasse 13, Am Turbinenplatz, 8005 Zurich

4:15 p.m. Pre-assembly event: Shame and feelings of guilt.

Presentation by Dr. med. Kyrill Schwegler, Psychiatrist, Academic at the “**Division of Cognitive Neuroscience**” at the university of Basel

5:15 p.m. Opening of the GA

1. Administration

Election of scrutineers

Minutes of the 10th GA 2016

www.sgfb.ch/en/login

2. Annual Reports 2016

Professional Policy Committee PPC *(Page 5)*

Ethics Committee EC *(Page 7)*

Examination Committee ExC *(Page 8)*

Quality Committee QC *(Page 10)*

Appeals Committee AC *(Page 12)*

Board SGfB *(Page 13)*

3. Financial Statements 2016 *(Page 20)*

Comments

Auditors' Report, Discharge of the Board

4. Budget 2017 *(Page 21)*

Comments

5. Elections and Nomination of honorary members

6. Revision of the regulations of the Appeals Committee *(Page 22)*

7. Costs of the recertification CM as from 2017

8. Information

- SGfB Strategy-Project
- Advanced Qualification in Psychosocial Counselling
- 7th Organisational Members' Conference 13th November 2017, 4:15 p.m.
- 12th General Assembly 12th March 2018, 4:15 p.m.

9. Miscellaneous

Rosmarie Zimmerli
President SGfB

Dr. Irène Kummer
Vice-President SGfB

Möriken, 10th February 2017

Following the Annual General Assembly, you are cordially invited to an aperitif.

Arriving by train: Take tram number 4 at Zurich main station direction Zurich-Altstetten until the stop at Technopark. Subway: S-trains S3, 5, 6, 7, 8, 9, 11. Hardbrücke station

Arriving by Car: From Bern/Basel take motorway N3 (E60) towards Zurich City, take the Zurich-Altstetten exit. Follow Transit towards Zurich City/Pfingstweidstrasse. Take the left lane, turn left into Technoparkstrasse at the traffic lights, continue past the Etap Hotel, turn right into Schiffbaustrasse. The hotel has its own underground carpark. Exit-tickets can be obtained at the reception desk.

Annual report 2016 of the Professional Policy Committee

Members:

Hanspeter Fausch, Chair

Gabi Rüttimann

Rita Dünki-Arnold

Sylvia Baumann (as from March 2016)

The regular committee meetings took place in April and November.

Hanspeter Fausch and Sylvia Baumann left the board during the GA 2016.

Sylvia Baumann was elected as member of the PPC during the 2016 GA.

Hanspeter Fausch agreed to chair the PPC for the reporting year until the 2017 GA.

Sylvia Baumann has been engaged in the Mental Health Network NPG as well as in the Dialogue Mental Health Switzerland. She participated in the Psy-conference in Basel 17. – 19.08.2016. The NPG had a stand at the conference. This led to a discussion in the PPC about the value of active participation in these events. Conferences, panel discussions and the like can be important networking platforms for the SGfB. The PPC will make recommendations to the board with respect to SGfB presence at events on a-case-by-case basis.

A trend that manifests itself is “Preventive care”. This is clearly an interesting field for the SGfB and will continue to be actively monitored. A further trend that is closely watched is E-counselling.

The PPC discussed networking with the EAC in 2016. The PPC concluded that EAC-membership only makes sense if the SGfB can get actively involved. This requires personnel resources. Since these are not available at the moment and since EAC is still in an identification process, it was decided that this organisation will be further monitored, but that SGfB will neither get actively involved nor become a member of EAC.

In recent years, SGfB has strongly focused on the Advanced Federal Diploma

Examination for Counselling (HFP), which has absorbed many resources.
A direct link to the board is a priority issue for the PPC. After Hanspeter Fausch left the board, a member of the board should join the PPC.

Hanspeter Fausch, chairman of the Professional Policy Committee

Annual report 2016 of the Ethics Committee

Members:

Werner Murer, Chair (as from March 2016)

Franzisca Reist

Gisela Meinicke

Gabriela Feustle

Werner Becker

In 2016 four meetings took place.

In February 2016, the Ethics Committee members visited Werner Murer at his place of work to get to know each other. During the GA of 14.03.2016 Anna Barbara Meyer-Merz left the EC and Werner Murer was elected in the Ethics Committee. He took over the chair from Franzisca Reist.

There were no complaints to be assessed in the reporting year. The committee's work was characterized by the drafting of a new basic document for conflict and complaints procedures.

During the work on the drafting of the basic document for conflict and complaints procedures on 11.03.2016, it was found that some articles in the regulations of the EC could conflict with the SGfB statutes.

During two extraordinary sessions in Brugg and Aarau the existing basic documents of the work of the EC were closely scrutinized in an intensive analysis. Subsequently, requests for adaptation of the regulations of the EC were formulated for the board, which will be reviewed in 2017 and are expected to be presented to the 2018 GA.

Many thanks to all EC members and the board for the open and constructive cooperation.

Werner Murer, chair of the Ethics Committee

Annual report 2016 of the Examination Committee

Members

Benno Greter, Chair

Rosmarie Zimmerli, Administration

Peter Weber, Treasurer

Peter Eichenberger

Liselotte Fassbind-Kech

Daniela Sonderegger-Dürst

Christina Stalder

We, the members of the Examination Committee, have been active for four years in a row now. The year 2016 was a highlight with respect to the number of examinations that were organized. In April, 36 persons took part in the examination and 49 people presented themselves at the October session. A total of 85 people. We are very pleased with the positive response to take part in the examination with the aim of obtaining the federal diploma.

In a worthy setting, we could hand out 69 diplomas, mostly in person, during two diploma ceremonies.

Unfortunately, 16 persons failed to pass the exam. This corresponds to a failure rate of 19%. The good news is that the failure rate is a bit lower than in the two previous years and clearly below the Swiss average. Only one complaint was received by the State Secretariat for Education, Research and Innovation, SERI. We have presented our views to SERI. The procedure has not been concluded yet. This may, according to SERI, take one year or longer.

Our Examination Committee continues its work in a skillful and efficient manner. In less than three years we were able to organize eight examinations, one of which in Tessin, with a total of 205 candidates. This is an excellent performance, especially, since we can offer the examinations in the three national languages. SERI has allowed the possibility to present audio and video registrations with transcripts in the English language. Five candidates have made use of this possibility.

The transitional provision that allows SGfB members to take only part 3 of the examination will end on 31 December 2017.

The preparations for the organization of the full Diploma examination with four parts was taken up in the fourth quarter. The training of our 24 experts is being planned.

I would like to thank the board of the Swiss Association for Counselling, and especially its president Rosmarie Zimmerli, for the good backing and support. I express my gratitude to my colleagues in the examination committee and the experts for their valuable collaboration.

Many thanks to the members of the SGfB for their trust and support extended to us.

Benno Greter, president Examination Committee

Annual report 2016 of the Quality Committee

Members

Eveline Bühlmann (-Lehmann), Chair

Catherine Ferrara (until 25.04.2016)

Thomas Frank

Irene Kaufmann

Esther Nogler

Gerhard Schobel

Daniela Chiesa Filippini

Patrick Zahnd (as from March 2016)

By strengthening our QC-team, the spotlight in the reporting year was put on the further definition as well as specialization of several areas of our activities on the one hand and on the in-depth examination of the various membership applications on the other.

Daniela Chiesa Filippini and Patrick Zahnd, elected at the GA 2016, appear highly motivated and have been well integrated in our team.

Catherine Ferrara left the Quality Committee at the end of April 2016 after a four-year voluntary commitment. We express our sincere gratitude for her active contribution to our work. Her professional and social competence gave Catherine an important position in the QC. In addition, Catherine has carefully introduced Daniela Chiesa Filippini, who also comes from Tessin and is plurilingual, to the tasks of the Quality Committee and enabled her to become gradually acquainted with our team.

Daniela Chiesa Filippini has turned out to be a very worthy and energetic representative for Tessin, who has already made important translation contributions. Patrick Zahnd has made enriching contributions to our QC with his sound knowledge in the IT-field as well as his professional expertise in the areas of quality development, assurance and control.

On the whole, our team, consolidated by its new members, has gained in clarity, argumentation and dynamics, which has led to an increase in effectiveness. Full advantage has so far been made of our collective knowledge and the available

resources. Moreover, every problem could be resolved in a goal and solution oriented manner by means of direct communication, which simultaneously led to a strengthening of our team. The further specialisation of the task areas as well as the resulting streamlined work processes have also had a positive impact on the efficiency.

The number of applications to be assessed in the area of active membership (64 in the year 2016, 107 in 2015 and 58 in 2014) and collective membership (i.e. two of a total of 25 institutions) has stabilized on an average. Just like in the previous year, five re-certifications were successfully concluded.

However, the number of sur-dossier applications doubled, the number of members in training even tripled compared to the previous year. In addition, eleven applications for passive membership were received.

The workload for the proofs of further training has notably increased again, which led to a slight delay in the processing of the applications.

The pleasant and swift collaboration with the SGfB secretariat as well as the coordinated team will enable the Quality Committee to respond dynamically to possible fluctuations in 2017.

A heartfelt thank you for the great, voluntary commitment to our QC-team for the exemplary reliable and conscientious engagement.

Eveline Bühlmann (-Lehmann), chair of the Quality Committee

Annual report 2016 of the Appeals Committee

The Appeals Committee of the Swiss Association for Counselling presents the report of its activities in the year 2016 to the General Assembly of 13th March 2017.

Overview

Committee members:

- Dr. Judith Schütz, chair
- Dr. Reinhold Schätzle, deputy chair (new)
- Magdalena Fuchs Genzoli
- Dr. Andrea Engeler

Deliverables:

- Revision of the appeals regulations
- Information exchange with the board
- Clarification of the role and tasks of the Appeals Committee
- Maintaining contacts at the GA

Meetings:

- Annual meeting of the Appeals Committee on 03.11.2016
- Participation in the General Assembly on 14.03.2016

Report

Taking account of the observations by Reinhold Schätzle, the Appeals regulations were adapted with respect to two points and will be presented for approval to the GA. The Appeals regulations will also be translated.

During a discussion with the president Rosmarie Zimmerli, the Appeals Committee has made sure that its role and tasks are clear. We will continue our work as hitherto.

New is that the Appeals Committee reserves the right to hold its annual meeting as a telephone conference, when only formal issues are to be addressed. A minimum of one biannual meeting where all members are present will be maintained.

Dr. Judith Schütz, chair of the Appeals Committee

Annual Report 2016 of the Board

Members

Rosmarie Zimmerli IKP, President

Dr. Irène Kummer OIP, vice-president

Monika Riwar bcb, Actuary

Mike Caruso IIPB, Treasurer (until the end of December 2016)

Sylvia Baumann OIP, Networking national and international, responsible for the Website (until March 2016)

Eveline Bühlmann (-Lehmann) IKP, chair of the Quality Committee

Hanspeter Fausch PBS, responsible for marketing, chair of the PPC (until March 2016)

Margot Ruprecht Hagmann TAL, Projects

Rolando Zobrist, Bridge builder to Tessin (until March 2016)

Roy Hildebrand, OIP (as from March 2016)

Carmen Kaiser, pca.acp (as from March 2016)

Marc Probst, Sur Dossier (as from March 2016)

“A group of people is not getting stronger when they renounce their individuality, but by bringing it to bear in each community. Each individual can realize her/himself in her/his relation to others and in her/his dedication to the task.”

This quote from Dr. h.c. Ruth C. Cohn cuts to the heart when it comes to the collaboration within the board. In this reporting year, we worked, searched and found, maintained and constructed, exchanged, lived working relations – we were committed to a cause that we find important and that we cherish and we travelled together in a sustainable working environment. And in another quotation Ruth Cohen writes: “I would like to encourage people, not to give up and to feel powerless, but to mobilize their imagination and their potential, and to show solidarity and behave accordingly as long as we still feel autonomous powers inside us”. With this in mind, our professional policy work is an important political activity and a contribution to peace at a small scale.

During the reporting year, the board had nine regular meetings in Zurich and the traditional three-day retreat at Cavigliano.

A consequence of the steady growth of the SGfB is that members of the board have had to deal with an increasing workload, apart from taking part in the meet-

ings, through intensive e-mail and Skype-contacts with members of committees, other professional organizations, authorities, various bodies and people interested in a possible SGfB membership.

During the regular meetings, the board deals with and completes the tasks with which the General Assembly has entrusted it with prudence, care and circumspection, whereas the retreat is at the heart of the board's strategic planning and functioning. During those three days, which we spent in Tessin for the last time, a wide range of knowledge and comprehensive experiences of the board members became particularly clear. The retreat is also important to get to know each other and for the board's professional policy competence. Our three new members of the board Caren Kaiser, Marc Probst and Roy Hiltbrand have quickly become part of the whole team and highly appreciated the time available for insights in the various dossiers of the SGfB. Like all other members of the board, they showed great commitment and motivation. They bring new suggestions and perspectives. Particularly gratifying and worth mentioning was the courageous outlook for the needs and chances of the next ten years. The honorary president, Hedi Bretscher, liberated from her former formal duties, acted as our loving host and talented cook. For all this she deserves a heartfelt thank you. We also like to thank Monika Riwar once again for the careful minuting of all our labor-intensive meetings.

The board is still focused on the advantages for SGfB members. During one of its retreats it has decided to use the word "advantages" no longer, but to speak of **added value for active and collective members**. With appropriate offerings SGfB can promote a sense of community, the feeling of belonging and the professional identity of the counsellors.

The **policy**, during the reporting year, the strategic planning and positioning of the SGfB, was significantly adjusted and further developed. This ensures that the aims and measures in the areas of quality, national and international relations, research, teaching and development as well as organization are constantly monitored and are made known to a wider audience by publication on our website.

At the start of the reporting year the board of the SGfB had to take note that the *Associazione Nazionale Svizzera per il Counselling professionale* **ANSCo** had been re-established with the aim of protecting the interests and quality of those

counsellors whose training corresponds to the standards of the EAC, the European Association for Counselling, with the title “professional counsellor”. The two presidents, Rosmarie Zimmerli of SGfB and Mirko Bianchi of ANSCo try to clarify in an exchange between colleagues, whether two Swiss Associations are needed, after ANSCo merged with SGfB in 2012.

The **10th anniversary of the Swiss Association for Counselling SGfB** was the highlight of the reporting year and a great milestone in our history. Through a strong commitment of all our institutions and members as well as the voluntary staff members we have come a long way as an association. A great general program enhanced the formal part and the event will be remembered by many of those present because of its impeccable planning and exemplary organization.

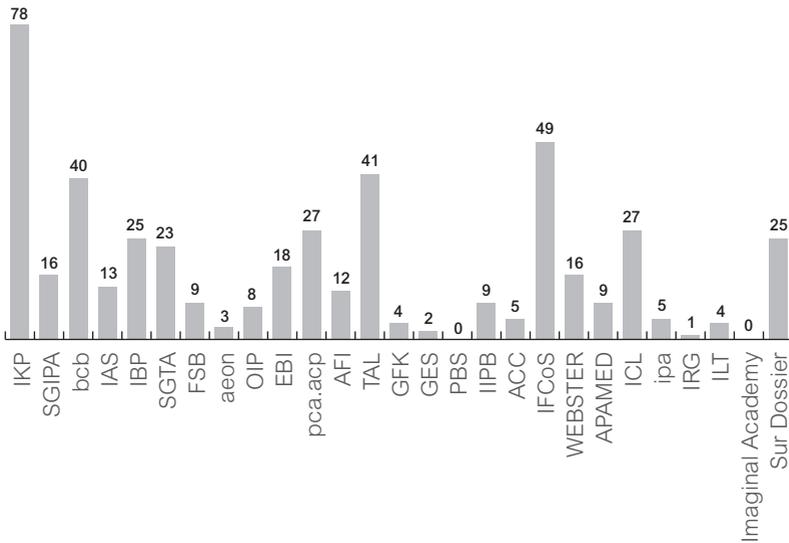
Thanks to the valuable contribution to the discussion by Dr. Jan G. Thivissen of the Lucerne University of Applied Sciences and Arts and with the active technical support of our internet partner byteKultur we could delete the call for a redundancy discussion in the **Wikipedia-entry** (in the German version) **Psychosoziale Beratung** (counselling). In addition, we could create a link between the page “Beratung” and “Psychosoziale Beratung”.

A further milestone was achieved by the State Secretariat for Education, Research and Innovation SERI: In the Advanced Diploma Examination for counselling of October 2016, five candidates made use of the possibility to present audio and video registrations and transcripts in the English language for part 3 of the examination (counselling practice).

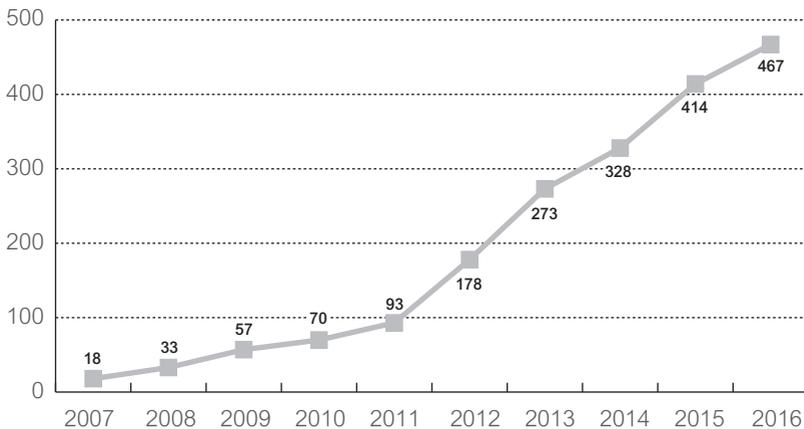
SERI extended the **examination regulations** for one year **until 1.1.2018** with the modification of 9 November 2016. This extension took place in connection with the extra time that was needed for clarification with respect to a possible unification of the Advanced diploma profiles (counselling, supervision/coaching and organizational consultancy) in one single examination regulation and a consortium for professional and diploma examinations for the various counselling formats.

The board of the SGfB has expressed its views with respect to the questions of SERI about the other consortium during a joint meeting. At the end of the year further steps were initiated during a meeting.

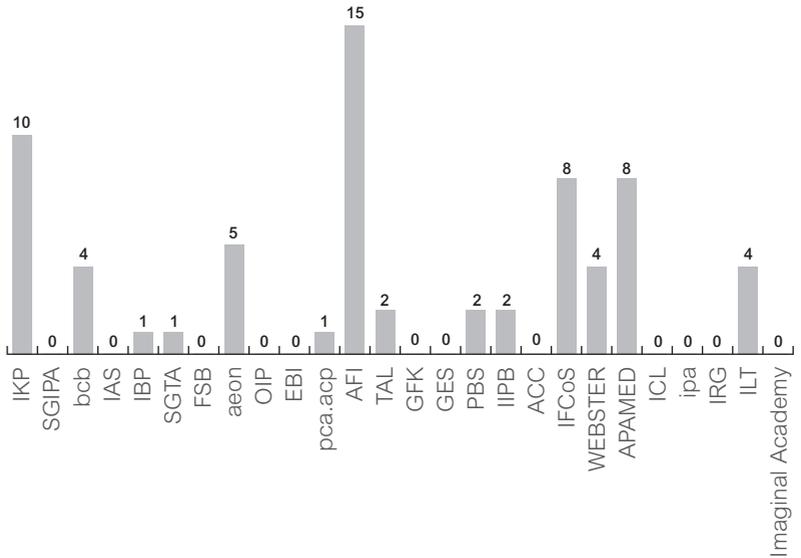
Individual members SGfB 31.12.2016



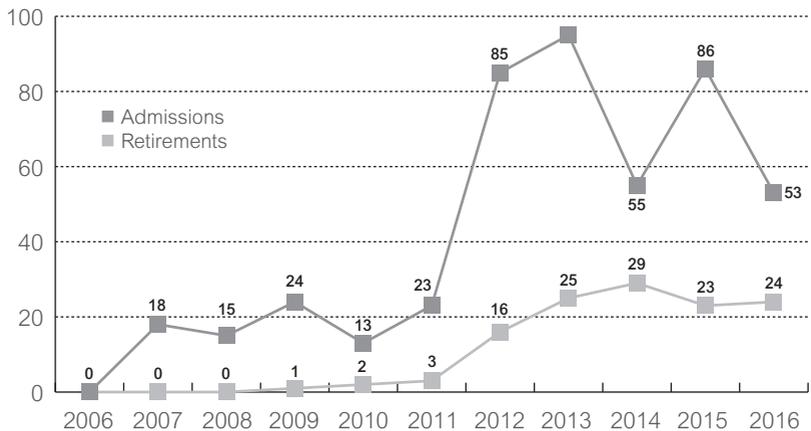
Individual members 2007 – 2016



Members in training SGfB 31.12.2016



Admissions/Retirements IM 2006 – 2016



A unification of the Advanced Diploma profiles in the same examination regulations do not appear to be very realistic. The risks and weaknesses of a **unification of the two consortiums** prevail over the strengths and opportunities. A decision is expected in the course of the new year.

Under the direction of Gérard Kahn, KRIPS GmbH Projects Education and Pedagogy, the NQR-evaluation for the Advanced Diploma Examination was satisfactorily concluded with a classification 6 (out of a maximum of 8).

Further information about the Advanced Diploma Examination can be found in the annual report of the Examination Committee.

At the end of the year we received the news that Mike Caruso would leave the board with immediate effect for health reasons. He was our competent financial specialist who carried out his task with heart and soul and idealism. We will miss his kind presence, which was also marked by his beneficial Italianità. We express our gratitude to Mike for his commitment and wish him a speedy recovery and all the best for the future.

SGfB members are the heart of the SGfB. With their commitment to the professional organization, be it as a voluntary member of staff or paying member, they make it possible to position counselling in the wider field of the providers of this and similar services.

In the reporting year, the SGfB has grown a little less than in the previous year.

25 (25 in 2015) collective members, 469 (414) active members, 67 (57) members in training, 22 (11) passive members 1 (1) honorary member

The **secretariat** closely cooperates with the board and acts as the SGfB's operational center. In 2015, a personnel change took place. Britta Beinat now supports mainly the president and the members of the Quality and Appeal Committees with her committed and structured way of thinking and her careful work. Mara Schnyder tends to work more in the background and is largely responsible for managing the website.

The committees as permanent bodies of the SGfB are the Professional Policy Committee (PPC), the Ethical Committee (EC), the Examination Committee (ExC), the Quality Committee and the Appeals Committee (AC). They appoint their members and describe their activities in separate annual reports.

Delegates and alternate delegates of the collective members help to activate the link between the General Assembly, the board, the committees and the collective members. 22 out of 25 collective members were represented at the annual meeting of collective members in November. After the celebration of the 10th anniversary the following question arises: SGfB quo vadis in the next ten years. During its retreat in June, the board developed its initial ideas. We need a strategy that provides a direction. During the conference, it was presented in a short paper that pointed out the challenges and possibilities, presented the SGfB's mission statement and contained strategic guidelines (including activities and indicators).

The members should be able to join us in thinking about the strategy so that they can share and support it. In various groups, there were lively and dynamic discussions with creative media and a first pillar was jointly placed. At this point, just a few votes should be mentioned: The institutions (= collective members) as the roof over the SGfB house, in which many interested parties should enter (networking). The product of the SGfB – counselling – should be made visible. The foundation is there, the structures and available resources give stability.

Several of those present registered for a working party that will consider and elaborate these initial insights together with the board. Through a questionnaire, which will be circulated in the new year, all members should have the possibility to take part in the strategy project.

At the end of the reporting year, particular thanks are due to the vice-president Irène Kummer and my colleagues in the board and all those who have supported the board of the SGfB on the road to success with interest, great commitment, enthusiasm disinterest. Many thanks to all members who strengthen our association in the achievement of its goals with financial means.

Rosmarie Zimmerli, President SGfB

Profit and loss accounts 01.01.2016–31.12.2016

Number	Expenditures	Saldo	Budget	Deviations from
		31.12.2016	2016	the budget
4401	Social security benefits	15'743.10	17'000.00	1'256.90
4402	Presidency/board	11'679.20	14'000.00	2'320.80
4403	Bookkeeping/revision	118.20	500.00	381.80
4404	Meeting rooms	-	-	-
4601	Delegates' meeting	6'541.00	6'000.00	-541.00
4602	Membership of associations /EAC)	-	-	-
4603	Various expenses VS/committees	1'224.80	2'000.00	775.20
4604	Contribution of the association to the AFD	-	-	-
4701	Compensation office	10'000.00	10'000.00	-
4702	Secretarial fees	66'634.70	50'000.00	-16'634.70
4704	ITC/Software	2'804.65	3'500.00	695.35
4705	Office materials	719.05	1'000.00	280.95
4706	Telephone, Postage, costs for PC	1'590.53	2'000.00	409.47
4707	Printed materials	4'750.50	4'000.00	-750.50
4708	Various expenses	928.14	1'000.00	71.86
4891	PR Public Relations	6'922.55	8'000.00	1'077.45
4892	Website www.sgfb.ch	648.30	2'000.00	1'351.70
4894	Projects	3'634.20	4'500.00	865.80
4895	10 th anniversary 2016	9'419.60	15'000.00	5'580.40
4896	ADE	-968.05	2'500.00	3'468.05
4899	Other expenses	2'524.45	5'000.00	2'475.55
4905	Write-offs	-	-	-
Total expenditures		144'914.92	148'000.00	3'085.08
Revenues				
6001	Contributions collective members	30'000.00	30'000.00	-
6002	admission fees collective members	1'600.00	1'600.00	-
6003	Various revenues	625.00	200.00	425.00
6101	Application fees active members	26'000.00	24'800.00	1'200.00
6102	Contributions active members	77'281.00	77'900.00	-619.00
6103	Contributions members in training	5'134.00	4'700.00	434.00
6105	Contribution PM	1'675.00	1'300.00	375.00
6201	Donations	1'009.60	-	1'009.60
6202	Interest earnings	-	20.00	-20.00
Total revenues		143'324.60	140'520.00	2'804.60
Resultat of the fiscal year		-1'590.32	-7'480.00	5'889.68
Balance sheet 31.12.2016				
		Active	Passive	
1010	Postfinance account	28'654.31		
1060	Accounts payable	255.75		
2000	Transitory liabilities		2'994.00	
Accumulated fortune as of 31.12.2015			27'506.38	
Loss 2016		1'590.32		
Accumulated fortune as of 31.12.2016		30'500.38	30'500.38	

Budget 2017

Number	Expenditures	Saldo	
		31.12.2016	Budget 2017
4401	Social security benefits	15'743.10	16'000.00
4402	Presidency/board	11'679.20	14'000.00
4403	Bookkeeping/revision	118.20	350.00
4404	Meeting rooms	-	-
4601	Delegates' meeting	6'541.00	7'000.00
4602	Membership of associations/EAC	-	2'000.00
4603	Various expenses VS/committees	1'224.80	2'000.00
4604	Contribution of the association to the AFD	-	-
4701	Compensation office	10'000.00	10'000.00
4702	Secretarial fees	66'634.70	72'500.00
4704	ITC/Software	2'804.65	3'000.00
4705	Office materials	719.05	1'000.00
4706	Telephone, Postage, costs for PC	1'590.53	2'000.00
4707	Printed materials	4'750.50	5'000.00
4708	Various expenses	928.14	1'000.00
4891	PR Public Relations	6'922.55	8'000.00
4892	Website www.sgfb.ch	648.30	2'000.00
4894	Projects	3'634.20	2'000.00
4895	10 th anniversary 2016	9'419.60	-
4896	ADE	-968.05	5'000.00
4899	Other expenses	2'524.45	5'000.00
4905	Write-offs	-	-
Totale expenditures		144'914.92	157'850.00
Revenues			
6001	Contributions collective members	30'000.00	31'250.00
6002	Admission fees collective members	1'600.00	1'600.00
6003	Various revenues	625.00	200.00
6101	Application fees active members	26'000.00	26'600.00
6102	Contributions active members	77'281.00	91'260.00
6103	Contributions members in training	5'134.00	6'680.00
6105	Contribution PM	1'675.00	2'200.00
6201	Donations	1'009.60	-
6202	Interest earnings	-	-
Total revenues		143'324.60	159'790.00
Resultat of the fiscal year		-1'590.32	1'940.00

Regulations of the Appeals Committee

Under the terms of article 22 of the statutes, the General Assembly of the SGfB issues the following regulations for the activities of the Appeals Committee:

1. Elections and organization

- As members of the Appeals Committee persons independent of the SGfB are elected. Especially delegates of the collective members, members of the SGfB, of the board or of other committees are not allowed to become member of the Appeals Committee.
- The General Assembly elects the chairperson and at least two additional members of the Appeals Committee for a three-year period (cf. article 22/5-7 of the statutes)
- The Appeals Committee selects a deputy chairperson from among its members. Otherwise, the Appeals Committee constitutes itself.

2. Admissibility of the Appeal (Contested decision)

- Decisions and resolutions taken by the SGfB board and the SGfB committees (~~deleted: as well as of the General Assembly~~) can be contested with an appeal to the Appeals Committee.
- Decisions with respect to admission and exclusion in accordance with the statutes article 5/2-3 and 6/3 are explicitly excluded.

-
3. Review authority of the Appeals Committee (Cognition)
- In principle, the Appeals Committee's review authority is limited to the formal correctness of a decision. In particular, it reviews whether the decision was made in accordance with the law and the statutes of the competent body in the right way and according to proper procedures.
 - To the extent that the statutes and regulations provide for it, the Appeals Committee is authorized to review the material aspects and the appropriateness of the decision.
-
4. Review authority
- Appeals can be lodged by all parties directly affected by the decision appealed against.
-
5. Written appeal
- An appeal is to be lodged with the Appeals Committee in writing and within a period of not more than 30 days after the announcement of the contested decision as set out in the leaflet "how to lodge an appeal" (deleted: leaflet "Documentation").
 - The appeal must contain a request and statements of reasons. The contested decision must be enclosed or, if this is not possible, clearly described.
 - The appeal has suspensive effect. The chairperson of the Appeals Committee can cancel the suspensive effect for specific reasons.

6. Appeal fee

- The appeal fee amounts to CHF 500.–. It is to be paid together with the submission of the appeal.
- Upon approval of the appeal the appeal fee is to be reimbursed.
- Should the appellant have contributed to the contested appeal by his/her own behavior (e.g. incomplete documentation, inadequate information, etc.), the Appeals Committee may decide that the appeal fee will not or only partially be reimbursed.

7. Appeals procedure

- After the receipt of the appeal, the Appeals Committee asks the board and/or the professionally competent committee a report.
- Depending on the issue concerned, the Appeals Committee can consult or involve further experts.
- The appellant has the right to be heard. S/he has the right to express her/his views with respect to all documents and reports that are in the possession of the Appeals Committee and are relevant for the appeal sentence or that have been collected within the context of the appeals procedure, prior to the decision about the appeal. Her/his views can be expressed orally or in writing.
- If the Appeals Committee concludes that procedural errors have been made, the decision regarding the reassessment is returned to the competent body.

- Where the Appeals Committee is entitled to assess the material evaluation as well as the appropriateness, the Committee can take its own decision.
- Furthermore, the appeals procedure will be executed in accordance with the provisions of the Federal Law on administrative procedures (VwVG) of 20 December 1968 (deleted: administrative law of the canton Zürich of 24 May 1959).

8. Appeal sentence

- The Appeals Committee has a quorum when at least the chairperson and two other members are present. Their decisions are taken by simple majority. If the votes are equal, the vote of the chairperson is decisive.
- In exceptional cases, members can make their decision known by telephone or in writing instead of by being present. The decision as to whether any exceptional case exists shall be taken by the chairperson.
- If a member of the Appeals Committee is biased in a matter of appeal, s/he must withdraw during the discussion of the matter. If the required number of members of the Appeals Committee falls below three, the General Assembly must nominate a substitute.
- If the chairperson withdraws or is prevented from exercising his/her duties, the deputy chairperson assumes control of the appeals procedure.
- The Appeals Committee provides the appeal sentence with reasons in writing.

9. Protection of privacy	<ul style="list-style-type: none"> • The protection of the privacy of all persons involved in or possibly affected by the appeal is to be observed. In particular, personal data and information that might reveal the identity of specific persons may not be given to other persons that are not directly involved in the appeals procedure without the express consent of the persons involved.
10. Professional secrecy	<ul style="list-style-type: none"> • The members of the Appeals Committee are bound to professional secrecy with respect to all information that comes to their knowledge in the exercise of their duties. • Professional secrecy also applies to all bodies (parties, experts, secretariat etc.) involved in the appeals procedure. • Professional secrecy must also be observed after resignation from the Appeals Committee, respectively after the end of the appeals procedure.
11. Financial compensation	<ul style="list-style-type: none"> • The members of the Appeals Committee are entitled to an overall financial compensation of CHF 300.– per appeal.
12. Archiving	<ul style="list-style-type: none"> • The appeal documents are archived on completion of the appeals procedure.
13. Activity report	<ul style="list-style-type: none"> • The Appeals Committee presents an annual report on its activities for the General Assembly.

These regulations were decided and put into effect by the General Assembly on 13.03.2017. They replace all previous appeals regulations.

Please register by 23rd February 2017

For attendance at the General Assembly and aperitif we ask you to please register by letter, e-mail or telephone at:

Secretariat SGfB, Gehrenweg 2, 5103 Möriken

e-mail: sekretariat@sgfb.ch, Tel. 062 562 84 48

I register for

I cannot take part

- the pre-assembly event 4:15 p.m. the General Assembly 5:15 p.m. Aperitif

First name/Name

.....

- Individual Member Member in training Associate Member Honorary Member Guest

- Management Organisational Member (OM Abbr.) Delegate for (OM Abbr.)

- Sprachen/langues/lingue/languages deutsch français italiano english

Please check the appropriate box

Bitte
frankieren

Schweizerische Gesellschaft für Beratung
Gehrenweg 2
5103 Möriken