

Annual report 2014

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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 and guests

Invitation

to the 9th Regular General Assembly
of the Swiss Association for Counselling SGfB

Monday, 9th March 2015, 4.15 – 8.00 p.m.

Hotel Continental Park, Murbacherstrasse 4, 6002 Luzern, www.continental.ch

By train: Follow the tracks 2/3 until you reach the blue lockers on the right side. At the end of the lockers, you turn right and leave the train station. Use the zebra crossing. The Hotel Continental-Park is just opposite.

By car: The hotel has its own underground carpark. Further parking options at the Bahnhof-Parking.

4.15 p.m. Pre-event: spirituality and mental health

Lecture by Dr med. Samuel Pfeifer, senior physician at the Sonnhalde psychiatric hospital, Riehen.

5.15 p.m. Opening of the GA

Rosmarie Zimmerli

1. Administration

Election of scrutineers

Minutes of the 8th GA 2014

www.sgfb.ch/Login

2. Annual Reports 2014

Professional Policy Committee PPC

Ethics Committee EC

Examination Committee ExC

Quality Committee QC

Appeals Committee AC

Board SGfB

Hanspeter Fausch Page 6

Ruth Bärtschi Page 8

Benno Greter Page 9

Peter Eichenberger Page 11

Dr. Judith Schütz Page 13

Rosmarie Zimmerli Page 14

3. Financial Statements 2014

Comments

Auditors' Report, Discharge of the Board

Rosmarie Zimmerli Page 20

4. Budget 2015

Page 21

Comments

5. Resignations and Elections

Retiring from office

- Ruth Bärtschi, EC (2008–2015)
- Rolando Zobrist, ExC (2014–2015)
- Christine Stalder, QC (2011–2015)
- Peter Eichenberger, QC (2010–2015)
- Daniel Tiboldi, AC (2010–2015)
- Mike Caruso, auditor (2013–2015)

The Board recommends for election

- Mike Caruso, IIPB, as Board member
- Margot Ruprecht Hagmann, TAL, as Board member
- Rita Dünki-Arnold, IKP, as member of the PPC
- Franzisca Reist, AFI, as member of the EC
- Anna-Barbara Meyer-Merz, as member of the EC
- Werner Becker, APAMED Fachschulen, as member of the EC
- Irene Kaufmann, EBI, as member of the QC
- Esther Nogler, bcb, as member of the QC
- Dr. Andrea Engeler, as member of the AC
- Dr. Reinhold Schätzle, as member of the AC
- Cristina Honegger, as auditor

For re-election stands

- Dr. Irène Kummer, OIP, Board member as Vice-President SGfB
- Monika Riwar, bcb, as Board member
- Sylvia Baumann, OIP, as Board member
- Hanspeter Fausch, PBS, as member of the PPC
- Catherine Ferrara, IFCoS, as member of the QC

6. Information

- Advanced Qualification in Psychosocial Counselling PET
- Adjustments of the regulations of the Ethics Committee and regulations of the Appeals Committee
- SGfB Membership in the European Association for Counselling EAC
- 5th Organisational Members' Conference 9th November 2015, 4.15 p.m. Zurich

- 6th Organisational Members' Conference 7th November 2016, 4.15 p.m. Zurich
- 10th General Assembly 14th March 2016, 4.15 p.m
- 11th General Assembly 13th March 2017, 4.15 p.m

7. Miscellaneous

Rosmarie Zimmerli
President SGfB

Dr. Irène Kummer
Vice-President SGfB

07 February 2015

Following the GA you are cordially invited to drinks, snacks and socialising.

Annual report 2014 of the Professional Policy Committee

Committee members:

Hanspeter Fausch (PBS), Chair, member of the Board

Gabi Rüttimann (IKP)

Pierre Clausen (pca.acp) (until 10.3.2014)

Danny Abel (bcb) (until 10.3.2014)

Rita Dünki-Arnold (IKP), nominated for election at the 2015 GA

The PPC held two meetings in the 2014 reporting year.

1. Meeting of 28th May 2014: Key issue: Networking of the SGfB with German speaking umbrella organisations for counselling

The PPC has developed guiding questions, which are to be sent for a response by e-mail, by telephone or preferably by personal contacts to the associations concerned.

Objectives of a possible networking of the SGfB with German speaking associations: exchange of information, possibilities of recognition, a stronger position towards psychological and psychotherapeutic associations.

2. Meeting of 26th August 2014: Key issue: clarification of the status of the SGfB in the European Association of Counselling EAC: full membership or maintaining interim membership or withdrawal from EAC

The PPC made a SWOT-analysis with a recommendation with respect to the status of SGfB membership in the EAC (the European Umbrella Organisation for Counselling). After careful consideration, the PPC has concluded that EAC is dealing with internal issues at the moment (structures and processes) and with the acquisition of new members. In addition, EAC membership imposes a heavy workload on the SGfB for structural and procedural interests of the EAC.

Based on the overall analysis, the PPC's recommendation to the board is that interim membership may at best be maintained or withdrawal could also be considered. The board has decided to end EAC membership.

Resignation/Nomination

Resignations

Pierre Clausen (pca.acp), PPC member since its foundation.

Danny Abel (ACC), member from 2012 until 2014.

A sincere thank you for your valuable contributions.

Nomination

Rita Dünki-Arnold has taken part in the second PPC meeting as a possible new member and could provide valuable input with respect to the EAC issue during this session. The PPC members recommend her for election at the next GA.

Hanspeter Fausch, chairman of the Professional Policy Committee

Annual report 2014 of the SGfB Ethics Committee

Members

Ruth Bärtschi, Chair
Gisela Meinicke
Gabriela Feustle

Meetings 2014

10.03.2014
17.11.2014

Regulations/recommendations of the EC in the case of conflict or complaint

During its recent meetings, the EC has discussed how mediation can be applied in the case of conflict or complaint. These discussions have resulted in two documents:

1. Information for members of the Ethics Committee. The key information about mediation as a possibility for regulation or recommendation for internal use in the EC.
2. A draft paper Mediation as a regulation or recommendation in the case of conflict or complaint by the EC. This paper was given to a legal expert to check the legal aspects.

Review of the regulations of the Ethic Committee

According to the ethics regulations for SGfB counsellors, section ethics regulations, these regulations should periodically be reviewed on their current validity and adjusted when necessary. The EC reviewed them in 2014 and made several adjustments, which were presented to the board in writing in the form of a proposal.

Personnel changes

In the summer of 2014, Ruth Bärtschi, president of the EC announced her resignation and withdrawal from the EC as from the 2015 GA. As a result, we looked for individuals who could join the EC. During our fall meeting, three interested persons accepted the nomination and will present themselves for election in March 2015.

Anna-Barbara Meyer-Merz, active member SGfB

Franzisca Reist, active member, SGfB

Werner Beck, Apamed delegate

As from the election in the Ethics Committee, **Franzisca Reist** is the intended chair ad interim of the EC.

Ruth Bärtschi, chairwoman of the Ethics Committee

Annual report 2014 of the Examination Commission

Members:

Benno Greter; chair

Rosmarie Zimmerli; administration

Peter Weber; finance

Peter Eichenberger

Liselotte Fassbind

Daniela Sonderegger-Dürst

Christine Stalder

Rolando Zobrist

«What is counselling? What is the level of the advanced diploma examination in counselling? Which conditions have to be fulfilled in order to pass the master examination?»

These were the three main questions and many others with which the Examination Commission (ExC) dealt during the entire year 2014.

We organized three examinations with a total of 66 people in Olten and one in Bellinzona with 10 people. Already in the first examination year, we succeeded in organizing the advanced diploma examination in the three national languages. Mr Armin Schöni, in charge of the project supervision of the examination SERI praised us for this achievement.

In order to plan and organize nine examination days the ExC members met six times in meetings that lasted mostly the entire day. The intensive cooperation and the challenges we met together made the examination committee group into a real team. During two graduation ceremonies, we could present 49 beautiful federal diplomas with a white cross on a red background in 2014 (including the examinations in Tessin with the graduation ceremony on 30.1.2015 in Lugano).

The first training sessions for experts took place in February and September. A further training has been planned in Tessin for January 2015. Our aim, to make more use of experts who have taken the advanced diploma examination / HFP themselves, will be largely possible in 2015. We as ExC members will also be actively involved as experts in 2015 and will be assisted by the «new ones»

After the examination, pass or fail is the most important question. The height of

the «examination bar» is set by the umbrella organization, in our case the SGfB, and at the moment we are moving just below the average of 30% fail rate. HFP examinations are instantaneous performances with high Di-stress potential (survival mode). This is equally true for younger colleagues as well as highly experienced ones. It will also be our aim in 2015 to create a positive examination atmosphere. We wish to put in place conditions for examination candidates that allow them to take the short 75-minute exam as far as possible in competence mode (Eu-stress).

As Examination Committee, we have made a successful start as HFP-provider with 66 organized examinations.

Rolando Zobrist has left the ExC at the end of 2014. He will actively continue as an examination expert.

In 2015, we will continue to develop and monitor the process and organize good and expert HFP diploma examinations. We will optimize the guidelines for the examination regulations and adjust them to the experiences we make.

I would like to express my gratitude to the Board of the Swiss Association for Counselling, especially the new president, Rosmarie Zimmerli, for her good coaching and cooperation.

I also thank my colleagues in the Examination Commission and the experts for their valuable cooperation.

A heartfelt thank you to all members of the Swiss Association for Counselling for your trust, support and understanding.

Benno Greter, chairman of the Examination Commission

Annual report 2014 Quality Committee

Members of the committee are Peter Eichenberger, Christine Stalder, Catherine Ferrara, Thomas Frank, Gerhard Schobel and Eveline Bühlmann-Lehmann. As candidates for the committee's enlargement, our team was joined by Esther Nogler and Irene Kaufmann in September. They have both been nominated by the board for definite election at the March 2015 GA. All new members have passed the HFP examination and already strongly support us in our work. We are looking forward to their election. Peter Eichenberger and Christine Stalder will leave the Quality Committee during the GA in March 2015. Eveline Bühlmann-Lehmann will take over the chair of the Quality Committee from that moment.

It is the QC's **task** to fulfil the mandate according to the regulations. In concrete terms, this means: taking and implementing measures for quality development and quality assurance within the SGfB.

The new members of the Quality Committee were carefully trained and at the same time, the continuity of the work could be warranted. Thanks to the good cooperation in the Quality Committee, we have succeeded in doing so.

Annual objectives in the reporting year of the QC were quality control and quality assurance in the different membership categories, including the recertification of accredited counselling training courses. In addition, we have accompanied three new training institutes on their way to collective membership.

The time required for the admission of new members has remained stable in 2014 in comparison with the previous year. Over 60 applications were handed in between January and December and prepared for decision making by the board.

It is satisfying to see that the number of members in training is steadily increasing. During the reporting year, 20 new members in training joined the SGfB. This goes to show how attractive the SGfB already is for students of our collective members.

The sur-dossier procedure was revised. The sur-dossiers should now be presented in a more detailed form. In this way, it is easier to compare and assess the certifications with those of our collective members.

The proofs of further training for the renewal of the specialist title are only verified every three years. The consequence of this was that we did not have to review any proofs of further training in this transitional year.

The counselling training courses of two collective members were recertified. Nine further recertifications are currently under review. This means the review of the recertification dossiers and conducting audit discussions. Personal interviews on site are highly appreciated by the collective members and both parties benefit from the mutual exchange of experience.

We are particularly proud of the completed admission procedure of the collective members Apamed college and the ICL institute. Both institutions were accompanied and supported by the Quality Committee during the entire admission procedure. A third institution is still in the admission process.

Peter Eichenberger, Christine Stalder, Chairs of the Quality Committee

Annual report 2014 Appeals Committee

- Committee members:
- Dr. Judith Schütz, chair
 - Magdalena Fuchs Genzoli, deputy chair
 - Daniel Tiboldi
- Deliverables:
- Finding new members for the Appeals Committee
 - Revision and updating of all documents together with the secretariat
 - Information exchange with the Board
 - Liaising at the GA and the Collective Members Conference CMC
- Meetings:
- Annual meeting of the Appeals Committee on 20.10.2014
 - Working session with the secretariat on 09.05.2014
 - Attending the GA on 10.03.2014
 - Attending the Collective Members Conference on 10.11.2014

Cooperation with the new president has taken off well. We appreciate Rosmarie Zimmerli's initiative to continue the traditional information exchange between the Appeals Committee and the Board.

The revision and updating of the documents took more time than expected – so much the better that the Appeals Committee and the secretariat now have a common up-to-date database. Thanks to the good functioning of the secretariat, we have the guarantee that it will remain so.

For professional reasons, Daniel Tiboldi has announced his resignation at the 2015 GA. Fortunately the search for a successor soon turned out to be successful. With Dr. Andrea Engeler and Dr. Reinhold Schätzle two suitable members can be proposed for election to the GA.

Dr. Judith Schütz, chair of the Appeals Committee

2014 annual report of the Board

An important ingredient for the recipe for a successful SGfB is enthusiasm.

The Board

Hedi Maria Bretscher-Zeier SGTA, president till 10.3.2014, honorary president as from 10.3.14

Rosmarie Zimmerli IKP, treasurer, president as from 10.3.2014

Dr. Irène Kummer OIP, vice-president

Monika Riwar bcb, Actuary

Sylvia Baumann OIP, responsible for the website

Hanspeter Fausch PBS, responsible for marketing, chair of the PPC

Eveline Bühlmann IKP, representative QC

Rolando Zobrist IFCoS, responsible for TI.

The Secretariat

Angélique Zimmermann and Mara Schnyder, Möriken

Committees

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

Members

21 collective members, 336 active members, 63 members in training, 11 passive members and 1 honorary member (the honorary president) enable, through their support with conscientious and persistent effort, the board, the secretariat and the committees to achieve SGfB's objectives.

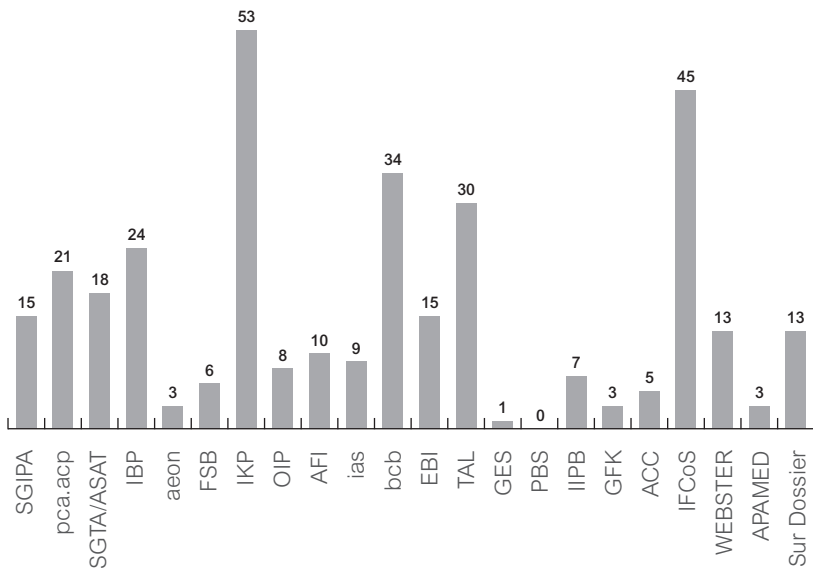
Delegates and alternate delegates

Collective members help to activate communication between the General Assembly, the Board, the committees and the collective members.

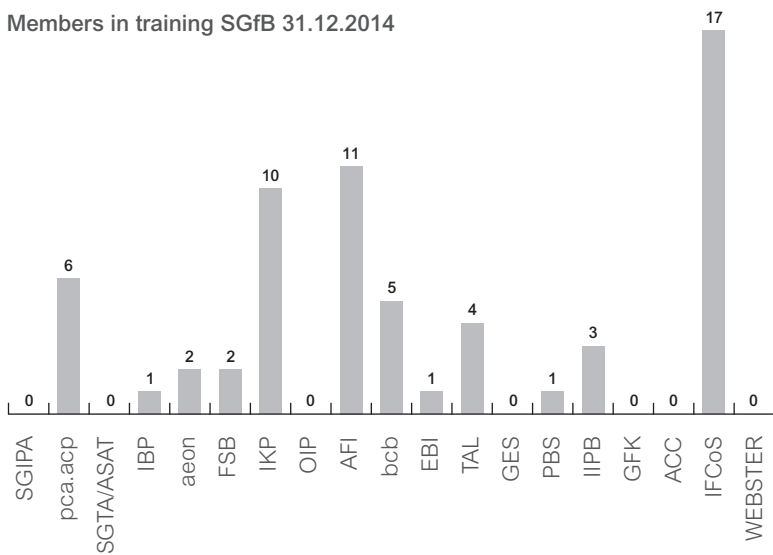
The report

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

Individual members SGfB 31.12.2014



Members in training SGfB 31.12.2014



In January, the secretariat was moved from Rheinfelden to Möriken. Angélique Zimmermann has taken over the various tasks with great commitment. In the meantime, the filing system has been restructured and her deputy, Mara Schnyder, who will mainly occupy herself with the management of the website, has been familiarized with her tasks.

In March, the Board and the entire General Assembly took leave of Hedi Maria Bretscher-Zeier, our founding president, during a celebration in which her merits for the SGfB were acknowledged. Hedi Bretscher had carefully familiarized her successor, Rosmarie Zimmerli, already before handing over the presidency, with the presidency's tasks. In this way, she could look forward after a short time to the newly available time and her many other interests. Rosmarie Zimmerli has secured stability and continuity in the management of the association thanks to her many years of experience as treasurer of the SGfB. In the absence of a successor, she has continued this mandate during the reporting year. Just before the end of the year, a competent successor could be found. Mike Caruso has experience in the field of finance and is nominated by the Board for election.

After the pioneering and differentiation phases, SGfB has now arrived at the integration phase of its development. This change is marked by the change of the presidency.

The strategic planning and positioning for the current financial year were laid down in a document "SGfB Policy". In this document objectives and measures for the areas of quality, national and international relations, research, education and development as well as organisation have been explicitly formulated.

As a member of the Mental Health Network Switzerland (NPG) SGfB is committed, together with public and private organisations, institutions and companies to the promotion of mental health in Switzerland. The purpose is the exchange of knowledge, information and experience.

The Board has discontinued interim membership of the European Association for Counselling EAC by the end of the year. The careful examination of costs and benefits of this membership has shown that it is beyond the human and financial resources and does not satisfy the concerns of the SGfB.

Less than a year after the adoption of the strategic and operational planning, it was possible to organize the first complete advanced federal diploma examinations (HFP) in Olten in March. The State Secretariat for Education, Research and Innovation (SERI) in its capacity as examination supervisor has praised the professionalism of the examinations and expressed its satisfaction that the examinations could be organised in the three national languages, German, French and Italian, already in the first year. Unfortunately, no permission was granted to organise the examination of the HFP in English. Together with the people concerned, we are looking for a solution as to how candidates with English as their mother tongue can be enabled to obtain the advanced federal diploma in counselling.

On 1st October 2014, the regulations concerning the national qualification framework for examinations in vocational education have come into force. This enables the classification of Swiss examinations of basic and advanced vocational education both nationally and internationally. The umbrella organisation SGfB of the HFP counsellor has taken part in the kick-off event and is involved in the implementation of the classification by developing certificate and diploma supplements. These allow for transparency, comprehensibility and improved comparability of the counselling diploma, which express the high value of this qualification.

At the collective members' conference in November, 17 institutions were represented by 12 delegates and 9 alternate delegates. People were mainly interested in the information about the HFP. The issues raised were also discussed and deliberated in groups. The Board has presented the manifesto mental health in the form of a workshop, since mental health is a big national topic now. The idea was to find answers to the question as to what extent the theses have already been implemented in our courses and where the manifesto can provide impulses. The participants discussed with concentration and commitment and have found answers in group work, which has been recorded in a photo protocol. Monika Riwar made the minutes of the conference in her characteristic concise manner.

Mutations 2014

We have taken leave of

- Daniel Abel, PPC
- Irène Bloch, Secretariat SGfB
- Philipp Junker, QC
- Hedi Bretscher, president SGfB

Elected were

- Rosmarie Zimmerli, IKP, as president SGfB
- Eveline Bühlmann, IKP, as member of the Board and member of the QC
- Thomas Frank, IIPB, as member of the QC
- Bernhard Schobel, aeon, as member of the QC
- Cyrill Voser, auditor

As members of the examination committee HFP

- Benno Greter, TAL, as president
- Peter Eichenberger, IKP
- Liselotte Fassbind, EBI
- Daniela Sonderegger-Dürst, SGTA
- Christine Stalder, pca.acp
- Peter Weber, ACC
- Rosmarie Zimmerli, IKP
- Rolando Zobrist, IFCoS (until the end of 2014)

New delegates

- Joseph Aebischer, pca.acp
- Werner Becker, APAMED
- Regula Ferro-Hertenstein, FSB
- Sabine Grütter, GES
- Manuela Maier, IBP
- Christelle Schläpfer, SGIPA

At the end of this annual report, I wish to thank the members of the Board and the committees, who have worked with enthusiasm and great commitment and given their valuable free time during many working hours to achieve the objectives

of the SGfB, strengthen the identity of the counselling professions, ensure and further develop the quality of counselling and promote the scientific and professional principles. But that is not all.

I would like to quote Hedi Bretscher, who has always pointed out the importance of SGfB representing the interests of the members of the profession in public, in contacts with the authorities and other professional organisations. SGfB membership promotes the community and the sense of belonging and thus the professional identity of counsellors. The financial support of the members and the largely voluntary participation in the various committees enables the SGfB to continue to present itself as a strong, prestigious and recognized professional association to the public.

Rosmarie Zimmerli, President SGfB

profit and loss accounts 01.01.2014–31.12.2014

Number	Expenditures	Saldo		Deviations from the budget
		31.12.2014	Budget 2014	
4401	Social security benefits	15'011.05	20'000.00	-4'988.95
4402	Presidency/Board	6'804.60	9'000.00	-2'195.40
4403	Bookkeeping/revision	417.80	500.00	-82.20
4404	Meeting rooms	-	200.00	-200.00
4601	Delegates' meeting	4'933.05	4'000.00	933.05
4602	Membership of associations (EAC)	-267.24	500.00	-767.24
4603	Various expenses VS/committees	1'944.10	2'000.00	-55.90
4701	Compensation office	8'000.00	8'000.00	-
4702	Secretarial fees	41'697.70	30'000.00	11'697.70
4704	ITC/Software	417.80	2'000.00	-1'582.20
4705	Office materials	1'704.05	1'000.00	704.05
4706	Telephone, Postage, costs for PC	2'299.47	2'000.00	299.47
4707	Printed materials	1'225.55	4'000.00	-2'774.45
4708	Various expenses	205.00	1'500.00	-1'295.00
4891	PR Public Relations	14'536.05	4'000.00	10'536.05
4892	Website www.sgfb.ch	1'696.80	1'000.00	696.80
4894	Projects	832.20	1'000.00	-167.80
4896	ADE	495.00	12'800.00	-12'305.00
4899	Other expenses	-	1'000.00	-1'000.00
4905	Write-offs	-	-	-
Total expenditures		101'952.98	104'500.00	-2'547.02
Revenues				
6001	Contributions collective members	24'788.00	22'500.00	2'288.00
6002	Admission fees collective members	2'400.00	800.00	1'600.00
6003	Various revenues	154.01	300.00	-145.99
6101	Application fees active members	22'500.00	23'200.00	-700.00
6102	Contributions active members	47'558.00	47'825.00	-267.00
6103	Contributions members in training	6'322.00	9'120.00	-2'798.00
6105	Contribution PM	825.00	400.00	425.00
6201	Donations	5'478.40	2'000.00	3'478.40
6202	Interest earnings	23.05	20.00	3.05
Total revenues		110'048.46	106'165.00	3'883.46
Profit		8'095.48	1'665.00	6'430.48
Balance sheet 31.12.2014		Attivi	Passivi	
1010	Postfinance account	20'545.89		
1060	Accounts payable	240.00		
2000	Transitory liabilities		2'999.60	
Accumulated fortune as of 31.12.2013			9'690.81	
Profit 2014			8'095.48	
Accumulated fortune as of 31.12.2014		20'785.89	20'785.89	

Budget 2015

Number	Expenditures	Saldo	
		31.12.2014	Budget 2015
4401	Social security benefits	15'011.05	17'000.00
4402	Presidency/ Board	6'804.60	14'000.00
4403	Bookkeeping/ revision	417.80	500.00
4404	Meeting rooms	–	200.00
4601	Delegates' meeting	4'933.05	6'000.00
4602	Membership of associations (EAC)	–267.24	–
4603	Various expenses VS/committees	1'944.10	2'000.00
4701	Compensation office	8'000.00	10'000.00
4702	Secretarial fees	41'697.70	48'000.00
4704	ITC/Software	417.80	2'000.00
4705	Office materials	1'704.05	2'000.00
4706	Telephone, Postage, costs for PC	2'299.47	2'500.00
4707	Printed materials	1'225.55	4'000.00
4708	Various expenses	205.00	1'000.00
4891	PR Public Relations	14'536.05	11'000.00
4892	Website www.sgfb.ch	1'696.80	2'000.00
4894	Projects	832.20	2'500.00
4896	ADE	495.00	1'000.00
4899	Other expenses	–	1'000.00
4905	Write-offs	–	–
Total expenditures		101'952.98	126'700.00
Revenues			
6001	Contributions collective members	24'788.00	27'500.00
6002	Admission fees collective members	2'400.00	2'400.00
6003	Various revenues	154.01	200.00
6101	Application fees active members	22'500.00	23'200.00
6102	Contributions active members	47'558.00	64'000.00
6103	Contributions members in training	6'322.00	7'100.00
6105	Contribution PM	825.00	1'000.00
6201	Donations	5'478.40	2'000.00
6202	Interest earnings	23.05	20.00
Total revenues		110'048.46	127'420.00
Profit		8'095.48	720.00

Notes:

Please register by 27th February 2015

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

the pre-event 4.15 p.m. the General Assembly 5.15 p.m. Aperitif

Firstname / 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

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