

# Annual report 2015

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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 Organisational Members, Honorary president SGfB, Members in Training, Board and Guests

# Invitation

to the 10<sup>th</sup> Regular General Assembly  
of the Swiss Association for Counselling SGfB

**Monday, 14<sup>th</sup> March 2016, 2:30 – 4:00 p.m.**

Seeburg Hotel, Lucerne, Panoramasaal, Seeburgstrasse 53–61, 6006 Luzern

Location and directions: [www.hotelseeburg.ch/en/Contact/Directions-Location](http://www.hotelseeburg.ch/en/Contact/Directions-Location)

**1:30 p.m. Welcome and musical introduction: «Die Drei...»**

**2:30 p.m. Opening of the GA** Rosmarie Zimmerli

## 1. Administration

Election of scrutineers

Minutes of the 9<sup>th</sup> GA 2015 [www.sgfb.ch/Login](http://www.sgfb.ch/Login)

## 2. Annual Reports 2015

Professional Policy Committee PPC Hanspeter Fausch Page 5

Ethics Committee EC Franzisca Reist Page 6

Examination Committee ExC Benno Greter Page 8

Quality Committee QC Eveline Bühlmann Page 10

Appeals Committee AC Dr. Judith Schütz Page 12

Board SGfB Board SGfB Page 13

**3. Financial Statements 2015** Rosmarie Zimmerli Page 20

Comments

Auditors' Report, Discharge of the Board

**4. Budget 2016** Mike Caruso Page 21

Comments

**5. Elections** Rosmarie Zimmerli

## 6. Information

Rosmarie Zimmerli

- Advanced Qualification in Psychosocial Counselling
- 6<sup>th</sup> Organisational Members' Conference 14<sup>th</sup> November 2016, 4:15 p.m. Zurich
- 7<sup>th</sup> Organisational Members' Conference 13<sup>th</sup> November 2017, 4:15 p.m. Zurich
- 11<sup>th</sup> General Assembly 13<sup>th</sup> March 2017, 4:15 p.m.
- 12<sup>th</sup> General Assembly 12<sup>th</sup> March 2018, 4:15 p.m.

## 7. Miscellaneous

*Rosmarie Zimmerli*  
President SGfB

*Dr. Irène Kummer*  
Vice-President SGfB

Moeriken, 8<sup>th</sup> February 2016

Following the Annual General Assembly and after a break at 4:30 p.m., you are cordially invited to the show of «Compagnia Due» and an «Apéro riche»

We are pleased to celebrate with you the 10th anniversary of the Swiss Association for Counselling. Welcome!

# Annual report 2015 of the Professional Policy Committee

- Committee members:
- Hanspeter Fausch, chair
  - Gabi Rüttimann
  - Rita Dünki-Arnold (as from March 9, 2015)
- Deliverables:
- Election of a new committee member
  - Information exchange with the board
  - Liaising at the GA and the Collective Members Conference CMC
- Sitzungen:
- The PPC did not meet during the year under review
  - Attending the General Assembly of 9.3.2015
  - Attending the Collective Members Conference of 9.11.2015

Rita Dünki-Arnold was elected as member of the PPC during the General Assembly of 9<sup>th</sup> March 2015.

The SGfB board has adopted the central issues developed by the PPC for personal contacts with the German-speaking Counselling Associations.

The Professional Policy Committee's member Rita Dünki-Arnold has joined the working party Advanced Federal Diploma Examination, Revision of examination regulations / Guidelines).

Sylvia Baumann has decided to join the PPC as from 2016. The PPC gladly accepts her candidacy and recommends her for election at the GA.

*Hanspeter Fausch, chairman of the Professional Policy Committee*

## Annual report 2015 Ethics Committee

- Committee members:
- Franzisca Reist, Chair ad interim
  - Werner Becker
  - Gabriela Feustle
  - Gisela Meinicke
  - Anna-Barbara Meyer-Merz
- Deliverables:
- Election of three new committee members
  - Franzisca Reist replaces Ruth Bärtschi as Chair ad interim
  - Information exchange with the board
  - Liasing at the GA and the Collective Members Conferene CMC
- Meetings:
- Two meetings oft the Ethics Committee on 9.3.2015 and on 20.7.2015
  - Attending the General Assembly on 9.3.2015
  - Attending the Collective Members Conferene on 9.11.2015

In connection with the Ethics Committee's regulations / recommendations in the case of conflict or complaint, the dossier «Mediation regulations in the case of conflict or complaint» has been elaborated. It consists of three documents:

1. Information for members of the ethics Committee
2. Explanatory leaflet: general information about mediation
3. Regulations in the case of conflict or complaint

The adaptations in the «Code of Ethics for SGfB Counsellors and SGfB Collective Members» were approved by the board. The currently valid document has been uploaded to the SGfB's website.

The document «Process for the conflict and complaints procedure» was reviewed in view of its current relevance and appropriateness for people seeking advice. The document is still under review.

We took appropriate leave of Ruth Bärtschi after six years as chair of the EC.

At the end of 2015, Anna-Barbara Meyer-Merz decided to resign as of the 2016 General Assembly.

*Franziska Reist, Interim chair of the Ethics Committee*

# Annual report 2015 Examination Committee

## Members:

Benno Greter, Chair

Rosmarie Zimmerli, Administration

Peter Weber, Finanzen

Peter Eichenberger

Liselotte Fassbind-Kech

Daniela Sonderegger-Dürst

Christina Stalder

In April and October our fifth and sixth examination sequences were organized. During two worthy graduation ceremonies in Zurich we could present 32 federal diplomas and 7 during a small ceremony in Tessin.

The members of the examination committee are a well-organized team that enjoys its work, and performs its tasks with commitment and in a competent manner. One of our tasks is to organize and carry out the Advanced Diploma Examination. In addition, we keep working on improving the quality of the examinations.

We have had lively discussions about the format of the examinations for the period after the transitional provisions for the examination regulations with only part three of the examination for SGfB active members has ended. In our role as members of the examination committee we recommend that all candidates should take the four parts of the examination. This will enable our experts to assess the candidates that present themselves for the counselling examination on the basis of sound foundations.

In August, a further training for experts on the subject of «competence-oriented testing for the Advanced Federal Diploma Examination in Counselling» took place in Lucerne. By the end of the year a total of 24 experts were available, who keep preparing themselves for their role and constantly improve their expertise. Our aim to deploy only experts who have taken the Advanced Federal Diploma Examination in Counselling themselves was achieved in 2015.

The periodic updating of the guidelines is a further task of the examination committee. A working party took up the necessary work at the end of the year.



In the fall a list of supervisors of trainers, which the SGfB's collective members named us, was uploaded to the SGfB website.

For our committee, 2015 was a year of consolidation and, on the basis of the wide-ranging expertise we have gained in the meantime, we were able to offer a further competence-oriented examination setting, which is both appropriate and challenging for the candidates.

I'd like to thank the board of the Swiss Association for Counselling, in particular, its president, Rosemarie Zimmerli, for her valuable support and cooperation. I also thank my colleagues in the examination committee and the experts for their valuable cooperation.

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

*Benno Greter, Chair of the examination committee*

# Annual report 2015 of the Quality Committee

## **Members:**

Eveline Bühlmann (-Lehmann), Chair

Catherine Ferrara

Thomas Frank

Irene Kaufmann

Esther Nogler

Gerhard Schobel

In this reporting year there was a strong focus on the definition of responsibilities, the internal clarification of roles and the familiarization of the duties by the newly formed teams.

We'd like to take the opportunity to sincerely thank Peter Eichenberger and Christina Stalder for their dedication and achievements and the smooth handover of their duties. Since their resignation from the Quality Committee during the 2015 GA, Eveline Bühlmann (-Lehmann) took over the chair. For election as members of the Quality Committee at the 2016 GA Daniela Chiesa Filippini (June 2015) and Patrick Zahnd (December 2015) have been nominated.

As against the previous year, almost twice as many applications were checked in the area of collective members (i.e. four out of 23 institutions) and of active members (107 in 2015 and 58 in 2014). In addition, the Quality Committee has successfully concluded five recertifications and processed four sur-dossier applications and numerous proofs of further training. The statistics of our members have been included in the board's annual report.

After only a short period of time it became clear that our well-coordinated team was well prepared for the challenges that were brought about by the considerable amount of work and the complexity of the contents of our area of responsibility. Thanks to the QC's competent and motivated commitment, we have succeeded in implementing a mature quality assurance and quality development system in line with the regulations. The constructive suggestions made in an appreciating atmosphere and critical responses have made a substantial contribution to the optimization of all workflows.

In concrete terms, several forms and excel-tables were standardized. The now clearly structures documents allow for an efficient handling and give considerable added value both for the Quality Committee and for our active and collective members. As an example we should like to mention the newly introduced sur-dossier procedure as well as the recertification procedure including an evaluation grid for associations and organizations proposed by a working party which have proven to be efficient tools.

Another milestone was the change of the SGfB Dropbox to the SGfB Cloud, which guarantees optimal data protection because of its location in Switzerland.

Specifically, for the examination of the proofs of further training a more compact internal process cycle could be developed and has already been successfully applied in several instances.

Since the Quality Committee identified need for action with respect of the use of the professional title, our collective members were informed concerning this issue in writing.

In 2016, especially the examination of prospective collective members as well as the processing of the remaining recertifications will be of crucial importance.

I'd like to express my sincere thanks to our QC-team for their extraordinary voluntary commitment.

Because of the excellent cooperation in the Quality Committee we look confidently forward to the year 2016.

*Eveline Bühlmann (-Lehmann), Chair of the Quality Committee*

## Annual report 2015 Appeals Committee

- Committee members:
- Dr. Judith Schütz, chair
  - Magdalena Fuchs Genzoli, deputy chair (hitherto)
  - Dr. Reinhold Schätzle, deputy chair (new)
  - Dr. Andrea Engeler
- Deliverables:
- Election of two new committee members
  - Legal examination and improvement of the AP documents.
  - Information exchange with the board
  - Liaising at the GA and the Collective Members Conference CMC
- Meetings:
- Annual meeting of the Appeals Committee on 22.10.2015
  - Attending the General Assembly on 9.3.2015
  - Attending the Collective Members Conference on 9.11.2015

The new appeals Committee has obtained more professional expertise.

Thanks to Dr. Reinhold Schätzle's energetic support the documents of the Appeals Committee were legally examined. Several inconsistencies were discovered that were discussed with the board and gradually adjusted.

All in all, we can conclude that the Appeals Committee is well prepared for an appeals case.

*Dr. Judith Schütz, chair of the Appeals Committee*

## 2015 annual report of the board

### The board

Rosmarie Zimmerli IKP, president

Dr. Irène Kummer OIP, vice-president

Monika Riwar bcb, Actuary

Mike Caruso IIPB, treasurer

Sylvia Baumann OIP, Networking national and international, responsible for the website

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

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

Margot Ruprecht Hagmann TAL, Projects

Rolando Zobrist, Bridge builder to Tessin

### A board with «Esprit» and «Feu sacré» is the SGfB's capital!

This is only one side of the coin. On the other are the SGfB's valued members, friends and benefactors. Their moral and financial commitment allows the SGfB to develop further and to make progress. As a well-established professional association, SGfB defines the guidelines for counselling and assures quality and professionalism.

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

During the regular meetings the board deals with and completes the tasks with which the General Assembly has entrusted it, whereas the retreat is at the heart of the board's strategic planning and functioning. Intensive exchange, efficient and good interpersonal collaboration, joint search and find activities were possible as well as personal conversations and the insight how much work has been done with great dedication by each individual and how great the voluntary commitment is. The retreat is also important to get to know each other and for the board's professional policy competence. The two new members of the team, Margot Ruprecht Hagmann and Mike Caruso, have particularly appreciated this. Like all other members of the board, they showed great commitment and motivation. The honorary president, Hedi Bretscher, liberated from her former formal

duties, acted as our loving host. She deserves a big thank you for this. Monica Ruwar's competent and careful minute-taking and Rolando Zobrist's ad hoc translations in connection with dossiers in Italian also deserve mentioning.

In the fall an important meeting with members of the examination committee took place. Open questions could be clarified and the trust between the members of the two bodies could be further strengthened.

A consequence of the SGfB's constant growth is that the board members, in addition to their participation in the board meetings, had to cope with a considerable workload with frequent e-mail or Skype contacts with committee members, other associations, authorities and bodies as well as people potentially interested in SGfB's membership.

The **secretariat** closely cooperates with the board and acts as the SGfB's operational center. In 2015, a personnel change took place. In October, Britta Beinat replaced Angélique Zimmermann. After a short training period Mara Schnyder managed the secretariat professionally and independently for an interim period between May and September. She prepared Britta Beinat very well for the job. Since December, Mara Schnyder has mainly dealt with the administration of the SGfB's website in close collaboration with Sylvia Baumann, whereas Britta Beinat then took over the management of the secretariat.

**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. This important collaboration was clearly illustrated during the annual collective members conference in November. 21 out of 23 collective members were represented. This is a significant and welcome demonstration of interest and shows that the board has addressed the right core topics that were relevant for the collective members. An interesting, dynamic and lively exchange made it possible to perceive a strong sense of togetherness. Together under the roof of the SGfB and together with a shared commitment for our profession. This

feeling of togetherness was strengthened by the wish expressed by a delegate to address each other by first names, which was approved by all.

**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 course of the reporting year, SGfB has grown by approximately 100 members, which is about 30% (24 collective members, 414 active members, 54 members in training, 11 passive members and 1 honorary member)!

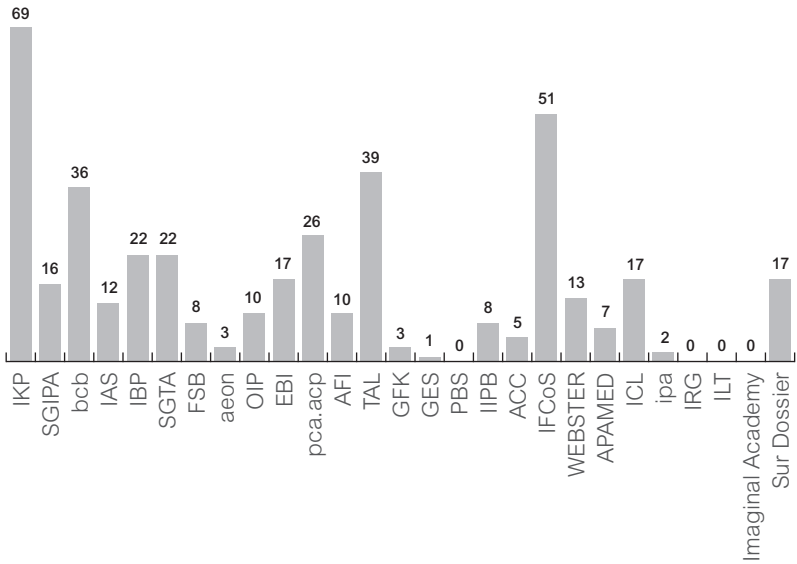
**The benefits for SGfB members** are a constant concern of the board. The additional page «Documents» on the SGfB website with links to Training, Research and Development about professional policy topics such as specialist literature and journals about counselling is a new service for our members. Further benefits for SGfB members include the general service provided on the website in the sections «News», «Becoming a member» and «Further training».

Every active member can have his/her profile uploaded in the section «Active members» so that s/he can be found by possible clients on the internet. In addition, members' interests are represented by the SGfB targeting the general public, the authorities and other professional associations. Through a variety of offers SGfB promotes the community, the sense of belonging and the professional identity of the counsellors.

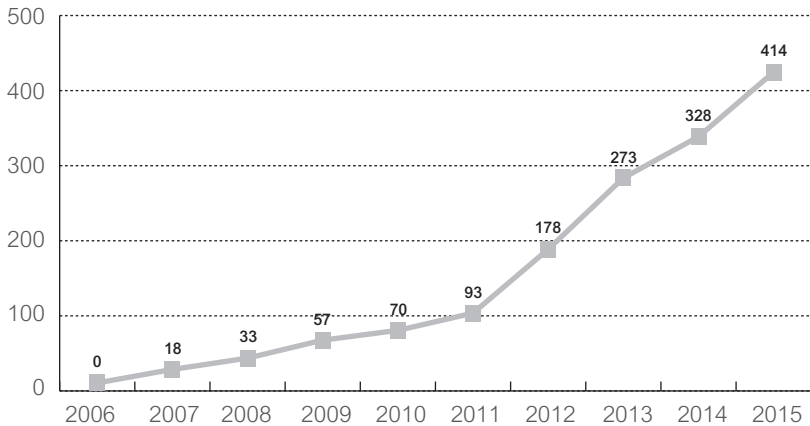
**The wikipedia-entry (German version) «Psychosoziale Beratung»** is an important milestone in the history of the SGfB and definitively the highlight of the year 2015. The author, Sylvia Baumann, has made a great contribution to the spread of knowledge about counselling and the professional profile of counsellors by her excellent and accurate work with numerous searches, contacts with Prof Dr Frank Nestmann of the TU in Leipzig and other experts in the counselling field, study of the relevant literature and a lot more.

**Policy**, during the reporting year, the strategic planning and positioning of the SGfB was significantly adjusted and further developed under the expert guidance of Sylvia Baumann and Hanspeter Fausch. It is in this way that we guarantee that the objectives and measures for the areas quality, national and international rela-

### Individual members SGfB 31.12.2015

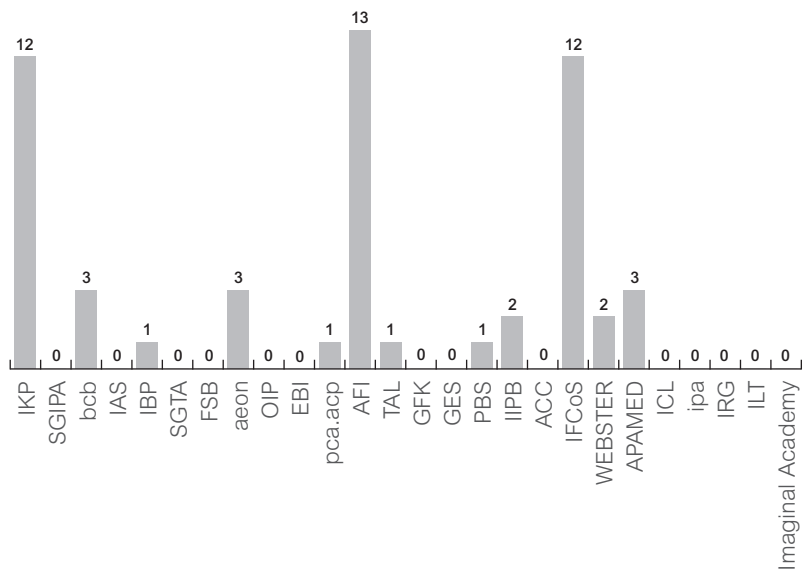


### Individual members 2006 – 2015

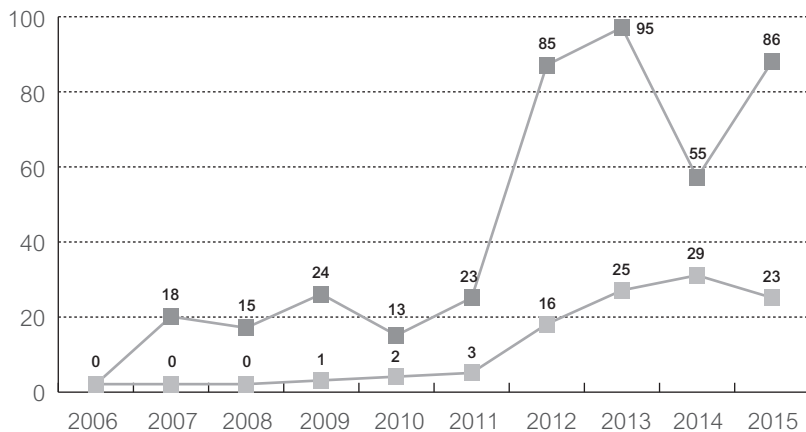




## Members in training SGfB 31.12.2015



## Admissions / Retirements IM 2006 – 2015



tions, research and development and training and organization are constantly being monitored and made visible on the website.

**The Advanced Federal Diploma examination in counselling** is of high quality and has seen a rapid and positive development.

Another highlight and huge success is the State Secretariat for Education, Research and Innovation's (SERI) promise to allow the use of an English language audio or video registration in an Advanced Federal Diploma examination that takes place in German, French or Italian.

The good collaboration between those in charge of the project and SERI's legal service and the president of the SGfB's determination and perseverance made it possible to effectuate these substantial changes in the guidelines for the examination regulations by the end of the year after many months of negotiations. It is one of the board's tasks to revise the examination regulations and the guidelines to the examination regulations in collaboration with the examination committee. A working party consisting of members of the board (Rosmarie Zimmerli, Monika Riwar, Margot Ruprecht), the examination committee (Benno Greter, Liselotte Fassbind) and a member of the Professional Policy Committee (Rita Dünki-Arnold) took up this task in December.

The issue of the responsible organization is still open. SERI has asked the responsible organizations for the Advanced Federal Diploma Examinations for the counselling professions to explain how and when they plan to solve the issues of a possible joint organization of the Advanced Federal Diploma Profiles for counselling, supervision/coaching and organization consultancy in one single set of examination regulations and a common responsible organization. During a first session in July all the five responsible organizations expressed their willingness to jointly address these issues raised by SERI.

All the responsible organizations agreed that the concrete experiences with the first examinations are indispensable so that the considerations can be incorporated when answering the SERI questions. The first Advanced Federal Diploma Examination *Supervisor / Coach* and *Organization Consultant* will be held at the end of 2016. That is why a clarification will only be possible between August 2016 and July 2017. The responsible organization for the Advanced Federal Diploma Examination *Supervisor / Coach* and *Organization Consultant* has asked SERI to extend the examination regulations by at least one year. The approval procedure for this extension was still being worked on at the end of the reporting year. Fur-

ther details about the Advanced Federal Diploma are described in the report of the Examination Committee.

**The very pleasing development of the SGfB in its tenth year of existence** has caused the board to plan and organize its tenth anniversary in the current reporting year. We are particularly happy that we have succeeded in planning a program for the festivities that can be understood by all those present, regardless of the language they speak. You may already look forward to this event in the next financial year.

At the end of the reporting year particular thanks are due to my colleagues in the board, the vice-president Irène Kummer and all the members of the board, but also to those who supported the board with interest, great commitment, enthusiasm and selflessness on the way to this success.

*Rosmarie Zimmerli, President SGfB*

## Profit and loss accounts 01.01.2015–31.12.2015

Number	Expenditures	Saldo		Deviations from the budget
		31.12.2015	Budget 2015	
4401	Social security benefits	16'431.65	17'000.00	568.35
4402	Presidency/board	17'717.90	14'000.00	-3'717.90
4403	Bookkeeping/revision	108.60	500.00	391.40
4404	Meeting rooms	-	200.00	200.00
4601	Delegates' meeting	10'185.85	6'000.00	-4'185.85
4602	Membership of associations/EAC)	-	-	-
4603	Various expenses VS/committees	2'263.95	2'000.00	-263.95
4604	Contribution of the association to the AFD	14'600.00	-	-14'600.00
4701	Compensation office	10'000.00	10'000.00	-
4702	Secretarial fees	31'676.80	48'000.00	16'323.20
4704	ITC/Software	3'504.25	2'000.00	-1'504.25
4705	Office materials	721.15	2'000.00	1'278.85
4706	Telephone, Postage, costs for PC	1'772.65	2'500.00	727.35
4707	Printed materials	4'605.85	4'000.00	-605.85
4708	Various expenses	50.00	1'000.00	950.00
4891	PR Public Relations	8'209.30	11'000.00	2'790.70
4892	Website www.sgfb.ch	1'371.90	2'000.00	628.10
4894	Projects	1'967.66	2'500.00	532.34
4895	10 <sup>th</sup> anniversary 2016	-	-	-
4896	ADE	1'072.00	1'000.00	-72.00
4899	Other expenses	-	1'000.00	1'000.00
4905	Write-offs	-	-	-
<b>Total expenditures</b>		<b>126'259.51</b>	<b>126'700.00</b>	<b>440.49</b>
<b>Revenues</b>				
6001	Contributions collective members	27'500.00	27'500.00	-
6002	Admission fees collective members	3'200.00	2'400.00	800.00
6003	Various revenues	-	200.00	-200.00
6101	Application fees active members	30'885.00	23'200.00	7'685.00
6102	Contributions active members	67'114.50	64'000.00	3'114.50
6103	Contributions members in training	6'133.00	7'100.00	-967.00
6105	Contribution PM	1'100.00	1'000.00	100.00
6201	Donations	40.60	2'000.00	-1'959.40
6202	Interest earnings	6.50	20.00	-13.50
<b>Total revenues</b>		<b>135'979.60</b>	<b>127'420.00</b>	<b>8'559.60</b>
<b>Profit</b>		<b>9'720.09</b>	<b>720.00</b>	<b>9'000.09</b>
<b>Balance sheet 31.12.2015</b>				
		Active	Passive	
1010	Postfinance account	33'733.78		
1060	Accounts payable	10.00		
1540	Prepaid expenses	3'000.00		
2000	Transitory liabilities		9'237.40	
<b>Accumulated fortune as of 31.12.2014</b>			<b>17'786.29</b>	
<b>Profit 2015</b>			<b>9'720.09</b>	
<b>Accumulated fortune as of 31.12.2015</b>		<b>36'743.78</b>	<b>36'743.78</b>	

## Budget 2015

Number	Expenditures	Saldo	
		31.12.2015	Budget 2016
4401	Social security benefits	16'431.65	17'000.00
4402	Presidency/board	17'717.90	14'000.00
4403	Bookkeeping/revision	108.60	500.00
4404	Meeting rooms	-	200.00
4601	Delegates' meeting	10'185.85	6'000.00
4602	Membership of associations/EAC)		-
4603	Various expenses VS/committees	2'263.95	2'000.00
4604	Contribution of the association to the AFD	14'600.00	-
4701	Compensation office	10'000.00	10'000.00
4702	Secretarial fees	31'676.80	50'000.00
4704	ITC/Software	3'504.25	3'500.00
4705	Office materials	721.15	1'000.00
4706	Telephone, Postage, costs for PC	1'772.65	2'000.00
4707	Printed materials	4'605.85	4'000.00
4708	Various expenses	50.00	1'000.00
4891	PR Public Relations	8'209.30	8'000.00
4892	Website www.sgfb.ch	1'371.90	2'000.00
4894	Projects	1'967.66	4'500.00
4895	10 <sup>th</sup> anniversary 2016	-	15'000.00
4896	ADE	1'072.00	2'500.00
4899	Other expenses	-	5'000.00
4905	Write-offs	-	-
<b>Totale expenditures</b>		<b>126'259.51</b>	<b>148'200.00</b>
<b>Revenues</b>			
6001	Contributions collective members	27'500.00	30'000.00
6002	Admission fees collective members	3'200.00	1'600.00
6003	Various revenues	-	200.00
6101	Application fees active members	30'885.00	24'800.00
6102	Contributions active members	67'114.50	77'900.00
6103	Contributions members in training	6'133.00	4'700.00
6105	Contribution PM	1'100.00	1'300.00
6201	Donations	40.60	-
6202	Interest earnings	6.50	-
<b>Total revenues</b>		<b>135'979.60</b>	<b>140'500.00</b>
<b>Resultat of the fiscal year</b>		<b>9'720.09</b>	<b>-7'700.00</b>

Notes:

# Please register by 26 February 2016

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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 musical introduction 1:30 p.m.    the General Assembly 2:30 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

Schweizerische Gesellschaft für Beratung  
Gehrenweg 2  
5103 Möriken