

# Annual report 2020

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**SGfB**

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

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## Annual Report 2020 of the Professional Policy Committee

### Members

Marc Probst; Chair  
Sylvia Baumann  
Rita Dünki-Arnold  
Hanspeter Fausch  
Gabi Rüttimann

The Professional Policy Committee (PPC) met twice in 2020: on 28 April and on 3 November. Main activities and priorities of the PPC in 2020:

- Creation of two new sections for the SGfB website: 'Network' and 'Professional Policy'.
- Provision of input for the 'SGfB Information Strategy' concerning COVID-19.
- In-depth discussion of 'online counselling', leading to a proposal to put the matter on the agenda for one of the upcoming meetings of the General Assembly or of the organisational members.
- Updating sections of the SGfB website.
- Sylvia Baumann was again involved in the mental health network NPG.
- Discussion of the PPC's areas of focus.

In addition to these priorities, the PPC answered a wide range of questions and discussed business matters to be addressed by the Board.

*Marc Probst, Chair of the Professional Policy Committee*

## **Annual Report 2020 of the Ethics Committee**

### **Members**

Werner Murer; Chair

Werner Becker

Franziska Reist

Doris Brönnimann

The Ethics Committee (EC) did not meet in 2020. The coronavirus situation and other uncertainties prevented us from meeting.

No complaints had to be dealt with in the reporting year.

Fundamental questions concerning the EC's position within the structure of the SGfB were able to be clarified at the beginning of the year: The EC is regarded as an autonomous expert committee. We must first clarify what we think this entails exactly, and then present our vision to the Board for review.

The EC continued to work hard on the complaints procedure. Inconsistencies in the various written documents were unable to be resolved over the course of the year.

I would also like to thank all EC members and the Board for their open and constructive contribution.

*Werner Murer, Chair of the Ethics Committee*

## Annual Report 2020 of the Examination Committee

### Members

Rahel Sondheimer; Chair  
Jon Andri Dorta; Deputy Chair and audit manager  
Barbara Zimmermann  
Rahel Marti  
Benno Greter  
Stephen Müller

2020 was all about handing over and rearranging. The switch was successful, and our collaboration was enriching and rewarding.

This year, we were again able to contribute strengths and resources competently and efficiently to the role that the Examination Committee is tasked with in accordance with the examination regulations.

We would particularly like to mention the valuable support provided by Rosmarie Gygax of the SBFI.

Successors have already been found for the committee members who will be leaving after the 2021 General Assembly.

A total of 17 candidates took the oral and written examinations between 15 and 17 September 2020. On 19 November 2020, we had the pleasure of presenting eight federal diplomas at the graduation ceremony in Zurich.

The standing of the advanced federal diploma examinations is considerable in the Swiss educational landscape. It is therefore beneficial for us at the SGfB to be involved with our own range of exams, and also to be able to make an important contribution to a well-founded and competent counselling profession.

I would like to thank my colleagues on the ExC and the SGfB Board for their valued and productive input.

We expect that more dedicated counsellors will be successful in obtaining the federal diploma at the next examination days (14–16 September 2021).

*Rahel Sondheimer, Chair of the Examination Committee*

## Annual Report 2020 of the Quality Committee

### Members

Patrick Zahnd; Chair  
Thomas Frank  
Irene Kaufmann  
Esther Nogler (until March 2020)  
Esther Ninno  
Gerhard Schobel  
Ursula Senn  
Monika Stohler  
Marc Andrea Padrutt  
Erminia Negri (nominated)

Another year has gone by already, and what a year it's been! What is there to say about it? Extremely challenging and marked by many changes and a lot of uncertainty. Who would have thought a year ago that we would be where we are today? A lot of things that seemed stable and secure this time last year have proven changeable.

The only constant in life is change!

Besides the day-to-day challenges in people's work and private lives, things in both of these areas were turned upside down for many, which in some cases caused fear, uncertainty and concern. Solid friendships and genuine relationships became all the more important this year, helping us to endure these difficult times and ride them out successfully. The changes also affected us here on the Quality Committee (QC). First of all, we had to transition from face-to-face team meetings to online meetings. On top of that, we received many queries from institutes and members asking how things would be managed during this difficult time and what we would recognise and what we would not. But let us deal with one thing at a time 😊.

There were further changes to our team during the year. Esther Nogler left us after many years of service, and we are grateful for everything she has done for the SGfB. Not only was she an active contributor, but she also bolstered and advanced the ideology and future of the SGfB and the QC. We would again like to express our sincere thanks! We are pleased to welcome our new colleague Erminia Negri (Ermi) to our team. She lives in Ticino and speaks German and Italian. We would like to congratulate Esther Ninno on the birth of her son. She now needs to cut back her hours. We are very pleased that Ermi has joined the team, particularly for our Italian-speaking members and institutes.

It was a crazy year. There is no other way of putting it, and everyone found it challenging. We received many enquiries from organisational members about what would happen with regard to recognition and hours if they have to move their courses online. The situation tested all of us and so we accommodated both the institutes and members. I am very pleased and proud of my team for having been able to respond to these queries and find appropriate solutions.

In spite of all this, we did not forget the role we are tasked with, and this year again bore witness to the certification of several institutes, the review of evidence of further training (further training certificates or FTCs) submitted by many members, and the award of more diplomas. In 2019, we amended and added specific details to the FTC

rules. The quality of FTCs has increased dramatically. It is extremely important for our Association that we keep the quality high. Given our diversity, this is not always easy. The training courses at the SGfB not only cover fundamental principles of psychology but often philosophical and/or spiritual methods as well. This means it is not always easy to assess FTCs, and we had to reject certain ones. Even in this difficult year, we are, for example, unable to accept cooking courses as a team activity or participation in yoga evenings as further training. As the Quality Committee, it is our job to maintain quality, and we will continue to do that this year. We have no option but to succeed in the interests of developing and professionalising the Association and the profile of our profession.

This year, we were also able to certify the first institute in Milan. This is very exciting for our members in Ticino. They will now be able to complete training at this institute and become a member of the SGfB without going through the 'sur dossier' process.

We also discussed in detail the future development of course delivery methods and adopted initial resolutions on this issue. These discussions concerned how we can accept methods of delivery such as webinars, virtual in-person events and 'listening to MP3/MP4 recordings' as training.

This year, we held our first meeting with the Examination Committee to discuss various issues. It was excellent and helped to resolve an upcoming challenge: the advanced federal diploma offered by our Association has some special features that are not shared with the advanced federal diplomas of other professions. Often, training is geared towards the advanced federal diploma, and candidates sit for the advanced federal diploma immediately after finishing their training. In our profession, it is an advanced professional examination and should only be attempted after a certain number of years of practical experience. Fresh graduates lack the experience necessary to sit for the advanced federal diploma. Unfortunately, this is reflected in the large proportion of graduates who failed. Our discussions with the Examination Committee (ExC) were very productive. For its part, the ExC will specify the criteria in greater detail, and we, as the QC, will raise awareness among the institutes. This is particularly important if the advanced federal diploma is directly advertised on the homepage as a component of training.

Much has happened, and a lot lies ahead. Participation in the QC was again an enriching and valuable experience that broadened my personal horizons. I would like to take this opportunity to thank all my QC colleagues for the productive, appreciative and very enjoyable working relationship, and for their outstanding commitment again in this difficult year 2020. I look forward to a pleasant and successful 2021, hopefully with fewer major challenges to overcome!

*Patrick Zahnd, Chair of the Quality Committee*

## Annual Report 2020 of the Communications and Marketing Committee

### Members

Maren Tromm; Chair  
Stefan Kubli  
Esther Widmer, until March 2020  
Janine Arpagaus, from October 2020  
Carina Walser (nominee)  
Peter Weber (in the admission procedure)

In our second year as the Communications and Marketing Committee (CMC), two members left/took maternity leave, so the committee was represented by two members and a nominee. The search for and selection of new members takes some time, and we hope to successfully complete the process in January 2021.

Our work:

We overhauled the SGfB flyer as requested by the Board.

We created a multimedia/film presentation introducing our new President, Katharina Wolf-Grauweiler, which was sent to all newsletter subscribers instead of her appearing at the General Assembly.

In preparation for our work in 2021, we gathered together all the logos and names of our organisational members (OM) and put a great deal of effort into choosing a suitable agency. An agency was chosen, retained and briefed. We started designing and creating the new SGfB homepage in December, marking the beginning of a new era for the SGfB.

In November, the committee presented its communications and marketing concept and delivered a report on the current progress to all OM, also providing information on the next steps, because we believe that the inclusion of OMs adds immeasurable value.

On 23 December, we took a further step towards improving the visibility of the SGfB and psychosocial counselling and the SGfB published its first media release. Many thanks for your positive feedback and your diligent forwarding and sharing.

*Maren Tromm, Chair of the Communications and Marketing Committee*

## Annual Report 2020 of the Board

### Members

Katharina Wolf; President

Margot Ruprecht; Vice President

Urs Vetter; Treasurer

Carmen Kaiser; Chair of the Insurance Recognition Working Group

Silvia Schmid

Marusca Klein

**‘Life is full of little surprises.’** A favourite quote from Wilhelm Busch (1832–1908), a pioneering German humourist. He also understood like no other how to see the funny side of difficult circumstances. He teaches us not to forget to laugh in the midst of challenges and uncertainty.

I will openly admit that I also imagined a different start to my role as President of the SGfB. The challenges associated with and arising from the COVID-19 pandemic, in addition to all of the other issues that needed dealing with, meant a testing time for the Board. So, it was particularly pleasing to discover that this Board was workable and capable of consensus right from the start. We have the privilege of working with dedicated committees, organisational members and individual members. Together, we broach issues and make steady headway.

The Board naturally also had to reduce the speed with which we wanted to address current issues. Nevertheless, we are confidently on our way, as Stephan Sigrist outlined in his feedback at this year’s extraordinary members’ meeting.

**In the reporting year, the Board held eight ordinary meetings** in Zurich and online and one meeting with members of the committees. Communication between the committees and the Board was further improved this year, and the Board will continue to aspire to this in future. Participation in each other’s meetings promotes the exchange of ideas and discussion between the Board and the committees.

Unfortunately, this year’s General Assembly had to be cancelled due to COVID-19, and the most important items of business were voted on in writing. Although the tasks assigned to the Board by the General Assembly were handled and completed carefully, cooperatively and diligently at the ordinary meetings, it was also important for the Board to get used to its new composition and settle into its work.

**The Board remains focused on offering value for SGfB members.** The organisational professional indemnity insurance was very successful. Work is also underway on designing a modern and user-friendly website and networking with other associations and institutes. The SGfB joined LinkedIn this year and is planning a series of online events for the new year. Additional member benefits will be worked on this year in cooperation with FH SCHWEIZ.

One of the highlights of the reporting year was the **Conference of Organisational Members (COM)**, which takes place in November each year **in conjunction with the members’ meeting**. We were pleased to welcome numerous delegates and alternate delegates from the individual ‘counselling schools’ to this year’s online CCM. The feedback from the Examination Committee and the Communications and Marketing Committee was informative and provided the basis for an animated online discussion.

Although the CCM was shortened, it was possible to strengthen the network, engage in lively discussion, and answer questions.

Thank you for participating in large numbers in the online SGfB members' meeting held afterwards with our new President, Katharina Wolf, and the Board. After a brief round of introductions, which included three things you should know about the new Board members, Stephan Sigrist of W.I.R.E. gave a talk on counselling in the future. His talk was thought-provoking and raised a lot of questions. We are looking forward to seeing what the future holds.

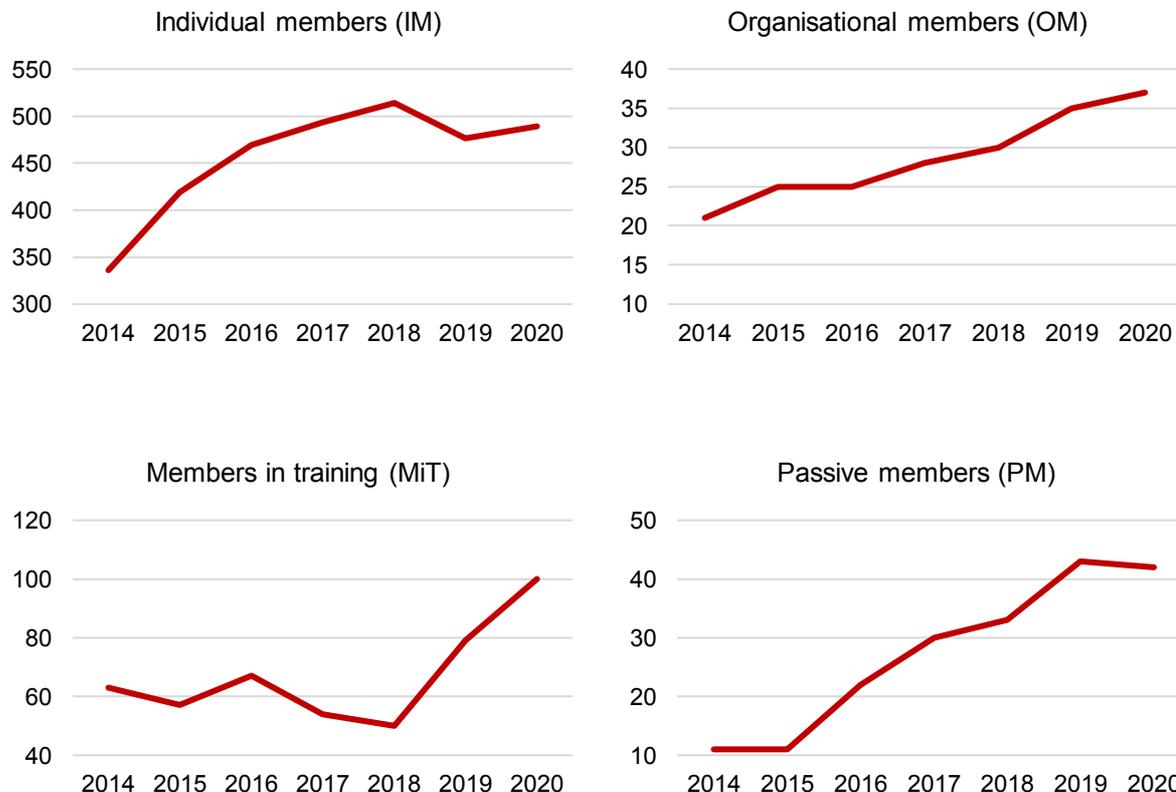
An important piece of feedback from the event is that we must try in future to cater better to our non-German speaking members at online events.

As a further milestone, the **Psychosocial Counsellor with Advanced Federal Diploma** was again offered successfully. Starting this year, individual members of the SGfB are not only exempt from two of the four parts of the examination, but they also benefit from having a shorter registration form to complete.

**The organisational members and members of the SGfB** remain the lifeblood of the SGfB. With their commitment to the professional association, whether as voluntary members of staff or paying members, they make it possible to position psychosocial counselling in the broad field of providers of these and similar services.

#### **Current figures for the SGfB:** (as at 31 December 2020)

489 (476 in 2019) individual members, 37 (35) organisational members, 100 (79) members in training, 42 (43) passive members. There are also three honorary members.



**The committees** are permanent bodies of the SGfB and comprise the Professional Policy Committee (PPC), the Ethics Committee (EC), the Examination Committee (EC), the Quality Committee (QC) and the Communications and Marketing Committee (CMC). They appoint their own members and describe their work in separate annual reports.

**The Insurance Recognition Working Group** experienced another upturn this year. The members of the SGfB have shown great interest in the Working Group. Many talks have been held with associations and insurers and further steps have been taken towards securing recognition for psychosocial counselling. We are looking forward to seeing how things develop over the coming year.

Special thanks go to my dedicated colleagues on the Board for their work in the reporting year, as well as everyone else whose interest, dedication and enthusiasm helped ensure the continued success of the SGfB. I would also like to say a big thank you to all the chairs of the committees, the committee members and to all members whose financial and personal contributions help our association to achieve its goals.

*Katharina Wolf, President of the SGfB*

## **Treasurer's report on the financial year 2020**

The 2020 financial year was marked by various changes in the priorities of budgeted expenditure. New expenditure priorities arose and were implemented. Investments in new forms of communication and information dissemination as well as their procurement were made in a timely manner. The newly implied contact and information channels helped us this year to reduce the physical contacts as required by the Confederation, while still maintaining a meaningful exchange with commissions, delegates, organisational members as well as individual, passive, and, members in training, associations, etc.

### **Accounts 2020**

The 2020 financial statement closes with a profit of **CHF 5,281.12**.

This results in an improved balance of CHF 3,961.12 compared to the budget.

Thanks to the possibility of a provision of CHF 20,000.00, the implementation of the agreed "Communication and Marketing Concept 2020" could be definitively secured in the long term.

### **Budget 2021**

The budget 2021 envisages a positive result with a profit of **CHF 880.00**.

*Urs Vetter, Treasurer SGfB*

## Profit and loss accounts 01.01.2020 – 31.12.2020 (Outlays)

Account (new)	Outlay	Saldo 31.12.2020	Budget 2020	Deviation Budget
4400	Secretariat FH SCHWEIZ Infrastructure	8'000.00	8'000.00	0.00
4401	Secretariat FH SCHWEIZ general work	45'249.95	42'250.00	2'999.95
4402	Secretariat FH SCHWEIZ accounting	4'750.00	4'750.00	0.00
4403	Copy and print	0.00	700.00	-700.00
4404	Office supplies	1'322.60	1'400.00	-77.40
4410	Translations	4'205.75	2'000.00	2'205.75
4430	HFP diploma celebration incl. diploma	3'231.00	5'400.00	-2'169.00
4440	Secretariat FH SCHWEIZ Management	34'299.80	32'300.00	1'999.80
5000	Presidium Flat-rate compensation	11'000.00	1'000.00	10'000.00
5001	Board Flat-rate compensation	2'500.00	2'000.00	500.00
5002	Board Meeting fee Half-day meetings	1'300.00	1'000.00	300.00
5003	Board Meeting fee Full-day meetings	2'000.00	4'500.00	-2'500.00
5004	Chairperson of committees QC-ExC Flat-rate compensation	500.00	500.00	0.00
5005	Chairperson EC-PPC-CMC Flat-rate compensation	1'000.00	1'200.00	-200.00
5006	Commission members QC-ExC Flat-rate compensation	1'600.00	2'800.00	-1'200.00
5007	Commission members EC-PPC-CMC Flat-rate compensation	1'450.00	3'600.00	-2'150.00
5008	Commission members Meeting fee Half-day meeting	4'800.00	4'950.00	-150.00
5009	Commission members Meeting fee Full-day meeting	3'600.00	10'800.00	-7'200.00
5010	QC Half-day meeting	2'455.00	1'500.00	955.00
5012	Project Group Recognition Insurance	1'750.00	800.00	950.00
5013	Project group conference SGfB	0.00	900.00	-900.00
5800	Travel expenses Board	585.10	1'800.00	-1'214.90
5801	Travel expenses Commission	1'391.40	3'960.00	-2'568.60
5802	Travel expenses Project members	239.80	700.00	-460.20
5803	Meals	866.20	2'700.00	-1'833.80
5804	Meals Board	390.50	450.00	-59.50
6360	Fees / Permits	0.00	100.00	-100.00
6501	Printed materials	0.00	1'000.00	-1'000.00
6510	Telephone, Internet	474.70	500.00	-25.30
6511	Postage	954.90	1'400.00	-445.10
6522	Auditors	2'655.90	1'500.00	1'155.90
6530	General Assembly / Organisational Members' Conference	9'766.00	6'800.00	2'966.00
6540	Membership in associations	0.00	300.00	-300.00
6550	Other operating expenses	0.00	2'000.00	-2'000.00
6840	Bank and PC expenses	128.40	170.00	-41.60
6570	License / maintenance costs (update)	1'849.90	1'200.00	649.90
6571	Hardware maintenance and repair	0.00	500.00	-500.00
6572	Software maintenance and repair	0.00	500.00	-500.00
6573	IT-Support	259.52	1'000.00	-740.48
6601	Internet presence	0.00	500.00	-500.00
6605	Gifts	1'119.05	500.00	619.05
6701	Communication and Marketing Concept	29'911.10	13'000.00	16'911.10
6700	Varios	4'431.30	500.00	3'931.30
<b>Total Outlays</b>		<b>190'037.87</b>	<b>173'430.00</b>	<b>16'607.87</b>

## Profit and loss accounts 01.01.2020 – 31.12.2020 (Revenues)

Account (new)	Revenues	Saldo 31.12.2020	Budget 2020	Deviation Budget
3001	Membership fees organisational members	42'500.00	48'750.00	-6'250.00
3000	Admission fees for organizational members	4'775.30	2'400.00	2'375.30
3004	Application fees for individual members	16'500.00	12'000.00	4'500.00
3005	Membership fees individual members	90'779.04	96'000.00	-5'220.96
3006	Membership fees members in training	11'150.00	7'000.00	4'150.00
3007	Membership fees passive members	2'853.00	4'000.00	-1'147.00
3008	Sur Dossier (SD) application fees	1'600.00	2'400.00	-800.00
3010	SD Application fees for foreign diplomas	6'000.00	0.00	6'000.00
3100	Contributions	2'787.20	1'000.00	1'787.20
3200	Contributions to advertising, sponsoring etc.	200.00	200.00	0.00
3300	Income from HFP services	3'231.00	0.00	3'231.00
3400	Income from professional indemnity insurance	12'530.00	2'000.00	10'530.00
3450	Brokerage fees	413.45	0.00	413.45
3805	Losses from receivables / allowance for doubtful accounts	0.00	-1'000.00	1'000.00
	<b>Total revenues</b>	<b>195'318.99</b>	<b>175'750.00</b>	<b>19'568.99</b>
	<b>Result of the fiscal year</b>	<b>5'281.12</b>	<b>1'320.00</b>	<b>3'961.12</b>

## Balance sheet 31.12.2020

Account (new)	Balance 31.12.2020	Active	Passive
1010	Postfinance account	143'621.92	
1100	Claims	0.00	
1300	Prepaid expenses and accrued income	0.00	
2000	Accounts payable		1'274.00
2300	Accrued expenses and deferred income		13'294.20
2600	Provision		20'000.00
	Accumulated fortune as of 31.12.2019		103'772.60
	<b>Profit 2020</b>		<b>5'281.12</b>
	<b>Accumulated fortune as of 31.12.2020</b>		<b>129'053.72</b>

## Budget 2021 - Outlays

Account (new)	Outlay	Saldo 31.12.2020	Budget 2021
4400	Secretariat FH SCHWEIZ Infrastructure	8'000.00	8'000.00
4401	Secretariat FH SCHWEIZ general work	45'249.95	42'250.00
4402	Secretariat FH SCHWEIZ accounting	4'750.00	4'750.00
4404	Office supplies	1'322.60	1'400.00
4410	Translations	4'205.75	4'200.00
4430	HFP diploma celebration incl. diploma	3'231.00	5'400.00
4440	Secretariat FH SCHWEIZ Management	34'299.80	32'300.00
4450	Insurance expenses	-	4'000.00
5000	Presidium Flat-rate compensation	11'000.00	5'000.00
5001	Board Flat-rate compensation	2'500.00	2'500.00
5002	Board Meeting fee Half-day meetings	1'300.00	1'000.00
5003	Board Meeting fee Full-day meetings	2'000.00	4'000.00
5004	Chairperson of committees QC-ExC Flat-rate compensation	500	500.00
5005	Chairperson EC-PPC-CMC Flat-rate compensation	1'000.00	1'200.00
5006	Commission members QC-ExC Flat-rate compensation	1'600.00	2'800.00
5007	Commission members EC-PPC-CMC Flat-rate compensation	1'450.00	4'500.00
5008	Commission members Meeting fee Half-day meeting	4'800.00	3'000.00
5009	Commission members Meeting fee Full-day meeting	3'600.00	3'500.00
5010	QC Half-day meeting	2'455.00	3'000.00
5012	Project Group Recognition Insurance	1'750.00	800.00
5013	Project group conference SGfB	0.00	900.00
5800	Travel expenses Board	585.1	1'000.00
5801	Travel expenses Commission	1'391.40	2'000.00
5802	Travel expenses Commission	239.8	500.00
5803	Meals	866.2	1'000.00
5804	Meals Board	390.5	450.00
5810	Gifts	0.00	1'000.00
6510	Telephone, Internet	474.7	500.00
6511	Postage	954.9	1'000.00
6521	Legal advice	0.00	3'000.00
6522	Auditors	2'655.90	2'600.00
6530	General Assembly / Organisational Members' Conference	9'766.00	7'000.00
6550	Other operating expenses	0.00	500.00
6570	License / maintenance costs (update)	1'849.90	1'700.00
6573	IT-Support	259.52	700.00
6600	Advertisement	0.00	200.00
6700	Various	4'431.30	-
6701	Communication and Marketing Concept	29'911.10	18'000.00
6840	Bank and PC expenses	128.4	170.00
6605	Gifts (old)	1'119.05	-
	<b>Total Outlays</b>	<b>190'037.87</b>	<b>176'320.00</b>

## Budget 2021 – Revenues and Result of the fiscal year

Account (new)	Revenues	Saldo 31.12.2020	Budget 2021
3000	Admission fees for organizational members	4'775.30	2'400.00
3001	Membership fees organisational members	42'500.00	45'000.00
3004	Application fees for individual members	16'500.00	12'000.00
3005	Membership fees individual members	90'779.04	92'000.00
3006	Membership fees members in training	11'150.00	7'000.00
3007	Membership fees passive members	2'853.00	3'000.00
3008	Sur Dossier (SD) application fees	1'600.00	1'600.00
3010	SD Application fees for foreign diplomas	6'000.00	2'000.00
3100	Contributions	2'787.20	1'000.00
3200	Contributions to advertising, sponsoring etc.	200.00	200.00
3300	Income from HFP services	3'231.00	-
3400	Income from professional indemnity insurance	12'530.00	12'000.00
3450	Brokerage fees	413.45	-
	<b>Total revenues</b>	<b>195'318.99</b>	<b>177'200.00</b>

Account (new)	Sales Deductions	Saldo 31.12.2020	Budget 2021
3805	Losses from receivables / allowance for doubtful accounts	0.00	1'000.00
	<b>Total Revenue</b>	<b>195'318.99</b>	<b>176'200.00</b>
	<b>Result of the fiscal year</b>	<b>5'281.12</b>	<b>880.00</b>