

Annual report 2019

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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 2019 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 2019: on 25 April and on 29 October. Main activities and priorities of the PPC in 2019:

- Creation of two new sections for the SGfB website: 'Network' and 'Professional Policy'.
- Co-drafting the SGfB's statement as part of the consultation process for the new regulation of psychological psychotherapy.
- The PPC proposed developing guidelines for remote counselling in order to provide guidance for association members and raise awareness of the various structural, legal and technical principles. Preparations for this are already underway.
- Sylvia Baumann was again involved in the mental health network NPG.

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 2019 of the Ethics Committee

Members

Werner Murer; Chair
Werner Becker
Franziska Reist
Gisela Meinicke
Doris Brönnimann

The Ethics Committee (EC) met once in 2019.

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

The EC continued to work hard on the complaints procedure. A more in-depth assessment of our work, including further revisions of the reference papers, will only be possible after consultation with the Board. Fundamental questions concerning the EC's position within the structure of the SGfB must be clarified before the work can be resumed and completed.

The run-up to the only meeting in 2019 was a very busy period for all EC members. As Chair of the EC, I have been invited to the Board meeting in January 2020, during which we will be able to clarify the subsequent steps.

Gisela Meinicke left the EC at the 2019 General Assembly. We would like to take this opportunity to thank Gisela for her valuable contribution. Doris Brönnimann was elected as a new member of the Ethics Committee at the 2019 General Assembly.

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 2019 of the Examination Committee

Members

Benno Greter; Chair
Jon Andri Dorta
Carmen Kaiser
Stephen Müller
Rachel Sondheimer
Barbara Zimmermann

Last year was all about consolidation. In our second year of working together, we contributed our strengths and resources competently and efficiently on behalf of the Examination Committee (EC), and in accordance with the examination regulations.

A total of 21 candidates took the oral and written examinations on 15 and 16 September 2019. On 21 November 2019, we had the pleasure of presenting 13 federal diplomas at the graduation ceremony in Zurich.

The advanced federal diploma examination has a high status in the Swiss educational landscape. As a part of it with its own range of exams, SGfB therefore not only benefits, but also makes an important contribution to a well-founded and competent advisory profession.

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

We expect that more committed counsellors will be successful in obtaining the federal diploma at the next examination days (24-26 September 2020).

Benno Greter, Chair of the Examination Committee

Annual Report 2019 of the Quality Committee

Members

Patrick Zahnd
Thomas Frank
Irene Kaufmann
Esther Nogler
Gerhard Schobel
Ursula Senn
Monika Stohler
Marc Andrea Padrutt

We had a very busy and eventful year in 2019. We were again able to examine, recruit and recertify many active and collective members.

The SGfB is coming of age. We noticed this in how we handled the challenges faced by the Quality Committee (QC). We had to be very careful in various issues in order not to create any unwanted precedents and to ensure that all members were treated equally – not just collective members, but active and passive ones as well.

The requirement to provide evidence of qualifications was a much-discussed topic last year. Since this proof is essential for maintaining our high standards, not all applications that we received could be accepted. Ensuring equal treatment of all members was also very important (equal rights).

Ursula and Monika established themselves more firmly in the QC team. Marc also decided to join the QC, which I am very pleased about. The team is therefore complete again and ready to handle the large number of pending recertifications. The main goal now is to get the new members more involved in the processes (e.g. recertification procedure for collective members). I am delighted that Gerhard has committed himself to a further term. He has a wealth of expertise, which he will now be able to share with the new committee members during his additional term of office. I also appreciate Gerhard's valuable opinions, observations and vision, which are always very helpful to our discussions and decisions, and I'm looking forward to having him alongside me in the team again this year. On a more negative note, we had to say farewell to Esther this year, as she has chosen not to stand again. I would like to take this opportunity to thank her for her commitment, hard work and loyalty over the years. The workflows and processes were also improved further, which has helped us to reduce throughput times and even meet the registration deadline for the advanced federal diploma examination in one or two cases. Nevertheless, each application (active member or collective member) still takes time, and handling the 'express' cases was very hard work for the QC team. The aim was therefore to reduce the number of such cases significantly, which we managed to do in the second half of the year. The discussion at meetings is very important. The QC met four times in 2019, but its members also held various other meetings, Skype calls and visits to institutions.

For me, being part of the QC this year was again a very 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 2019. I look forward to an exciting 2020!

Patrick Zahnd, Chair of the Quality Committee

Annual Report 2019 of the Appeals Committee

At the General Assembly on 9 March 2020, the Appeals Committee (AC) of the Swiss Association for Counselling (SGfB) will present the following report on its activities in 2019:

Overview

- Committee members:
- Dr Judith Schütz; Chair
 - Dr Andrea Engeler
 - Nicole Kopp
- Work results:
- Proposal for the reorganisation of the AC
- Meetings:
- Participation at the General Assembly
 - 1 meeting with the Board on the subject of reorganisation
 - 2 participations in Board/committee discussions

Report

In the 14 years since the SGfB was established, the Appeals Committee has never had to handle an appeal case. Any disputes have always been settled amicably between the Board, the committees and the parties concerned.

It therefore has to be asked whether a permanent four-member committee at the SGfB is necessary. In 2019, the Appeals Committee and the Board therefore discussed alternatives to a permanent committee. One model favoured by both parties involves an external appeals service that is used only in the event of an appeal and does not have the status of a permanent committee. It was agreed that a motion would be tabled at the 2020 General Assembly to replace the Appeals Committee with an external appeals service. The Appeals Committee drew up the necessary amendments to the Articles of Association and company regulations, and the Board began its search for a suitably qualified person (preferably a lawyer). However, things have not gone entirely to plan. At the time of this Annual Report, it was not yet clear in what form the Appeals Committee will continue to exist after the 2020 General Assembly. However, the Board has assured the Appeals Committee that it will present a solution by the 2020 General Assembly.

In view of the planned reorganisation, the members of the Appeals Committee have already stepped down and are standing by their decision.

Dr Judith Schütz, Chair of the Appeals Committee

Annual Report 2019 of the Communications and Marketing Committee

Members

Janine Arpagaus; Chair

Maren Tromm

Esther Widmer

Stefan Kubli

In its first year as an SGfB committee, the Communications and Marketing Committee (CMC) met six times. The committee's main task was to formulate a communication and marketing concept for the SGfB. The creation of the new concept was approved by the Board on 4 December 2019.

It has been developed for the period 2020-2023 and serves as a basis for activities in the area of communication and marketing. The document will be presented to the General Assembly on 9 March 2020 and made available to members.

In addition to working on the communication concept, the CMC has carried out individual marketing activities, created a new SGfB flyer and held various events.

Janine Arpagaus, Chair of the Communications and Marketing Committee

Annual Report 2019 of the Board

Members

Margot Ruprecht, Vice President, member of the SGfB extended management

Urs Vetter, Treasurer, member of the SGfB extended management

Carmen Kaiser, Chair of the Insurance Recognition working group

Marc Probst, Chair of the Professional Policy Committee

‘Transition must be actively shaped...’

In his best-known work *Les rites de passage*, the German-French ethnologist Arnold van Gennep describes the different phases of transition in life and suggests that it is important to be aware of them, actively shape them and consciously experience them.

Although change can have a destabilising effect and give rise to uncertainty, we made it through the transition by working closely with the committees. The process has provided an opportunity in which to try new things, as well as giving us more stability and orientation. It was important to implement the new aspects without any interruptions to normal operations, as well as ensuring that the SGfB was well represented at conferences and events and able to attract new members.

Another important task was to find new members to become involved in the activities of both the Board and the committees, in order to ensure continuity throughout the entire association.

We managed to do so successfully through numerous discussions and ‘trial sessions’.

The Board has created a requirements profile for the future Chair of the SGfB. The search group (Irene Kaufmann, Barbara Zimmermann and Gerhard Schobel) interviewed four applicants and put forward their preferred candidate, an experienced executive, for nomination. The recommendation was accepted by the Board, and the candidate will stand for election as Chair of the SGfB at the 2020 General Assembly.

In the reporting year, the Board held eight ordinary meetings in Zurich and two meetings with members of the committees. It is important that we facilitate the flow of information, actively engage in dialogue and promote collaboration, including with the help of the committees.

The expansion of the management team and handling of day-to-day business meant that the members of the Board had a particularly large workload alongside attendance at meetings. The lively communication via email and Skype was important but time-consuming, as was the act of maintaining contact with committee members, the ‘New SGfB Chair’ search group, other professional associations, authorities and bodies, and with parties interested in becoming SGfB members.

Although the tasks assigned to the Board by the General Assembly were handled and completed carefully, cooperatively and diligently at the ordinary meetings, the small Board team also had to hold many clarifying discussions, and deliberate and decide on many day-to-day matters.

The Board remains focused on offering value for SGfB members. In pursuit of this goal, it held discussions with insurance companies, made changes to its website, developed marketing strategies and – with the great support of the Appeals Committee (led by Dr Judith Schütz) – laid the groundwork for setting up a new appeals service.

One of the highlights of the reporting year was the **Conference of Collective Members (CCM)**, which takes place in November each year and was again attended by numerous delegates and alternate delegates from the individual ‘counselling schools’. The Board came up with a new format: ‘By CMs for CMs’. The approach was met with a great deal of interest from the participants: individual collective members explained their counselling methods, a dissertation was presented on own learning experiences, and participants reported on the experience of preparing for the advanced federal diploma written and oral examinations. Thanks to the extremely positive feedback, we will continue with this format for the CCM in 2020 and attach particular importance to **networks**.

As a further milestone, the **Psychosocial Counsellor with Advanced Federal Diploma** was again offered successfully. Both the organisation and execution of the written and oral examinations came in for particular praise by the State Secretariat for Education, Research and Innovation.

The **collective members and the SGfB members** 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. We are pleased to have five new collective members on board and are looking forward to initial discussions with five more potential members.

Current figures for the SGfB: (as of 05 February 2020)

35 (30 in 2018) collective members, 476 (514) active members, 79 (50) members in training, 43 (33) passive members and 3 (3) honorary members

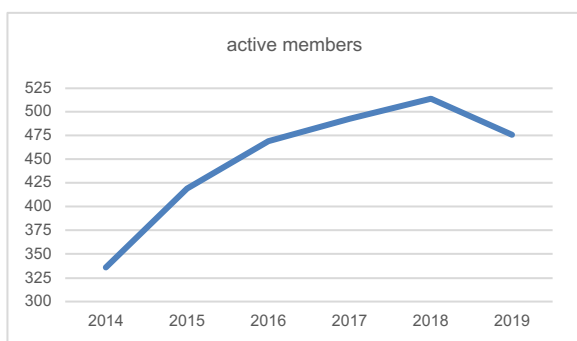


Figure 2 Development of active members 2014-2019

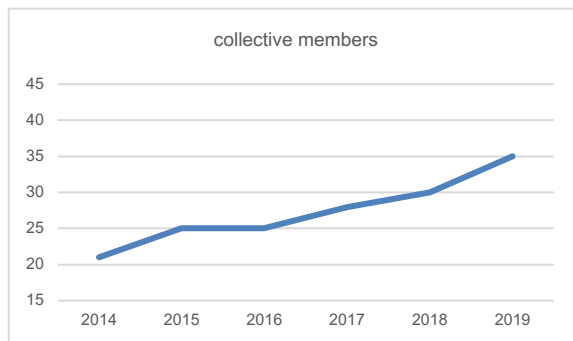


Figure 3 Development of collective members 2014-2019

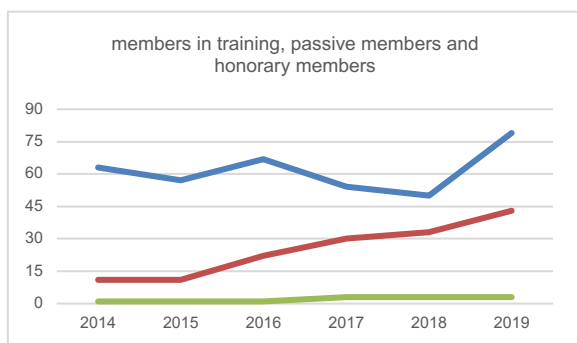


Figure 1 Development of membership 2014-2019, green=honorary members, red=passive members, blue=members in training

The SGfB extended management works closely with the Board and the committees.

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), the Appeals Committee (AC) and the Communications and Marketing Committee (CMC). They appoint their own members and describe their work in separate annual reports.

Special thanks go to my dedicated colleagues in the extended management and 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, the 'New SGfB Chair' search group and to all members who help our association achieve its goals with their financial contributions.

Margot Ruprecht, Vice President SGfB

Treasurer's report on the financial year 2019

The financial year 2019 was dominated by the integration of the accounting function into the secretariat service 'Payments and Accounting' of FH Schweiz. The aim here was to find a value-added solution that would **increase the potential value** of the SGfB.

This goal was achieved in **full** in the first year.

Accounts 2019

The final accounts 2019 showed a profit of **CHF 45,214.74**.

This represents an improved result of CHF 44,984.74 compared with the budget, which can be attributed **mainly** to the influences listed below.

- **Operating income from goods and services**
+ CHF 21,916.57 improvement against budget

- **Administrative expenditure**
– CHF 7,153.15 improvement against budget

- **IT expenditure**
– CHF 5,135.57 improvement against budget

- **Advertising expenditure**
– CHF 2,373.07 improvement against budget

Budget 2020

The budget 2020 envisages a positive result with a profit of **CHF 1,320.00**.

For the **first time**, the budget 2020 includes **start-up financing** of CHF 13,000 for partial implementation of the communication and marketing concept 2020-2022. This partial implementation forms an integral part of the SGfB's 'organisational development' **strategy**.

Urs Vetter, Treasurer SGfB

Profit and loss accounts 01.01.2019 – 31.12.2019 (Outlays)

Account (new)	Outlay	Saldo 31.12.2019	Budget 2019	Deviation Budget
4400	Secretariat FH SCHWEIZ Infrastructure	8'000.00	8'000.00	0.00
4401	Secretariat FH SCHWEIZ general work	40'614.00	37'000.00	3'614.00
4402	Secretariat FH SCHWEIZ accounting	4'663.00	4'750.00	-87.00
4404	Office supplies	1'747.90	1'400.00	347.90
4405	Travel expenses	62.25	0.00	62.25
4410	Translations	5'353.75	2'000.00	3'353.75
4430	HFP diploma celebration incl. diploma	5'149.00	5'400.00	-251.00
4440	Secretariat FH SCHWEIZ Management	25'626.00	30'000.00	-4'374.00
5000	Presidium Flat-rate compensation	1'000.00	1'000.00	0.00
5001	Board Flat-rate compensation	1'500.00	4'250.00	-2'750.00
5002	Board Meeting fee Half-day meetings	250.00	4'900.00	-4'650.00
5003	Board Meeting fee Full-day meetings	3'500.00	5'900.00	-2'400.00
5004	Chairperson of committees QC-ExC Flat-rate compensation	500.00	500.00	0.00
5005	Chairperson EC-PPC-AC Flat-rate compensation	1'400.00	900.00	500.00
5006	Commission members QC-ExC Flat-rate compensation	2'400.00	3'000.00	-600.00
5007	Commission members EC-PPC-AC Flat-rate compensation	2'000.00	2'600.00	-600.00
5008	Commission members Meeting fee Half-day meeting	3'500.00	4'900.00	-1'400.00
5009	Commission members Meeting fee Full-day meeting	4'200.00	3'000.00	1'200.00
5010	QC Half-day meeting	1'650.00	1'500.00	150.00
5012	Project Group Recognition Insurance	400.00	400.00	0.00
5013	Project group conference SGfB	350.00	0.00	350.00
5016	Findings Group Presidium	1'080.00	0.00	1'080.00
5800	Travel expenses Board	1'404.10	3'400.00	-1'995.90
5801	Travel expenses Commission	2'483.50	2'300.00	183.50
5802	Travel expenses Project members	766.80	800.00	-33.20
5803	Meals	1'143.60	1'200.00	-56.40
5804	Meals Board	350.00	400.00	-50.00
6360	Fees / Permits	67.03	100.00	-32.97
6501	Printed materials	346.50	5'300.00	-4'953.50
6510	Telephone, Internet	476.40	500.00	-23.60
6511	Postage	1'214.33	1'800.00	-585.67
6522	Auditors	1'965.55	1'500.00	465.55
6530	General Assembly / Organisational Members' Conference	6'011.90	6'800.00	-788.10
6540	Membership in associations	300.00	600.00	-300.00
6700	Other operating expenses	2'062.44	3'000.00	-937.56
6840	Bank and PC expenses	172.70	170.00	2.70
6570	License / maintenance costs (update)	1'159.72	2'300.00	-1'140.28
6571	Hardware maintenance and repair	0.00	500.00	-500.00
6572	Software maintenance and repair	293.48	4'500.00	-4'206.52
6573	IT-Support	1'010.95	300.00	710.95
6600	Advertising - Marketing and Communication	219.88	500.00	-280.12
6601	Internet presence	408.95	800.00	-391.05
6602	Promotional printed materials, advertising material	-	2'000.00	-2'000.00
6604	Customer events	-	0.00	0.00
6605	Gifts	898.10	600.00	298.10
	Total Outlays	137'701.83	160'770.00	-23'068.17

Profit and loss accounts 01.01.2019 – 31.12.2019 (Revenues)

Account (new)	Revenues	Saldo 31.12.2019	Budget 2019	Deviation Budget
3001	Membership fees Collective members	42'500.00	37'000.00	5'500.00
3000	Admission fees for collective members	2'600.00	1'200.00	1'400.00
3004	Application fees for active members	13'930.00	11'800.00	2'130.00
3005	Membership fees active members	95'471.75	97'000.00	-1'528.25
3006	Membership fees Members in training	7'850.00	6'300.00	1'550.00
3007	Membership fees Passive members	3'834.82	2'800.00	1'034.82
3008	Sur Dossier (SD) Application fees	4'400.00	3'000.00	1'400.00
3010	SD Application fees for foreign diplomas	1'000.00	0.00	1'000.00
3100	Contributions	2'015.00	1'000.00	1'015.00
3200	Contributions to advertising, sponsoring etc.	-	200.00	-200
3300	Income from HFP services	4'760.00	0.00	4'760.00
3400	Income from professional indemnity insurance	4'420.00	1'700.00	2'720.00
3450	Brokerage fees	135.00	0.00	135.00
3805	Losses from receivables / allowance for doubtful accounts	0.00	-1'000.00	1'000.00
Total revenues		182'916.57	161'000.00	21'916.57
Result of the fiscal year		45'214.74	230.00	44'984.74

Balance sheet 31.12.2019

Account (new)	Balance 31.12.2019	Active	Passive
1010	Postfinance account	101'902.75	
1100	Claims	6'349.95	
1300	Prepaid expenses and accrued income	9'718.60	
2000	Accounts payable		6'108.70
2300	Accrued expenses and deferred income		8'090.00
	Accumulated fortune as of 31.12.2018		58'557.86
Profit 2019			45'214.74
	Accumulated fortune as of 31.12.2019		103'772.60

Budget 2020 - Outlays

Account (new)	Outlay	Saldo 31.12.2019	Budget 2020
4400	Secretariat FH SCHWEIZ Infrastructure	8'000.00	8'000.00
4401	Secretariat FH SCHWEIZ general work	40'614.00	42'250.00
4402	Secretariat FH SCHWEIZ accounting	4'663.00	4'750.00
4404	Office supplies	1'747.90	2'100.00
4405	Travel expenses	62.25	0.00
4410	Translations	5'353.75	2'000.00
4430	HFP diploma celebration incl. diploma	5'149.00	5'400.00
4440	Secretariat FH SCHWEIZ Management	25'626.00	32'300.00
5000	Presidium Flat-rate compensation	1'000.00	1'000.00
5001	Board Flat-rate compensation	1'500.00	2'000.00
5002	Board Meeting fee Half-day meetings	250.00	1'000.00
5003	Board Meeting fee Full-day meetings	3'500.00	4'500.00
5004	Chairperson of committees QC-ExC Flat-rate compensation	500.00	500.00
5005	Chairperson EC-PPC-AC Flat-rate compensation	1'400.00	1'200.00
5006	Commission members QC-ExC Flat-rate compensation	2'400.00	2'800.00
5007	Commission members EC-PPC-AC Flat-rate compensation	2'000.00	3'600.00
5008	Commission members Meeting fee Half-day meeting	3'500.00	4'950.00
5009	Commission members Meeting fee Full-day meeting	4'200.00	10'800.00
5010	QC Half-day meeting	1'650.00	1'500.00
5012	Project Group Recognition Insurance	400.00	800.00
5013	Project group conference SGfB	350.00	900.00
5016	Findings Group Presidium	1'080.00	0.00
5800	Travel expenses Board	1'404.10	1'800.00
5801	Travel expenses Commission	2'483.50	3'960.00
5802	Travel expenses Project members	766.80	700.00
5803	Meals	1'143.60	2'700.00
5804	Meals Board	350.00	450.00
6360	Fees / Permits	0.00	13'000.00
6501	Printed materials	0.00	500.00
6510	Telephone, Internet	67.03	100.00
6511	Postage	346.50	1'000.00
6522	Auditors	476.40	500.00
6530	General Assembly / Organisational Members' Conference	1'214.33	1'400.00
6540	Membership in associations	1'965.55	1'500.00
6700	Other operating expenses	6'011.90	6'800.00
6840	Bank and PC expenses	300.00	300.00
6570	License / maintenance costs (update)	2'062.44	2'000.00
6571	Hardware maintenance and repair	172.70	170.00
6572	Software maintenance and repair	1'159.72	1'200.00
6573	IT-Support	0.00	500.00
6600	Advertising - Marketing and Communication	293.48	500.00
6601	Internet presence	1'010.95	1'000.00
6602	Promotional printed materials, advertising material	219.88	0.00
6604	Customer events	408.95	500.00
6605	Gifts	898.10	500.00
	Total Outlays	137'701.83	173'430.00

Budget 2020 – Revenues and Result of the fiscal year

Account (new)	Revenues	Saldo 31.12.2019	Budget 2020
3001	Membership fees Collective members	42'500.00	48'750.00
3000	Admission fees for collective members	2'600.00	2'400.00
3004	Application fees for active members	13'930.00	12'000.00
3005	Membership fees active members	95'471.75	96'000.00
3006	Membership fees Members in training	7'850.00	7'000.00
3007	Membership fees Passive members	3'834.82	4'000.00
3008	Sur Dossier (SD) Application fees	4'400.00	2'400.00
3010	SD Application fees for foreign diplomas	1'000.00	0.00
3100	Contributions	2'015.00	1'000.00
3200	Contributions to advertising, sponsoring etc.	-	200.00
3300	Income from HFP services	4'760.00	0.00
3400	Income from professional indemnity insurance	4'420.00	2'000.00
3450	Brokerage fees	135.00	0.00
Total revenues		182'916.57	175'750.00

Account (new)	Sales Deductions	Saldo 31.12.2019	Budget 2020
3805	Losses from receivables / allowance for doubtful accounts	0.00	1'000.00
Total Revenue		182'916.57	174'750.00
Result of the fiscal year		45'214.74	1'320.00