



**INTERNATIONALE KOMMISSION DER DETEKTIV-
VERBÄNDE**

**INTERNATIONAL FEDERATION OF ASSOCIATIONS
OF PRIVATE DETECTIVES**



MINUTES of Committee Meeting 2015

**Minutes of Executive Meeting of the Internationale Kommission der Detektiv
Verbande held at the Palacio de Congreso Zal and at Gran Hotel Rey Don
Jaime, Castelldefels (Barcelona) on Friday the 17^h April 2015**

- 1 Introduction and welcome by the Secretary General – attendees and apologies are set out in the list annexed hereto as “A”. There were some 18 members represented with an additional 8 guests. The board in attendance were:
 1. Tony Imossi – Secretary General (SG)
 2. George Hirtl – Vice Secretary General (VSG)
 3. Markus Wegst – Treasurer

- 2 There then followed a series of 12 presentations by delegates and guests explaining the investigative business in their respective countries:
 - a. Spain
 - b. Poland
 - c. Romania
 - d. UK
 - e. France
 - f. Finland
 - g. Slovenia
 - h. Denmark
 - i. Portugal
 - j. Norway
 - k. Italy
 - l. Turkey

A short outline of the situation in Austria followed. All presentation slides are available on www.i-k-d.com.

- 3 One application for membership was considered. Wieslaw Jan Modrakowski, President of the Polish Association of Licensed Private Investigators (PSLD) assisted by Ludwik Zukowski presented the formal application for membership by PSLD. The application had not previously been considered by the board for provisional membership. Lothar Muller proposed the PSLD be accepted as members, which was seconded by George Hirtl and carried by the Executive



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Committee.

- 4 Minutes of the Committee meeting held on 18th April 2014 in Paris were proposed as a true record by George Hirtl and seconded by Lothar Muller, the proposal was carried.
- 5 There were no matters arising from the Minutes.
- 6 The VSG reminded members to submit their organisations' membership list in the IKD template, which he will again circulate to delegates. Without an updated list the details available on the IKD website will not be accurate.
- 7 To consider the income and expenditure accounts for the year ending 31st December 2014 and to adopt the accounts together with the Reports of the Treasurer and Auditor. The Treasurer read out his Report which included the following points:
 - a. Membership from India, Japan and Belgium were deemed lapsed.
 - b. The IKD has created a PayPal account providing members an easier method of paying subscriptions from next year.
 - c. There are currently 12 member organisations with more than 50 members, 11 with less than 50 and 2 single members.
- 8 The Treasurer's Report was proposed as accepted by David Sanmartin, seconded by Jean Schmitt and carried. Uffe Bodeholt, the appointed Auditor, reported in support of the Accounts presented and commented that all expenses were in order. The Report of the Treasurer is annexed hereto as **"B"**.
- 9 To consider the Reports of the Member Associations. Such Reports that had been submitted are published and remain available for download from the IKD web site. The VSG thanked delegates present who had submitted their



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respective reports.

10 There was no report from the Marketing Committee. Maria Bumbaru explained that she does have ideas but required new members for the Committee. Lothar Muller commented that the IKD web site should be updated and modernised with a clearer explanation of the IKD activities.

11 Under Any Other Business:

- a. The IKD Code of Ethics had been reviewed by David Sanmartin and after consultation and taking on board points raised by the VSG and the SG's suggested amendments, a revised version was presented to the meeting as a RECOMMENDATION that delegates should propose to their respective boards. The CoE contained within the final paper proposed by David Sanmartin and seconded by George Hirtl is annexed hereto as "**C**".
- b. Maria Bumbaru advised that the next step as regard CoESS is for the IKD to write requesting participation by IKD in CoESS. Jean Schmitt added that he is in contact with CoESS and they are keen for IKD to be involved and are happy not to require a fee from IKD, in fact if the IKD requires funding for specific projects of relevance CoESS will consider giving support. Maria agreed to draft the letter for the SG to consider.
- c. Lothar Muller gave a detailed presentation on BID's work on its CPD programme and its pursuit of IKD acknowledgment for which it will be audited in October 2015. The presentation slides are annexed hereto as "**D**".
- d. The IKD tax status has been considered by the VSG and the Treasurer and is in hand.
- e. Maria Bumbaru gave a brief presentation on ideas to amend the IKD



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statues. The points were discussed and will be formally submitted in writing for circulation in good time prior to the 2016 meeting if an amendment was to be proposed.

- f. Jean Schmitt explained the initiative from CNAPS (the French licensing authority) to interact with other national governing bodies (so far only the UK SIA) and believed the interaction had been informal and nothing concrete to advance the cooperation had been put in place. It was agreed that he should continue monitoring this initiative so that the IKD may be recognised as the reference point for the private sector.

 - g. Lothar Muller gave a presentation in his capacity as Honorary Dean of the Romanian Summer School, on the event organised for June 2015, which he recommended should be promoted by members. The event will be for training with an examination.
- 12 The location for the 2016 Congress was proposed by Maria Bumbaru as Bucharest to coincide with the WAD AGM in September. She acknowledged that the IKD had met in Bucharest 3 years ago. Lothar Muller submitted an alternative proposal for the 2016 meeting to be held in Hamburg. The event would, all being well, mark the BID's Certificate of Excellence presentation from the IKD, the first of type. The delegates discussed the two proposed locations and on a vote by show of hands the meeting decided the 2016 Congress will take place in Hamburg.

Close of Conference.

Congress meeting 17 April 2015 – Barcelona, Spain

REGISTRATION

VOTING MEMBERS

Country	Member	Delegate	Signature
Executive & United Kingdom	Secretary General ✓	Tony Imossi	Tony Imossi
Executive	Vice Secretary General ✓	George Hirtl	[Signature]
Executive	Treasurer ✓	Markus Wegst	[Signature]
Austria	Österreichischer Detektiv-Verband	Hirtl George	[Signature]
Austria	EURODET ✓	HIRTIL GEORGE	[Signature]
Belgium	UPNDPBelgique		
Denmark	Foreningen Danske Detektiver & Erhvervsretterforskere ✓	UFFE BODEHOLT	[Signature]
Finland	Suomen Yksityisetsivä-Ja Lakitoimistoliittory ✓	MARJUKKA SAARELA	[Signature]
France	Syndicat National Des Agents De Recherches Privees ✓	JEAN SCHMITT	[Signature]
Germany BDD	Bundesverband Deutscher Detektive ✓	Heinrich Mager	[Signature]
Germany BID	Bund Internationaler Detektive ✓	Lothar Müller	[Signature]
Hungary HDA	Hungarian Detective Association		
India	Association of Private Detectives & Investigators- India		
Israel	Israeli Bureau of Private Investigators		
Italy	Federpol ✓	Agostino Napoleono	[Signature]
Latvia	Bizness Droshiba (Single Member)		
Netherlands	V.P.B./Sectie A.R.S		
Norway	Norsk Forening for Etterforskning og Sikkerhet ✓		
Portugal	R. Guerreiro Detectives (Single Member)		
Romania	Asociatia Nationala A Detectivilor Din Romania		
Romania	The Romanian Employers of Private Investigators ✓	MARIA BOIMBARU	[Signature]
Slovenia	Detektivska Zbornica Republike Slovenije ✓	JANKO TRIVUNOVIĆ	[Signature]
Spain	Asociacion Profesional De Detectives Privados De Espana ✓	Dania Sarmiento	[Signature]
Spain	Collegi Oficial de Detectius Privats de Catalunya ✓	IGOR TYKOFENYEV	[Signature]
Switzerland	Fachverband Schweizerischer Privat-Detektive ✓		
Turkey	Private Detective Association - Turkey ✓	FUSAT V. DALDA	[Signature]
Ukraine	AUPD ✓		
Worldwide	World Association of Detectives Inc		

Account of Expenses and Proceeds

	<u>2013</u>	<u>2014</u>
<u>Proceeds</u>		
Membership contribution	€ 10'010.00	€ 9'900.00
	_____	_____
Total	€ 10'010.00	€ 9'900.00
	=====	=====
 <u>Expenses</u>		
Expense account Secretary General	€ 1'990.00	€ 3'299.88
Expense account Vice Secretary General	€ 4'805.25	€ 2'501.95
Expense account Treasurer	€ 1'097.40	€ 1'052.50
Internet cost	€ 960.00	€ 940.00
Bank charges	€ 52.42	€ 155.85
Further expenses	€ 203.37	€ 207.17
Profit	€ 901.56	€ 1'742.65
	_____	_____
Total	€ 10'010.00	€ 9'900.00
	=====	=====

IKD Financial Statement as per December 31, 2014

Balance Sheet

Assets

	<u>2013</u>	<u>2014</u>
Bank balance (ZKB)	€ 32'271.80	€ 37'568.90
ZAD Shares	€ 700.00	€ 700.00
	_____	_____
Total	€ 32'971.80	€ 38'268.90
	=====	=====

Liabilities

Liabilities	€ 0.00	€ 3'554.45
Association property as per Dec. 31	€ 32'971.80	€ 34'714.45
	_____	_____
Total	€ 32'971.80	€ 38'268.90
	=====	=====

Code of Ethics and Professional Standards

Policy Statement:

This code, comprising of Ten Principles, is sponsored by the Internationale Kommission der Detektiv-Verbände, 'IKD' and has been approved by its Executive members. It is a reflection of the way in which all Professional Investigators in the private sector should conduct their business according to rigorous ethical, fair, professional and legal standards. "Professional Investigator" means any commercial service provider from the investigative sector acting in accordance with its respective national regulation, if any, and the definition contained in paragraph C of the document 'Common Minimum Standard' approved by the IKD in Zaragoza, on October 5, 2007, and amended in Walsall, on April 18, 2008.

It flows from our determination to:

- Be fair
- Be transparent
- Be accountable
- Be honest
- Be cautious
- Be thorough
- Be law abiding
- Be mindful of the confidentiality of that with which we are entrusted
- Protect and enhance the reputation of the profession and its professionals.

All member organisations of the IKD will propose to its respective General Assembly or other competent organ of governance to adopt a Code of Ethics, which respects the principles and provisions of this document.

Principle 1- Responsibility and Accountability

Professional Investigators are personally responsible and accountable for their actions or omissions, as are their employees and other persons hired to assist in the execution of their instructions. It must be ensured that the latter adhere to this Code of Ethics and Professional Standards.

Principle 2 - Honesty and Integrity

Professional Investigators shall act with honesty, integrity and must not compromise their position, the profession or their clients.

Any member shall inform his client, in a professional and prudent way, about the possibilities of any investigation requested and shall provide the client with

an estimation of cost. When a budget could not be estimated, the member shall inform the client about the invoicing criteria.

Principle 3 – Caution, Thoroughness and Competence

Professional Investigators shall (a) verify the credentials of the client and the purpose of the instructions to ensure that they have lawful, justified, proportional and moral reasons to request the investigation and (b) maintain suitable competence and resources to meet the clients' managed expectations.

Principle 4 - Conflict of Interest

A Professional Investigator shall not accept instructions when having a personal or conflicting interest in the subject matter. In case that the conflict is detected during the execution of the instructions, the Professional Investigator will inform the client and address the issue.

Principle 5 - Acting within the Law

Professional Investigators shall act within the legal regulations that apply in each country where they are conducting their work and refrain from carrying out any act that they know, or ought to know, is unlawful, or contrary to this policy.

Principle 6 - Authority, Respect and Courtesy

Professional Investigators shall not abuse their position and must respect the rights of all individuals.

Professional Investigators shall act with self-control and tolerance, treating everyone with whom they come into contact, during the course of their activities, with respect, fairness and courtesy.

The execution of instructions will be conducted with the minimum intrusion possible to achieve the reasonable and lawful expectations of the instructions.

Principle 7 - Equality

Professional Investigators shall act with fairness and impartiality. They will not discriminate unlawfully on the grounds of sex, race, colour, language, religion or belief, political or other opinion, national or social origin, association with a national minority, disability, age, sexual orientation, property, birth or other status.

Principle 8 - Confidentiality

Professional Investigators shall treat information with which they are entrusted during the course of their investigative business with respect and access or

disclose it only for the purposes for which it is intended or an overriding legal obligation; attending to all instructions within the principles of the prevailing privacy and data protection regulations.

Principle 9 - General Conduct

Professional Investigators shall act in a professional manner.

They must not behave in a manner, which brings, or is likely to bring, discredit upon the profession, its professionals or any of their clients, or act in a way that undermines or is likely to undermine confidence in the profession, its professionals or that of any of their clients.

Principle 10 - Challenging and Reporting Improper Conduct

Professional Investigators are expected to challenge and when appropriate take action or report breaches of this code and the improper conduct of colleagues to its national professional body.

This Code of Ethics and Professional Standards were approved at the Executive Meeting of IKD, in Barcelona, on April 17, 2015.



Continuing Professional Development Programme

The German Association of Professional Private Investigators „Bund Internationaler Detektive, BID“, (Federation of International Detectives) applies for Certification of its Professional Development Programme by the IKD

Executive Meeting der Internationalen Kommission der Detektivverbände
International Federation of Associations of Private Detectives.
Barcelona, April 17, 2015



Continuing Professional Development Programme

Legal situation of the PI industry in Europe is regulated differently by national laws.

In Germany the PI industry is governed only by the trade law.

There are following access rules:

- No legal offenses (criminal record)
- No commercial concerns (Central Trade Register)
- Tax clearance (tax office)

There are

- No requirements concerning professional qualification
- No legally regulated professional training
- No licensing



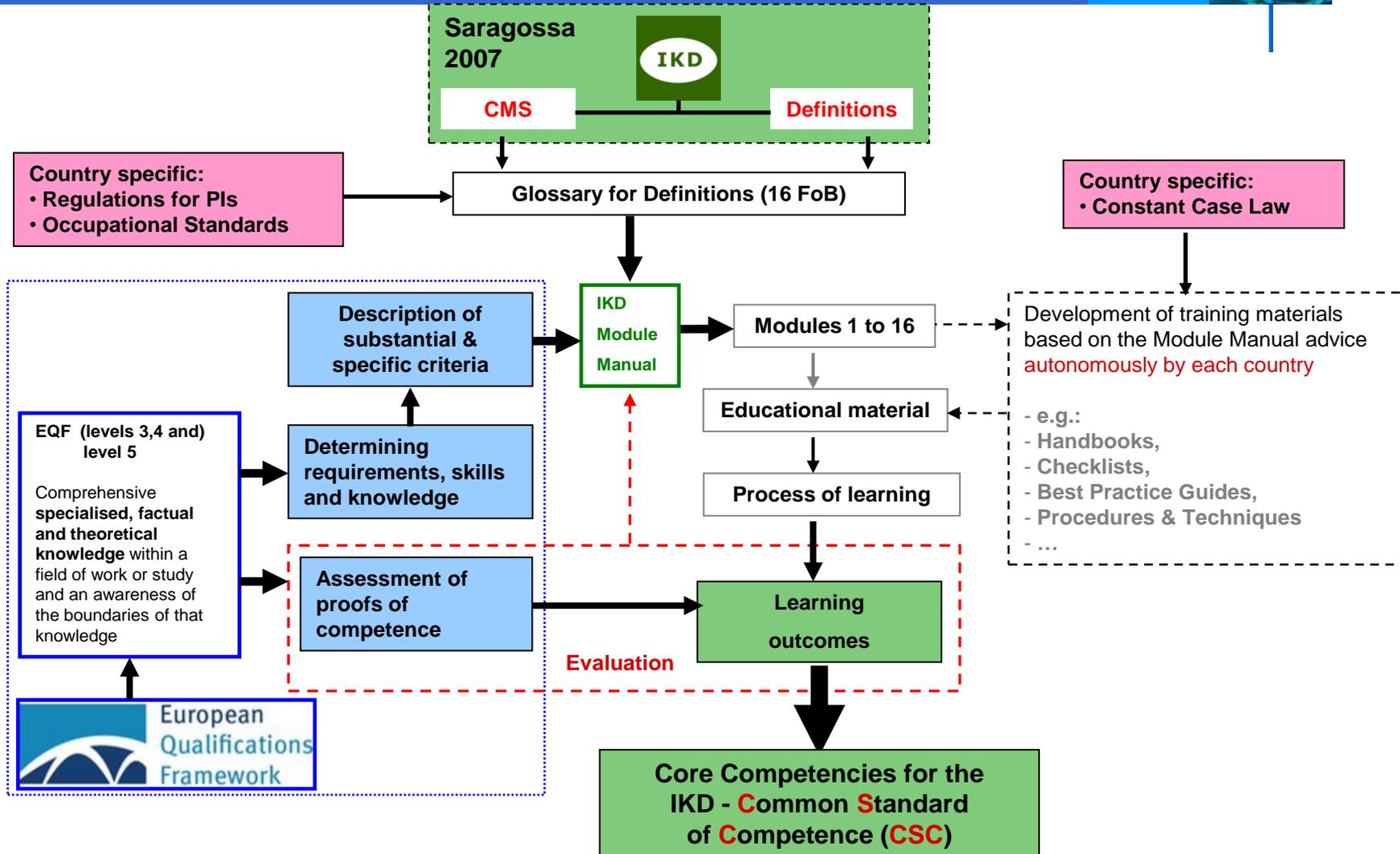
Continuing Professional Development Programme

According to the responsible German Ministry for economy:

- The PI industry in Germany is sufficiently regulated,
- Professional associations are to ensure the professional qualification and training.



Continuing Professional Development Programme





Continuing Professional Development Programme

The Federation International Detectives (BID) has developed a lifelong-training program for Private Investigators.

This is a Program for Qualification valid for several years until 2020 and in accordance with IKD recommendations. This is derived from the "European Qualifications Framework" (EQF).

Look up:

<http://ec.europa.eu/ploteus/de/node/1440>

Descriptors defining levels in the European Qualifications Framework (EQF)

http://www.dqr.de/media/content/The_German_Qualifications_Framework_for_Lifelong_Learning.pdf German Qualifications Framework for Lifelong Learning (GQF)

and corresponded to the "German Higher Education Framework Act",

http://www.bmbf.de/pubRD/hrg_20050126_e.pdf

(HOCHSCHULRAHMENGESETZ - HRG)



Continuing Professional Development Programme

Competencies and Services have to be comparable within European countries;

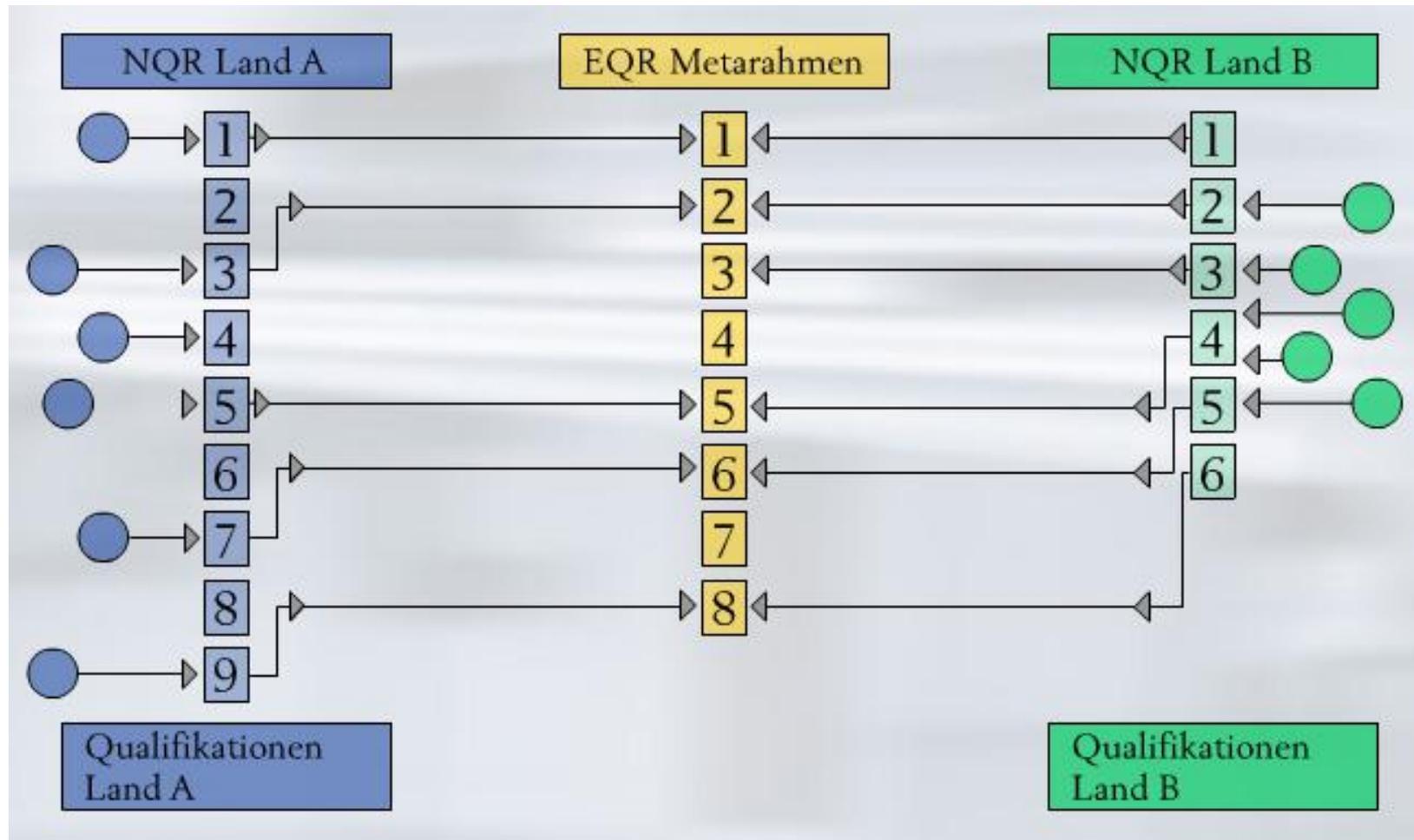
we need

- **clear definitions,**
so that we
- **understand the same terms in the same way.**

Therefore two main pillars of BID system.



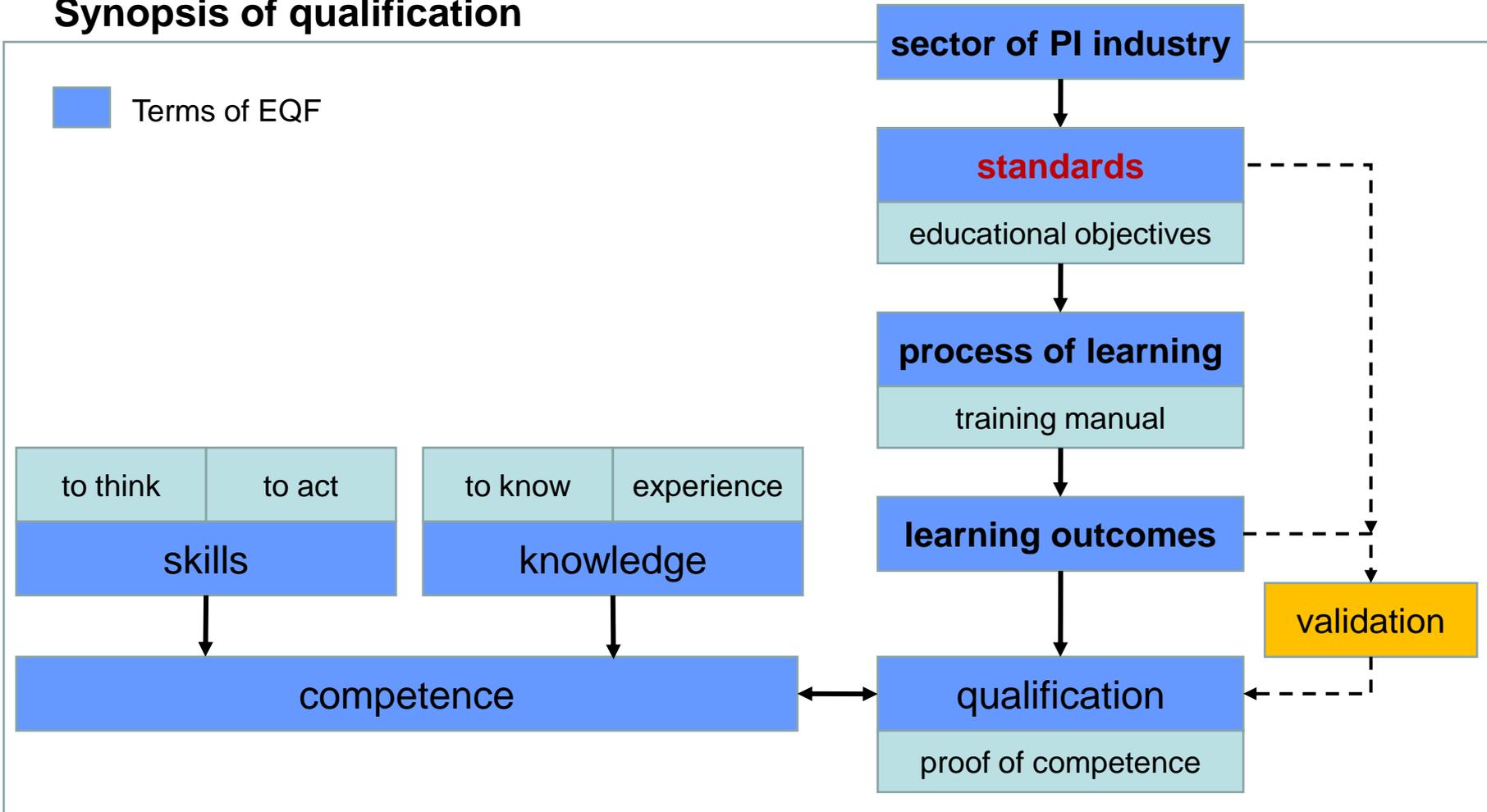
Continuing Professional Development Programme





Continuing Professional Development Programme

Synopsis of qualification





Continuing Professional Development Programme

Competencies for action are described in individual Handbook.
They are directed at:

- **Investigation**
- **Recherché**
- **Surveillance**
- **Analytics**
- **Evidence**
- **Report**



Continuing Professional Development Programme

Example: the Module “Surveillance” contains:

- **Description of the Process**
- **Practical exercises**
- **Examination**

Module



Continuing Professional Development Programme

Our conception makes clear how the students are to be taught:

- holding workshops,
- started in 2012 and has been worked out by 2020,
- the current program has its validity for further 5 years.

Form of documentation:

Manual, loose-leaf collection (Handbook).

The manual contains the results of 8 held workshops,
it will be updated frequently.



Continuing Professional Development Programme

Question of sustainability:

- The training program of the BID is based on the German Higher Education Act and German National Qualification Framework, GNQF (look up: <http://www.dqr.de/>)
- It is conform to the law, and it is prepared for a possible licensing of our industry in Germany.
- Our training program offers private investigators in Germany a professional and commercial perspective.
- With this training program we have taken over the initiative and gain political attention (see next: April 2014, our meeting by President of German Parliament).



Continuing Professional Development Programme





Continuing Professional Development Programme

- The aim of our application for certification by the IKD is to examine if the concept of the BID corresponds with the requirements of the IKD.
- BID invite the auditors to our next professional workshop in the autumn of 2015 in order to make the practical on-site audit.
- Interested IKD-delegates and/or their members would like to participate, as always in all other events as well.