Draft

Project plan for the CEN Workshop on "Structuring the emergency response plans of public safety agencies focusing on incidents such as CBRN and waste disposal plants emergencies"

Requests to participate in the Workshop and/or comments on the project plan are to be submitted by January 15st, 2022 to diana.iorga@asro.ro[1]

Recipients of this project plan are kindly requested to name all patent rights known to them to be relevant to the Workshop and to make available all supporting documents.

Bucharest, 2021.12.14 (Version 1.0)

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[1] Applications for participating in the Workshop and comments on the project plan that are not received by the deadline do not need to be taken into consideration. Once constituted, the Workshop will decide whether or not to consider the comments received in good time.

Contents

1 Status of the project plan

Draft project plan for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan. Please send any requests to participate or comments by e-mail to **diana.iorga@asro.ro**.

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop on **2022-01-27**.

2 Workshop proposer and Workshop participants

2.1 Workshop proposer

Person or organisation	Short description and interest in the subject
Name: Mr. Leonidas Perlepes Organization: Satways Ltd.	Satways Ltd. main activity is the development of integrated Geospatial command and control and situation awareness solutions for Security and Public Safety applications for users such as Fire Brigade, Police, Coast Guard, Emergency Medical, Civil Protection, Critical Infrastructure protection and Border Authorities. With core technology built on open standards, Satways offers a range of mission-critical enterprise solutions empowering governments and businesses around the world to make better and faster operational decisions. Satways will use the results of the CWA to update the provided C2 solutions by supporting the preparedness and planning phases of the public safety agencies and the interoperability with third party systems. Leonidas Perlepes, R&D manager, received his Bs.C and Ms.C degrees from the University of Thessaly, Greece all in Electrical and Computer Engineering. He receives his Ph.D degree in Wireless Sensor Networks from the University of Thessaly, Greece, in 2012. He has been involved in several EU-funded projects. His research interest includes Command & Control systems, GIS systems, Wireless Sensor Networks and embedded systems.

2.2 Participants at the kick-off meeting

The following persons or organisations already signed up to the kick-off meeting prior to the publication of the draft project plan.

Person	Organisation
Workshop proposer - Mr. Leonidas Perlepes	Workshop proposer - Satways Ltd.
Dimitris Diagourtas, Antonis Kostaridis, Giorgios Eftychidis,	Satways Ltd

Giannis Chasiotis, Katerina Valouma	
Panagiotis Michalis, Spyros Athanasiadis, Eleftherios Ouzounoglou	Institute of Communication and Computer Systems (ICCS)
Gabriel Pestana, Tiago Rocha da Silva	INOV INESC Inovação – Instituto de novas tecnologias (INOV)
Christoph Thieme, Siri Mariane Holen	SINTEF
Wilson Antunes, Júlio Carvalho, Luís Carvalho	Ministerio da defesa naciocal / Centro de investigacao da academia military / Unidade military laboratorial de biologica e quimica (CINAMIL/UMLDBQ)
Marcello Marzoti	Ministero dell'interno (CNVVF)
Mosialos Stergios	Hellenic Police (HP)
Ilias Mitsoulas	Ministry of national defence, Greece (HMOD)
Georgios Sakkas, John Tsaloukidis, Danai Kazantzidou-Firtinidou	Kentro Meleton Asfaleias (KEMEA),
Workshop secretariat - Diana Iorga	Romanian standards association, Romania (ASRO)

2.3 Registered Workshop participants

The following persons or organisations have registered as Workshop participants at the kick-off meeting and will actively participate in the development of the CWA.

Person	Organisation
Giannis Chasiotis	Satways Ltd.
Workshop Secretariate: Diana Iorga	ASRO (Romanian standards association)

3 Workshop objectives and scope

3.1 Background

Each EU country has their own processes and procedures for crisis management and disaster response. In the case of cross border crises, these different approaches may cause confusion or conflict among first responders and civil protection bodies. Even in the same country, the emergency response plans and operational procedures of the public safety agencies, usually, are not following a specific principle discouraging the sharing of operational information and the management of the common response activities. Developing a common structure of the emergency response plans and standardising procedures and interfaces across the EU is thus essential for facilitating cross-border and multi-agency collaboration, thereby helping to protect assets and save lives.

The EU-funded research project STRATEGY https://strategy-project.eu/ has systematically identified and prioritised gaps in standardisation in crisis and disaster management and has compared them to the needs of end-users and to available opportunities across a broad spectrum of disaster management activities. All standardisation items to be developed in the course of the STRATEGY project will be fully tested and validated in tabletop exercises (TTXs) and full-scale exercises (FSXs).

Currently, there are very few standards referring to the definition and sharing of emergency response plans by public safety agencies. Only a few directives and guidelines exist, highlighting the importance of the response planning process, the sharing of the related information among the agencies and the development of the respective strategies

3.2 Scope

The objective of the standardization initiative is to develop a document that guides the officers of the public safety agencies on the development and structuring of the response plans that have to be activated during an emergency. Furthermore, guidance on the sharing of this information among the agencies that are involved in a situation will be provided. The guidance will be mainly focused on the emergency response plans that are related to the CBRN incidents and the management of situations related to waste disposal plants.

3.3 Related activities

The subject of the planned CWA is not at present the subject of a standard. However, there are committees, standards and/or other technical specifications that deal with related subjects and thus need to be taken into account - and involved, where necessary - during this Workshop:

−   CEN/TC 391, 'Societal and Citizen Security'.

The EU-funded research project STRATEGY had asked and was granted the project liaison status in Technical Committee CEN/TC 391.

4 Workshop programme

4.1 General

The WS is expected to publish one single CWA, which will define the steps to be followed for structuring the emergency response plans of public safety agencies, focusing on incidents such as CBRN and waste disposal plants emergencies. The CWA will be drafted and published in English.

Due to the travel restrictions related to COVID-19, all meetings are intended to be both virtual and physical meetings, according to the possibilities. In all cases when a physical meeting will be set up, the possibility of virtual participation will be granted.

The program to reach the CEN-CENELEC Workshop Agreements entails the following steps:

The kick-off meeting is planned to take place on 2022-01-27, by teleconference. A draft of the Project Plan for public commenting will be published for 30 days.

A total of at least three Workshop meetings (kick-off meeting and Workshop meetings) and web conferences will be held, during which the content of the CWA will be presented, discussed, and approved.

4.2 Workshop schedule

The following project schedule is for orientation only and is to be modified as the Workshop progresses.

Table1: Workshop schedule (preliminary)

Month / Year	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	July 23	Aug 23
Registration/ Activation	■	■																				
Kick of meeting			■																			
Develop first Draft				■	■	■	■	■	■	■	■	■	■	■	■	■						
TTX								■	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨
Integrate TTX Feedback	▨	▨	▨	▨	▨	▨	▨		■	■	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨
FSX	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	■	▨	▨	▨
Public enquiry																	■	■				
Comments from TC and WS participants																			■	■		
Final draft																				■	■	
Publication																					■	■

In the context of the STRATEGY project, each CWA is planned to be evaluated by the end-users through two exercises, one TTX and one FSX exercise.

TTX is a table-top exercise (usually discussion-based), where end users are called to use and implement existing plans and procedures to take decisions according to a scenario.

FSX is a full-scale exercise, where end-users/stakeholders are called to respond to real situations on the field.

The purpose of these two exercises is to test and evaluate the content of the proposed CWA. The feedback that will be received will be integrated into the CWA.

5   Resource planning

ASRO will provide the Workshop Secretariat, subject to formal approval of the Project Plan at the kick-off meeting.

The Workshop will be financed within the framework of the EU-funded research project STRATEGY (Facilitating EU pre-Standardisation process Through streamlining and vAlidating inTeroperability in systems and procEdures involved in the crisis management cYcle). This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 883520.

The copyright of the final CEN-CENELEC Workshop Agreement will be at CEN-CENELEC. The final document will include the following paragraph: "Results incorporated in this CEN Workshop Agreement received funding from the European Union's HORIZON 2020 research and innovation programme under grant agreement number 883520 (STRATEGY)".

Registration, as well as participation at the CEN-CENELEC Workshop, described here are free of charge.
All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves.

6   Workshop structure and rules of cooperation

6.1 Participation in the Workshop

The Workshop will be constituted during the course of the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the

project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time.

All Workshop participants who voted for the publication of the CWA or its draft will be named as authors in the European Foreword, including the organisations which they represent. All Workshop participants who voted against the publication of the CWA, or who have abstained, will not be named in the European Foreword.

6.2 Workshop responsibilities

The workshop chair will be formally appointed at the kick-off meeting by the parties present. The Workshop Chair is responsible for content management and any decision-making and voting procedures.

The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, decides when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop Chair is supported by the Workshop secretariat.

The Workshop secretariat, provided by ASRO, shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. The Workshop secretariat is responsible for organising and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web conferences shall be organised by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage documents and their distribution through an electronic platform
- Prepares agenda and distribute information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manage CWA approval process upon decision by the Workshop Chair
- Interface with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and bring any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN or CENELEC/TCs

6.3 Decision making process

Each Workshop participant is entitled to vote and has one vote. If an organisation sends several experts to the Workshop, that organisation has only one vote, regardless of how many Workshop participants it sends. Transferring voting rights to other Workshop participants is not permitted. During voting procedures, decisions are passed by simple majority; abstentions do not count.

If Workshop participants cannot be present in the meetings when the CWA or its draft is adopted, an alternative means of including them in the voting procedure shall be used.

7   Dissemination and participation strategy

The Workshop proposal was disseminated to the following relevant stakeholders and bodies for consultation:
−   CEN/TC 391, 'Societal and Citizen Security'.

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting:
−   CEN/TC 391, 'Societal and Citizen Security'.

In addition to the CCMC website, in order to raise awareness, the project plan and the date of the kick-off meeting will be advertised on the websites of:

−   STRATEGY project: https://strategy-project.eu/,
−   ASRO, https://www.asro.ro/ and
−   ELOT http://www.elot.gr/.

Interested parties are requested to contribute either through commenting on the project plan (short term) or through Workshop participation (long term).

Open commenting period on draft CWA

The draft CWA will be disseminated to the following relevant stakeholders and bodies for commenting:
−   CEN/TC 391, 'Societal and Citizen Security'.

In addition to the CCMC website, the draft CWA will be advertised on the website of the STRATEGY project: https://strategy-project.eu to raise awareness. Interested parties are requested to contribute by commenting on the draft CWA (short term).

CWA publication

The final CWA will be disseminated to the following relevant stakeholders and bodies:
−   CEN/TC 391, 'Societal and Citizen Security'.
In addition to the CCMC website, the final CWA will be advertised on:
−   STRATEGY project: https://strategy-project.eu/,
−   ASRO, https://www.asro.ro/.

8   Contacts

−   Workshop Chair:

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−   Workshop Secretariat:

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−   CEN-CENELEC Management Centre

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– Workshop proposer

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