
**Draft Project plan for the CEN-
CENELEC Workshop on
"International and
interinstitutional crisis and
disaster management –
Guideline for the mapping of
terminology and icons"**

**Requests to participate in the Workshop
and/or comments on the project plan are
to be submitted by
2022-02-13
to i.ilic@austrian-standards.at 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.

Vienna, 2021-11-30 (Version 1.0)

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.

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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 i.ilic@austrian-standards.at

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 **2022-03-01**

Approved project plan for CWA development adopted at the kick-off meeting of the Workshop on **2022-03-01** (Version 1)

2 Workshop proposer and Workshop participants

2.1 Workshop proposer

<u>Person or organisation</u>	<u>Short description and interest in the subject</u>
<p><u>Juliane Schlierkamp, Frauenhofer INT</u></p>	<p>Fraunhofer INT is part of the Fraunhofer Gesellschaft, the leading organisation for applied research in Europe. Fraunhofer INT creates and periodically updates a comprehensive overview of general research and technology landscape and generates specialised analyses and forecasts in selected technological areas. Furthermore, Fraunhofer INT performs its own experimental and theoretical research on the effects of ionising and electromagnetic radiation on electronic components and systems as well as on the non-destructive detection and identification of radioactive and nuclear material.</p> <p>FhG-INT will use the results to update and enlarge its know-how especially in the areas of crisis management terminology standardization, in context factors to be considered when implementing pan-European crisis management solutions, and in evaluation methodologies. This will increase the institute's competences in advising its customers in their strategic research planning. Project outcomes will feed into scientific publications, enhancing the scientific excellence of involved scientists and of the institute itself.</p>

2.2 Other potential participants

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of other experts would be helpful and is desired. It is recommended that:

- *Users,*
- *First responders,*
- *Policy makers,*
- *Organizations' managers,*
- *Providers,*
- *Suppliers,*
- *EU Institutions,*
- *Research Projects,*
- *Citizens*

take part in the development of this CWA.

2.3 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.

<u>Person</u>	<u>Organisation</u>
<u>Juliane Schlierkamp</u>	<u>Fraunhofer INT</u>
<u>Sascha Düerkop</u>	<u>Fraunhofer INT</u>
<u>Gabriel Pestana</u>	<u>INOV</u>
<u>Tiago Silva</u>	<u>INOV</u>
<u>Luís Miguel Carvalho</u>	<u>CINAMIL</u>
<u>Wilson Antunes</u>	<u>CINAMIL</u>
<u>Júlio Gouveia-Carvalho</u>	<u>CINAMIL</u>
<u>Leonidas Perlepes</u>	<u>SATWAYS</u>
<u>Ilija Ilić</u>	<u>Austrian Standards International</u>

2.4 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.

<u>Person</u>	<u>Organisation</u>
<u>Juliane Schlierkamp</u>	<u>Fraunhofer IT</u>
<u>Sascha Düerkop</u>	<u>Fraunhofer IT</u>
<u>Ilija Ilić</u>	<u>Austrian Standards International</u>

3 Workshop objectives and scope

3.1 Background

Each EU country has unique 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. Developing a common language and standardising procedures and interfaces across the EU is thus essential for facilitating cross-border 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 two table top exercises (TTXs) and one full-scale exercises (FSXs).

Semantic interoperability remains a challenge in responding to crises – at cross-jurisdictional, cross-organisational level within states, but particularly also if resources are exchanged across borders since incoming resources may have difficulties to understand the situation in terms of the hazard, landscape, infrastructure and related obstacles.

The objective of this CWA is enabling a respondent to a crisis to exchange information across jurisdictions, organisations and borders to other responders, while maintain full control of the information and while using their own terminology and symbology.

Mapping icons and terminologies allows actors that use different icons and terminology to ‘translate’ the received information into the terminology and symbology it usually uses and thus to understand the information the owner shared.

The proposed standard is of interest to all European countries whose crisis responders do or plan to collaborate internationally or interinstitutional.

3.2 Scope

The planned CEN/CENELEC Workshop Agreement specifies recommendations for the mapping of different sets of terminology and icons used in international or inter-institutional crisis and disaster management. It provides an ontology for existing terminologies and taxonomies but will not develop a new set of terminologies and icons or provide the linguistic translation.

This document is applicable to all kind of crises and all actors of crisis management across Europe that either support or get support from other actors from the same or another state

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
- ISO/TC 292
- ISO/TC 145
- ISO 22300, Security and resilience
- ISO 22324, Societal security — Emergency management — Guidelines for color-coded alerts
- CWA 17335, Terminologies in crisis and disaster management
- CEN/TS 15989, Firefighting and rescue service vehicles and equipment – Graphical symbols for control elements and displays and for markings
- EN 17173, European CBRNE Glossary
- CWA 17513, Crisis and disaster management - Semantic and syntactic interoperability

4 Workshop programme

4.1 General

The kick-off meeting is planned to take place on **2022-03-01** in **Vienna or remotely, dependent on the current COVID-19 situation**. A draft for public commenting will be published for **30** days.

A total of 8 Workshop meetings (kick-off meeting and Workshop meetings) and web conferences will be held, during which the content of the CWA(s) will be presented, discussed and approved.

The CWA will be drawn up in **English** (language of meetings, minutes, etc.). The CWA will be written in **English**.

4.2 Workshop schedule

Figure 1: Workshop schedule (preliminary)

CEN/CENELEC Workshop	M01	M02	M03	M04	M05	M06	M07	M08	M09	M10	M11	M12	M13	M14	M15	M16	M17	M18
	Nov	Dez	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Okt	Nov	Dez	Jan	Feb	Mar	Apr
Initiation																		
1. Proposal form submission and TC response																		
2. Project plan development																		
3. Open commenting period on draft project plan (mandatory)																		
Operation																		
4. Kick-off meeting																		
5. CWA(s) development																		
6. Open commenting period on draft CWA(s) (optional)																		
7. CWA(s) finalised and approved by Workshop participants																		
Publication																		
8. CWA(s) publication																		
Dissemination (see 7)																		
Milestones																		

- B** CEN/CENELEC BT meeting deciding on establishment of a CEN/CENELEC Workshop
- K** Kick-off
- M** Workshop meeting
- V** Virtual Workshop meeting
- A** Adoption of CWA
- P** Publication of CWA

D Online distribution of CWA

5 Resource planning

The CEN/CENELEC Workshop is financed by the European research project STRATEGY (Facilitating EU pre-standardization 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.

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.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

- a. *expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;*
- b. *the expansion would not result in the Workshop taking longer to complete;*
- c. *the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;*
- d. *the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;*
- e. *the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;*
- f. *the new Workshop participant would ensure wider application of the CWA.*

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 is responsible for content management and any decision-making and voting procedures. The Workshop Chair is supported by the Workshop Vice-Chair and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. 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 secretariat, provided by a CEN/CENELEC national member, 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

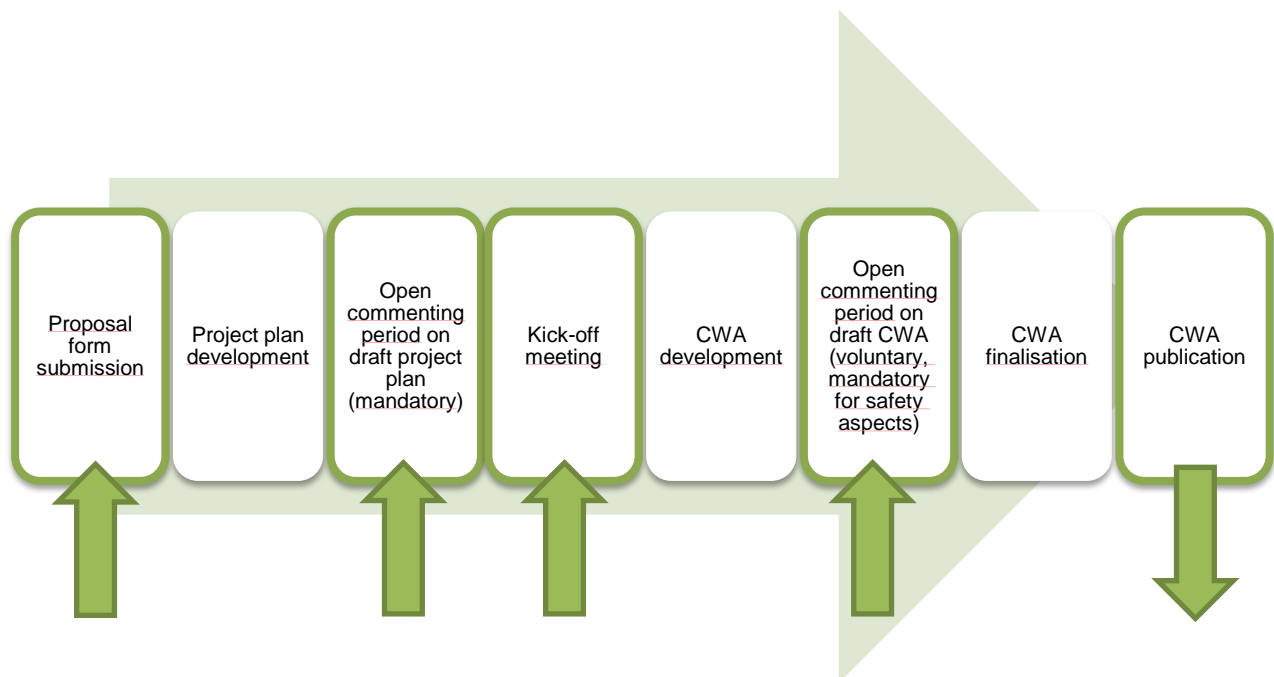
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage 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



Proposal form submission

The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation:

- CEN/TC 391

Open commenting period on draft project plan

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting:

- CEN/TC 391
- CEN/CENELEC sector forum on Security
- others

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on the websites of Austrian Standards International, Fraunhofer INT and the STRATEGY Project website to raise

awareness. Interested parties are requested to contribute either through commenting of 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
- CEN/CENELEC sector forum on Security
- others

In addition to the CCMC website, the draft CWA will be advertised on the websites of Austrian Standards International, Fraunhofer INT and the STRATEGY Project website to raise awareness. Interested parties are requested to contribute through commenting of the draft CWA (short term).

CWA publication

The final CWA will be advertised on the CCMC website, additionally, the CWA will be advertised on:

- sector specific newsletter
- social media, such as
 - Facebook
 - LinkedIn
 - Twitter
- others

8 Contacts

- Workshop Chair:

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- Workshop Vice-Chair:

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- Workshop proposer

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