Draft Project plan for the CEN Workshop on Requirements for acquiring digital information from victims during Search and Rescue operations

Requests to participate in the Workshop and/or comments on the project plan are to be submitted by 2022.03.11 to fredrik.gothe@sis.se[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.

Stockholm, 2022-01-17 (Version 1)

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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 **fredrik.gothe@sis.se**

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 **2022-03-14**.

Approved project plan for CWA development adopted at the kick-off meeting of the Workshop on **2022-03-14** (Version **2.0**)

2   Workshop proposer and Workshop participants

2.1 Workshop proposer

Person or organisation	**Short description and interest in the subject**
Name: Spyridon Athanasiadis Organization: Institute of Communication and Computer Systems (ICCS) Postal address: 9, Iroon. Polytechniou Str., 157 73 Zografou, Greece Email: spyros.athanasiadis@iccs.gr Phone: +30 2107722467 Webpage: https://i-sense.iccs.gr	The Institute of Communications and Computer Systems (ICCS) is a non-profit academic research body established in 1989 to support the performance of top-quality research, development activities and the provision of scientific service to private and public bodies. Within ICCS, the I-SENSE Research Group (http://i-sense.iccs.gr) comprises of more than 150 personnel members (Professors, post-doctoral researchers, post-graduate researchers, and administrative staff) having participated in more than 40 to date as Coordinator and/or Technical Manager in areas dealing with Critical Infrastructure, Disaster Resilient Societies, Intelligent Transportation Systems. Our Institute is developing technologies to support first responders be more effective and save more lives during natural and manmade disasters and crises by exploiting novel technologies. Dr. Athanasiadis, Ph.D. is a senior researcher/project manager at ICCS/I-Sense group. He completed his doctoral studies at the National Technical University of Athens (NTUA) on Microwave techniques of imaging ground and detecting objects. Spyros has significant international experience in the coordination and management of the full life-cycle activities of several EU funded (FP7, H2020) projects. His research interests include first responders' technologies, digital transformation of systems and development and application of ICT tools to enhance rescue missions.

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:

–   Manufacturers of general triage devices
–   Manufacturers of software and hardware for triage devices
–   Academic and research

- Technical providers of triaging solutions
- Technical providers of command centres
- First Responders
- Medical personal

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.

Person	**Organisation**
Workshop proposer: Mr. Spyridon Athanasiadis	– Workshop proposer: ICCS, Institute of Communication and Computer Systems, Greece, Type: Academic and research and Technical providers of triaging solutions
Panagiotis Michalis	ICCS, Institute of Communication and Computer Systems, Greece Type: Academic and research and Technical providers of triaging solutions
Leonidas Perlepes	SATWAYS Type: Technical providers of command centres
Maguelone Laval	European Organisation for Security, Belgium Type: Academic and research
Elodie Reuge	European Organisation for Security, Belgium Type: Academic and research
Ruiz Lopez Dario	ATOS IT SOLUTIONS AND SERVICES IBERIA SL (ATOS), Spain Type: Technical providers of command centres
Benoit Vivien	ASSISTANCE PUBLIQUE HOPITAUX DE PARIS (AP-HP), France Type: First Responders and Medical personal
Wilson Antunes	MINISTERIO DA DEFESA NACIONAL (Defesa), Portugal Type: First Responders

Júlio Carvalho	MINISTERIO DA DEFESA NACIONAL (Defesa), Portugal Type: First Responders
Luís Carvalho	MINISTERIO DA DEFESA NACIONAL (Defesa), Portugal Type: First Responders
Natascia Erriu	Corpo Nazionale dei Vigili del Fuoco (CNVVF), Italy Type: First Responders
Giovanni Fresu	Corpo Nazionale dei Vigili del Fuoco (CNVVF), Italy Type: First Responders
Workshop secretariat: Mr. Fredrik Göthe and Ms. Annika Almqvist	Workshop secretariat: SIS, Swedish Institute for Standards Type: National Standardisation Body

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.

Person	Organisation
Workshop Chair	Workshop Chair
Workshop Vice-Chair	Workshop Vice-Chair
Workshop secretariat	Workshop secretariat

3   Workshop objectives and scope

3.1 Background

STRATEGY will develop a pan-European framework of the pre-standardisation activities for systems, solutions and procedures, addressing crisis management, validated by sustainable tests and evaluation frameworks, which will improve the crisis management and disaster resilience capabilities, including European Defence Agency (EDA) initiatives in the CBRN-E area. Based on the needs identified from previous EU initiatives and the desktop research on the EU priorities, the project addresses eight streams within crisis management: Search and Rescue, Critical Infrastructure Protection, Response Planning, Command and Control, Early Warning Systems and Rapid Damage Assessment, CBRN-E, Training and Terminology.

Aiming at selecting and implementing existing, evolving and new standards within solutions, tools and procedural guidelines and recommendations STRATEGY will streamline and validate technical and organisational interoperability in a fully transboundary configuration with means of standards through the implementation of use cases involving EU and National Standardisation bodies. 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 table top exercises (TTXs) and a full exercises (FXs).

The proposed workshop has resulted from STRATEGY project and aims to provide and investigate in different type of triaging forms and create a universal markup language (a computer language that uses tags to define elements within a document) similar to a tree diagram which will include all different use cases focusing in structure of the data fields. A specify instance of the different cases will implement to a table top exercise to validate the process. Currently in a Mass Casualty Incident (MCI) healthcare resources are limited or strained due to the number of injured individuals, triage systems are implemented to offer the greatest good to the greatest amount of people. The goal is to determine as quickly as possible the priority of victims' treatment based on the severity of their condition, and to move patients away from the incident toward resources that offer comprehensive care. Within the workshop is planned to investigate and covered different types of triage forms and triaging systems while focusing in safety, usability, system compatibility and data protection matters.

The appropriate forms and process considered to be key importance for the first responders' teams to track and trace during transport from the incident scene to the designated facility. The future benefits of this CEN Workshop Agreement will be a reference document to technical providers of triaging solutions to create universal solutions valid for different type of Rescue teams across different countries.

3.2 Scope

The planned CEN Workshop specifies the requirements for acquiring digital information from victims during a search and rescue SAR operations.

The planned Workshop establishes requirements of digital triaging during a search and rescue mission regarding the categories of safety, usability, data protection, security and system compatibility.

The planned CEN Workshop is intended to be used by Search and Rescue equipment manufacturers and developers. The planned CEN Workshop is not primary intended to be used by first responders, although the user community is benefitted by the relevant guidelines to be put in place.

3.3 Related activities

Related CEN committee/forum:

- – CEN/TC 391 Societal and Citizen Security
- – CEN CENELEC Sector forum on Security.

Related standardisation documents:

- – CWA 17513:2020 Crisis and disaster management - Semantic and syntactic interoperability
- – EN ISO/IEC 27043:2016 Information technology - Security techniques - Incident investigation principles and processes (ISO/IEC 27043:2015).
- – CWA 17514:2020 Systematic assessment of innovative solutions for crisis management - Trial guidance methodology

4   Workshop programme

4.1 General

The kick-off meeting is planned to take place on 2022-03-14 online. A draft for public commenting will be published for 30 days.

A total of 13 Workshop web meetings (kick-off meeting and 12 Workshop meetings) 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

Table 1: Workshop schedule (preliminary)

CEN Workshop	11/21	12/21	01/22	02/22	03/22	04/22	05/22	06/22	07/22	08/22	09/22	10/22
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												
5a. 1st draft of CWA development												
5b. Table Top Exercise												
5c 2nd draft of CWA 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					K	V	V TTX		V		V	

CEN Workshop	11/22	12/22	01/23	02/23	03/23	04/23	05/23	06/23
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								
5a. 1st draft of CWA development								
5b. Table Top Exercise								
5c 2nd draft of CWA 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	V		V		V	F X	P	V

K   Kick-off
V   Virtual Workshop meeting
P   Publication of CWA
TTX Table Top Exercise
FX   Full Exercise

5   Resource planning

The CEN Workshop is financed by the European research project STRATEGY. This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 883520.

There is no fee to register for participation in the Workshop.

All costs related to the participation of all other interested parties in the Workshop's activities must 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.

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
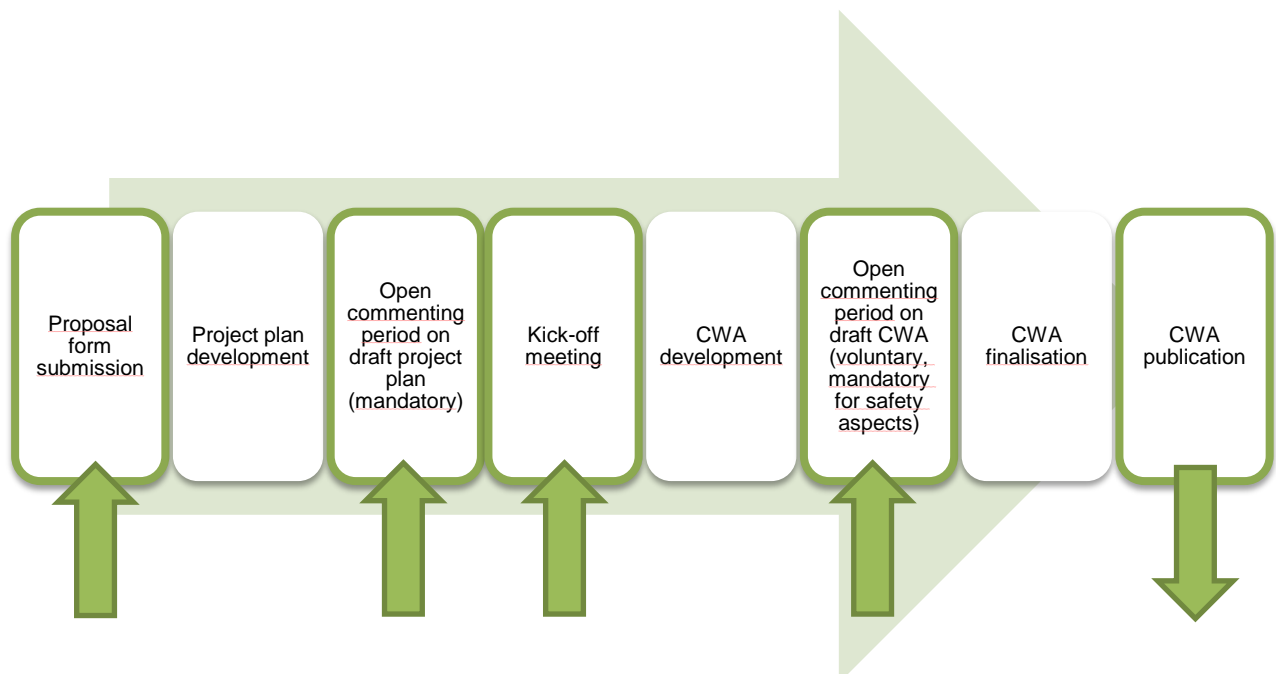
Proposal form submission
The Workshop proposal has been disseminated to the following relevant stakeholders and bodies for consultation:

- CEN/TC 391 Societal and Citizen Security, CEN CENELEC Sector forum on Security and CEN CENELEC Management Centre (CCMC)

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 Societal and Citizen Security, CEN CENELEC Sector forum on Security and CEN CENELEC Management Centre (CCMC)

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on https://strategy-project.eu/ 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 Societal and Citizen Security, CEN CENELEC Sector forum on Security and CEN CENELEC Management Centre (CCMC) In addition to the CCMC website, the draft CWA will be advertised on https://strategy-project.eu/ > to raise awareness. Interested parties are requested to contribute through commenting of the draft CWA (short term).

CWA publication
The CEN/CENELEC national members notify CCMC on whether and how they will make the CWA available in their country.

The final CWA will be advertised https://strategy-project.eu/ on:

– sector specific newsletter
– social media, such as
  o Facebook
  o Instagram
  o LinkedIn
  o Twitter
– Research Gate
– EC Newsroom
– Others

8 Contacts

– **Workshop Chair:**
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– **Workshop Secretariat:**
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- **Workshop proposer**
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