Draft Project plan for the CEN Workshop on "Basic CBRN training curriculum for first responders and medical staff including first receivers"

**Requests to participate in the Workshop and/or comments on the project plan are to be submitted by
01-04-2022 to louis.morilhat@afnor.org**

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.

Saint-Denis, February 22th (Version 01)

Contents

Summary

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 **louis.morilhat@afnor.org**

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 **2022-04-05**.

2   Workshop proposer and Workshop participants

2.1 Workshop proposer

Person or organisation	Short description and interest in the subject
Belgian Nuclear Research Centre SCK CEN	SCK CEN is leading the Melody Project, which aims to is to design, develop, test, improve and quality assure a harmonized CBRN training curriculum for (CBRN) first responders and medical staff. Objectives of this workshop are to address practitioner's needs and possess a modular structure that enables national organizations to build upon based on their own examples, procedures and experiences.

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:

– First responders' organizations
– Medical staff across EU
– Emergency and civil protection services
– Non-governmental organizations

take part in the development of this CWA.

2.3 Participants at the kick-off meeting

Person	Organisation
Workshop proposer: Carlos Rojas Palma	Workshop proposer: Belgian Nuclear Research Centre SCK CEN
	eCBRNE - Sweden

	RIVM - Netherlands
	TNO - Netherlands
	Campus Vesta (CV) - Belgium
	EODHu - Rapid Response and Special Police Service - Hungary
	University of Rome Tor Vergata - Italy
	ISEMI - Slovakia
	UoLodz - Poland
	ESTWFi - Finland
Workshop secretariat: Louis Morilhat	Workshop secretariat: AFNOR

3 Workshop objectives and scope

3.1 Background

MELODY is a project co-funded by the Internal Security Fund – Police under which considerable attention is given to CBRN threats, in particular to address the 2017/19 CBRN action plan, released by the European Commission. This plan states that, while terrorist groups have yet to use chemical, biological, radiological or nuclear agents in attacks in Europe, there are credible indicators suggesting they might. In the event terrorist groups are preparing to attack with CBRN agents, it is imperative that first responders are prepared as well.

Also addressed in the CBRN action plan is the fact that "*the need for strengthening EU cooperation and for reinforcing resilience against CBRN threats in terms of prevention, preparedness and response, requires significant investments on the part of Member States*" and the call for "*closer cooperation and utilization of synergies across borders.*"

In this context, the Melody project aims to address these needs by setting up a harmonized CBRN training program ranging from operational to tactical level. However, dealing with acts of terrorism involving the use of CBRN agents would, due to security restrictions, pose a serious limitation on the dissemination of the training curriculum. Instead, we have chosen to concentrate on stimulating the situational awareness and self-protection needs of first responders and medical staff, so that they can equally operate in safe conditions during an accidental or terrorism related CBRN event.

Integrating these best practices into a normative document will allow a harmonized dissemination across the European Union, in order to enhance efficiency, cross-border cooperation, and overall preparedness against CBRN threats.

3.2 Scope

The CEN workshop agreement defines a harmonized CBRN training curriculum to be used and valued by training institutes for first responders in Europe. It considers practitioner's needs and possess a modular structure that enables national organizations to build upon based on their own examples, procedures and experiences.

The planned CEN Workshop is intended to be used by first responders and medical staff in all EU Member States.

3.3 Related activities

The subject of the planned CWA is not currently covered by 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

4 Workshop programme

4.1 General

The kick-off meeting will take place on April 5th, 2022, by video conference. A draft for public commenting will be published for 30 days before that.

A total of 9 Workshop meetings (remote 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.

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

4.2 Workshop schedule

Table 1: Workshop schedule (preliminary)

CEN/CENELEC Workshop	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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				K	V	V	V	V	V	V	V/A	P D

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

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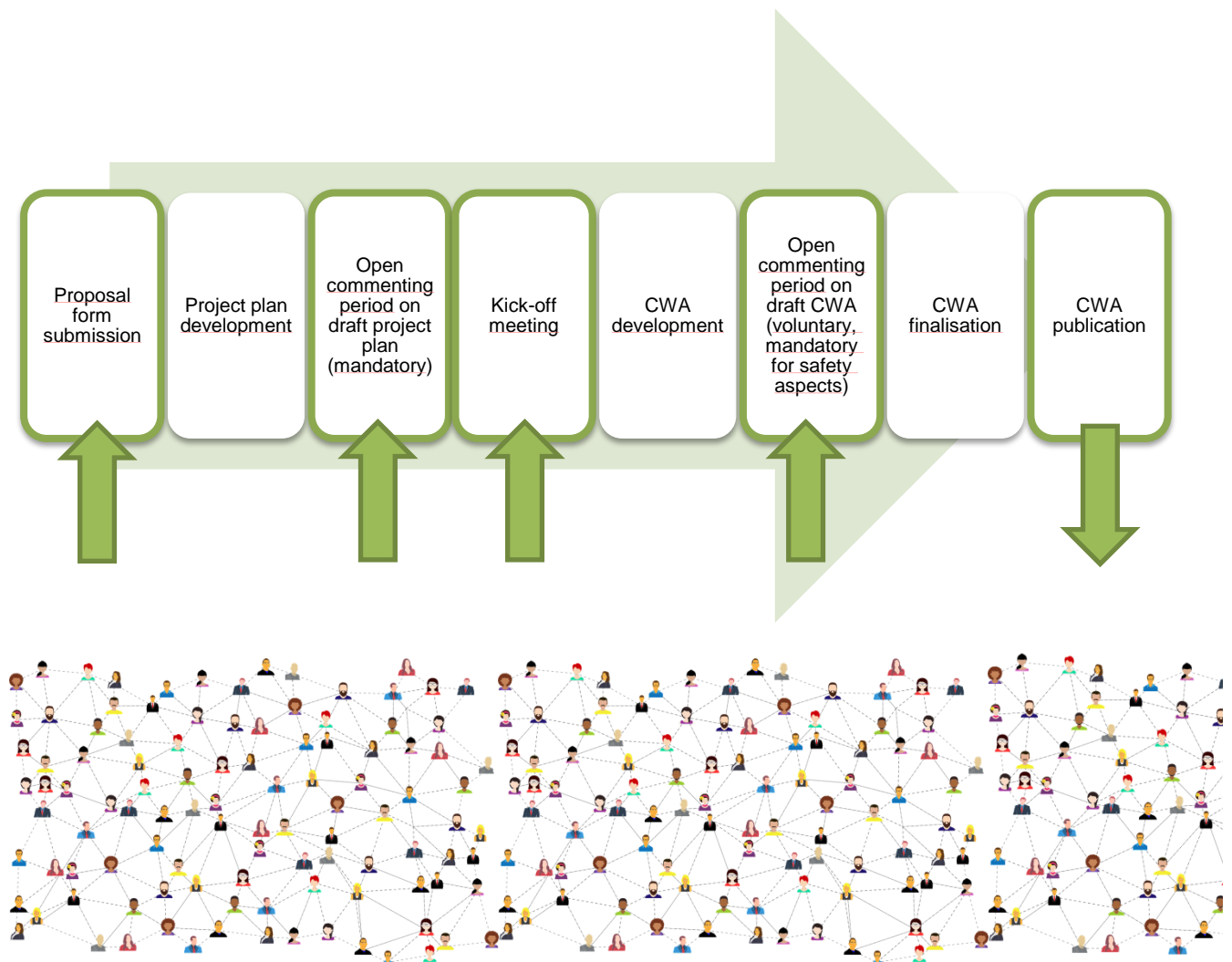
Proposal form submission
The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation:

– standards committee: CEN/TC 391 – Societal and citizen security

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

– standards committee: CEN/TC 391 – Societal and citizen security

– sector forum: CEN-CENELEC Sector Forum on Security (SF-SEC)

Open commenting period on draft CWA
The draft CWA will be disseminated to the following relevant stakeholders and bodies for commenting:

– standards committee: CEN/TC 391 – Societal and citizen security

– sector forum: CEN-CENELEC Sector Forum on Security (SF-SEC)

The list of relevant stakeholders will be discussed and completed within the workshop.

CWA publication
The final CWA will be disseminated to the relevant stakeholders and bodies identified by the CEN workshop members.

A promotion plan of the final CWA will be established in addition to the advertisement on CCMC website.

8   Contacts

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– Workshop Secretariat:

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– Workshop proposer

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