
**Draft Project plan for the CEN
Workshop on "Standardisation
of Implementation Guidelines
for evaluation and assessment
reporting of exercises for crisis
management"**

**Requests to participate in the Workshop
and/or comments on the project plan are
to be submitted by
2022-01-31
to a.altenpohl@austrian-standards.at¹**

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, 2021.12.10 (Version 1)

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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Summary

This CWA aims to cover standardisation gaps of the evaluation phase and lessons learnt documentation of an exercise of crisis management. ISO 22398 includes general requirements of the planning, execution and evaluation of an exercise, without particularly providing guidance on the implementation of the evaluation by different participants, as well as on the documentation of the outcomes and lessons learnt of the exercise. Hence the scope of the current CWA is twofold: standardisation of the evaluation content of an exercise and proposal of a structured form for assessment and lessons learnt documentation. Evaluation will be performed in three dimensions: evaluation of the exercise methodology and organization, with the aim of their enhancement for training purposes, evaluation of participants performance for assessment of operational capabilities tested and evaluation of the success and compatibility of the exercise to the crisis/disaster management mission. The CWA is of particular use to exercise planners of first responder organizations and civil protection authorities at national or local level and consequently to all emergency response organizations whose members are being trained and capabilities can be enhanced. Moreover, this CWA is of interest to technology and research bodies, as the outcomes of the proposed standardisation items will provide guidance for the development of customised solutions and methodologies to support evaluation.

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 a.altenpohl@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 **2022-02-08**.

2 Workshop proposer and Workshop participants

2.1 Workshop proposer

Person or organisation	Short description and interest in the subject
Danai Kazantzidou-Firtinidou Center for Security Studies (KEMEA) Ministry of Citizen Protection Athens, Greece d.kazantzidou@kemea-research.gr Tel:+30 2107710805 (ext.402) Mob:+30 6974488449	KEMEA is established in 2005 (L. 3387/2005, Art. 4 L.3938/2011) as the research organization of the Hellenic Ministry of Citizen Protection. It operates as National think tank on security (cyber and physical) and civil protection policies. Its role focuses on the provision of technical and scientific consulting and training services to the first responder organizations under the Ministry's auspices. More specifically, its activities comprise theoretical and applied research on security and civil protection, support of emergency organizations and crisis management authorities with R&D activity and development of technological tools customised to their needs, consultation of strategies and policies. Moreover, in close cooperation with the first responder agencies, KEMEA provides training, being involved in planning and coordination of operational exercises and field demonstrations of new systems and technologies. KEMEA by its networking and training activities aims to bring together national LEAs, First Responders, Civil Protection stakeholders, Critical Infrastructure operators and other involved parties in the disaster management cycle and society's

	<p>security and resilience, to enable them to collaborate, to exchange experiences and built synergies.</p> <p>Danai Kazantzidou-Firtinidou (female) is a Civil Engineer with MSc in Earthquake Engineering. The past 5 years she works as Research Associate at the Center for Security Studies (Ministry of Citizen Protection) in Greece, in which she is involved in projects related with natural hazards, civil protection and critical infrastructures protection. Moreover, she collaborates with the World Bank as disaster management consultant, for the development of national Disaster Risk Management plans. Her expertise is in seismic risk, having 10 years of experience with participation in several European and national funded programs in Greece and other European countries, focusing on the scientific support of civil protection and risk management. More specifically, she has participated in disaster management planning, coordination of operational and functional exercises on behalf of regional and local authorities, planning of exercises focusing on Critical Infrastructure protection, trials for the development of technological tools supporting crisis management, technical post-earthquake visits, studies of seismic vulnerability and risk and is contributing as national expert in risk assessment projects. She has more than 15 scientific publications in peer reviewed journals and international conferences.</p>
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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:

- Representatives of first responders organizations acting as planners, players and observers of exercises
- Representatives of civil protection authorities (national and local level)
- Scientists in the area of civil protection and disaster management
- Representatives of civil societies concerned with the protection of human rights
- Participants in related Technical Committees
- Participants in related Research Projects
- Representatives of DG ECHO
- Security and safety officers of critical infrastructure operators

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: Danai Kazantzidou-Firtinidou	Center for Security Studies (KEMEA), Greece
Ioannis (John) Tsaloukidis	Center for Security Studies (KEMEA), Greece

Georgios (George) Sakkas	Center for Security Studies (KEMEA), Greece
Wilson Antunes	Ministry of national Defence, Portugal
Julio Carvalho, Ministry of national Defence	Ministry of national Defence, Portugal
Luis Carvalho, Ministry of national Defence	Ministry of national Defence, Portugal
Dirk Stolk, TNO	TNO, Netherlands
Siri Holen, SINTEF	SINTEF, Norway
Andrea Capaccioli	Deep Blue, Italy
Nikolaos Stefanou	Hellenic Police, Greece
Konstantinos Vlamidis	Hellenic Police, Greece
Gianni Fresu	Corpo Nazionale dei Vigili del Fuoco (CNVVF), Italy
Natascia Erriu	Corpo Nazionale dei Vigili del Fuoco (CNVVF), Italy
Paolo Dolci	Corpo Nazionale dei Vigili del Fuoco (CNVVF), Italy
Daniele Sciorpa	Corpo Nazionale dei Vigili del Fuoco (CNVVF), Italy
Panagiotis Michalis	Institute of Communication and Computer Systems, NTUA, Greece
Georgios Eftychidis	Satways, Greece
Aikaterini Poustourli	Satways, Greece
Workshop Secretariate: Annette Altenpohl	Austrian Standards, Austria

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 European 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.

The evaluation of exercises can provide key information for the assessment of their performance against exercise objectives and the identification of strengths and areas for improvement relevant to operational capabilities. Evaluation is a significant part of an exercise and it has to be prepared in parallel to the planning of the exercise, so that all main scope-related and organizational aspects are addressed. At the same time, the evaluation phase and lessons learnt documentation during an exercise is also considered important knowledge acquired, that can be utilised from the one hand to enhance the organisational and implementation aspects of exercises and on the

other hand for assessment and improvement of operational capabilities that are being tested.

However, although several guidelines exist for the preparation and execution of exercises, a formally standardised procedure particularly focusing on the evaluation phase of exercises and summarising conclusions and lessons learnt from the implementation of training activities is currently limited and does not provide details on how to build an evaluation form/questionnaire. Existing solutions (e.g. ISO 22398) provide general requirements only.

The development of a formally standardised procedure focusing on the evaluation phase of exercises will enable to communicate acquired knowledge more effectively and ensure that beneficial information is factored for continuous improvement and enhanced preparedness practices of incidents in future exercises.

3.2 Scope

This CWA provides guidelines on how to create an evaluation scheme for exercises and a template for lessons learnt, as an outcome of an exercise. The document also provides useful specifications and forms for observers and participants in the exercise as well as to planners of such exercises. It covers the evaluation of the exercise format and organization as well as the performance of the participants. It provides evaluation forms suitable for all types of participants of an exercise as well as a template of a lessons learnt.

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:

- ISO/TC 292 WG 03 "Emergency Management"
 - o ISO 22398 Societal security — Guidelines for exercises
- CEN/TC 391 "Societal and Citizen Security"
- CEN Security Sector Forum

4 Workshop programme

4.1 General

The kick-off meeting is planned to take place on 2021.02.08 virtually via web conference (Microsoft Teams). Due to the travel restrictions related to Covid-19, all meetings are intended to be made online. If a physical meeting is convened, the possibility of online participation will be granted.

A draft CWA for public commenting will be published for 60 days.

A total of 5 Workshop meetings via web conference will be held (including the kick off meeting), during which the content of the CWA will be presented, discussed and approved.

The CWA will be written in English and also the language of meetings, minutes, etc. will be in English.

4.2 Workshop schedule

5 Resource planning

The Secretariate of the CEN Workshop is financed by the European research project STRATEGY (Facilitating EU pre-Standardisation process Through streamlining and vAlidating inTerooperability 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.

All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves. The STRATEGY project aims to reach an agreement with CEN CENELEC Management Centre to make the CWA freely downloadable from the CEN Website. The copyright of the final CEN Workshop Agreement will be at CEN. 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)".

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. Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWAs 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.

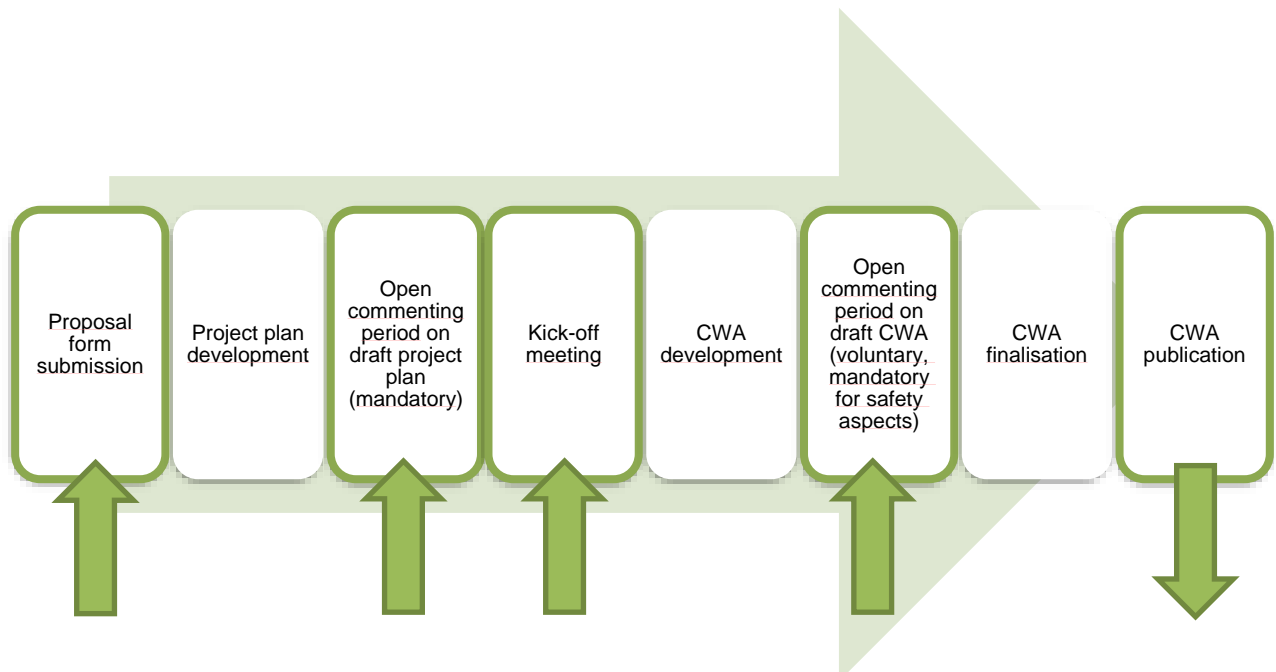
- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating 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





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 Sector Forum
- ISO/TC 292 WG 03
- other?

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on STRATEGY, CMINE and KEMEA website to raise awareness, and will be shared by European Commission dissemination tools (e.g. CERIS), where possible. Moreover, the announcement of CCMC website will be posted in STRATEGY social media as well as in all partners social media to reach as many interested parties as possible.

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 Sector Forum
- ISO/TC 292 WG 03

In addition to the CCMC website, the draft CWA will be advertised on STRATEGY, CMINE and KEMEA website to raise awareness and will be shared by European Commission dissemination tools (e.g. CERIS), where possible. Moreover, the announcement of CCMC website will be posted in STRATEGY social media as well as in all partners social media to reach as many interested parties as possible. Interested parties are requested to contribute through commenting of the draft CWA (short term).

CWA publication

In addition to the CCMC website, the final CWA will be advertised on the STRATEGY website.

8 Contacts

- Workshop Proposer:

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- Workshop Secretariat:

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– CEN-CENELEC Management Centre:

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Tel: +32 2 550 09 10
<https://www.cencenelec.eu/about-cen/>

Annex A - Registered Workshop participants²

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>Workshop Chair</u>	<u>Workshop Chair</u>
<u>Workshop Vice-Chair</u>	<u>Workshop Vice-Chair</u>
<u>Workshop secretariat</u>	<u>Workshop secretariat</u>

² To be added after Kick-Off Meeting.