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# **Draft Project plan for the CEN Workshop on "Specifications for Digital Scenarios for Search and Rescue Exercises"**

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**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.at](mailto:a.altenpohl@austrian-standards.at)<sup>1</sup>**

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)**

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<sup>1</sup> 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 limitations in existing practices related with the design and planning of Search and Rescue exercises. The CWA will specify a digital process for the planning of Search and Rescue exercises and provide recommendations on the type of digital information exchanged for Search and Rescue scenarios, the use of data models for exchanging scenario characteristics. It also aims to provide the interoperability characteristics that digital scenario specifications need to have in order to be able to be employed by the majority of scenario building tools. The CWA is for use by organizations responsible for planning and implementation of exercises in Search and Rescue area, and particularly local, regional, national and international emergency management authorities, exercise planning teams, trainers and first responders. The CWA is also of interest to technology providers focusing on the development of scenario building tools for Search and Rescue activities.

### 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](mailto: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 **2022-02-10**.

### 2 Workshop proposer and Workshop participants

#### 2.1 Workshop proposer

Person or organisation	Short description and interest in the subject
<p>Dr. Panagiotis Michalis Institute of Communication &amp; Computer Systems (ICCS) 9, Iroon Politechniou Str. Zografou, Athens GREECE T: +30-210-772-2467 W: <a href="https://i-sense.iccs.gr">https://i-sense.iccs.gr</a></p>	<p>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 (<a href="http://i-sense.iccs.gr">http://i-sense.iccs.gr</a>) 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 with Critical Infrastructure, Disaster Resilient Societies, Intelligent Transportation Systems.</p> <p>Dr. Panagiotis Michalis (PhD, MSc, BEng(Hons)) is a Senior Researcher/Project Manager at ICCS/I-Sense group. Panos has significant international experience in the coordination and management of the full life-cycle activities of several EU &amp; UK funded (FP7, H2020, EPSRC) projects and more than 5-year experience in postdoctoral research roles (Universities of Glasgow / Zagreb / Strathclyde / Brasilia, NTUA) co-funded by the industry.</p> <p>He has been appointed as an external evaluator of EU funded projects, as a reviewer in scientific journals, and has delivered invited talks to Universities, private organisations and media. Panos is currently lead</p>

	author of more than 60 peer-reviewed publications in journals and international conference proceedings. His research interests include the digital transformation of systems and development and application of ICT tools to enhance disaster risk management.
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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:

- Providers and planners of exercises
- Technical providers of simulation tools in support of exercises
- Participants and observers of exercises
- Representatives of authorities concerned with civil protection
- Scientists in the area of civil protection and disaster management
- Participants in related Technical Committees
- Participants in related Research Projects
- Representatives of DG ECHO

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: Dr. Panagiotis Michalis	Institute of Communication & Computer Systems (ICCS), Greece
Spyros Athanasiadis	Institute of Communication & Computer Systems (ICCS), Greece
Elodie Reuge	European Organisation for Security, Belgium
Maguelone Laval	European Organisation for Security, Belgium
Wilson Antunes	Ministry of National Defence, Portugal
Júlio Carvalho	Ministry of National Defence, Portugal
Luís Carvalho	Ministry of National Defence, Portugal
Dirk Stolk	TNO, Netherlands
Christophe Thieme	SINTEF, Norway
Darío Ruiz	ATOS, Spain
Nikolaos Stefanou	Hellenic Police
Konstantinos Vlamidis	Hellenic Police

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 Scieurpa	Corpo Nazionale dei Vigili del Fuoco (CNVVF), Italy
Danai Kazantzidou	Center for Security Studies (KEMEA)
George Sakkas	Center for Security Studies (KEMEA)
Ioannis Tsaloukidis	Center for Security Studies (KEMEA)
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 proposed workshop has resulted from the STRATEGY project and aims to provide specifications for digital scenarios for search and rescue exercises. The digitalisation of exercise scenarios resulted highly relevant from an analysis of existing standardisation gaps and needs carried out by Strategy. Objective is to better support cross platform interoperability and to assist exercise planners in Search and Rescue related activities. The majority of the crisis management exercises in Search and Rescue are following traditional approaches such as paper-based scenarios. This is an insufficient practice leading to complications in the design phase of an exercise due to the involvement of numerous actors and the existence of different types of exercises which make the preparation of exercises a particularly challenging issue.

The design phase is also considered to be of key importance for the successful operation and completion of an exercise. However, exercise planners have currently limited options in terms of available digital solutions to enhance the preparation of the design phase but also to guide effectively a planner through the process of largescale exercises in crisis management field where numerous scenarios and events exist.

An opportunity thus exists for the development of a digitised process which can provide a useful tool to exercise planners with regards to the planning and the implementation of Search and Rescue exercises to enable the effective preparation of large-scale exercises involving multiple agencies and cross-border interoperability. The main scope of this workshop is the development of an interoperable and harmonised process in support of the planners of search and rescue exercises. The STRATEGY project plans to develop specifications for a digitized process for scenarios for Search and Rescue exercises and to fully test and validate them in a table top exercise and a full scale exercise and feed any learning back into the development of the CWA.

#### 3.2 Scope

This CWA specifies a digital process for the planning of search and rescue exercises. The CWA will provide recommendations on the type of digital information exchanged for Search and Rescue scenarios, the use of data models for exchanging scenario characteristics and the interoperability characteristics that digital scenario specifications need to have in order to be able to be employed by the majority of scenario building tools. The CWA

is for use by organizations responsible for planning and implementation of exercises in Search and Rescue area, and particularly local, regional, national and international emergency management authorities, exercise planning teams, trainers and first responders. The CWA is also of interest to technology providers focusing on the development of scenario building tools for Search and Rescue activities.

### **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 WG03 Emergency Management and CEN/TC 391 WG03 Crisis management/civil protection
- ISO 22398 Societal security — Guidelines for exercises
- CWA 17515 Building a common simulation space
- CWA 17514 Systematic assessment of innovative solutions for crisis management - Trial guidance methodology
- ISO/IEC 19510 Information technology — Object Management Group Business Process Model and Notation
- EU legislation on Union Civil Protection Mechanism Workshop programme

### **3.4 General**

The kick-off meeting is planned to take place on 2022-02-10 virtually via web conference. 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 (1 kick off meeting and 4 regular workshop meetings) via web conference will be held, 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.

### **3.5 Workshop schedule**

**Table 1: Workshop schedule (preliminary)**



## 4 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 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)"

## 5 Workshop structure and rules of cooperation

### 5.1 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.

### 5.2 Workshop responsibilities

The Workshop Chair is responsible for content management and any decision-making and voting procedures. The Workshop Chair is supported by the 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.

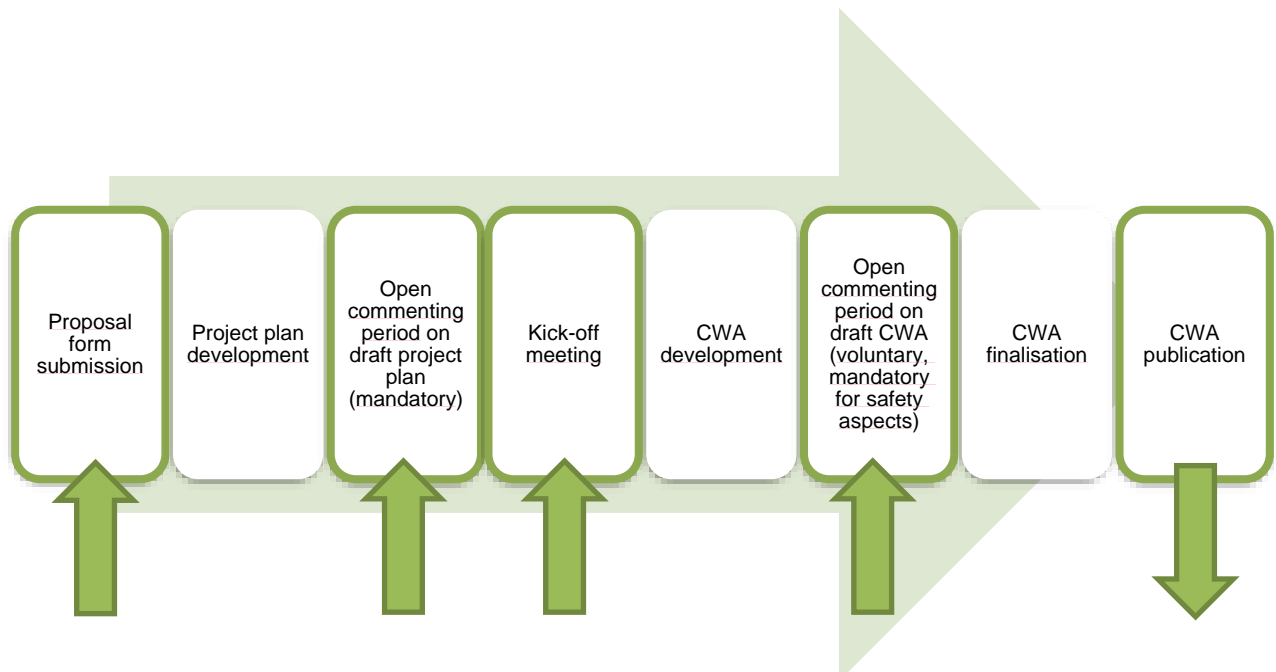
- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating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

### **5.3 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.

## **6 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

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on STRATEGY website to raise awareness, and through the communication channels of ICCS and I-SENSE group (websites, social media accounts)

### 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 the Strategy project web site to raise awareness. Interested parties are requested to contribute through commenting of the draft CWA.

### CWA publication

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

## 7 Contacts

- Workshop Proposer:

Dr. Panagiotis Michalis  
Institute of Communication & Computer Systems (ICCS)  
9, Iroon Politechniou Str. Zografou  
Athens, Greece  
[p.michalis@iccs.gr](mailto:p.michalis@iccs.gr)  
T: +30-210-772-2467  
W: <https://i-sense.iccs.gr>

- Workshop Secretariat:

Annette Altenpohl  
Austrian Standards (ASI)  
Heinestrasse 38  
1020 Vienna, Austria  
[a.altenpohl@austrian-standards.at](mailto:a.altenpohl@austrian-standards.at)  
Tel: +43 1 213 00 724  
Mob: + 43 699 1710 9010  
<https://www.austrian-standards.at/en>

- CEN-CENELEC Management Centre:

Christina Thorngreen  
CEN/CENELEC Management Centre (CCMC)

Rue de la Science 23  
B - 1040 Brussels, Belgium  
[cthorgreen@cencenelec.eu](mailto:cthorgreen@cencenelec.eu)  
Tel: +32 2 550 09 10  
<https://www.cencenelec.eu/about-cen/>

## Annex A - Registered Workshop participants<sup>2</sup>

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>

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<sup>2</sup> To be added after Kick-Off Meeting.