

TECHNICAL BOARD

CEN/BT by correspondence

For information

Issue date:

2022-01-12

SUBJECT

CEN/WS - 'Standardisation of Implementation Guidelines for evaluation and assessment reporting of exercises for crisis management' - announcement

BACKGROUND

On 5 November 2021, CCMC received a proposal from ASI for a CEN Workshop, entitled 'Standardisation of Implementation Guidelines for evaluation and assessment reporting of exercises for crisis management'.

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 lessons learnt.

The Workshop kick-off meeting will be held on Tuesday, 8 February 2022 as a web meeting. The workshop and kick-off meeting are announced on the CEN-CENELEC website:

<https://www.cencenelec.eu/news-and-events/news/2021/workshop/2021-12-14-cwa-crisis-management/>

The draft Project Plan of the proposed CEN Workshop is in Annex 1 and the self-assessment in Annex 2 to this document.

Should you have any comments on the launching of this CEN Workshop or its proposed Project Plan, you are invited to contact the Workshop Secretary, Ms Annette Altenpohl (a.altenpohl@austrian-standards.at).

SELF-ASSESSMENT

As indicated in the self-assessment form (Annex 2), also checked by CCMC, with regard to the four conditions under which there is a need for the agreement of BT members before proceeding with the process to launch a Workshop:

- The proposed CWA does not intend to define requirements related to safety matters
- The proposed CWA does not fall within the scope of an existing CEN/TC
- The proposed CWA does not intend to define requirements related to management system aspects
- The proposed CWA does not intend to define requirements related to conformity assessment aspects

Therefore, there is **no need for a CEN/BT decision**.

SECRETARIAT

ASI will provide the Workshop secretariat, subject to formal approval of the Project Plan during the kick-off meeting.

Should you need further information or have any comments on this proposed Workshop, you are invited to contact Christina Thorngreen, CCMC Project Manager (cthorgreen@cencenelec.eu).

2022-01-04 – CHT – CV

**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> |
|--|---|

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 |
| Nataschia 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

Table 1: Workshop schedule (preliminary)



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.

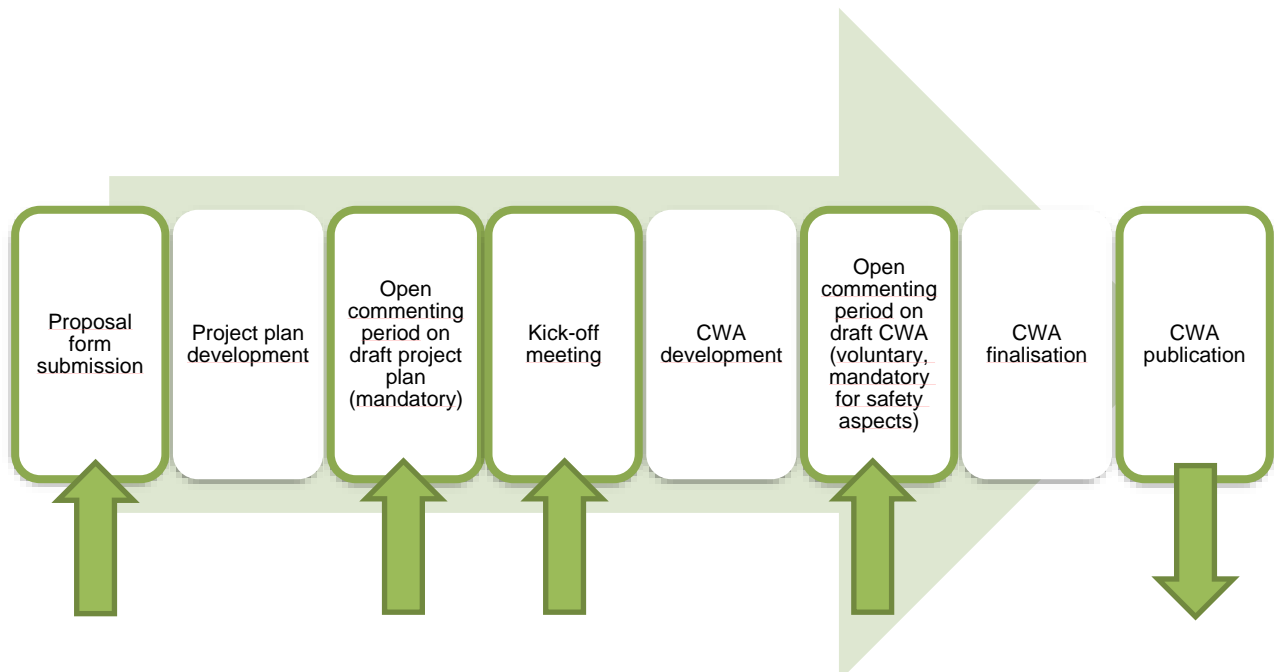
- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating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

Danai Kazantzidou-Firtinidou
Center for Security Studies (KEMEA)
Ministry of Citizen Protection
P. Kanellopoulou 4
101 77 Athens, Greece
d.kazantzidou@kemea-research.gr
Tel: +30 2107710805 (ext.402)
Mob: +30 6974488449
<http://www.kemea.gr/en/>

- Workshop Secretariat:

Annette Altenpohl
Austrian Standards (ASI)
Heinestrasse 38
1020 Vienna, Austria
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
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.

**Proposal for a CEN Workshop
on "Standardisation of
Implementation Guidelines for
evaluation and assessment
reporting of exercises for crisis
management"**

1 Proposal Form for the Workshop proposer

Details of the Workshop proposer:

Name: Danai Kazantzidou-Firtinidou
Organization: Center for Security Studies (KEMEA)
Postal address: 4 P. Kanellopoulou str., Athens GR-10177, Greece.
Email: d.kazantzidou@kemea-research.gr
Phone: +30 210 7710805 (ext. 402)
Webpage: www.kemea.gr/en

Already known partners:

- Danai Kazantzidou – Firtinidou, Center for Security Studies
- Ioannis (John) Tsaloukidis, Center for Security Studies
- Georgios (George) Sakkas, Center for Security Studies
- Wilson Antunes, Ministry of national Defence, Portugal
- Julio Carvalho, Ministry of national Defence, Portugal
- Luis Carvalho, Ministry of national Defence, Portugal
- Dirk Stolk, TNO
- Siri Holen, SINTEF
- Andrea Capaccioli, Deep Blue
- Alessia Golfetti, Deep Blue
- Nikolaos Stefanou, Hellenic Police
- Konstantinos Vlamidis, Hellenic Police
- Gianni Fresu, CNVVF
- Natascia Erriu, CNVVF
- Paolo Dolci, CNVVF
- Daniele Scirpa, CNVVF
- Panos Michalis, Institute of Communication and Computer Systems

Title of the proposed Workshop:

Standardisation of Implementation Guidelines for evaluation and assessment reporting of exercises for crisis management

Background/Objectives:

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 table-top exercises (TTXs) and full scale exercises (FSXs). The proposed workshop has resulted from the STRATEGY project and will specify standardised procedures related to the evaluation and assessment reporting of exercises.

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 do not provide details on how to build an evaluation

form/questionnaire. Existing solutions (e.g. ISO 22398) provide general requirements only. This 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.

The main objective of Use Case 2 is the standardisation of procedures related to the evaluation and assessment reporting of exercises.

Scope of the proposed Workshop (planned area of application):

The scope of the proposed CWA is to provide the basic guidelines on how to create an evaluation scheme for exercises and a template for lessons learnt, as a final outcome of an exercise.

This document 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.

Are the following aspects potentially affected?

| | YES | NO |
|-------------------------------|---------------------------------------|-------------------------------------|
| Safety matters | <input type="checkbox"/> ¹ | <input checked="" type="checkbox"/> |
| Management system aspects | <input type="checkbox"/> ² | <input checked="" type="checkbox"/> |
| Conformity assessment aspects | <input type="checkbox"/> ³ | <input checked="" type="checkbox"/> |
| Security matters | <input type="checkbox"/> ⁴ | <input checked="" type="checkbox"/> |

<Add information/explanations to the points marked „yes“>

Theme related standardization Technical Bodies, standards or regulations, if applicable:

- ISO/TC 292 WG03 Emergency Management and CEN/TC 391 WG03 Crisis management/civil protection
- Union Civil Protection Mechanism
- ISO 22398 Societal security – Guidelines for exercises
- CWA 17514 The scope of this document is to provide the basic guidelines on how to create an evaluation scheme for exercises
- CWA 17515 Building a common simulation space

Optional attachments:

The Kick-Off Meeting is foreseen in January 2022 Completion of the drafting by the end of the strategy project at the latest which will be in August 2023.

¹ For CEN: The CEN/CENELEC Workshop proposal shall be submitted to CEN/BT for decision. For CENELEC: Work on the proposed CEN/CENELEC Workshop shall not be initiated.

² The CEN/CENELEC Workshop proposal shall be submitted to the CEN/CENELEC BT(s) for decision.

³ CEN/CENELEC Internal Regulations - Part 3, 33 applies.

⁴ For projects dealing with security matters the security risk analysis provided below (item 3) shall be carried out.

2 Proposal Form for the Workshop secretariat

Choose organisation. Workshop on "<Add English working title (see form for Workshop proposer)>"

Details of the Workshop secretary:

Name: Annette Altenpohl
Organization: Austrian Standards
Postal address: Heinestrasse 38, 1020 Wien, Austria
Email: a.altenpohl@austrian-standards.at
Phone: +43 1 213 000
Webpage: <https://www.austrian-standards.at/en>

Finance:

The CEN 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

Drafting and Dissemination:

Drafting will take place in the proposed CEN Workshop.
Dissemination will take place via Salespoints and Webstores of National Standardisation Bodies as well as targeted dissemination activities via various channels carried out by the Strategy project. Also, the negotiation with CCMC for a free download from the CEN/Cenelec Website will be undertaken.

Does the proposed CWA conflict with an EN or an HD?

| | YES | NO |
|--------------|---------------------------------------|-------------------------------------|
| EN | <input type="checkbox"/> ⁵ | <input checked="" type="checkbox"/> |
| HD (CENELEC) | <input type="checkbox"/> ⁵ | <input checked="" type="checkbox"/> |

<please add information/explanations to the points marked „yes“>

Is the proposed CWA within the domain of an existing CEN and/or CENELEC Technical Body?

– CEN/TC 391

CEN/CENELEC Management Centre (to be completed by CCMC):

Name of the CCMC project manager:
Organization: CCMC
Postal address: Rue de la Science 23, 1040 Brussels
Email:
Phone: +32 2 550 xxxx
Webpage: <https://www.cencenelec.eu/aboutus/MgtCentre/Pages/default.aspx>

Response of identified potentially affected CEN/CENELEC TCs

| | YES | NO |
|---|--------------------------|--------------------------|
| Is there an active work item covering the scope of the planned CWA? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there arguments against the topic of the planned CWA? | <input type="checkbox"/> | <input type="checkbox"/> |

<Add information/explanations to the points marked „yes“>

⁵ Work on the proposed CWA shall not be initiated.

3 Security risk analysis

3.1 General

Security risk analysis is a process of identifying and analysing the main negative factors that may affect a standardization project's objectives. The following is targeted at secretariats of CEN/CENELEC Workshop Agreements (CWA) dealing with security issues. Its purpose is to help them identify and mitigate the risks associated with their project. It is structured around two main security threats that can affect the success of the work: major diverging interests among stakeholders and sensitive information.

3.2 Risk analysis on major diverging interest among stakeholders

Diverging interests among stakeholders can impede the process in reaching agreement on the CWA and even lead to failure to deliver the planned CWA. In order to identify and possibly mitigate the risks, the following questions should be reviewed:

- Is the planned CWA expected to have a major impact on the security policy/strategy of the core stakeholders?
- Does the scope of the CWA cover products or services with a clear dual-use purpose (i.e. which can be used for military purposes)?

3.3 Risk analysis on sensitive information

- In light of the scope of the CWA, is it likely that it may deal with sensitive information? If so, what is the information sensitivity level?
- Is there a need for a (non-)disclosure agreement?
- Is there any conflict of interest for stakeholders involved in the CEN/CENELEC Workshop, regarding especially the use they may make of any information they receive during the development of the CWA?
- What steps should be taken to manage information dissemination and storage (e.g. memory stick, emailing, storage) during the development process of the CWA?

<Add statement here>