



## Deliverable D2.1

### Formation of the Practitioner Stakeholder Advisory Board

**Due date of deliverable: 31/08/2019**

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## Project details

Project acronym	PROACTIVE
Project full title	<b>PR</b> eparedness against CBRNe threats through <b>cO</b> mmon <b>A</b> pproaches between security <b>praCT</b> itioners and the <b>Vul</b> nerable <b>IE</b> civil society
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Project Timeframe	01/05/2019 – 30/04/2022
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Coordinator	UIC – Grigore Havarneanu (havarneanu@uic.org)

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02	05/08/2019	Revision
03	19/08/2019	Revision – addition of charts
04	26/08/19	Revision – addition of new NDA AB members
05	28/08/2019	Final review by UIC

## Consortium – List of partners

Partner no.	Short name	Name	Country
1	UIC	UNION INTERNATIONALE DES CHEMINS DE FER (COORDINATOR)	France
2	CBRNE	CBRNE LTD	UK
3	PPI	POPULATION PROTECTION INSTITUTE (MINISTRY OF THE INTERIOR OF THE CZECH REPUBLIC)	Czech Republic
4	DB	DEUTSCHE BAHN AG	Germany
5	IGSU	INSPECTORATUL GENERAL PENTRU SITUATII DE URGENTA	Romania
6	UMU	UMEA UNIVERSITET	Sweden
7	DHPOL	DEUTSCHE HOCHSCHULE DER POLIZEI	Germany
8	RINISOFT	RINISOFT LTD	Bulgaria
9	WMP	WEST MIDLANDS POLICE AND CRIME COMMISSIONER	UK
10	ETICAS	ETICAS RESEARCH AND CONSULTING SL	Spain
11	SESU	STATE EMERGENCY SERVICE OF UKRAINE	Ukraine
12	PHE	DEPARTMENT OF HEALTH	UK
13	SPL	STATE POLICE OF LATVIA	Latvia
14	AGS	AN GARDA SÍOCHÁNA – NATIONAL POLICE FORCE IRELAND	Ireland
15	FFI	FORSVARETS FORSKNINGSinSTITUTT	Norway

## Executive summary

The Deliverable 2.1 is the “Formation of the Practitioner Stakeholder Advisory Board (PSAB)” due by the end of M4 (August 2019). The document provides the evidence that the PSAB was formerly created at a meeting in Birmingham at the West Midlands Police Tally Ho Centre on July 11<sup>th</sup>, 2019 with Minutes of the meeting and a signed attendance sheet. It also provides appendices consisting of copies of the PSAB Terms of Reference and that of the Security Advisory Board (SAB) which is a subset of the PSAB.

The PSAB will focus during the early months to continue to seek signed Non-Disclosure Agreements (NDAs) from all those organisations who have signed Letters of Support.

The next meeting of the PSAB and the SAB will be at the 3<sup>rd</sup> PROACTIVE Project Meeting in Month 11 or 12.

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## 1. INTRODUCTION

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The European Union (EU) has developed an action plan to enhance the preparedness of First Responders, Government agencies, other interested parties and the public against chemical, biological, radiological, nuclear and explosives (CBRNe) security risks. Another aspect of the action plan is to increase the overall Security Union approach to fight crime and terrorism. The EU funded project PROACTIVE (PReparedness against CBRNe threats through cOMmon Approaches between security praCTItioners and the Vulnerable civil society) aims to enhance societal CBRNe preparedness by increasing practitioner effectiveness in managing large, diverse groups of people in a CBRNe environment.

There is an issue between how Practitioners treat victims and members of the public during and after a major incident of whatever nature, and the expectations of the public in the modern social media conscious world we live in. Practitioners may adopt a lowest common denominator attitude, thereby failing to take account the needs of specific societal groups. This can lead to discord and conflict between the groups, difficulties in managing the events and challenging public enquiries.

There are many instances of this, particularly around major incidents and terrorist atrocities. There is an expectation from the public, quite often fuelled by TV dramas, that answers are forthcoming within minutes, first aid can be administered within a very short space of time, armed response teams arrive immediately and neutralise the perpetrators within minutes.

The realities are very different, so this project seeks to bring together Practitioners and Civilians. The latter will include the vulnerable such as the disabled, young, infirm, senior citizens and even non-indigenous persons who cannot speak or comprehend the local language. The objective will be to understand each of their expectations and perspectives and look to develop real world understanding and strategies to resolve these differences. To facilitate this process a Practitioners and Stakeholder Advisory Board (PSAB) is being formed and this Deliverable 2.1 sets out the structure and profile of the PSAB.

## 2. THE STRUCTURE OF THE PRACTITIONER STAKEHOLDER ADVISORY BOARD (PSAB)

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The PROACTIVE consortium partners have exploited their significant access to a network of stakeholders and Practitioners across the EU in order to populate the PSAB. This network of contacts includes law enforcement, medical responders, the military (including the European Defence Agency), rail security experts, government agencies and various NGOs who best represent the agencies who would have to respond in the event of a CBRNe incident. Examples of these are the Red Cross, Local Authorities, Resilience Teams and Private Sector Teams who manage public resources.

The PSAB will be maintained during the whole duration of the project and will have an ancillary role in advising and providing inputs to various key tasks of the project (e.g. input to T2.4, WP4, WP5, WP6).

## 3. PSAB RECRUITMENT

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There was a three-phased approach to the creation of the PSAB:

Phase 1: The signing of Letters of Support prior to submission;

Phase 2: Once the project started there was an initiative to get more organisations signed up;

Phase 3: Signing of Non-Disclosure Agreements to get official acknowledgement an organisation's wish to participate in the PSAB.

### 3.1. Phase 1

In order to progress the process of growing the membership of the PSAB, those parties that signed a Letter of Intent to participate in Project PROACTIVE during the tender stage, were contacted and informed of the successful bid and invited to confirm their continued support to the project by signing a Non-Disclosure Agreement (NDA), with a view to acknowledging their participation for the three year life of the project. The letter asking them to confirm participation is shown at Appendix A. The initial list of organisations that signed a Letter of Support was as follows:

**Table 1 Organisations that signed Letters of Support**

	Organisation Name	Country	Type
1	Austrian Federal Ministry of Interior (Crisis and Disaster Mgt)	Austria	LEA

2	Université catholique de Louvain	Belgium	Academia
3	VIAS Institute (Transport Research Institute for Safety))	Belgium	Transport Research
4	CNCMFE - Centre National Civil et Militaire de formation et d'entrainement NRBC-E	France	LEA
5	Service Départemental d'Incendie et de Secours des Alpes Maritimes	France	Service Providers
6	Dortmund Fire Brigade (Feuerwehr Dortmund Institut fuer Feuerwehr- und Rettungstechnologie)	Germany	Service Providers
7	Irish Department of Defence	Ireland	LEA
8	Garda (Eire), Security and Intelligence	Ireland	LEA
9	Italian Association of Critical Infrastructures Experts	Italy	Service Providers
10	Wageningen University & Research	Netherlands	Academia
11	Police Service of Northern Ireland (PSNI)	Northern Ireland	LEA
12	Polish Platform for Homeland Security	Poland	LEA
13	Romanian Ministry of Internal Affairs, General Inspectorate for Emergency Situations	Romania	LEA
14	Basque Police Ertzainte	Spain	LEA



15	Unidad Militar de Emergencias, Ministry of Defence, Spain	Spain	LEA
16	Spanish Association for Standardisation	Spain	Standardisation
17	Swedish Police Authority	Sweden	LEA
18	Gloucestershire Constabulary	UK	LEA
19	Home Office Security, Science and Innovation	UK	LEA
20	NFCC - National Fire Chiefs Council National Resilience Deputy Lead for CBRNe	UK	LEA
21	Ukrainian Chernobyl Exclusion Zone, State Specialised Enterprise "Ecocentre" (SSE "Ecocentre")	Ukraine	Service Providers
22	Ukraine State Emergency Service	Ukraine	Service Providers

### 3.2. Phase 2

Following the commencement of the project there has been a concerted effort to identify additional PSAB members. The organisations identified currently come from eight different sectors of society, as set out in Table 2 below. It is anticipated that the number of sectors could grow as awareness grows.

**Table 2 PROACTIVE requests to join Practitioners and Stakeholders Advisory Board**

AGENCY	Numbers
Law Enforcement Agencies (LEAs)	55
Firefighters	5
Rail Experts	26
CBRNe Experts	23
Medical Responders	7
Service Providers	2
Exercise Leaders	7

Miscellaneous	3
<b>TOTAL</b>	<b>128</b>

In line with the very inclusive participation strategy that the PROACTIVE Consortium has adopted, these organisations are currently drawn from 26 countries, a number of whom come from outside of the EU. The advantage of this is that the Counter Terrorism Strategy adopted by the EU is visible to a global audience and a very good showcase for the positive action projects initiated by the EU.

The list of countries from which organisations have received request to join the PSAB is set out in Table 3 below.

**Table 3 Potential PSAB Members' country of origin**

	<b>Country of Origin</b>	<b>Numbers</b>
1	Austria	4
2	Belgium	14
3	Canada	2
4	Czech Republic	8
5	Estonia	1
6	Finland	1
7	France	18
8	Germany	14
9	Greece	2
10	Hungary	3
11	Ireland	5
12	Israel	2
13	Italy	8
14	Latvia	1
15	Netherlands	3
16	Northern Ireland	1
17	Poland	3
18	Portugal	1
19	Slovakia	1
20	Slovenia	1
21	Spain	14
22	Sweden	2
23	Turkey	2

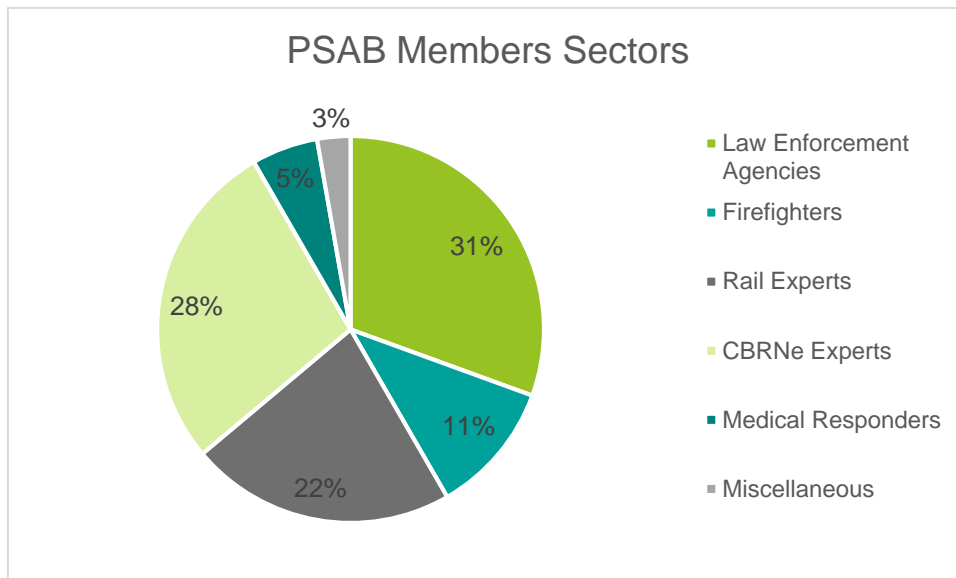
24	UK	13
25	Ukraine	3
26	USA	1
	<b>TOTAL</b>	<b>128</b>

### 3.3. Phase 3

From this list of 128, the actual number of PSAB members currently stands at 36 members. This is the number of organisations who have signed and submitted a Non-disclosure Agreement (NDA). There is an expectation that this figure will expand, from the outstanding members from the Lol list, plus, as knowledge of the project permeates the EU and more interest groups seek to participate in the project and provide input to the various work packages. Regular updates will be provided to the PROACTIVE Project Officer.

## 4. THE PSAB PROFILE

Currently, the PSAB is made up of 36 members. The sectors these 36 members represent is shown in Figure 1 below.



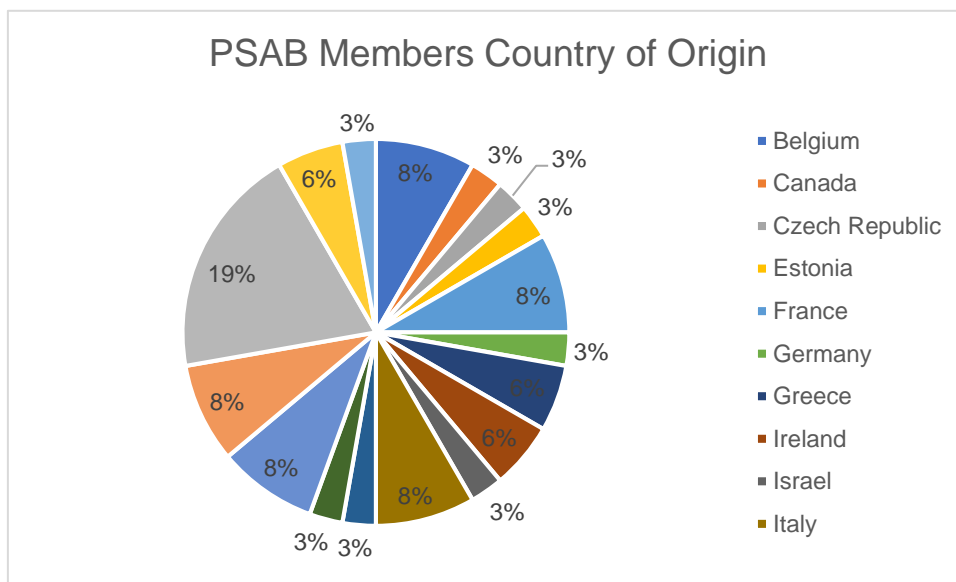
**Figure 1 Sectors which PSAB Members cover**

The country of origin of these 36 members is shown in Table 4 below. Shows the percentage.

**Table 4 PSAB Members Country of Origin**

	<b>Country of Origin</b>	<b>Numbers</b>
1	Belgium	3

2	Canada	1
3	Czech Republic	1
4	Estonia	1
5	France	3
6	Germany	1
7	Greece	2
8	Ireland	2
9	Israel	1
10	Italy	3
11	Lithuania	1
12	Netherlands	1
13	Poland	3
14	Spain	3
15	UK	7
16	Ukraine	2
17	USA	1
	<b>TOTAL</b>	<b>36</b>



**Figure 2 Country of Origin of PSAB members**

For members of the PSAB to fully understand their participatory role and required activity in the project, Terms of Reference (ToR) for the PSAB have been drawn up and will be circulated to the Members. These ToRs are set out in **Appendix B**.

## 5. THE PSAB CORE GROUP

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From previous H2020 projects CBRNE Ltd has identified the benefits of having a “Core Group” of members which can be relied upon to provide continued support during the life of the project, will attend Project Meetings and Workshops on a regular basis, and, in the case of Project PROACTIVE, attend and evaluate the Field Exercises, and provide systematic feedback and steering advice to the consortium Work Packages (WPs) where required. The sub-group will also provide subject matter expertise to tool developers such as RINISOFT to provide guidance to ensure the tool performance meets service capability expectations.

In the case of Project PROACTIVE, the need of a “PSAB Core Group” is even more necessary due the already high number of members.

It is too early in the project to establish the full membership of this Core Group. This will be established at Milestone (MS) 2 “Holding of the Practitioner Stakeholder Advisory Board Workshop” hosted by DHPOL.

## 6. THE PSAB INAUGURAL MEETING

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To coincide with the PROACTIVE/eNOTICE field exercise consultation meeting, the inaugural meeting of the PSAB was held at the same location, in the afternoon of the 11<sup>th</sup> July at the Police Headquarters. This decision was taken in order to achieve an economy of expenses, as these representatives were already gathered for the consultation meeting with eNOTICE.

Although the only members present were actually members of the SAB, they are, in fact also members of the PSAB. The meeting was held without a wider representation of the main PSAB membership for reasons of economy and also the timeframes involved.

Communication will take place with the wider PSAB as the project develops.

## 7. THE STRUCTURE OF THE SECURITY ADVISORY BOARD (SAB)

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As part of the original Description of Action (DoA), there is a stipulation that there should be a sub-group of the PSAB to advise on any security requirements being disseminated from the project as it develops.

This sub-group will comprise representatives from the consortium and end-users with sufficient knowledge of security issues. They will meet at least every 6 months during the project lifetime and will help steer the project, addressing security matters and reviewing deliverables prior to dissemination as required. They will review the inputs from other projects which may deal with

sensitive and classified information, ask formally for permission to access and use them and, if necessary, re-assess the dissemination level of the concerned deliverables.

## 8. THE SAB PROFILE

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There are five members of the SAB, with the chair provided by CBRNE Ltd. The membership profile is set out in Table 3 below.

**Table 5 The SAB profile**

Organisation	Country of Origin	Type of Member
Gloucestershire Police	UK	LEA
Bundesverband fuer koerper- und mehrfachbehinderte Menschen e.V bvkm,	Germany	Vulnerable citizens representative
Basque Police Ertzaintza	Spain	LEA
An Garda Siochana	Ireland	Consortium Member, LEA
Police National CBRNe Centre	UK	Consortium Member, LEA

It can be seen from this table that the defining criteria for the SAB has been adequately fulfilled, with representatives having an understanding of security issues, and includes members of the Consortium.

For members of the SAB to fully understand their participatory role and required activity in the project, Terms of Reference (ToR) for the SAB were drawn up and circulated at the inaugural meeting. These ToRs are set out in **Appendix C**.

## 9. SAB INAUGURAL MEETING

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Once again, to coincide with the PROACTIVE/eNOTICE field exercise consultation meeting, the inaugural meeting of the SAB was held at the same location, in the afternoon of the 11<sup>th</sup> July at the Police Headquarters. This decision was taken in order to achieve an economy of expenses, as these representatives were already gathered for the consultation meeting with eNOTICE.

The two members who were not present (Spain and Germany) will be sent copies of all the relevant documents and invited to participate in the future meetings.

The minutes for this meeting are set out in **Appendix D**. It can be seen that there are a number of actions emerging from this meeting which will be pursued with the consortium in the coming months. The signed attendance sheet for this meeting is shown at **Appendix E**.

## **10. SAB RECRUITMENT**

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If it is found that excessive work is required owing to the ToRs of the SAB, the SAB Chairman may decide to add members from the PROACTIVE Consortium.

## **11. FREQUENCY OF MEETINGS**

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At the inaugural meeting it was determined that the PSAB will meet as situations within the project that require input from the membership emerge. There will also be occasions when documents will be circulated to the PSAB for input and comment.

The SAB is mandated to meet at least every 6 months and consultation will take place with the consortium, so these meetings coincide with project meetings.

## 12. CONCLUSIONS

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The key to the successful delivery and conclusion of this project will be the development of common approaches between European practitioners, such as Law Enforcement Agencies (LEAs) and First Responders, and the requirements of civil society, including vulnerable groups of citizens reflected in the European Security Model. The policies and procedures that emerge from Project PROACTIVE will be put before the PSAB, via surveys, focus groups, workshops and the field exercises. Their approval will be the mechanism by which this success will be judged.

The existence of the PSAB, as set out in this document, demonstrates the considerable number of agencies who will be participating and judging the outcomes and reflects the considerable effort invested by the consortium in order to achieve the formation of the Practitioner Stakeholder Advisory Board for Project PROACTIVE.



## 13. APPENDICES

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- A:** PSAB invitation letter
- B:** PSAB Terms of Reference
- C:** SAB Terms of Reference
- D:** Minutes of the PSAB inaugural meeting
- E:** Signed attendance sheet

## 14. APPENDIX A - PSAB INVITATION LETTER

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Dear XXX,

Sometime around mid 2018, you were invited to participate on a Practitioners and Stakeholders Advisory Board (PSAB) in an EU funded security project relating to the development of common approaches between security practitioners and the civil society, in order to be better co-ordinated to manage the threat from CBRNe events. The Consortium that developed this bid and invited your participation was successful and the project commenced this May, and will run for 3 years.

The project name is PROACTIVE:

(‘**P**Reparedness against CBRNe threats through **c**Ommon **A**pproaches  
between security pra**CT**itioners and the **V**ulnerable **E** civil society’)

There will be meetings of the PSAB, probably twice a year for the duration of the project, at a European location yet to be determined. All your travel and accommodation expenses will be funded by the project, so there will be no cost to your organisation or yourself for participation. You will receive updates on progress as the project develops. Attendance at these meetings is voluntary but we hope you will attend some of them.

Having been involved in a number of similar EU funded projects, both as an LEA representative and latterly as a member of a Consortium, I can attest to the value of participation in these types of project. You will be involved in commenting upon and the evaluation of, new and existing technologies, processes and procedures and how they impact on operational situations. A key part of this project is the interaction with civil society including vulnerable groups in which they will be a key component of the three exercises to be held in Italy, Germany and Poland. I have attached a copy of the Project Abstract as a good briefing document.

I will be your principal point of contact throughout the project. You will get to meet other members of the PSAB and the Consortium. These project meetings are excellent networking opportunities for you to meet like-minded practitioners from other EU countries.

Many of these projects operate under EU ‘Confidential’ or ‘Secret’ security classifications, owing to the very nature of the technologies and projects under development. To support this classification process, I have attached an NDA for you to sign and return to me, which should give you the confidence that the EU takes these security projects and the inputs provided by end users such as yourselves very seriously and is cognisant of the current global operating environment.

If you have any questions, please do not hesitate to contact me. I sincerely hope you are still willing to participate in this important project and hope to meet you at future meetings and events.

Thanks very much, Steve Swain

## 15. APPENDIX B - PSAB TERMS OF REFERENCE

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### PSAB Terms of Reference

#### Task 2.1 Practitioner and Stakeholder Advisory Board (PSAB) Terms of Reference

##### Aims and Objectives

1. The PSAB will have oversight of Project PROACTIVE whilst providing feedback on the activities and outcomes of the project, give advice, share knowledge and best practices, and communicate with the consortium throughout the project lifetime. The list of activities is detailed in **Appendix A**.
2. Provide guidance and assistance into the design of the three demonstrators in which the PSAB will have observer status to ensure the outcomes meet both the needs of LEAs and of vulnerable members of civil society.
3. The PSAB will act as an information conduit between the project and other stakeholders and assist in developing mutual understandings and expectations on how things can be improved and what is the art of the possible.
4. The PSAB is aware that PROACTIVE represents ground-breaking research as, for once, those in power seek to consult with the public and will guide Practitioners to be more effective and improve the consequences for civilians and especially vulnerable members of society.
5. The PSAB will bring its members' knowledge and experience to identify factors associated with effective pre-incident public information campaigns for CBRNe terrorism.
6. The PSAB will liaise with the Civil Society Advisory Board (CSAB) to ensure "joined up thinking" and to help resolve differences in opinion where they may exist and ensure that the PROACTIVE outcomes meet both the needs of LEAs and of the vulnerable members of society.
7. The PSAB will meet at least once a year.

##### Membership

The Advisory Board will comprise high-level international panel of experts from different areas of knowledge and Practitioner stakeholders (PSAB): LEAs, First Responders (e.g. medical, fire brigades), the military (including the European Defence Agency), rail security experts, government agencies, etc.

The Chair for the PSAB will be provided by CBRNE Ltd.

## APPENDIX B continued

### Practitioner Stakeholder Advisory Board (PSAB) activities linked to the Board's Terms of Reference of the

PROACTIVE will organise opportunities for PSAB members to provide input into the project including:

1. The formation of the PSAB (Task 2.1) This is led by CBRNE Ltd and will constitute a Report D2.1 by M4 (August 2019).
2. The setting up of a subgroup "PROACTIVE Security Advisory Board (Task 2.1). This will be done as part of the Kick off Meeting of the PSAB on July 11<sup>th</sup>, 2019 and is the responsibility of CBRNE Ltd.
3. To contribute to Task 2.2 (Engagement with Practitioners) led by Public Health England (PHE) to provide an iterative review of the systematic reviews with emphasis on "gaps". This will be carried out via two virtual focus groups before the first field exercise. These focus groups will reflect on D1.1 (Findings from the systematic review of public perceptions and responses) and D1.2 (Findings from the systematic review of current policy for mitigation and management of CBRNe terrorism. The focus group sessions will take place in the first year of the project.
4. To contribute to Task 2.2 "(Final) pre-exercise workshop" led by PHE but hosted by DHPOL to comment on the finding of WP1 (Research activities) and a consensus study for independent validation relating to the development of the toolkit and planned PROACTIVE Exercises including agreeing the most appropriate scenarios. This activity will be carried out in time for the Deliverable Report D2.2 due in M14 but it is noted that the activity is a Milestone (MS72) due by Month 11
5. To contribute to Task 2.3 electronic surveys regarding the common approaches between the EU LEAs in CBRNe preparedness and response. This is led by Deutsche Hochschule der Polizei (DHPOL) and will be carried out prior to the Deliverable 2.3 "Report on the survey and benchmarking study results due in M17.
6. To participate in Task 4.1 when the final requirements are gathered in preparation for writing the technical architecture.
7. To contribute help and advice to Task 4.3 Development of an updated mobile app for LEAs and Responders.
8. To contribute help and advice to Task 4.4 Policy making toolkit based on recommendations of citizens and LEAs.
9. To provide expert input to develop the scenarios for the field exercises as part of Task 6.2 led by PHE by M15
10. To provide feedback on the recommendations gathered in Task 6.6 following the exercises.

11. To attend as observers three Field Exercises. The first exercise will be held at Rieti, Italy and hosted by the University of Rome Tor Vergata (UNITOV) and the Italian Joint NBC Defence School. The second will be in Dortmund, Germany, hosted by the Dortmund Fire Department (FDDO) and the third will be in Jozefow, Poland, hosted by the Scientific and Research Centre for Fire Protection – National Research Institute (CNBOP-PIB) and the Akademia Sztuki Wojennej (WSU).
12. Responding to questionnaires regarding CBRNe preparedness and response linked to Task 2.3.
13. Providing input on SOPs regarding CBRNe, including crisis communication linked to Task 2.4.
14. Evaluate the acceptability and usability of both existing procedures and new tools developed within PROACTIVE

### **Security Classification Level**

This will vary, depending upon the activity, information and documentation produced by the project. Given the very nature of the project, most of the outputs will not have any security classification restrictions, but there may be a case that a small number of the outputs will be at the security classification 'EU Restricted'.

### **Secretariat**

CBRNE Ltd