eNOTICE
European Network Of CBRN TraIning Centres

D5.14 eNOTICE evaluation report on the preparation/ organisation, evaluation and follow up of exercises combined with tests, validations or demonstration. Report 2

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8	Middle East Technical University (METU)	X
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Executive Summary

This document is the second evaluation report on the preparation, organisation, evaluation and follow up of the Joint Activities (JAs) carried out during the eNOTICE project from November 2021 to May 2022. The JAs considered in this report are: Warsaw 2021, Vyškov 2021, Dortmund 2022, and Ranst 2022.

This report aims at evaluating the methodology and templates, elaborated in Task 4.1, and used in Tasks 4.2, 4.3, 4.4, and 4.5 for the preparation, organisation, evaluation and follow up of exercises, combined with tests, validations, or demonstration.

It was determined earlier in the project and proposed in deliverable D4.1, '*eNOTICE methodology for the preparation, organisation, evaluation and follow up of CBRN exercises combined with test, validations or demonstration*' that a structured approach would improve the preparation and organisation of the JAs, and that use of standard evaluation and methodology templates would strengthen the generic analysis of the joint training exercises. The goal of these templates is to improve the efficiency of the organisation and preparation of the events, streamline the communication process, and ensure accurate input of information for future tasks. In D4.1 it was also determined that military organisations would organise their activities according to their own methodology but would jointly participate in the standard evaluation approach using the eNOTICE methodology tools for reporting purposes. The JAs preparation and reporting templates were significantly revised and improved, the new ones have been fixed in D4.6, and the four JAs covered in this D5.14 used already new templates. Therefore, each of the four JAs covered in this report have selected and utilised some of the eNOTICE evaluation documentation as deemed appropriate for the given JA.

Lessons learnt from the JAs are analysed after each of the activities and the results are used to improve the preparation, organisation, evaluation and follow up of the succeeding exercises. The deliverable D5.10 was used to collect evaluation, feedback and lessons learnt from the nine previously conducted JAs: Gurcy 2017, Nîmes 2018, Brussels 2018, Rieti 2018, Vyškov 2019, Gurcy 2019, Birmingham 2019, Dortmund 2019, and Ankara 2020. This report, in conjunction with the JA Planning Reports (D4.2, D4.3, D4.4, D4.5, and D4.6) were fundamental in identifying any eventual shortcomings of the methodology and templates, or barriers that limit their adoption among the network members, and appropriate countermeasures when necessary.

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This analysis highlighted how this approach is effective as, during the progression of the project, the eNOTICE templates have been modified and adapted according to the indications collected from previous JAs and the methodology seems to be improving thanks to this approach. However, the necessity to continue with the improvements during the rest of the project is evident, in order to reach a quality level suitable for the standardisation of the procedures in different TCs.

The process of collecting information and adaptation of methodology and templates will be continuously iterated for the duration of the project. The results of the monitoring activity is presented in this deliverable, D5.14, and will be continued in the future deliverable, D5.17.

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Nomenclature

CBRN	Chemical, Biological, Radiological, Nuclear
CNBOP-PIB	Scientific and Research Centre for Fire Protection – National Research Institute
DOA	Description of Action
eNOTICE	European Network of CBRN training centres
EU DG ECHO	European Union Directorate-General for European Civil Protection and Humanitarian Aid Operations
FDDO	Fire Department of the City of Dortmund
JA	Joint Activity
JCBRN Defence COE	Joint CBRN Defence Centre of Excellence
MELODY	A Harmonised CBRN Training Curriculum for First Responders and Medical Staff
NATO	North Atlantic Treaty Organization
PROACTIVE	Preparedness against CBRNE threats through common approaches between security practitioners and the vulnerable civil society
R&D	Research & Development
SOP	Standard Operating Procedures
TC	Training Centre
WSU	War Studies University

1   Introduction

1.1 eNOTICE scope and objectives

The objective of the eNOTICE project – European Network of CBRN Training Centres - is to build a dynamic, functional and sustainable European network of CBRN Training Centres, testing and demonstration sites (CBRN TC), aiming at enhanced capacity building in training and users-driven innovation and research, based on well-identified needs.

eNOTICE seeks to improve European preparedness, resilience, and incident response to CBRN attacks and emerging threats through close multi- (stakeholders) and single-discipline (practitioners) interactions. Considering the variety of disciplines involved in managing CBRN risks, collaboration has always been quite challenging. CBRN TC can act as the perfect operational intermediary between all civilian and military CBRN actors, EU relevant bodies and policymakers, and thus serve as the best cradle for expansion of a CBRN network of professionals.

To set up such a network that is both efficient and meets the needs of different security actors, several lines of action will be followed within the five-year timeframe of eNOTICE in order to develop a network that will be viable, attractive as well as sustainable.

eNOTICE relates to the 'SEC-21–GM-2016-2017: Pan European Networks of practitioners and other actors in the field of security'. Of the four distinct categories of practitioners SEC-21-GM aims at, this project addresses the need for a network for '*entities from around Europe that manage demonstration and testing sites, training facilities, including simulators or serious gaming platforms in the area of CBRN and for first responders or civil protection practitioners*'[1].

The work program proposes three lines of actions: 1) establish and maintain a roster of capabilities and facilities, 2) organize the best way to share expertise, and 3) plan to pool and share resources with a view to optimize investments.

These lines will serve as a baseline for the project (see Figure 1) and will be complemented by a range of activities aiming at:

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[1] European Commission Decision C (2017) 2468 of 24 April 2017, Horizon 2020 Work Pogramme 2016-2017, 14. Secure Societies - Protecting freedom and security of Europe and its citizens, webpublication at: http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-security_en.pdf

1) preparing a **structural, sustainable technical platform** to enable the partners to support the proposed actions, hence, to provide a solid basis to expand to any other relevant activity;

2) a well-informed, sound, conceptual based **sustainability plan** for the platform, considering the profile, needs and expectations of the targeted members, as well as an appropriate strategy to overcome existing barriers and difficulties in creating a CBRN Training Centres' network;

3) a **mix of complementary activities** to strengthen the effect of the three proposed lines of action and to maximize opportunities provided and created by the CBRN platform.
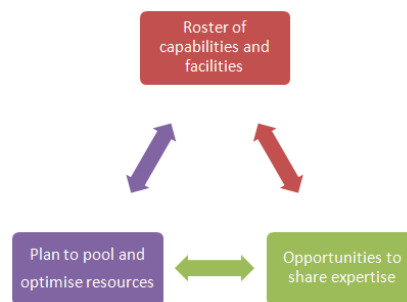

Figure 1 Three lines of actions in eNOTICE (eNOTICE DoA 2016)

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The three lines of actions are covered by the eNOTICE Objectives and Sub-objectives. A summary overview is included in the first Progress report (p. 9), as well as an overview of the mix of eNOTICE activities in these three lines of action (p. 8).

1.2 eNOTICE Project reports' scope, objectives and methodology

1.2.1   Scope

This report relates to Task 5.2.3. This task, originally aimed at evaluating the methodology and templates elaborated in D4.1., has been modified based on the findings of the evaluation and feedback on the eNOTICE methodology and templates collected through the Joint Activity Planning Reports (D4.2, D4.3, ..), and the result of the monitoring activity presented in D5.10, the first eNOTICE evaluation report on the preparation/organisation, evaluation and follow up of exercises combined with tests, validations or demonstration.

It has been decided that the "template approach" should aim at guaranteeing a constant improvement of the templates created by eNOTICE for the management and development of Joint Activities and the standardisation of the information content produced by the partners in the Joint Activity Reports.

The eNOTICE partners made this decision because most of the templates developed in D4.1 were not being used during the eNOTICE JAs, since most TCs already had their own templates.

The monitoring activity will continue until the end of the project, and the latest results will be presented in deliverable D5.17, which follows D5.10 and D5.14.

UNITOV leads this task, based on its experience in testing the efficiency of training through the usage of exercises and techniques adopted for the qualitative and quantitative evaluation of such exercises, and its experience in linking end user's needs to R&D in the field of CBRNe. UCL, VESTA, SDIS77, FDDO, JCBRND COE will contribute as users.

1.2.2   Links to other tasks

D5.10 was the first evaluation report (Report 1) for the JAs conducted during this project. In the completion of this report, it was determined that the use of standardised templates should adopt a fluid approach, in which the project's methodology is continuously evaluated and improved upon, and the management of future JAs is developed through this evaluation process. Consequently, with "D4.6 - eNOTICE Joint Activities Planning Report 5" (August 31, 2021) work was carried out at the methodological level to reorganise and standardise the production of reports during JAs, with the proposal of an "eNOTICE JA Reporting Checklist". The 'Reporting Checklist' was created to provide a standardised approach to the reporting process among all TCs of the network.

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Since the templates are considered as a 'live document' and will be continuously updated in Task 5.2.3 – Evaluation of the methodology and templates. After each JA, the methodology and templates are revised and updated in line with the identified lessons learnt and points of improvement, agreed upon by the consortium partners.

The results of Task 5.2.3 will serve as input for other Tasks:

- First, the improved methodology and templates will be used for the preparation and organisation, evaluation and follow up of the Joint Activities organised within Task 4.2. It will provide the exercise team with guidance and support to organise and document the main steps of the process.

- Furthermore, continuously updated templates will provide a structured approach to identify opportunities to strengthen policies and recommendations for R&D, which is the scope of Task 4.3.

- A structured approach to collect information on the resources and costs related to the exercise will be a part of the design of the templates and should allow for identification, comparison, and lessons learnt on optimal allocation of resources and optimisation of investments (cost-benefit analysis) for Task 4.4 – Plan to pool resources and optimise investments for increased CBRN Training Capacity.

- Once the templates will have gained enough maturity, they will be offered as assets to network members through the web-based platform, free to be used by other Training Centres that lack a structured approach. This dissemination of effective practices falls within the scope of Task 3.1 – Dissemination activities to promote and enhance the web-based platform and project results.

1.2.3   Methodological approach of this Evaluation Report

The first section (Chapter 2) of this document is structured as a collection and analysis of the essential information on the use of the eNOTICE methodology and templates in recent JAs. The purpose of this collection of information is to identify the major criticalities on the use of the eNOTICE methodology and templates that arose in the planning, preparation, organisation, execution, evaluation and follow up of all the JAs carried out from the four JAs covered in this report. Considering that the outcomes and achievements of the previous training activities were

already discussed in depth in the previous deliverables, only information related to the use of eNOTICE methodology and templates of the four JAs covered in this report were collected and analysed in this document. The definition of name, location and type of each JA in this document is based on the information provided in the 'Catalogue of Joint Activities' found on the eNOTICE website (https://www.h2020-enotice.eu/static/ja-catalogue.html).

A table summarising the focal point of this analysis is presented in Chapter 3. This table provides a quick, but complete, view on the feedback collected in the first part of this document and presents the solutions adopted in each JA to overcome the issues encountered in the past JAs.

Finally, future and next steps to be taken in order to try to maximise the use of such methodology and templates among CBRN TC in the network, are presented in the last section of this document (Chapter 4).

In the Annexes, a few integrations to the methodology, updated templates and revised forms filled in by the participants to the JAs are included as an example of the direction in which the methodology and templates are moving to overcome the shortcomings identified.

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2   Analysis of eNOTICE methodology and templates from the recent JAs

2.1 Warsaw Joint Activity, November 2021[2]

The Warsaw JA of November 2021 was a combined military and civilian training, 'Patrol-21', led by the War Studies University of Poland (WSU) and the Polish Scientific and Research Centre for Fire Protection (CNBOP-PIB). The 'Patrol-21' multidisciplinary field exercises took place from November 15th to 18th and the event was attended by members of the Project eNOTICE consortium as well as a series of external participants. To comply with Sars-Cov-2 pandemic regulations and to ensure the safety of participants, only vaccinated individuals were permitted to attend the JA. Participants were asked to complete a separate 'Epidemiological Questionnaire' and provide information on their vaccination type as part of the registration process (see example form in Annex 1). The goal of the Warsaw JA was to improve the National Contamination Detection and Alerting System in Poland and it focused on evaluating the following criteria:

- Practical checking of information flow in internal relations
- Improving the correctness of prepared messages and the timeliness of their sending
- Improving skills in predicting the effects of incidents and formulating recommendations for preventive actions
- Checking the procedures of cooperation of rescue services in a crisis situation
- Preparation of procedures for the operation of press services and methods of informing the civilian population about the risk of contamination

In this training activity, all attending external partners (i.e. eNOTICE partners, partners from other H2020 projects, and VIPs) were considered as observers. The Warsaw JA was organised by a coordination team comprised of participants from both the WSU and CNBOP in collaboration with the eNOTICE exercise director and director deputy. Planning and facilitation of this JA involved extensive internal communication, preparatory meetings, and discussions by the entire Warsaw coordination team. The exercise facilities, logistics, and scenarios were provided by the 'Patrol-21' military staff, who also briefed the coordinators on the possible end-results and expectations prior to conducting this activity.

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[2] D5.16, '*Progress Report*,' https://cloud.h2020-enotice.eu/index.php/s/mTzpwYLXrcMZoka

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There were three scenarios that were performed during the JA training, which were conducted at multiple locations. The scenarios that were tested were as follows:

Radiation Accident in Giżycko – *November 16, 2021*
This scenario was held on Lake Kisagno. The exercise involved participation from the Giżycko fire brigade (Water & Diving Rescue Specialists), the Olsztyn fire brigade (Chemical & Ecological Rescue Specialists), and other regional services and institutions.
Chemical Accident in Kanie – *November 17, 2021*
This scenario occurred at the L'Oréal Plant in Kanie and involved the launching and testing of the Polish Warning and Alerting System. For this exercise there were numerous participants, including the fire brigade, the CBRN Area Control Centre of the Polish Armed Forces, Chemical & Ecological Rescue specialists from Warsaw and Pruszków, Capitol police headquarters, state fire service, volunteer fire department, and medical services.
Chemical Incident in Toruń – *November 18, 2021*
This scenario was based at the Toruń Central Railway Station. The exercise involved the fire brigade which was responsible for neutralizing the effects of a simulated collision between a trolley car and a tank wagon containing ethylene oxide.

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Of the three scenarios that were performed during the Warsaw JA, only the second scenario - 'Chemical Accident in Kanie' - was observed by the invited external professionals for performance evaluation. The observations aimed to conduct a possible gap analysis of the current procedures for communication and contamination detection. Through expert analysis and professional recommendations, the scope of these exercises was to identify any areas for improvement and increase the overall effectiveness of response operations in a crisis situation.

Evaluation of eNOTICE Methodology & Templates

For the standardised completion of the organisation, observation, and follow-up of this JA, several of the previously drafted eNOTICE methodology and templates were utilised. The templates used to conduct this exercise were: (1) Reporting Checklist, (2) Informed Consent Form, (3) General Information Sheet, and (4) Registration Form for External Participants (see Annexes 2, 3, & 4).

For the Warsaw JA, the 'Reporting Checklist' was completed by WSU & CNBOP-PIB. All questions were answered, and thorough explanations were provided where necessary. For this JA, publicity about the event was disseminated via email, on the host organisation's website and social media, and through traditional media platforms. It was reported that an exact count of the exercise participants was not recorded, but an estimate of 110 participants and 15 observers was provided. In the 'Reporting Checklist', it was also noted that the organisers encountered some organisational challenges due to the ongoing Sars-Cov-2 pandemic, as well as security challenges related to the joint civil-military aspect of the exercises.

Within the 'Reporting Checklist,' organisers have the possibility to evaluate the templates or forms utilised to conduct the JA; some evaluations which can be completed by JA organisers include the 'Informed Consent Form,' 'General Information Sheet,' 'Evaluation and Debriefing Forms,' and 'Example of Registration Form for Participants'.

For the Warsaw JA, only an evaluation of the 'Informed Consent Form' was completed. This evaluation determined that for the Warsaw JA, the 'Informed Consent Form' was relatively easy to use and the organisers found it to be a useful aspect of the exercise preparation process.

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Informed consent form	Not (…) at all									Extremel y (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☒	7☐	8☐	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☒	7☐	8☐	9☐	10☐
Do you have any additions to the project template?	Enter text here									

Figure 2 Warsaw 'Informed Consent Form' Evaluation

The above image demonstrates that the Warsaw JA organisers rated this form as 7 out of 10 (where 10 = extremely and 1 = not at all). Both clarity and usefulness of the template were rated as 6 out of 10. No additional comments about the template were provided. However, the following comment was provided regarding the use and necessity of the standardised 'Reporting Checklist': "Every JA (exercise/course) has its own specificity, and it is difficult to adapt a checklist adequate to each activity." Overall, the organisers demonstrated through the systematic use of and response to the eNOTICE templates, that there are numerous advantages to conducting JAs and utilising a standardised approach.

2.2   Vyškov Joint Activity, November 2021[3]

The Vyškov JA took place from the 22nd to the 26th of November 2021 and was organised by the Joint CBRN Defence Centre of Excellence (JCBRN Defence COE). This North Atlantic Treaty Organization (NATO)-approved course was opened for the first time ever to external participants, rendering it a joint civil-military training exercise. The activity involved the Project eNOTICE consortium members, participants from other Horizon 2020 projects related to CBRN research, and a member of EC DG ECHO. A total of 18 EU participants and 13 NATO students took part in the Vyškov JA 'CBRN Consequence Management Course'. In response to the Sars-Cov-2 pandemic, the Joint CBRN Defence COE implemented specific security measures for participants, including the compilation of their own declaration form.

The goal of the Vyškov JA was to introduce crucial elements of the management process for CBRN incidents and provide an interactive field training opportunity focused on CBRN defence and consequence management. This was achieved by the exercises aimed at identifying the current capabilities in CBRN consequence management and any potential gaps in the operations and planning stages. The Vyškov JA was conducted with the following learning objectives:

- Identify principal NATO Consequence Management bodies, systems and procedures and explain the NATO Consequence Management process;
- Explain Consequence Management after CHEM incident;
- Explain Consequence Management after BIO incident;
- Explain Consequence Management after RAD/NUC incident;
- Explain Lessons Learned from recent NATO commitments and exercises; identify the importance of Rules of Engagement, Process and Public Information during the planning and implementation of Crisis Response Operations.

Evaluation of eNOTICE Methodology & Templates

The templates utilised in the evaluation of this exercise were the (1) Reporting Checklist, (2) Informed Consent Form, and (3) General Information Sheet (see Annexes 5 & 6). For the Vyškov JA, the 'Reporting Checklist' was completed by the event organisers from the Joint CBRN Defence COE. All relevant questions were answered in the completion of this form. For this JA, publicity about the event was disseminated via email, on the host organisation's

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[3] D5.16, '*Progress Report,*' https://cloud.h2020-enotice.eu/index.php/s/mTzpwYLXrcMZoka

website, and through the eNOTICE platform. It was reported that exercise participants included 18 members from eNOTICE project partners and the EU Directorate-General for European Civil Protection and Humanitarian Aid Operations (EU DG ECHO), as well as 13 participants from NATO. In the 'Reporting Checklist', it was also noted that security challenges in the execution of this event involved the need for a participant briefing on JCBRND COE security regulations.

Evaluation of the 'Informed Consent Form' determined that it was not easy to use and not necessarily a useful aspect of the exercise preparation process.

…

Informed consent form	Not (…) at all									extremely (…)
Easy to use	1☐	2☐	3☐	4☒	5☐	6☐	7☐	8☐	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☒	6☐	7☐	8☐	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☒	6☐	7☐	8☐	9☐	10☐
Do you have any additions to the project template?	Enter text here									

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Figure 3 Vyškov 'Informed Consent Form' Evaluation

As demonstrated in the above image, organisers gave this form a rating of 4 out of 10 (where 10 = extremely and 1 = not at all). Both clarity and usefulness of the template were rated as 5 out of 10. No additional comments about the template were provided. However, the following comment was provided regarding the use and necessity of the standardised 'Reporting Checklist': "...this template is difficult to use for this specific and very special JA as it was combined with a regular course and not with an exercise as usual." In this regard, the Vyškov JA illustrates the need to continuously evaluate and update the templates to increase their relevance and application to all types of activities organised by the TCs.

2.3 Dortmund Joint Activity, May 2022

The JA in Dortmund was conducted on the 7th of May 2022. This JA consisted of a multidisciplinary field exercise which was organised by the City of Dortmund Fire Department (FDDO) in conjunction with the EU project PROACTIVE. This joint exercise involved the collaboration of numerous participants, including 130 members of the FDDO, 24 civil volunteers, 14 members of eNOTICE, and 34 members of PROACTIVE. Invited experts of the JA included a vast range of functions such as first responders, CBRN trainers, researchers on improving CBRN preparedness, and psychological care units. Each contributing organisation of the Dortmund JA participated in the exercise with the goal of achieving several valuable training objectives, as outlined by the following table:

Table 1 Summary of Dortmund JA Participant Objectives[4]

FDDO	Invited Experts	eNOTICE Partners & Observers	PROACTIVE
• Improvement of coping capacity of different units concerning their tasks • Test and improve operating procedures of first intervention, HazMat containment, decontamination and casualty treatment • Training of decontamination of vulnerable people (decontamination unit of FDDO) • Training of reconnaissance using aerial systems (communication unit of FDDO) • Training of critical situation (psychological care unit of FDDO)	• Observation and identification of the interplay between the actors on scene • Reflection on the added value of opening activities up to other stakeholders in the field of safety and security with focus on CBRN threats • Identification of opportunities to raise the understanding within the triangle: rescue units – industry – scientists	• Identification of opportunities to strengthen the network of CBRN Training Centres; • Identification of best practices to share with the eNOTICE community; • Identification of input for ongoing eNOTICE Tasks.	• To involve and engage with Civil Society (members of the public as volunteers) in CBRNe exercise with at least 15% of these representing vulnerable groups. • To evaluate the effectiveness of First Responders to recognise vulnerable people during the exercise. • To evaluate the effectiveness of First Responders in supporting and assisting vulnerable people during the CBRNe exercise, through response measures (e.g. tools, equipment, procedures) which are adapted to the needs of vulnerable persons. • To evaluate the effectiveness of

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[4] eNOTICE FDDO 2022 Reporting Checklist Form

			PROACTIVE pre-incident information and awareness during emergency communication with the public.
			• To evaluate if communication with the public during the exercise is pitched at an appropriate level in terms of language, complexity and channels.
			• To test the technical aspects of the PROACTIVE App in a live exercise environment.
			• To evaluate the effectiveness of the PROACTIVE App in supporting the needs of Civil Society (e.g. communication needs, better information exchange).

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The overall goal of this JA was to investigate the best practices in response to CBRNe events considering influential factors such as care for vulnerable populations. The city of Dortmund's Sars-Cov-2 guidelines were followed in the planning and execution of this event. Information about the Dortmund JA was disseminated to external participants through the eNOTICE platform and via email. The following describes the scenario performed in the Dortmund JA[5]:

> *A freight train transporting various chemicals crashed on the open route, in the immediate vicinity of a railway station. As a result of the accident, an unknown substance escapes from a tank wagon. The escape of the unknown substance creates a toxic cloud, which moves in the direction of the train station. In the further course of use, the substance is identified as acrylonitrile. The Fire Department of Dortmund receives the message that around 20 people in the adjacent train station are suffering from various symptoms after possible exposure to the hazardous substance. The symptoms range from nausea and discomfort, irritation of the eyes and mucous membranes to breathing difficulties and coughing. With the help of a drone, from the telecommunications unit, the area of the accident site and the station are explored in order to locate other injured people. The decontamination unit is requested, that people are affected*

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[5] Ibid.

and can start decontaminating the injured. In addition, the psychological care unit of FDDO who take care of those affected are alerted during the operation.

The execution of this exercise also required additional gender considerations because it involved participation from civil volunteers whose roleplay significantly enhanced the realism of the exercise for response operators.

Evaluation of eNOTICE Methodology & Templates

For the Dortmund JA, multiple of the eNOTICE standardised templates were used in the organisation and management of this exercise: (1) Reporting Checklist, (2) General Information Sheet, (3) Observer's protocol, (4) Objectives, expected results, and evaluation criteria, (5) Logistics requirements, (6) Communication about the exercise, (7) Evaluation and debriefing forms, (8) Legal/ethical/security checklist, and (9) Registration Form for External Participants (see Annex 7).

The 'Reporting Checklist' for the Dortmund JA was completed by the FDDO. All questions were answered, and thorough explanations were provided where necessary. In the 'Reporting Checklist', the organisers reported some security challenges in the execution of this JA due to the inclusion of civilian populations in the training exercise. Further information was outlined in the organisers' responses to the security/legal/ethical questionnaire.

For the Dortmund JA, only an evaluation of the 'Informed Consent Form' was completed. This evaluation determined that the form was relatively easy to use and a somewhat useful aspect of the exercise preparation process for this JA.

Informed consent form	Not (…) at all									extremely (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Do you have any additions to the project template?	Enter text here									

Figure 4 Dortmund 'Informed Consent Form' Evaluation[6]

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[6] Ibid.

As demonstrated in the above image, organisers gave this form a rating of 7 out of 10 (where 10 = extremely and 1 = not at all). Both clarity and usefulness of the template were also rated as 7 out of 10. The users also found the 'Reporting Checklist' to be useful. No additional comments about the templates were provided.

In the organisation and execution phases of the activity, FDDO reported challenges resulting from the joint aspect. According to the Dortmund JA organisers, these challenges influenced the experts' experience and impeded the proper use of protocols due to differences in the organisations' Standard Operating Procedures (SOP). These challenges demonstrate the need to further develop the organisational templates as well as the consistent necessity to encourage all TCs to utilise the standard protocols to better ensure the smooth operation of a joint exercise.

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2.4 Ranst Joint Activity, May 2022

The Ranst JA was held on 18th and 19th May 2022. This activity was organised by Campus VESTA, a multidisciplinary training centre located in Ranst. The activities held during these dates involved a "double" JA with joint collaboration between Project eNOTICE and Project MELODY, on the one hand, and the observation via a newly developed digital evaluation application of the multidisciplinary field exercise by the eNOTICE consortium and members of PROACTIVE on the other. There were in total 65 participants who attended the Ranst JA. These included consortium members of both projects, eNOTICE and MELODY, as well as military and civilian decision makers and trainers simultaneously involved in a 'Train the Trainer' exercise. The field training exercises conducted during the Ranst JA were concurrently designed to implement training aspects from Project MELODY and analyse the proper functioning and capabilities of the Campus VESTA digital evaluation application. In doing so, the Ranst JA sought to achieve the following objectives[7]:

− Dissemination of the MELODY harmonised CBRN training curriculum;

− Examination for the students of the Postgraduate course Disaster Management;

− Multidisciplinary Training opportunity for first responders (firefighters, paramedics, police officers) of the Province of Antwerp;

− Validation of the digital evaluation module,

Information about the JA was disseminated to participants through social media, the eNOTICE platform, via a webinar, email, and the Campus VESTA website. There were no Sars-Cov-2 pandemic-related regulations or limitations implemented in the organisation and participation of this event. However, all participants were briefed by Campus VESTA staff on the procedures to follow in the event of developing symptoms.

The scenarios performed during the Ranst JA were consecutive and cumulative and were as follows:

Scenario 1
It is storming; there are wind gusts and thunderstorms. There is a lightning strike in a chemical factory, which quickly evolves into an expanding fire. Two employees died because of the lightning strike, while eight more have serious burns, and two have difficulty breathing.

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Scenario 2
Meanwhile, there is a small flooding on the highway. This is causing multiple cars to slip and an accident to occur, involving more than 13 vehicles. Nine of these cars are stuck on the side of the road and they catch fire. Nine persons are stuck in their vehicles. Three persons, including a motor driver have died.
Scenario 3
Because of the heavy rain, landslides have started happening near an apartment complex, this caused some of the gas pipelines to leak. The gas reached the underground parking garage and a fire has started there. The fire spread quickly through the apartment building. There are still people inside of the building. Six have been able to get outside, but they were caught in the smoke. Two of them have light burns. On top of that, there are ten people on the roof, of which four are suffering from serious burns. One person has heart problems, and two are suffering from the smoke.

This JA involved both a hot and cold debrief as well as a separate evaluation session according to the organisers.

Evaluation of eNOTICE Methodology & Templates

For the Ranst JA, multiple of the eNOTICE standardised templates were used in the organisation and management of this exercise: (1) Reporting Checklist, (2) Informed Consent Form, (3) General Information Sheet, (4) Evaluation and debriefing forms, (5) Legal/ethical/security checklist, and (6) Registration Form for External Participants (see Annex 8).

The 'Reporting Checklist' for the Ranst JA was completed by Campus VESTA. All questions were answered, and thorough explanations were provided where necessary. The following demonstrates the evaluation by the Ranst JA organisers of the standardised eNOTICE templates. In order to accommodate differences in methodology and meet all expectations from the various organisations and projects, Campus VESTA combined templates to increase the ease and efficiency for participants and optimise the registration process. Similarly, to achieve the desired objectives, the organisers adapted the eNOTICE evaluation template to their digital application to enable the effective analysis of its usefulness and functioning.

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For the Ranst JA, several of the evaluation forms were completed within the 'Reporting Checklist.' As illustrated below (Figure 5), the Ranst JA organisers determined that the 'Informed Consent Form' was somewhat easy to use and a relatively useful aspect of the exercise preparation process. Organisers gave this form a rating of 6 out of 10 (where 10 = extremely and 1 = not at all). Clarity of the form was given a 7 out of 10, and usefulness of the template was very well rated at 9 out of 10. Figure 6 demonstrates the evaluation of the 'General Information Sheet,' which was also determined as very useful, clear, and easy to utilise. As seen in the below image, each of the evaluation areas for this template was rated as 9 out of 10. For the evaluation of the 'Evaluation and Debriefing Forms' (Figure 7), a rating of 8 out of 10 was provided. The Ranst JA organisers found it useful and were easily able to transfer the necessary template and evaluation criteria to their digital application. Figure 8 illustrates the Ranst JA's evaluation of the 'Example of Registration Form for Participants' template. This template was also deemed useful and easy to use, with a rating of 8 out of 10 in all areas.

Informed consent form	Not (…) at all									extrem ely (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☒	7☐	8☐	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☒	10☐
Do you have any additions to the project template?	Because we were working with two European projects, both had informed consent forms. We decided to combine both informed consent form, making sure that all information of both projects was present, but that the participant did not have to sign multiple informed consent forms. However, this complicated how easy to use the form was.									

Figure 5 Ranst JA 'Informed Consent Form' Evaluation

General information sheet	Not (…) at all									extreme ly (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☒	10☐

Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☒	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☒	10☐
Do you have any additions to the project template?	Useful and structured way to send out information									

Figure 6 Ranst JA 'General Information Sheet' Evaluation

Evaluation and debriefing forms	Not (…) at all									extreme ly (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Do you have any additions to the project template ?	We adjusted the evaluation forms so that they fit into the evaluation app									

Figure 7 Ranst JA 'Evaluation and Debriefing Forms' Evaluation

Example of a registration form for external participants	Not (…) at all									extreme ly (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Do you have any additions to the project template?	-									

Figure 8 Ranst JA 'Registration Form for External Participants' Evaluation

The use and adaptation of the eNOTICE methodology and templates by the Ranst JA organisers demonstrates the flexibility with which the TCs are able to conduct their activities while concurrently adhering to expectations of standardisation. Their example provides a foundation for the consortium to encourage other TCs to implement the standard templates while still following necessary procedures and evaluation protocols previously established by their own methodology.

3   Findings of the analysis

3.1 Summary of the use of eNOTICE methodology and templates

Table 2 Summary of the use of eNOTICE methodology and templates during the JAs analysed and solutions adopted.

Location / organiser	Type / Scenario	Use of the eNOTICE Methodology and Templates	Main problems arisen in the use of eNOTICE Methodology and Templates	Consequences caused by the problems arisen	Solutions adopted
Warsaw (Nov 2021) / WSU & CNBOP	Field exercise / Chemical, Radiological	- Reporting checklist - Informed consent form - General information sheet	- Organisers noted that templates contain minor mistakes - Difficulty in applying the templates to this specific JA - Only completed one evaluation of the templates used (Informed Consent Form)	- Only a few templates were used to conduct this JA - Evaluations of other templates used (General Information Sheet) were not included	- Only the templates deemed relevant were utilised for the organisation and evaluation of this activity

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Vyškov (Nov 2021) / JCBRN Defence COE	NATO course / CBRN	- Reporting checklist - Informed consent form	- Templates do not consider differences in organising and executing a course rather than a field exercise	- The organisers were not able to utilise many of the templates or methodology	- Responses to the completed templates were adapted as best as possible to provide an accurate assessment of the course
Dortmund (May 2022) / FDDO	Field exercise/ Chemical	- Reporting checklist - Informed consent form - General information sheet - Observer's protocol - Objectives, expected results, and evaluation criteria - Logistic requirements - Communication about the exercise - Evaluation and debriefing forms - Legal/ethical/security checklist - Registration form	- Issues encountered were due to the joint nature of the activity - Only completed one evaluation of the templates used (Informed Consent Form)	- There were some internal communication issues and problems which did not arise until the exercise concluded - Evaluations of other templates used (General Information Sheet, Observer's protocol, etc.) were not included	- The issues were evaluated in the aftermath of the activity and noted to assist with avoiding similar issues in future JAs
Ranst (May 2022) / Campus VESTA	Field exercise / Chemical	- Reporting checklist - Informed consent form	- Some organisations had their own	- Accommodating all expectations required	- Prior to the activity, the organisers merged forms into one template

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			methodology and templates	additional work for organising staff	to increase efficiency for participants
		- General information sheet - Evaluation and debriefing forms - Legal/ethical/security checklist - Registration form			- With the scope of testing their digital application, the evaluation templates were adapted to this format

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3.2 Lessons learnt from the JAs

3.2.1 Previous lessons identified

The lessons identified in the evaluation of each JA are used in the preparation and organisation of the succeeding JAs, thus creating a continuous loop of improvement throughout the whole project. Many of the lessons previously identified in D5.10 remained a consistent observation in the evaluation of the most recent JAs. Therefore, it is significant to outline them here again:

- It is important to have a **close military-civilian cooperation**. The standardised protocols for operational activities are found useful, it indicates that **a standardised approach** for training and exercise could be useful as well.
- It is important to give observers a specific role and to **conduct the JAs with clear guidelines, expectations, and limitations** (as necessary). Specifically for cases involving civilians and/or external participants, it is critical for the exercises to be **conducted with maximum security measures**. Furthermore, it is essential that lessons learnt from the previous JAs are considered for future activities.
- As evidenced by previous JAs, it can be beneficial to have a **dedicated VIP Day** that is separately organised within a planned activity; in this way, the more complex and technical exercises, and any specific scenario testing can run more smoothly.
- The **'Observer's Protocol'** template is also a useful step in preparing observers' expectations and **implementing appropriate safety procedures** prior to the execution of a planned activity.

3.2.2 New lessons identified

In the conduction of the four JAs of this report (Warsaw, Vyškov, Dortmund, Ranst), several additional aspects of the preparation and reporting methods were noted. Even though the new templates were largely discussed by all consortium training centres and fixed in D4.6, but it became evident that there is still space for more discussion and improvement before the templates can be offered to larger network members. The main lesson identified from the previous JAs was that not all TCs will and/or can use the templates provided by eNOTICE – for many different reasons. In the context of this document, this was specifically noted as it

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applied to major differences observed between conducting a traditional field exercise and providing a CBRN training course as the planned JA. As demonstrated by the Vyškov JA, as Project eNOTICE continues to progress, there are a myriad of new opportunities through which to develop future JAs utilising innovative methods and activity ideas. The Vyškov JA has proven that conducting a training course can be both interesting and as beneficial as a traditional field exercise. Similarly, there are many additional ways in which TCs may envision conducting future JAs: to practice utilising growing technologies such as Virtual Reality training systems, to establish new collaborations (both civil and military), and courses designed to further strengthen existing CBRN training networks. Consequentially, these possibilities require the development of flexible and/or specially created templates specifically applicable to these new types of activities. Additionally, it has been previously suggested that alternative solutions (such as the digitalisation of the approach) be made available for the TCs involved in organising a JA. As evidenced by the Ranst JA, it was found useful to transcribe some of the templates to their digital evaluation application. Therefore, the potential to digitalise the evaluation procedures remains a relevant indication of innovative approaches and is a continued objective in the successful planning and organisation of future activities.

Furthermore, it has been noted on multiple occasions that only the 'Registration Checklist' and the 'General Information Sheet' are widely used by the partners in the conduction of their JAs. These two templates have been found useful as they synthesise the planned exercise and the main information needed by the participants. The implementation of these templates is especially effective in the evaluation process and should continue to be utilised by all TCs, while the application of the additional templates should continue to be encouraged for the succeeding JAs.

In the preparation, organisation, evaluation and follow up of future JAs, the indications of the eNOTICE methodology and templates provided through the feedback of the previous JAs should always be taken into consideration. It has been illustrated that the current templates available are aimed at facilitating retrospective feedback at the end of the activities. However, it may be beneficial to create supplementary planning templates which assist organisers in understanding if additional services may be necessary for the activity that is planned. For example, in some of the JAs covered in this report, the practice of conducting a pre-activity

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briefing and providing translation services were implemented to ensure the safety and security of civilian participants. This and other helpful practices established by the TCs, included in a planning document, could provide additional assistance to JA organisers who will affront similar challenges related to the joint civil-military aspect.

Based on the above-mentioned lessons identified and findings of the four JAs analysed in this report, the following recommendations are proposed:

1. In line with previous recommendations to **create updated versions of the 'Reporting Checklist' template**, it would be useful to create additional versions of the template which are applicable for use in JAs conducted using varied and/or innovative approaches (such as training courses, Virtual Reality trainings, etc). **Digitalised versions of these templates** would also provide additional incentives to assist TCs in following the project methodology for the planning and conduction of the JAs in addition to their own procedures. All of these innovations would **provide additional support to organisers** in both the planning and evaluation stages of a JA.

2. Although not always possible for logistical or security reasons, it should be highly encouraged for JA organisers to **publicise an activity through the eNOTICE platform** in addition to their own methods of publicity. This would provide additional transparency for a planned event and increase participation in these activities.

3. There has been significant and useful feedback from the TCs through their responses in the 'Reporting Checklist' evaluations. This **feedback has significantly helped** in the preparation and organisation of the succeeding JAs. However, in some cases not all analyses have included all the evaluations available (i.e., only the 'Informed Consent Form' Evaluation is typically completed). Therefore, to increase the lessons learnt by each activity, all TCs are encouraged to **give as much feedback as possible** by completing all the **evaluation forms** at their disposal.

4. As evidenced by the usefulness of the existing templates such as the 'General Information Sheet' and the 'Observer's Protocol,' it has been beneficial for many of the TCs to predict and plan the necessary details in advance, to guarantee a smooth operation of the JA. Therefore, **a quality control management system** could assist

organisers to envision these details during the planning stages and could be especially helpful in guaranteeing the overall success of the JA.

4 Future plans and next steps

The analysis performed in this document clearly shows that, although the eNOTICE methodology and templates are evolving as the project progresses, the continuous improvement of these documents is an absolutely necessary step in order to produce methodology and templates that can be completely adopted by the different TCs involved in the project. Therefore, next steps involve the adaptation and innovation of the existing templates to consider emerging technologies and the potential for new types of JAs other than traditional training exercises.

All prior JAs conducted have demonstrated that most TCs already have their own methodology for the preparation, organisation, evaluation and follow up exercises. This signifies that while only a small portion of the eNOTICE methodology is utilised, further contributions from the overall evaluations enable the continuous improvement of the templates specifically realised for JAs for future use and should continue to be highly encouraged. Continuous updates based on the identified lessons as well as the potential for digitalisation of the templates is critical to increase the TCs' overall involvement in the evaluation process. It continues to be an important guiding factor to consider both previous and new feedback as the project progresses. All TCs should continue to follow the existing practices in the communication, planning, and execution of an activity, and should be encouraged to publicise future activities through as many channels as possible. Continued support should be given to all TCs during the planning stages to ensure the safety of JA participants and to affront any potential challenges in the civil-military aspect of a joint activity. The creation and implementation of a quality control management system could contribute to the successful execution of these activities and would also assist in providing valuable feedback for the planning and organisation of future eNOTICE project activities.

European Network of CBRN Training Centers

Annex 1. Example of the 'Epidemiological Questionnaire' filled in by the participants of the Warsaw JA

DATE:
NAME AND SURNAME:
COUNTRY:
TELEPHONE:

1. Did you experience any of the symptoms in the last 7 days?

TEMPERATURE		COUGH	
SUFFOCATION		RUNNY NOSE	

2. Did you have contact with a person diagnosed with Covid19 within the last 14 days?

3. Did anybody in your household experienced respiratory problems within the last 14 days?

TEMPERATURE		COUGH	
SUFFOCATION		TEMPERATURE	

4. Vaccinations against the SARS-CioV-2 virus:

NO	
YES	

TYPE OF VACCINE:

Date of the 1st dose:

Date of the 2nd dose:

Signature …………………………..

European Network of CBRN Training Centers

Annex 2. Copy of the 'Reporting Checklist' completed by the organisers of the Warsaw JA

1. Preparation/organization

    a. Context and Objectives

    The exercises Patrol-21 took place in Poland on November 15-18, 2021. The main goal of the Patrol-21 JA was to improve the procedures for launching the National Contamination Detection and Alerting System in Poland, using various scenarios of crisis situations, developing assessment, expert analysis and recommendations for further proceedings in crisis situations.

    Main goal of JA was improving the functioning of selected elements of the National Warning and Reporting System during operation in conditions of contamination risk.

    Evaluation criteria:

    - practical checking of information flow in internal relations,

    - improving the correctness of prepared messages and the timeliness of their sending,

    - improving skills in predicting the effects of incidents and formulating recommendations for preventive actions,

    - checking the procedures of cooperation of rescue services in a crisis situation,

    - preparation of procedures for the operation of press services and methods of informing

      the civilian population about the risk of contamination.

    b. Communication and dissemination strategies

	Very un-successful									Very successful
1. In your opinion, to what extent were you successful in communicating your expectations to the participants?	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☒	10☐

Please explain your answer:

There were no communications problems during the preparatory phase or in the JA itself. Internal communication was ensured by the Warsaw JA coordination team from WSU and CNBOP (eNotice exercise director - COL M. Młynarczyk and eNotice exercise director deputy COL RET. A. Wieczorek and LTC A. Bagniewski). The internal communication was a lot preparatory meetings and discussions who contributed a lot in the organisation and implementation of the exercise, operations with the military staff of Patrol-21 who provided the exercise facilities and logistics and with the key actors of the exercise on the scenario, roles and ways to expected results

i. What means of (active / passive) communication to the participants did you use?

☒E-mail
☒Teleconference tools
☐Newsletters
☐Own website
☐eNOTICE platform
☒Verbal briefing
☐Other (please specify): Enter text here

ii. How did you disseminate the JA to external organisations?

☐Via the eNOTICE platform
☒Via e-mail to the attendants
☒Via own website
☒Via social media
☒Via press/ traditional media
☐Other (please specify): Enter text here

iii. To what extent was your dissemination strategy influenced by the joint aspect ?
We chose the internet. Communication over the internet has many advantages: the ability to communicate with people from all over the world, time saving, cost reduction, conferences can be recorded, conversations can be conducted while other activities are being carried out and safe due a pandemic.

c. Difficulties encountered during the preparation/organization phase.

Dynamic situation on the Polish-Belarusian border and the epidemiological threat

Sars-Cov-2.

d. Which were applicable Security/legal/ethical aspects encountered during the preparation/organisation phase? (*See Annex I for complete checklist*)

☒E.g. informed consent

☐E.g. gender considerations, if applicable in line with the EU' s policy

   ☐E.g. religious considerations, if applicable in line with the EU's policy

   ☒Other (Please specify) WSU and CNBOP Declaration for minimizing the risk of COVID-19 spread and increasing health safety among participants of exercise PATROL-21.

2. The JA conduction

   a. Practical information (*upload the general information sheet to answer some these questions*)

     i. Place, time, date, etc.

The exercises Patrol-21 took place in Poland on November 15-18, 2021. During the Patrol-21 JA, actions were trained in the CBRN threats. The operation of the Polish National Warning and Reporting System was checked in 17 locations in Poland (14 locations table top + 3 locations - multidisciplinary field exercise, the mazowieckie (Kanie), kujawsko-pomorskie (Toruń) and warmińsko-mazurskie (Giżycko) provinces.

     ii. Participants description

      a. Number of participants

For a chemical accident occurred in Kanie, on November 17th 2021, the organizers didn't provided precise numbers of participants, we estimated that in this episode took part about 110

participants from different services and institutions and as observers 15 from eNOTICE and partner projects.

b. Which organisations do the participants represent?

From Polish services and institutions: CBRN Area Control Centre of the Polish Armed Forces, Specialist Group of Chemical and Ecological Rescue from Warsaw and Pruszków, Capitol Police Headquarters, State Fire Service, Volunteer Fire Department, Medical Service, crisis management element from provincial and voivodeship levels, the Provincial Inspectorate for Environmental Protection in Warsaw.

From eNOTICE: UCL, VESTA, SDIS77, FDDO, SIC, JCBRND COE, METU, WMP, WSU, CNBOP-PIB.

From other EU HORIZON 2020 partner CBRN related projects: FIRE-IN, HOLOZCAN.

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iii.   Agenda

DAY	TIME	EVENT
Day 1 *Nov 15, 21*	Full day	Travelling to Warsaw, Poland and accommodation in hotels
Day 2 *Nov 16, 21*	09.00 – 11.00 11.00 – 13.00 13.00 – 14.00 14.00 – 16.00 16.15 – 18.00	introduction to exercise PATROL-21 eNOTICE meeting (part1) lunch eNOTICE meeting (part2) Hosted icebreaker
Day 3 *Nov 17, 21*	09.00 – 17.00 17.00	Participation in practical event; break for lunch Hosted dinner
Day 4 *Nov 18, 21*	10.00 – 11.30 12.00 – 14.00 14.00 – 16.00 18.00 – 21.00	Visit to Warsaw Uprising Museum Visit to CBRN Area Control Centre Lunch evaluation of PATROL-21 exercise (online) Hosted dinner
Day 5 *Nov 19, 21*	09.00 – 11.00 11.00 – 13.00	eNOTICE meeting summary transportation to airport/railway station

iv.   Scenario of the exercise/table top/event, in order to provide context
        information, if applicable

On November 17, 2021, a chemical accident occurred in Kanie. Scenario
of this event was following:

– As a result of the ongoing manhunt, the terrorists decide to give up their main
  target in Warsaw, where an attack with the use of poisonous agents, probably
  chemical warfare agents, was prepared.

– They decided to take control of a chemical plant, take hostages and convince
  the authorities to release previously arrested comrades and guarantee a safe
  escape.

– Terrorized security and captured company employees revealed to them
  technical details regarding the location of important sites in the facility, under
  the threat of losing their lives.

– In order to strengthen the negotiating position, terrorists have mined
  ammonia installations and are holding hostages, threatening to detonate and
  murder the hostages if negotiations are too slow.

– All services and cricis managment element have cooperate according them
  procedures in order to free the hostages, to secure the chemical plant and not
  to release the hazardous substance.

v.   What is the add on that made it JA (see fig 4)?

a. Describe briefly the original event, the extra element and the
    overlap between those (Joint aspect)
    "The Patrol" series exercises is an operation-based / full scale /
    field exercise: multi-agency / multi-jurisdictional activities
    involving actual deployment of resources in a coordinated
    response, as if the real incident had occurred (mobilization of
    units, personnel and equipment in a realistic environment).
    The main goal of this edition of the Patrol-21 JA was to improve
    the functioning of selected elements of the Polish National
    Warning and Reporting System during operating in conditions of
    risk of contamination and contamination.

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The procedures for launching the National Warning and Reporting System in Poland, using various scenarios of crisis situations, developing assessment, expert analysis and recommendations for further proceedings in crisis situations.

Testing the operation of the National Warning and Reporting System is a cyclical task that results from the regulation of the Polish government on contamination detection and notification system.

The activity of Polish National Warning and Reporting System was checked in 17 locations in Poland (3 locations - multidisciplinary field exercise, the mazowieckie (Kanie), kujawsko-pomorskie (Toruń) and warmińsko-mazurskie (Giżycko) provinces.

In the PATROL-21 JA participated: fire brigades, police, medical rescue, the CBRN Area Control Centre of the Polish Armed Forces, the Provincial Inspectorate for Environmental Protection, the local and voivodeship authorities.

The training checked:

- CBRN warning and reporting system,

- contamination detection system,

- activities of non-military structures,

- IT support systems,

- media information system.

b. Which parts are covered by external partners?

External partners took over the role of real participants of exercise and support of the course of the exercise.

c. To what extent did the joint aspect influence the scenario (if applicable)?

During the Patrol-21 JA, activity of all services and crisis management elements were verificated in the CBRN threats situations. It was a multidisciplinary CBRN exercise - several disciplines practice one or more parts of the tasks assigned to them. The emphasis was on collaboration between them including –civilian-military cooperation in order to civil protection. Response of situations was played in which chemical hazards and CBRN terrorism.

b. Were there any extra briefings because of the JA?

The introducing briefing reflected the conditions of functioning of the Polish National Warning and Reporting System and participation of eNotice partnes as observers in this JA.

Due the fact that the exercise was conducted in Polish CNBOP ensured the simultaneous translation into English to provide a better understanding among partners how the National Warning and Reporting System works in Poland.

c. If suspension (unplanned): why?

In November there was a crisis on the Polish-Belarusian border.
Due to that SWAT Police units, which originally have took part in exercise, were sent to secure the Polish border and did not took part in this practical CBRN event.

d. Did any external events have an effect on the conduction of the JA? (e.g. COVID-19)

All activities were organized in order with the current COVID-19 regulations to reduce potential threat for all participants of JA.

Due to the crisis of the Polish-Belarusian border, SWAT Police units did not participate in the exercise.

   e. Security/legal/ethical aspects encountered? --> if yes, see security/legal/ethical aspects questionnaire –

During introducing briefing which encompasses specific security aspects during JA.

3. The evaluation
   a. What debrief/evaluation sessions did you host?

☒ Hot debrief

☒ Cold debrief

☐ Other

      i. Was there enough time for the evaluation sessions of the JA? Why (not)?
Yes

   b. Reflection on objectives and lessons identified
      i. Cost efficiency:

      a. Leading questions:
        1.) Where were extra resources needed, and where could resources be combined?
No

        2.) Were more resources needed, or less in comparison with if the original exercise and the joint aspect (fig 4.) would have been separated?
N/A

b. Human resources

1.) Number of person-months (person hours/ FTE's per month/ human effort/ employee months) for JA organisation and duration, if applicable.

WSU

PM: 3,25

Duration: 6

CNBOP

PM: 0,32

Duration: 3

2.) Which actors were involved?

WSU foreign cooperation office, logistic Department,

CNBOP logistic Department,

CNBOP drone Team

CBRN Area Control Centre of the Polish Armed Forces,

Specialist Group of Chemical and Ecological Rescue,

State Fire Service,

Capitol Police Headquarters,

Masovian Provincial Office in Warsaw,

local authorities of Pruszków and Brwinów,

CO of L'Oréal Polska.

c. Material resources (JA only)

1.) Which material resources did you use for the JA? Fill in where relevant, see below.

2.) Were this extra resources needed for the JA or was it combined (Extra/Combined)? See below.

3.) Where the resources owned by the TC or from external parties? See below.

Accommodation	Extra/combined	Own/not own
☐ **Tents**	☐Extra ☐Combined	☐Own ☐Not Own
☒ **(hotel) rooms**	☒Extra ☐Combined	☐Own ☒Not Own
☐ **Other** Klik of tik om tekst in te voeren.	☐Extra ☐Combined	☐Own ☐Not Own

Transport	Extra/combined	Own/not own
☒ **Shuttle bus**	☒Extra ☐Combined	☒Own ☐Not Own
☐ **Other** enter text here	☐Extra ☐Combined	☐Own ☐Not Own

Food	Extra/combined	Own/not own
☒ **Drinks**	☐Extra ☒Combined	☐Own ☒Not Own
☒ **Lunch**	☐Extra ☒Combined	☐Own ☒Not Own
☒ **Dinner**	☒Extra ☐Combined	☐Own ☒Not Own
☒ **Other** – social dinner	☒Extra ☐Combined	☐Own ☒Not Own

Safety	Extra/combined	Own/not own
☐ **Traffic signs**	☐Extra ☐Combined	☐Own ☐Not Own

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	Extra/combined	Own/not own
☐ **Badges**	☐Extra ☐Combined	☐Own ☐Not Own
☐ **Demarcation ribbon**	☐Extra ☐Combined	☐Own ☐Not Own
☐ **Whistles**	☐Extra ☐Combined	☐Own ☐Not Own
☐ **Fire extinguishers**	☐Extra ☐Combined	☐Own ☐Not Own
☐ **Other** enter text here	☐Extra ☐Combined	☐Own ☐Not Own

Recording/dissemination	Extra/combined	Own/not own
☒ **Cameras/webcams**	☐Extra ☒Combined	☒Own ☐Not Own
☐ **Audio recorders**	☐Extra ☐Combined	☐Own ☐Not Own
☐ **Headphones**	☐Extra ☐Combined	☐Own ☐Not Own
☐ **Other**	☐Extra ☐Combined	☐Own ☐Not Own

Locations	Extra/combined	Own/not own
☒ **Auditorium/lecture hall**	☐Extra ☒Combined	☐Own ☒Not Own
☐ **(Class)rooms**	☐Extra ☒Combined	☐Own ☐Not Own
☒ **Other - L'Oreal Warsaw Plant area**	☐Extra ☒Combined	☐Own ☒Not Own

Other: Simultaneous translation into English during practical event

    d. Financial resources (estimations)

        1.) What were the total material costs of the JA?

            2,000-2,500 EUR

        2.) How was the eNOTICE budget split?

            4,000 EUR for the event per each WSU and CNBOP.

            WSU – transportation and one host-dinner.

            CNBOP – simultaneous translation into English during practical event and one host-dinner.

        3.) Was the project budget sufficient?

            1. Explain why/why not

            e-Notice budget was sufficient because the exercise PATROL-21 was financed from the budgets of appropriate ministries and institutions which took part in them.

ii.   Mutual benefits

    a. Elaborate on the mutual benefits for both collaborating organisations and participants: ?

        1.) For the organising TC and for the Joint aspect

            Exchange information between eNotice partners how the National Warning and Reporting System functioning in Poland, how civil-military cooperation looks like in Poland, how organise a big scale CBRN exercise.

        2.) For the TC's of the network

Enhancing their knowledge within area of functioning CBRN Warning and Reporting Systems in EU country on the example of Poland.

b. Elaborate on the mutual benefits for other attending parties (if applicable)? (0=no benefit, 10= great benefit), and explain your answer:

1.) Industry

	No benefit									Great benefit
1. industry	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☐	10☒
Please explain your answer	To test new equipment.									
2. External training centres and training professionals	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☒	10☐
Please explain your answer	To compare own procedures, to improve mutual cooperation, Getting knowledge									
3. EU and national projects	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☒	10☐
Please explain your answer	To familiarize how each country cope with CBRN issues/events in different countries EU. Getting knowledge what are the need of practitioners who deal with CBRN issues. Information exchange between national and EU projects.									
4. Policy makers	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☐	10☒
Please explain your answer	To test the decision making process during CBRN Consequence Management in order to proper response of CBRN events.									
5. Organisers	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☐	10☒

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Please explain your answer	To improve organization skills in order to prepare big scale, multidisciplinary CBRN exercises.
	To show own (national) capabilities within CBRN area.

c. Elaborate on the societal increased benefits of this JA?

Information exchange and personal networking between different organization which are involve in response of CBRN events.

d. What were the mutual lessons identified?
For the WSU and CBNOP to consider how cope with gaps during cooperation between different services, to improve common procedures.

e. To what extent were your expectations met in terms of
1.) Attendance of participants?
An amount of participants and observers of exercise met our expectations especially in this COVID-19 time.
2.) Contributions of participants?
Due to the deep expertise and experience in the CBRN field, discussions, exchange of opinion and evaluation of the exercises were very relevant and fruitful.

iii. Please elaborate on whether your other objectives (if any) met in this JA?
The objective regarding enhancing civil-military cooperation in order to response on CBRN events was fully accomplish.

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c. Utility of templates/reporting checklist

    i.   What templates were used from the project, and what own templates were used (if applicable)?

☒ Informed consent form

☒ General information sheet

☐ Observer's protocol

☐ Objectives, expected results and evaluation criteria

☐ Logistic requirements

☐ Exercise roles and responsibilities

☐ Preparation and organisation

☐ Communication about the exercise

☐ Observer's protocol

☐ Cost evaluation sheet

☐ Evaluation and debriefing forms (new form)

☐ Example of follow up

☐ Specific actions/ area of attention for JOINT activities

☐ Legal/ethical/security checklist

☒ Example of a registration form for external participants

    ii.   Please provide feedback on the project templates, if you used them (answer per used template).

a. Ease of use (0=very difficult to use, 10= very easy to use)

b. Clarity of the template (0= not clear at all, 10=very clear)

c. Usefulness of the template (0= not useful at all, 10=very useful)

d. do you have any additions to the project template?

    …

Informed consent form	Not (…) at all									extremely (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☒	7☐	8☐	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☒	7☐	8☐	9☐	10☐
Do you have any additions to the project template?	Enter text here									

iii. Were you satisfied with the reporting checklist?

☐Yes

☐No

iv. Please explain your answer

Every JA (exercise/course) has its own specificity and it is difficult to adapt a checklist adequate to each activity.

d. Any other aspects that were not addressed in the reporting checklist?

No

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Annex 3. Copy of the 'General Information Sheet' completed by the organisers of the Warsaw JA
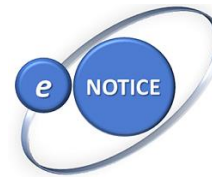
`Part A: Summary description of the objectives and topic of the CBRN Exercise`

Main activity	Invited activity
The eNOTICE Joint Action will focus on observation of selected incidents of National Warning and Reporting System exercise "PATROL-21".	N/A

1	Type of activity and contact details of the hosting exercise	Type of activity and contact details of the invited activity

Organising partners: WSU&CNBOP	N/A
Multidisciplinary field exercise The basis for joint action will be a multidisciplinary field exercise (practical section), which is part of the nationwide exercise of elements of the National Warning and Reporting System. The aim of the exercise is to initiate and conduct actions in the event of a chemical contamination threat.	
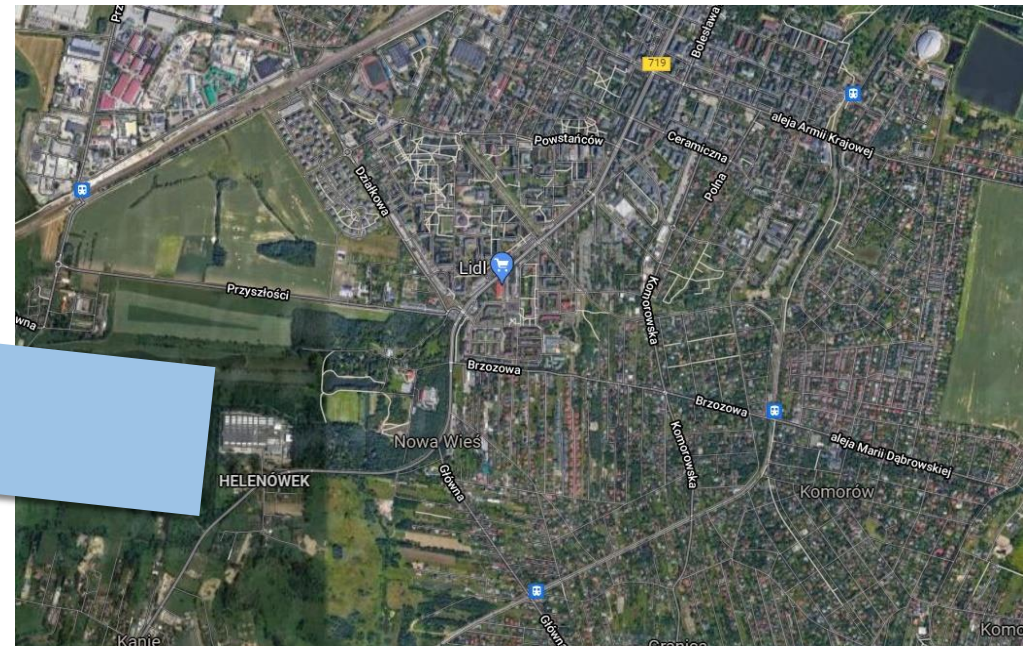
Figure 9 Plant location

eNOTICE D5.14 - eNOTICE evaluation report on the preparation/organisation, evaluation and follow up of exercises combined with tests, validations or demonstration. Report 2 – Aug. 2022

2 **Main scenario: short description**	**Description of the invited activity**
As a result of the ongoing manhunt, the terrorists decide to give up their main target in Warsaw, where an attack with the use of poisonous agents, probably chemical warfare agents, was prepared. They decided to take control of a chemical plant, take hostages and convince the authorities to release previously arrested comrades and guarantee a safe escape. Terrorized security and captured company employees revealed to them technical details regarding the location of important sites in the facility, under the threat of losing their lives. In order to strengthen the negotiating position, terrorists have mined ammonia installations and are holding hostages, threatening to detonate and murder the hostages if negotiations are too slow.	N/A
3 **Facilities used for the activity**	**If relevant, extra facilities needed for the activity**
L'Oréal Warsaw Plant factory: - Areas and buildings; - Communication & conference rooms.	N/A

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Annex 4. Example of the 'Registration Form' filled in by the participants of the Warsaw JA

To confirm your attendance to the eNOTICE Joint Activity organised in Warsaw, Poland by War Studies University&CNBOP-PIB within exercise PATROL-21, please send the completed form to a.bagniewski@akademia.mil.pl **NLT October 27, 2021**.

Joint Activity	To be completed by the organiser of the exercise.			
Type of exercise:	Terrorist attack on chemical plant			
Location:	**Address:**	WAR STUDIES UNIVERSITY CBRN Defence Training Centre Al. Gen Chruściela 103		
	City:	WARSAW	**Zip code:**	00-910
	Country:	POLAND		
Timing:	**Begin:**	Nov 16, 2021, 08:00		
	End:	Nov 18, 2021, 16:00		

Attendant(s)	To be completed by the attendant(s).	
Organisation:		
Representative (1):	**Name:**	
	E-mail:	
	Phone number:	
Function within the organisation:		
Role during the exercise:	OBSERVER	
ID /passport number		
Nationality		
Date of birth		
Car licence plate number (if arrival by car)		
Arrival:		
Departure:		
COVID -19 vaccination certificate:	Y/N	
Representative (2):	**Name:**	

European Network of CBRN Training Centers
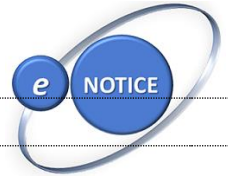
	E-mail:	
	Phone number:	
Function within the organisation:		
Role during the exercise:	OBSERVER	
ID /passport N°		
Nationality		
Date of birth		
Car licence plate n° (if arrival by car)		
Arrival:		
Departure:		
COVID -19 vaccination certificate:	Y/N	
Comments:		

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Annex 5. Copy of the 'Reporting Checklist' completed by the organisers of the Vyškov JA

4. Preparation/organization

   a. Context and Objectives

      CBRN Consequence Management Course – 22 to 26 November 2021

      The aim was to introduce and describe CBRN Consequence Management, NATO Crisis Management Concept, organizations, systems, and procedures including Cooperation and Partnership initiatives in CBRN Crisis/Consequence Management to NATO and Partner Nation Officers and their civilian equivalents.

      The syndicate work was held in the Syndicate rooms and the audience was divided into groups. Teams provided the solution of given tasks.

      External participants participated in the course as eNOTICE students. The national experts followed the whole training course (1 week), eNOTICE partners participated as students in the whole training course (1 week).

   b. Communication and dissemination strategies

	Very un-successful									Very successful
2. In your opinion, to what extent were you successful in communicating your expectations to the participants?	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☐	10☒

Please explain your answer:

There were no communications problems during the preparatory phase or in the JA itself.

   i.   What means of (active/passive) communication to the participants did you use?

      ☒E-mail
      ☐Teleconference tools
      ☐Newsletters
      ☒Own website
      ☐eNOTICE platform
      ☒Verbal briefing
      ☐Other (please specify): Enter text here

   ii.   How did you disseminate the JA to external organisations?

      ☒Via the eNOTICE platform
      ☒Via e-mail to the attendants
      ☒Via own website
      ☐Via social media
      ☐Via press/ traditional media
      ☐Other (please specify): Enter text here

   iii.   To what extent was your dissemination strategy influenced by the joint aspect? By reaching out to other EU HORIZON 2020 projects related to the area of CBRN defence in order to invite participants from their consortium or organizations to join the JA.

   c.   Difficulties encountered during the preparation/organization phase.

      There were no significant difficulties during the preparation/organization phase.

d. Which were applicable Security/legal/ethical aspects encountered during the preparation/organisation phase? (*See Annex I for complete checklist*)

☐E.g. informed consent
☐E.g. gender considerations, if applicable in line with the EU' s policy
☐E.g. religious considerations, if applicable in line with the EU's policy
☒Other (Please specify) JCBRN Defence COE Declaration for minimizing the risk of COVID-19 spread and increasing health safety

5. The JA conduction

   a. Practical information (*upload the general information sheet to answer some these questions*)

      i. Place, time, date, etc.

      JCBRN Defence COE, Vyskov / CZE, CBRN Consequence Management Course, 22 – 26 November 2021

      ii. Participants description

         a. Number of participants

         18 from eNOTICE, partner projects and EU DG ECHO

         13 from NATO

         b. Which organisations do the participants represent?

         From eNOTICE: UCL, WMP, METU, SDIS77, CNBOP-PIB, UNITOV, VESTA, JCBRND COE

         From other EU HORIZON 2020 partner CBRN related projects: INCLUDING, NO-FEAR, FIRE-IN, BULLSEYE, PROACTIVE,

      iii. Agenda

Monday 22th November 2021		Presenter
0830 - 0835	Course Opening	COL Martínek, JCBRND COE

0835 - 0900	Course Introduction & Course Administrative Brief	OF-3 Pavlasek
0900 - 0915	Break	
0915 - 1015	CBRN Threats Overview	OF-4 Povoden
1015 - 1030	Break	
1030 - 1115	Recognition of CBRN Incident	OF-4 Povoden
1115 - 1120	Group Photo	
1120 - 1245	Lunch	
1245 - 1330	NATO's Doctrinal Approach to Consequence Management	OF-4 Steinert
1330 - 1345	Break	
1345 - 1445	Crisis Management in NATO: NATO Crisis Response System (NCRS) and NATO Crisis Management Process (NCMP)	Mr. Lannan
1445 - 1500	Break	
1500 - 1600	Crisis Management: Crisis and Consequence Management Structures (example of the Czech Republic)	Mr. Gavel
1600 - 1615	After Action Review & Next Day Program Specification	OF-3 Pavlasek
Tuesday 23th November 2021		**Presenter**
0830 - 0945	BIO CM Principles and Incident Management	OF-4 Stienstra
0945 - 1000	Break	
1000 - 1015	Syndicate Work – Scenario Introduction	OF-4 Stienstra
1015 - 1145	Syndicate Work – Team's Activity	
1145 - 1300	Lunch	
1300 - 1400	Syndicate Work – Team's Activity	
1400 - 1415	Break	
1415 - 1545	Syndicate Work – Team's Debriefing and Evaluation	OF-4 Stienstra
1545 - 1600	After Action Review & Next Day Program Specification	OF-3 Pavlasek
Wednesday 24th November 2021		**Presenter**
0830 - 0945	RAD CM Principles and Incident Management	OF-4 Pesa

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Time	Activity	Presenter
0945 - 1000	Break	
1000 - 1015	Syndicate Work – Scenario Introduction	OF-4 Pesa
1015 - 1145	Syndicate Work – Team's Activity	
1145 – 1300	Lunch	
1300 - 1400	Syndicate Work – Team's Activity	
1400 - 1415	Break	
1415 - 1545	Syndicate Work – Team's Debriefing and Evaluation	OF-4 Pesa
1545 - 1600	After Action Review & Next Day Program Specification	OF-3 Pavlasek
Thursday 25th November 2021		**Presenter**
0830 - 0945	CHEM CM Principles and Incident Management	Mr. Marks
0945 - 1000	Break	
1000 - 1015	Syndicate Work – Scenario Introduction	Mr. Marks
1015 - 1145	Syndicate Work – Team's Activity	
1145 - 1300	Lunch	
1300 - 1400	Syndicate Work – Team's Activity	
1400 - 1415	Break	
1415 - 1545	Syndicate Work – Team's Debriefing and Evaluation	Mr. Marks
1545 - 1600	After Action Review & Next Day Program Specification	OF-3 Pavlasek
1800 - 2100	Social Event	Hotel Atrium
Friday 26th November 2021		**Presenter**
0800 - 0900	Media Communication in a frame of Consequence Management	Mr. Cameron
0900 - 0915	Break	
0915 - 0930	Syndicate Work – Scenario Introduction	Mr. Cameron
0930 - 1030	Syndicate Work – Team's Activity	
1030 - 1045	Break	

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1045 - 1130	Syndicate Work – Team's Debriefing and Evaluation	Mr. Cameron
1130 - 1145	Course Closure & Diploma Ceremony	DIR/DDIR/COS
1500 - 1600	Fire Brigade in Olomouc Visit	

iv. Scenario of the exercise/tabletop/event, to provide context information, if applicable

The course was designated to introduce and describe key elements of CBRN consequence management focusing on first response and consequence management after a CBRN incident. The interactive training in the field of CBRN defence was included by organizing syndicate related tasks on CBRN consequence management with a focus to help to identify gaps in current capabilities and operations planning.

v. What is the add on that made it JA (see fig 4)?

a. Describe briefly the original event, the extra element and the overlap between those (Joint aspect)

As the JA was organized around a regular residential course at the JCBRND COE, in general there was no specific extra elements beside it was opened for eNOTICE, other HORIZON 2020 projects and EU DG ECHO. One add-on caused by combining a regular course with a JA was the common social event which brought NATO and project partner together. So, the overarching benefit of this JA was, beside the content of the course, bringing NATO and EU related project members together for an entire week to exchange their views and experiences in sense of practical NATO – EU and civil – military cooperation.

b. Which parts are covered by external partners?

External partners took over the same role as regular participants and students of this course. The course content was delivered by lecturers also from outside the organization.

c. To what extent did the joint aspect influence the scenario (if applicable)?

The scenarios provided in the various syndicate sessions were not specifically designed for the JA – they were developed accordingly the regular course curriculum.

b. Were there any extra briefings because of the JA?

The lead-in briefing reflected the special situation of this course functioning as a JA. There also was a debriefing at the end of the course for eNOTICE and partner projects as well as a visit at the fire-brigade in Olomouc, organized by the participant representing FIRE-IN.

c. If suspension (unplanned): why?

N/A

d. Did any external events have an effect on the conduction of the JA? (e.g. COVID-19)

Everything was organized in connection with the current COVID-19 regulations.

e. Security/legal/ethical aspects encountered? --> if yes, see security/legal/ethical aspects questionnaire

There was an overall lead-in briefing which encompasses also JCBRND COE specific security aspects.

6. The evaluation

b. What debrief/evaluation sessions did you host?

☒ Hot debrief

☐ Cold debrief

☒ Other There was also an online after-course review for course participants.

    i. Was there enough time for the evaluation sessions of the JA? Why (not)?
Yes

b. Reflection on objectives and lessons identified
    i. Cost efficiency:

      a. Leading questions:
        1.) Where were extra resources needed, and where could resources be combined?
Resources for transportation from the Hotels to the Centre could have been combined.

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        2.) Were more resources needed, or less in comparison with if the original exercise and the joint aspect (fig 4.) would have been separated?
N/A

      b. Human resources
        1.) Number of person-months (person hours/ FTE's per month/ human effort/ employee months) for JA organisation and duration, if applicable.
PM: 5
Duration: 3

2.) Which actors were involved?

DDIR, Event Coordinator, Admin Section, Support Department

c. Material resources (JA only)

1.) Which material resources did you use for the JA? Fill in where relevant, see below.

2.) Were this extra resources needed for the JA or was it combined (Extra/Combined)? See below.

3.) Where the resources owned by the TC or from external parties? See below.

Accommodation	Extra/combined	Own/not own
☐ **Tents**	☐Extra	☐Own
	☐Combined	☐Not Own
☒ **(hotel) rooms**	☐Extra	☐Own
	☐Combined	☒Not Own
☐ **Other** enter text here	☐Extra	☐Own
	☐Combined	☐Not Own

Transport	Extra/combined	Own/not own
☒ **Shuttle bus**	☒Extra	☐Own
	☐Combined	☒Not Own
☒ **Other – during arrival and departure**	☐Extra	☒Own
	☐Combined	☐Not Own

Food	Extra/combined	Own/not own
☒ **Drinks**	☒Extra	☐Own
	☐Combined	☒Not Own
☒ **Lunch**	☒Extra	☐Own
	☐Combined	☒Not Own

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	Extra/combined	Own/not own
☒ **Dinner**	☐ Extra	☐ Own
	☒ Combined	☒ Not Own
☒ **Other – social dinner**	☒ Extra	☐ Own
	☐ Combined	☒ Not Own

Safety	Extra/combined	Own/not own
☐ **Traffic signs**	☐ Extra	☐ Own
	☐ Combined	☐ Not Own
☐ **Badges**	☐ Extra	☐ Own
	☐ Combined	☐ Not Own
☐ **Demarcation ribbon**	☐ Extra	☐ Own
	☐ Combined	☐ Not Own
☐ **Whistles**	☐ Extra	☐ Own
	☐ Combined	☐ Not Own
☐ **Fire extinguishers**	☐ Extra	☐ Own
	☐ Combined	☐ Not Own
☐ **Other** enter text here	☐ Extra	☐ Own
	☐ Combined	☐ Not Own

Recording/dissemination	Extra/combined	Own/not own
☒ **Cameras/webcams**	☐ Extra	☒ Own
	☐ Combined	☐ Not Own
☐ **Audio recorders**	☐ Extra	☐ Own
	☐ Combined	☐ Not Own
☐ **Headphones**	☐ Extra	☐ Own
	☐ Combined	☐ Not Own
☒ **Other** Microphones	☐ Extra	☒ Own
	☐ Combined	☐ Not Own

Locations	Extra/combined	Own/not own

☒ **Auditorium/lecture hall**	☐Extra	☒Own
	☐Combined	☐Not Own
☒ **(Class)rooms**	☐Extra	☒Own
	☐Combined	☐Not Own
☐ **Other** enter text here	☐Extra	☐Own
	☐Combined	☐Not Own

Other: Enter text here

d. Financial resources (estimations)

1.) What were the total material costs of the JA?

8,000 – 9,000 EUR

2.) How was the eNOTICE budget split?

4,000 EUR for the event, 5,000 EUR for invited guests from other HORIZON 2020 projects

3.) Was the project budget sufficient?

1. Explain why/why not

e-Notice budget was sufficient only if transport costs (bus) co-funded via JCBRN Defence COE multinational budget

ii. Mutual benefits

a. Elaborate on the mutual benefits for both collaborating organisations and participants:

1.) For the organising TC and for the Joint aspect

The benefit was information exchange between NATO and EU HORIZON 2020 and EC (DG ECHO) related students. A very rare example of practical NATO – EU cooperation for

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practitioners and policy makers without any political driven
challenges.

2.) For the TC's of the network
Enhancing their knowledge in the area of CBRN Consequence
Management.

b. Elaborate on the mutual benefits for other attending parties (if
applicable)? (0=no benefit, 10= great benefit), and explain your
answer:

1.) Industry

	No benefit									Great benefit
6. industry	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☐	10☐
Please explain your answer	Enter text here									

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	No benefit									Great benefit
7. External training centres and training professionals	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Please explain your answer	Getting knowledge and inside into NATO procedures on handling CBRN Consequence Management									
8. EU and national projects	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Please explain your answer	Getting knowledge and inside into NATO procedures on handling CBRN Consequence Management									
9. Policy makers	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Please explain your answer	Information exchange between NATO and EU related students and participants.									
10. Organisers	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Please explain your answer	The conduct of this JA was another possibility for the JCBRND COE to show their ability in NATO – EU cooperation.									

    c. Elaborate on the societal increased benefits of this JA?

      Information exchange and networking between different organization on both sides, the EU and NATO.

    d. What were the mutual lessons identified?

      For the JCBRN Defence COE to consider and finding possibilities to open this NATO approved course for students from EU organizations and projects.

    e. To what extent were your expectations met in terms of

      1.) Attendance of participants?

        As the maximum number of students were even exceeded, the expectations have been fully met.

      2.) Contributions of participants?

        Due to the broad variety of knowledge, experience, and skills of the participating students the discussions and results especially in the practical syndicate work were very sufficient.

  iii. Please elaborate on whether your other objectives (if any) met in this JA?

    The objective regarding enhancing NATO - EU cooperation has been fully met.

c. Utility of templates/reporting checklist

  i. What templates were used from the project, and what own templates were used (if applicable)?

    ☒ Informed consent form

    ☒ General information sheet

☐ Observer's protocol

☐ Objectives, expected results and evaluation criteria

☐ Logistic requirements

☐ Exercise roles and responsibilities

☐ Preparation and organisation

☐ Communication about the exercise

☐ Observer's protocol

☐ Cost evaluation sheet

☐ Evaluation and debriefing forms (new form)

☐ Example of follow up

☐ Specific actions/ area of attention for JOINT activities

☐ Legal/ethical/security checklist

☐ Example of a registration form for external participants

ii. Please provide feedback on the project templates, if you used them (answer per used template).

    a. Ease of use (0=very difficult to use, 10= very easy to use)

    b. Clarity of the template (0= not clear at all, 10=very clear)

    c. Usefulness of the template (0= not useful at all, 10=very useful)

    d. do you have any additions to the project template?

    …

Informed consent form	Not (…) at all									extremely (…)
Easy to use	1☐	2☐	3☐	4☒	5☐	6☐	7☐	8☐	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☒	6☐	7☐	8☐	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☒	6☐	7☐	8☐	9☐	10☐
Do you have any additions to the project template?	Enter text here									

       iii.   Were you satisfied with the reporting checklist?

☐Yes

☐No

       iv.   Please explain your answer

I let the above question open as this template is difficult to use for this specific and very special JA as it was combined with a regular course and not with an exercise as usual.

d. Any other aspects that were not addressed in the reporting checklist?

No

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European Network of CBRN Training Centers

Annex 6. Copy of the 'General Information Sheet' completed by the organisers of the Vyškov JA
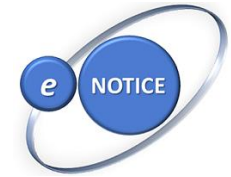
General Information Sheet eNOTICE for a Joint Activity

Part A: Summary description of the objectives and topic of the CBRN Exercise

Main activity	Invited activity
eNOTICE Joint Activity (JA) at the JCBRN Defence Centre of Excellence (JCBRN Defence COE) in conjunction with the CBRN Consequence Management Course.	eNOTICE Consortium members and / or members of their organizations as well as invited other CBRN defence related HORIZON 2020 projects

Invited activity content:

- INCLUDING

- NO-FEAR

- FIRE-IN

- BULLSEYE

- PROACTIVE

- MELODY

will take part as regular students in this course. The maximum number of course students is limited to 30 seats. As this is an approved NATO course there will be a mixture of students coming

European Network of CBRN Training Centers

from NATO Command Structure (NCS) and NATO Force Structure (NFS), and from eNOTICE and partner projects.

1	Type of activity and contact details of the hosting exercise	Type of activity and contact details of the invited activity
Organizing partner: JCBRN Defence COE CBRN Consequence Management Course, **from 22 to 26 November 2021:** The aim is to introduce and describe CBRN Consequence Management, NATO Crisis Management Concept, organisations, systems, and procedures including Cooperation and Partnership initiatives in CBRN Crisis/Consequence Management to NATO and Partner Nation officers and their civilian equivalents. - The syndicate work will be held in the Syndicate rooms and audience will be divided into groups. Teams will provide solution of given tasks.	External participants will participate in the course as eNOTICE students and observers (if the limited number of available seats are exceeded). The national experts will follow the whole training course (1 week). eNOTICE partners will participate as students in the whole training course (1 week).

2	Objectives and evaluation criteria of the hosting exercise	Objectives and evaluation criteria of the invited activity
Learning Objectives of the course: - Identify principal NATO CM bodies, systems and procedures, and explain the NATO CM process;	N/A

- Explain CM after CHEM incident;

- Explain CM after BIO incident;

- Explain CM after RAD/NUC incident;

- Explain Lessons Learned from recent NATO commitments and exercises, identify the importance of Rules of Engagement, Process and Public Information during the planning and implementation of Crisis Response Operations.

Evaluation criteria:

During the lessons the participants are familiarized with:

- NATO Crisis management bodies, system and process;
- Chemical consequence management;
- Biological consequence management;
- Radiological consequence management;
- Lessons Learned from CM operation and exercise.

The syndicate work is based on the team cooperation with following tasks:

- Find the solution of a given problem during syndicate work with team;
- The team leader will present the plan for solving the given problem to the audience.

3	**Main scenario: short description**	**Description of the invited activity**
	Regarding the CBRN Consequence Management Course, the students / course participants, after having had received a full set of theoretical lectures and necessary background information, are now to prove their theoretical skills in a syndicate work.	N/A

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4	**Facilities used for the activity**	**If relevant, extra facilities needed for the activity**
	- JCBRN Defence COE Classroom; - Syndicate rooms.	N/A

5 Profile of the participants of the hosting exercise	Profile of the participants of the invited activity
- Key military and civilian personnel of consequence management structures (e.g. police, firefighters, health services, hospitals, military, civil defence); - Emergency management authorities; - Specialist teams such as counter-terrorist units or investigators.	N/A

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Part B: Practical organisation – Agenda (Draft) – <u>Information for the CBRN Consequence Management course participants</u>

Monday 22th November 2021		Presenter
0830 - 0835	Course Opening	DIR/DDIR/COS
0835 - 0900	Course Introduction & Course Administrative Brief	OF-3 Pavlasek
0900 - 0915	Break	
0915 - 1015	CBRN Threats Overview	OF-4 Povoden
1015 - 1030	Break	
1030 - 1115	Recognition of CBRN Incident	OF-4 Povoden
1115 - 1120	Group Photo	
1120 - 1245	Lunch	
1245 - 1330	NATO's Doctrinal Approach to Consequence Management	OF-4 Steinert
1330 - 1345	Break	
1345 - 1445	Crisis Management in NATO: NATO Crisis Response System (NCRS) and NATO Crisis Management Process (NCMP)	Mr. Lannan
1445 - 1500	Break	
1500 - 1600	Crisis Management: Crisis and Consequence Management Structures (example of the Czech Republic)	Mr. Gavel
1600 – 1615	After Action Review & Next Day Program Specification	OF-3 Pavlasek
Tuesday 23th November 2021 / BIO Consequence Management		Presenter
0830 - 0945	BIO CM Principles and Incident Management	OF-4 Stienstra
0945 - 1000	Break	
1000 - 1015	Syndicate Work – Scenario Introduction	OF-4 Stienstra
1015 - 1145	Syndicate Work – Team's Activity	

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Time	Activity	Presenter
1145 – 1300	Lunch	
1300 - 1400	Syndicate Work – Team's Activity	
1400 - 1415	Break	
1415 - 1545	Syndicate Work – Team's Debriefing and Evaluation	OF-4 Stienstra
1545 - 1600	After Action Review & Next Day Program Specification	OF-3 Pavlasek
Wednesday 24th November 2021 / RAD Consequence Management		**Presenter**
0830 - 0945	RAD CM Principles and Incident Management	OF-4 Pesa
0945 - 1000	Break	
1000 - 1015	Syndicate Work – Scenario Introduction	OF-4 Pesa
1015 - 1145	Syndicate Work – Team's Activity	
1145 – 1300	Lunch	
1300 - 1400	Syndicate Work – Team's Activity	
1400 - 1415	Break	
1415 - 1545	Syndicate Work – Team's Debriefing and Evaluation	OF-4 Pesa
1545 - 1600	After Action Review & Next Day Program Specification	OF-3 Pavlasek
Thursday 25th November 2021 / CHEM Consequence Management		**Presenter**
0830 - 0945	CHEM CM Principles and Incident Management	Mr. Marks
0945 - 1000	Break	
1000 - 1015	Syndicate Work – Scenario Introduction	Mr. Marks
1015 - 1145	Syndicate Work – Team's Activity	
1145 – 1300	Lunch	
1300 - 1400	Syndicate Work – Team's Activity	
1400 - 1415	Break	
1415 - 1545	Syndicate Work – Team's Debriefing and Evaluation	Mr. Marks

1545 - 1600	After Action Review & Next Day Program Specification	OF-3 Pavlasek
1800 - 2100	Social Event	OF-3 Vitaskova
Friday 26th November 2021 / Media Communication		
0800 - 0900	Media Communication in a frame of Consequence Management	Mr. Cameron
0900 - 0915	Break	
0915 - 0930	Syndicate Work – Scenario Introduction	Mr. Cameron
0930 - 1030	Syndicate Work – Team's Activity	
1030 - 1045	Break	
1045 - 1130	Syndicate Work – Team's Debriefing and Evaluation	Mr. Cameron
1130 - 1145	Course Closure & Diploma Ceremony	DIR/DDIR/COS
1145 – 1300	Lunch	
1300 – 1400	eNOTICE Debrief / Hot Wash-Up	Dr. Vybornova & eNOTICE participants & partners
1400 – 2100 (TBD)	Fire Brigade in Olomouc Visit, City-Tour, Non-Hosted Dinner	Mr. Danis (FIRE-IN)

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Part C: Practical organisation – To be communicated to all organisations/persons who registered for participation

Practical information	
Dates:	22 – 26 November 2021
Location: JCBRN Defence COE, Víta Nejedlého, 682 03 Vyškov, Czech Republic	
Meetings and exercise:	JCBRN Defence COE Conference Room JCBRN Defence COE Classroom
Hotel/accommodation:	JCBRN Defence COE can arrange an accommodation for the participants. Accommodation **from 21 to 27 November 2021** will be provided in a hotel Selský Dvůr and Atrium. Prices of accommodation are published at https://www.selskydvur.eu/en and at https://www.hotelatrium.eu/en JCBRN Defence COE will confirm the booking based on the registration. The payment is the responsibility of a hotel guest and will be due after arrival.
Contact person:	**Name:** MAJ Eva Vitásková
	Mobile: +420603 273 840
	E-mail: vitaskovae@jcbrncoe.org
Deadline for registration for the activity:	12 October 2021
Transfer information	
By plain:	The nearest airport (Brno) is located about 35 kilometers west of Vyškov. Other airports that can be used are Vienna (180 Kms) and Prague (260 Kms). From Vienna or Prague airports, participants can use the bus or railway connection to Brno and then to Vyškov
By car:	From Prague/Brno take motorway D1 (E50/E462) and exit at Junction 226 towards Vyskov. Continue on this road until the T-Junction and turn right towards Vyskov. On your left there is AVANTI garage, turn left and continue down this road until you reach the T-Junction. At the T-Junction (the hospital is in front of you), turn left and then take your first right and continue down this road until you reach the end. At the roundabout turn left, and continue on this road where you will pass a Casino on your left. After approximately 200m the road will fork, take the right turn, which will take you up a hill. The Military Barracks are now on your left. **GPS:** 49 18'14908"N

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	16 58'87792"E
	Transportation during the Joint Activity:
	JCBRN Defence COE will provide daily transportation from the above stated hotels in the morning and back in the afternoon. All other travel arrangements are to be made individually.

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Annex 7. Copy of the 'Reporting Checklist' completed by the organisers of the Dortmund JA

7. Preparation/organization

   a. Context and Objectives

   Objectives for FDDO
   - Improvement of coping capacity of different units concerning their tasks
   - Test and improve operating procedures of first intervention, HazMat containment, decontamination and casualty treatment
   - Training of decontamination of vulnerable people (decontamination unit of FDDO)
   - Training of reconnaissance using aerial systems (communication unit of FDDO)
   - Training of critical situation (psychological care unit of FDDO)

   Objectives for the invited experts
   - Observation and identification of the interplay between the actors on scene
   - Reflection on the added value of opening activities up to other stakeholders in the field of safety and security with focus on CBRN threats
   - Identification of opportunities to raise the understanding within the triangle: rescue units – industry – scientists

   Objectives for the partners & observers
   - Identification of opportunities to strengthen the network of CBRN Training Centres;
   - Identification of best practices to share with the eNOTICE community;
   - Identification of input for ongoing eNOTICE Tasks.

   Objectives for PROACTIVE
   - To involve and engage with Civil Society (members of the public as volunteers) in CBRNe exercise with at least 15% of these representing vulnerable groups.
   - To evaluate the effectiveness of First Responders to recognise vulnerable people during the exercise.
   - To evaluate the effectiveness of First Responders in supporting and assisting vulnerable people during the CBRNe exercise, through response measures (e.g. tools, equipment, procedures) which are adapted to the needs of vulnerable persons.
   - To evaluate the effectiveness of PROACTIVE pre-incident information and awareness during emergency communication with the public.
   - To evaluate if communication with the public during the exercise is pitched at an appropriate level in terms of language, complexity and channels.

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- To test the technical aspects of the PROACTIVE App in a live exercise environment.
- To evaluate the effectiveness of the PROACTIVE App in supporting the needs of Civil Society (e.g. communication needs, better information exchange).

To develop the understanding of factors that influence public compliance during CBRNe incidents.

b. Communication and dissemination strategies

		Very un-successful									Very successful
3.	In your opinion, to what extent were you successful in communicating your expectations to the participants?	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☒ 9☐									10☐

Please explain your answer:

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The mixed group of natural people also with a handicap and injury actors pointed out the differences between a normal and an artificial behaviour. Especially the people with disabilities tried to escape without crying which makes it difficult for sensing them. Panic is the reaction on the unknown situation and leads to an uncontrolled escape reflex. It needs further tests with focus on that before a statement can be made to the influencing factors.

i. What means of (active / passive) communication to the participants did you use?

☒E-mail
☒Teleconference tools
☐Newsletters
☒Own website
☐eNOTICE platform
☒Verbal briefing

☒Other (please specify): social media

    ii.   How did you disseminate the JA to external organisations?

☒Via the eNOTICE platform
☒Via e-mail to the attendants
☐Via own website
☐Via social media
☐Via press/ traditional media
☐Other (please specify): Enter text here

   iii.   To what extent was your dissemination strategy influenced by the joint aspect?

The joint partner (here DHPol) supported by using their channels and networks

c.   Difficulties encountered during the preparation/organization phase.

Different understanding of the end-user needs that results in discussions concerning the structure of the exercise (expectations of joint activity were partly not conformable with the SOPs of FDDO). After the exercise there were minor critical voices from experts that they missed some aspects. We were not aware of those. From our point of view, these points were not clearly communicated before the exercise by the project consortium Proactive.

d.   Which were applicable Security/legal/ethical aspects encountered during the preparation/organisation phase? (*See Annex I for complete checklist*)

☒E.g. informed consent
☒E.g. gender considerations, if applicable in line with the EU' s policy
☐E.g. religious considerations, if applicable in line with the EU's policy
☐Other (Please specify) Klik of tik om tekst in te voeren.

8.   The JA conduction

a. Practical information (*upload the general information sheet to answer some these questions*)

    i. Place, time, date, etc.

        Dates: 06. May (project meeting) – 07. May (joint activity)

        Location: Ausbildungszentrum der Feuerwehr (ABZ) – Training centre of the FDDO, Seilerstr. 15, 44147 Dortmund, Germany

    ii. Participants description

        a. Number of participants

            130 members of the fire brigade Dortmund

            24 volunteers (civil society)

            14 participants eNotice

            34 participants PROACTIVE

        b. Which organisations do the participants represent?

- General Fire Service (professional and volunteer)
- Decontamination Unit
- Command and Control Structure
- Psychological Care Unit of FDDO
- Invited experts: CBRN stakeholders, mainly first responders and experts involved in Research, Development and Innovation of unmanned systems and CBRN
- Recruited volunteers: Civilians without former understanding of CBRNe or any disaster management in particular. Some civilians will have certain vulnerabilities (e.g. visual, hearing or mobility vulnerabilities etc.)
- Invited consortium partners: Performing key roles and responsibilities to enable an exercise including (vulnerable) civilians (e.g. handling of personal belongings, consent form processes, ensuring dignity throughout the exercise, evaluation etc.)
- Invited guests: CBRNe experts, first responders, ethics experts and representatives of civil society organisations (PROACTIVE advisory board members) and VIPs that observe the exercise and provide valuable feedback for PROACTIVE research activities.

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iii.   Agenda

Friday, 06th May 2022 - Introduction		
1300	*Welcome coffee / tea*	
1400	Welcome & Introduction	O. Nestler & S. Pratzler (FDDO)
1410	Theoretical presentation of the Full Scale Exercise	O. Nestler (FDDO)
1430	Presentation of exercise objectives	T. Godwin (PROACTIVE)
	Coffee / Tea in between	
1500	Visit of the site (FDDO)	O. Nestler & S. Pratzler (FDDO)
1530	Summary & Outlook (FDDO)	S. Pratzler (FDDO)
1700	*Official Dinner in Dortmund for eNotice partners (see information)*	

Saturday, 7th May 2022 – Full Scale Exercise		
0800	Registration of Participants	FDDO & PROACTIVE
0830	Welcome and instructions	O. Nestler & S. Pratzler (FDDO)
0900	Demonstration of the Full Scale Exercise	O. Nestler (FDDO)
	Coffee / Tee in between	
1130	Wrap-up of Full Scale Exercise	O. Nestler & S. Pratzler (FDDO)
1230	*Lunch*	
1400	Closing & Discussions between participants	FDDO & PROACTIVE

iv.   Scenario of the exercise/table top/event, in order to provide context information, if applicable

A freight train transporting various chemicals crashed on the open route, in the immediate vicinity of a railway station. As a result of the accident, an unknown substance escapes from a tank wagon. The escape of the unknown substance creates a toxic cloud, which moves in the direction of the train station. In the further course of use, the substance is identified as acrylonitrile. The Fire Department of Dortmund receives the message that around 20 people in the adjacent train station are suffering from various symptoms after possible exposure to the hazardous substance. The symptoms range from nausea and discomfort, irritation of the eyes and mucous membranes to breathing difficulties and coughing. With the help of a drone, from the telecommunications unit, the area of the accident site and the station are explored in order to locate other injured people. The decontamination unit is requested, that people are affected and can start decontaminating the injured. In addition, the psychological care unit of FDDO who take care of those affected are alerted during the operation.

v.   What is the add on that made it JA (see fig 4)?

   a.   Describe briefly the original event, the extra element and the overlap between those (Joint aspect)

   Practical training of the FDDO in the field of CBRN with focus on decontamination procedures of vulnerable population

   Contribution of (vulnerable) civil volunteers recruited by PROACTIVE to evaluate the engagement between FDDOs first responders and a diverse group of supposedly affected civilians in a CBRNe environment.

   The profile of the invited experts is: first response practitioners (fire & rescue, police, military, emergency medical services), lecturers from CBRN Training Centres and academics or developers involved in research to improve CBRN preparedness, psychological care units.

   b.   Which parts are covered by external partners?

   Caused by some technical problems with FDDO drones, fire department of Werl was requested for support and they participated with a fotokite (wired drone).

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The injured persons were partly real vulnerable people and a certain part was represented by actors. The actors were necessary for the psychological care unit to train their skills.

c. To what extent did the joint aspect influence the scenario (if applicable)?

The JA did not extent the scenario

Were there any extra briefings because of the JA?

Yes. Weekly briefings. There were many aspects to clarify (ethical, security, safety, dissemination…)

b. If suspension (unplanned): why?

Enter text here

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c. Did any external events have an effect on the conduction of the JA? (e.g. COVID-19)

In order not to influence the readiness of the fire department, the exercise had to be coordinated with the city's calendar of events and the city's CoViD guidelines also had to be taken into account

d. Security/legal/ethical aspects encountered? --> if yes, see security/legal/ethical aspects questionnaire

Due to the participation of the civilian population in particular, these aspects had to be given special consideration.

9. The evaluation

c. What debrief/evaluation sessions did you host?

☒ Hot debrief

☒ Cold debrief

☐ Other Enter text here

i.   Was there enough time for the evaluation sessions of the JA? Why (not)?

Yes, planned before and included in the agenda

b. Reflection on objectives and lessons identified

i.   Cost efficiency:

    a. Leading questions:

       1.) Where were extra resources needed, and where could resources be combined?

Klik of tik om tekst in te voeren.Due to the structure of the JA and the included scenario additional material and equipment for the fire fighters was needed. There was not enough material in stock and had to be bought. Afterwards the additional material can be used for training purposes.

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       2.) Were more resources needed, or less in comparison with if the original exercise and the joint aspect (fig 4.) would have been separated?

Yes. Due to the structure and scenario oft he JA, it was necessary to rise the number of participants and ressources to allow the realisation of the requirements of the joint aspect

    b. Human resources

       1.) Number of person-months (person hours/ FTE's per month/ human effort/ employee months) for JA organisation and duration, if applicable.

PM: 6 PM

Duration: 1,5 year

2.) Which actors were involved?

The proactive partner take different roles for the exercise (planning, logistical, and observing) and involved some external observers from CSAB and ESAB.

Concerning more details, see before

c. Material resources (JA only)

1.) Which material resources did you use for the JA? Fill in where relevant, see below.

2.) Were this extra resources needed for the JA or was it combined (Extra/Combined)? See below.

3.) Where the resources owned by the TC or from external parties? See below.

Accommodation	Extra/combined	Own/not own
☒ **Tents**	☒Extra	☒Own
	☒Combined	☐Not Own
☒ **(hotel) rooms**	☐Extra	☒Own
	☐Combined	☐Not Own
☐ **Other** enter text here	☐Extra	☐Own
	☐Combined	☐Not Own

Transport	Extra/combined	Own/not own
☐ **Shuttle bus**	☐Extra	☐Own
	☐Combined	☐Not Own
☐ **Other** enter text here	☐Extra	☐Own
	☐Combined	☐Not Own

Food	Extra/combined	Own/not own

⊠ **Drinks**	☐Extra	☐Own
	⊠Combined	☐Not Own
⊠ **Lunch**	⊠Extra	☐Own
	☐Combined	☐Not Own
☐ **Dinner**	☐Extra	☐Own
	☐Combined	☐Not Own
⊠ **Other** enter text here	⊠Extra	☐Own
	⊠Combined	☐Not Own

Safety	Extra/combined	Own/not own
☐ **Traffic signs**	☐Extra	☐Own
	☐Combined	☐Not Own
⊠ **Badges**	⊠Extra	☐Own
	⊠Combined	☐Not Own
⊠ **Demarcation ribbon**	☐Extra	⊠Own
	☐Combined	☐Not Own
☐ **Whistles**	☐Extra	☐Own
	☐Combined	☐Not Own
⊠ **Fire extinguishers**	☐Extra	⊠Own
	☐Combined	☐Not Own
⊠ **Other** vests, safety equipment	⊠Extra	⊠Own
	☐Combined	☐Not Own

Recording/dissemination	Extra/combined	Own/not own
⊠ **Cameras/webcams**	⊠Extra	⊠Own
	⊠Combined	☐Not Own
⊠ **Audio recorders**	⊠Extra	☐Own
	☐Combined	☐Not Own
☐ **Headphones**	☐Extra	☐Own

	Extra/combined	Own/not own
	☐Combined	☐Not Own
☒ **Other** radio communication	☐Extra	☒Own
	☐Combined	☐Not Own

Locations	Extra/combined	Own/not own
☒ **Auditorium/lecture hall**	☐Extra	☒Own
	☐Combined	☐Not Own
☒ **(Class)rooms**	☐Extra	☒Own
	☐Combined	☐Not Own
☒ **Other** vehicle hall, mensa	☐Extra	☒Own
	☐Combined	☐Not Own

Other: Enter text here

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d. Financial resources (estimations)

1.) What were the total material costs of the JA?

8.046€

2.) How was the eNOTICE budget split?

The material costs were splitted: One part was covered by eNOTICE (2.781€) and the other by own resources of the fire department (5.265€)

3.) Was the project budget sufficient?

1. Explain why/why not

The project budget was not sufficient, the material used had to be procured because the quantity was not available and is generally very expensive. The fire department covered a part of the costs incurred.

ii. Mutual benefits

a. Elaborate on the mutual benefits for both collaborating organisations and participants:

1.) For the organising TC and for the Joint aspect

The real benefit for all was the participation of vulnerable people even for themselves.

The FDDO personnel was not inaugurated before the exercise, so they were "surprised", especially because usually actors are playing disabled / vulnerable people. FDDO units learned a lot about the handling of people with a handicap and other way around, the vulnerable people learned a lot about dangerous situations and the fire fighters work.

2.) For the TC's of the network

The experience with "real" vulnerable people participating in an exercise like this is not very pronounced for everybody. Therefore the representatives of the observing TC's were strongly interested. The good experience may lead to a greater involvement of different groups of the society (vulnerable / not vulnerable) in further exercises.

b. Elaborate on the mutual benefits for other attending parties (if applicable)? (0=no benefit, 10= great benefit), and explain your answer:

1.) Industry

	No benefit									Great benefit
11. industry	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐	9☐	10☐
Please explain your answer	No participation									
12. External training centres and training professionals	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐

Please explain your answer	The structures of the fire department, their approach and the work processes (SOPs) could be conveyed									
13. EU and national projects	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Please explain your answer	The structures of the fire department, their approach and the work processes (SOPs) could be conveyed									
14. Policy makers	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Please explain your answer	The structures of the fire department, their approach and the work processes (SOPs) could be conveyed									
15. Organisers	1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☒	9☐	10☐
Please explain your answer	The structures of the fire department, their approach and the work processes (SOPs) could be conveyed									

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c. Elaborate on the societal increased benefits of this JA?

As mentioned above the mutual understanding was the outstanding point which pushed the exercise. Fire fighters and vulnerable people got a deeper insight and feeling / impression for the processes. Both sides declared that they learned a lot and that this exercise reduced the fear of contact.

d. What were the mutual lessons identified?

The challenge for the fire fighters were the vulnerable people. They were surprised and insecure in their actions. How to decontaminate a blind person or a person sitting in a wheelchair? After this exercise the rescue units have more security how to handle situations with vulnerable people, as such situations are not as "daily business" and the management of situations with not vulnerable people. On the other hand the distance and even

misunderstanding of the processes of the fire department from the point of view of the vulnerable people was reduced. This will / can lead to influence their behaviour.

e. To what extent were your expectations met in terms of MA

   1.) Attendance of participants?

      Enter text here

   2.) Contributions of participants?

      Enter text here

iii. Please elaborate on whether your other objectives (if any) met in this JA?

Yes, the objectives have been achieved. On one hand, the civil volunteers could be brought closer to the structures and work processes of the rescue units. On the other hand, rescue units could practice dealing with vulnerable groups.

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c. Utility of templates/reporting checklist

i. What templates were used from the project, and what own templates were used (if applicable)?

☐ Informed consent form

☒ General information sheet

☒ Observer's protocol

☒ Objectives, expected results and evaluation criteria

☒ Logistic requirements

☐ Exercise roles and responsibilities

☐ Preparation and organisation

☒ Communication about the exercise

☒ Observer's protocol

☐ Cost evaluation sheet

☒ Evaluation and debriefing forms (new form)

☐ Example of follow up

☐ Specific actions/ area of attention for JOINT activities

☒ Legal/ethical/security checklist

☒ Example of a registration form for external participants

ii. Please provide feedback on the project templates, if you used them (answer per used template).

  a. Ease of use (0=very difficult to use, 10= very easy to use)

  b. Clarity of the template (0= not clear at all, 10=very clear)

  c. Usefulness of the template (0= not useful at all, 10=very useful)

  d. do you have any additions to the project template?

  …

Informed consent form	Not (…) at all									extremely (…)
Easy to use	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Clarity of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Usefulness of the template	1☐	2☐	3☐	4☐	5☐	6☐	7☒	8☐	9☐	10☐
Do you have any additions to the project template?	Enter text here									

iii. Were you satisfied with the reporting checklist?

  ☒Yes

  ☐No

iv. Please explain your answer

  The checklist is easy to use and clarity and usefulness to the template.

d. Any other aspects that were not addressed in the reporting checklist?

Enter text here

Annex 8. Copy of the 'Reporting Checklist' completed by the organisers of the Ranst JA

Campus Vesta's Joint Activity- Reporting checklist

CONTEXT

VESTA is a multidisciplinary (for fire fighters, paramedics and police officers) training centre (TC) in Ranst, Belgium. As a training centre, it is responsible for the practical and theoretical training and education of first responders in the province of Antwerp. VESTA also trains first responders outside of the province. In addition to this, VESTA is the training centre for CBRN in Flanders. This means that VESTA also conducts CBRN training and education. Additionally, VESTA, together with University of Antwerp, Vrije Universiteit Brussel, University of Gent and the KU Leuven, de Royal Military Academy and the Flemish professional association for nurses (NVKVV), hosts a postgraduate degree in disaster management. VESTA is also active in multiple European projects, focussed on (CBRN) training, collaboration and innovations. One of these projects is the ISF project MELODY, which focusses on the creation of a harmonised CBRN curriculum. eNOTICE is another one of these projects. eNOTICE and MELODY worked together during this Joint Activity. On top of that, a new application (an online observation module) was tested and validated that was developed in cooperation with Campus VESTA.

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OBJECTIVES

- Dissemination of the MELODY harmonised CBRN training curriculum
- Examination for the students of the Postgraduate course Disaster Management
- Multidisciplinary Training opportunity for first responders (firefighters, paramedics, police officers) of the Province of Antwerp
- Validation of the digital evaluation module

COMMUNICATION STRATEGY

We had four groups that we needed to communicate to, which required a careful tracking of what was send to who, and to make sure that the participants were not accidentally informed wrongly. We had to communicate to the following four groups:

- eNOTICE consortium
    - about the consortium meeting
    - about the TTT of 1 day
    - about the policy meeting
    - about the exercise
- MELODY consortium
    - About the consortium meeting and training event on Monday and Tuesday
    - About the TTT of 2 days
- Group of trainers
    - About the TTT of 2 days
- Group of decision makers
    - About the TTT of 1 day
    - About the policy meeting

On top of communicating to these groups, firstly we had to recruit the trainings and decision makers. This was done by promoting the event in the eNOTICE forum and social media, at the VESTA social media and via MELODY. On top of that, VESTA mentioned the activity to project partners of related projects during events and such. MELODY also organised an introductory webinar about the TTT on the 8th of march, to give TCs a short introduction in to what they could expect for the event, and to motivate those that were perhaps not sure about attending.

We contacted the eNOTICE network, and the wider eNOTICE catalogue of training centers.

The registration of participants was as follows. Firstly the had to be aware of the event that was coming, and they had to be aware of the fact that there would be cost compensation up to a certain amount. eNOTICE would pay for the travel costs (up to 200 euros) and hotels (3 nights) of the decision makers, and MELODY for the trainers. This was to motivate TCs, and make sure there were not budgetary restraints preventing them from attending. the event was communicated on the social media of VESTA, eNOTICE and MELODY. People were redirected to the pre-registration form. In the form, it was made clear that filling it out did not automatically mean participation. This was so that the projects could filter the participants, if necessary. This was both for security reasons as well as to make sure there was a spread, and not all participants came from the same European country. The registration form also asked for consent to use the data of the participants for the event, as well as their confirmation and agreement with the conditions of reimbursement. They also had to mention if they were a trainer or a decision maker.

Informed consent:

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Please note that Campus VESTA, the eNOTICE project and the MELODY project have access to the results of this pre-registration. this is to make sure that we can keep up to date w.r.t. the amount of people who registered, who has registered and whose travel costs will be paid by the projects.

On top of that, during the event you may be photographed and/or recorded. These photos and videos can be used for disseminiation purposes of Campus Vesta, the eNOTICE project or the MELODY project.

Participant selection

In this Joint Activity, you are able to choose which events you want to partake in. Based on this, you get a participant role. These are the available roles, the target audience and the events you will follow:

eNOTICE consortium member- as an eNOTICE consortium member, you will follow the schedule provided for the eNOTICE project, and you will pay for your own travel and substance costs.

MELODY consortium member- as a MELODY consortium member, you will follow the schedule provided for the MELODY project, and you will pay for your own travel and substance costs.

Trainer following the TTT. As a trainer, you can follow the 1,5 days of train the trainer of the MELODY consortium. On top of that, your travel costs and hotel costs will be reimbursed under certain conditions.

Decision makers of training centres including TTT. As a decision maker, you will follow 1 day of a train the trainer to be introduced to the MELODY curriculum. You will also participate in the eNOTICE policy meeting about sustainability of the network and cooperation with industry. Your travel costs and hotel costs will be reimbursed under certain conditions.

Decision makers of training centres excluding TTT. As a decision maker, you will participate in the eNOTICE policy meeting about sustainability of the network and cooperation with industry. Your travel costs and hotel costs will be reimbursed under certain conditions.

Reimbursement of costs trainers

The following costs will be reimbursed:
- travel costs like airplane or train
your maximum total costs is 200 per person. Any costs above will be paid by yourself

This will be provided for you:
- 3 nights at the hotel B-INN or Aldhem, including breakfast
- Lunch on the 19th and 20th

- Dinner on the 19th

The following costs will not be reimbursed:

- travel costs above 200 per person

- items taken from the mini bar at the hotel (and other hotel facilities)

- alcoholic beverages

- lunch not provided by VESTA

- Dinner not provided by VESTA

How will you get reimbursed?

- Your hotel room will be paid for you

- Please send an invoice to SCKCEN including (copies of) detailed receipts, train tickets or boarding passes and other costs

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Reimbursement of costs decision makers:
The following costs will be reimbursed:

- travel costs like airplane or train

your maximum total costs is 200 per person. Any costs above will be paid by yourself

This will be provided for you:

- 3 nights at the hotel B-INN or Aldhem, including breakfast

- Lunch on the 19th and 20th

- dinner on the 19th

The following costs will not be reimbursed:

- travel costs above 200 per person

- items taken from the mini bar at the hotel (and other hotel facilities)

- alcoholic beverages

- lunch not provided by VESTA

- Dinner not provided by VESTA

How will you get reimbursed?

- Your hotel room will be paid for you

- Please send an invoice to Campus VESTA including (copies of) detailed receipts, train tickets or boarding pass and other costs

ROLES

BUDGETTING AND ORGANISATION

DOCUMENTATION

DEBRIEFING

Main and detailed conclusions

1. Preparation/organization

   a. Context and Objectives

Context:

The organising party was Campus Vesta (VESTA). VESTA is a multidisciplinary (for fire fighters, paramedics and police officers) training centre (TC) in Ranst, Belgium. As a training centre, it is responsible for the practical and theoretical training and education of first responders in the province of Antwerp. VESTA also trains first responders outside of the province. In addition to this, VESTA is the training centre for CBRN in Flanders. This means that VESTA also conducts CBRN training and education. Additionally, VESTA, together with University of Antwerp, Vrije Universiteit Brussel, University of Gent and the KU Leuven, de Royal Military Academy and the Flemish professional association for nurses (NVKVV), hosts a postgraduate degree in disaster management. VESTA is also active in multiple European projects, focussed on (CBRN) training, collaboration and innovations. One of these projects is

the ISF project MELODY, which focusses on the creation of a harmonised CBRN curriculum. eNOTICE is another one of these projects. eNOTICE and MELODY worked together during this Joint Activity. On top of that, a new application (an online observation module) was tested and validated that was developed in cooperation with Campus VESTA.

Having outlined the context in which the joint activity took place. The following objectives were specified for this JA:

– Dissemination of the MELODY harmonised CBRN training curriculum

– Examination for the students of the Postgraduate course Disaster Management

– Multidisciplinary Training opportunity for first responders (firefighters, paramedics, police officers) of the Province of Antwerp

– Validation of the digital evaluation module

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b. Communication and dissemination strategies

	Very un-successful									Very successful
4. In your opinion, to what extent were you successful in communicating your expectations to the participants?	1	2	3	4	5	6	7	8	9	10

Please explain your answer:

We were mostly successful in communicating our expectations to the participants. They knew what the objectives were, and most (not all) had taken a look at the material that was sent to them beforehand. Communication was a challenge in the sense that we were working with an audience consisting of 4 different target groups that all were attending with a slightly different agenda:

- Members of the MELODY consortium;

- Members of the eNOTICE consortium;

- Trainers following 1.5 days of Train The Trainer;

- Decision makers following 1 day Train the Trainer and the eNOTICE policy meeting.

This meant that all e-mails and communications had to be slightly adjusted in focus and sent out at least 4 times to all 4 different groups; this in order to get the message across.

    i. What means of (active / passive) communication to the participants did you use?

E-mail
Teleconference tools
Newsletters
Own website
eNOTICE platform
Verbal briefing
Other (please specify): Phone calls

    ii. How did you disseminate the JA to external organisations?

Via the eNOTICE platform
Via e-mail to the attendants
Via own website
Via social media
Via press/ traditional media
Other (please specify): Via a Webinar

    iii. To what extent was your dissemination strategy influenced by the joint aspect?

It was strongly influenced by the Joint Aspect. We invited visitors from all over Europe, this is not generally common for just the postgraduate exercise. On top of that, the Train the Trainer of the MELODY event required us to give more information than only about the exercise, and opened up the Joint Activity to more people from different training centres. Without any of the projects, the Train the Trainer would not have taken place, and the people would not have been invited. Thus it had a major effect on the organisation of the exercise and the JA. The exercise would of course have been disseminated, for example by local media, but the joint aspect did add more dissemination

effort, including a press notice about specifically the joint aspect and the cooperation between two European Projects at Campus Vesta (not published by (local) media).

c. Difficulties encountered during the preparation/organization phase.

In the beginning, recruiting participants was difficult and we were initially disappointed by the amount of registrations. In order to negate this, we extended the deadline to sign up, and increased our dissemination efforts. This worked and we were satisfied with the number of participants that attended the event.

d. Which were applicable Security/legal/ethical aspects encountered during the preparation/organisation phase? (*See Annex I for complete checklist*)

E.g. informed consent
E.g. gender considerations, if applicable in line with the EU' s policy
E.g. religious considerations, if applicable in line with the EU's policy
Other (Please specify) Safety and security of participants while they were observing the exercise- this was mitigated by a thorough safety briefing in combination with "guides" being available during the physical displacements of the participants-observers during the JA (FTX)

2. The JA conduction

a. Practical information (*upload the general information sheet to answer some these questions*)

i. Place, time, date, etc.

Date and time

18th of May 2022- 21st of May 2022 (eNOTICE consortium)

19th of May 2022- 20th of May 2022 (Trainers and decision makers)

Place

European Network of
CBRN Training Centers

Campus Vesta

Oostmalsesteenweg 75

2520 Ranst

Belgium

ii.   Participants description

   a.   Number of participants
        65 registered participants

   b.   Which organisations do the participants represent?
        The participants represent firstly the eNOTICE consortium and the MELODY consortium; these consortia include training centres and universities. There were also trainers and decision makers of training centres, both military and civil.

iii.   Agenda

Wednesday, 18th of May 2022- Consortium meeting	
08:15	Bus to Campus Vesta from hotels
08:45	Coffee and tea at Campus Vesta
09:15	Consortium meeting
12:30	Lunch
13:30	Presentation of the VESTA JA
14:30	Tour of the terrain
16:00	Bus back from Campus Vesta to hotels

Thursday, 19th of May 2022- Train the Trainer	
08:15	Bus to Campus Vesta from hotels
08:45	Coffee and tea at Campus Vesta
09:00	Welcome to the Campus
09:15	Melody TTT - part 1
10:45	Break
11:15	Melody TTT- part 2
12:45	Lunch
13:45	Melody TTT- part 3
15:30	Break
16:00	Melody TTT- part 4
17:00	Drinks and networking
18:00	Networking dinner

20:30	Bus from Campus Vesta to hotels

Friday, 20th of May 2022- Policy meeting	
08:15	Bus to Campus Vesta from hotels
08:45	Coffee and tea at Campus Vesta
09:00	Welcome to the Campus
09:15	eNotice policy meeting – part 1
10:45	Break
11:15	eNotice policy meeting – part 2
12:30	Lunch
13:30	Bus from Campus Vesta to hotels

Saturday, 21th of May 2022- the exercise	
08:15	Bus to Campus Vesta from hotels
08:45	Coffee and tea at Campus Vesta
9:00	Final briefing/ instructions
09:30	Observing the exercise
12:00	Lunch
13:00	Evaluation
14:00	Coffee and closing
14:30	Bus from Campus Vesta to hotels

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iv. Scenario of the exercise/table top/event, in order to provide context information, if applicable

This section will only address the scenario of the multidisciplinary exercise, not the scenario discussions done during the train the trainer. The scenario consisted of three consecutive and cumulative incidents:

1. It is storming; there are wind gusts and thunderstorms. There is a lightning strike in a chemical factory, which quickly evolves into an expanding fire. Two employees died because of the lightning strike, while eight more have serious burns, and two have difficulty breathing.

2. Meanwhile, there is a small flooding on the highway. This is causing multiple cars to slip and an accident to occur, involving more than 13 vehicles. Nine of these cars are stuck on the side of the road and they catch fire. Nine persons are stuck in their vehicles. Three persons, including a motor driver have died.

3. Because of the heavy rain, landslides have started happening near an apartment complex, this caused some of the gas pipelines to leak. The gas reached the underground parking garage and a fire has started there. The fire spread quickly through the apartment building. There are still people inside of the building. Six have been able to get outside, but they were caught in the smoke. Two of them have light burns. On top of that, there are ten people on the roof, of which four are suffering from serious burns. One person has heart problems, and two are suffering from the smoke.

v. What is the add on that made it JA (see fig 4)?

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a. Describe briefly the original event, the extra element and the overlap between those (Joint aspect)

For this JA, technically two events should be counted as the 'original event'. Firstly, the multidisciplinary field exercise organised by Campus Vesta for the examination of the students in the postgraduate degree disaster management. Secondly, a dissemination event of the ISF MELODY project to spread information about the harmonised CBRN curriculum. Seeing as the timing and the contents were closely related to the eNOTICE planning and interest, it was decided to merge the MELODY event and the eNOTICE JA together.

The extra element was not only the merging of events for the two projects, but also the presence of the eNOTICE consortium during the postgraduate exercise. For the merging of these events, it was decided to do a train the trainer and invite eNOTICE consortium members and representatives of the training centres in the network as well. Additionally, a digital observation module developed in collaboration with Campus Vesta was used during the exercise by the consortium members and guests to test and validate it.

b. Which parts are covered by external partners?

The Train the Trainer was mostly covered by the MELODY project, as an external partner. They also covered the costs of the trainers that participated in the 1,5 day train the trainer. eNOTICE covered the costs of decision makers that participated in the 1 day TTT and the policy meeting.

c. To what extent did the joint aspect influence the scenario (if applicable)?

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It did not influence the scenario of the postgraduate disaster management exercise.

b. Were there any extra briefings because of the JA?

Yes, the briefings about field exercise were in Dutch, so we created a briefing in English for the visitors. This briefing also contained background information such as:

- Safety and security rules at Campus Vesta
- The functioning of the Belgium disaster management system
- Guided tour around Campus Vesta
- Meaning of the different vests in the exercise
- How to use the digital observation module

c. If suspension (unplanned): why?

N/A

d. Did any external events have an effect on the conduction of the JA? (e.g. COVID-19)

COVID-19 did not have a direct effect on the conduction of the JA. However, it was made clear to all participants how to act in case of symptoms/ positive testing.

e. Security/legal/ethical aspects encountered? --> if yes, see security/legal/ethical aspects questionnaire

3. The evaluation

a. What debrief/evaluation sessions did you host?

Hot debrief

Cold debrief

Other Enter text here

i. Was there enough time for the evaluation sessions of the JA? Why (not)? Given the complexity of the JA, a short evaluation session was held whilst the FTX was ongoing. This was followed up by a more thorough evaluation, especially with our partners and with a view to next year's JA.

b. Reflection on objectives and lessons identified

i. Cost efficiency:

a. Leading questions:

1.) Where were extra resources needed, and where could resources be combined?

For this event, there were not many extra resources needed that VESTA did not already have. The shuttle bus were extra because of the guests, with our 'normal' exercise these would not have been used. Catering was partially our own and partially extra to make sure that we would not impact on the normal business at the school. On top of that, we created naming badges for the JA, and provided ICT infrastructure such as webcams, microphones and audio recording.

2.) Were more resources needed, or less in comparison with if the original exercise and the joint aspect (fig 4.) would have been separated?

If these had to be two separate events, more resources would have been needed, probably even twice as much or more. For example', with the JA, the costs and efforts of personnel could be divided, and some things (such as e.g. arrange transport, hotels etc.), only needed to happen once for the entire event. this meant that not only was the burden shared, it was also less because resources could be combined.

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On top of that, the JA allowed for a network event that brought many people in the CBRN field of Europe together, which allowed for fruitful discussions to occur.

Additionally, given the specifics of the FTX and bearing in mind the number of English speaking visitors, we engaged to have "guides" available.

b. Human resources

1.) Number of person-months (person hours/ FTE's per month/ human effort/ employee months) for JA organisation and duration, if applicable.

PM:

Total PMs (both projects):   6,09

    PMs (eNOTICE):   3,42

Duration: approximately 1 year, however this is difficult to put an exact number on, as we originally had a JA in 2020 which was cancelled but was prepared, and a JA in 2021 which was also cancelled. Thus we have been working on organising a JA for over 2 years, but for this specific JA, approximately a year. Some of the work done previous however was used for this JA

2.) Which actors were involved?

Team European projects, logistics and catering, financial department, ICT support, reception desk, consortium members MELODY, trainers, firefighters, police, medical emergency staff, Red Cross, civil protection, communication, ICT, Catering, Logistics

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c. Material resources (JA only)

1.) Which material resources did you use for the JA? Fill in where relevant, see below.

2.) Were this extra resources needed for the JA or was it combined (Extra/Combined)? See below.

3.) Where the resources owned by the TC or from external parties? See below.

Accommodation	Extra/combined	Own/not own
Tents	Extra	Own
	Combined	Not Own
(hotel) rooms*	Extra	Own
	Combined	Not Own
Other enter text here	Extra	Own
	Combined	Not Own

Transport	Extra/combined	Own/not own
Shuttle bus	Extra	Own
	Combined	Not Own
Other enter text here	Extra	Own
	Combined	Not Own

Food	Extra/combined	Own/not own
Drinks**	Extra	Own
	Combined	Not Own
Lunch**	Extra	Own
	Combined	Not Own
Dinner	Extra	Own
	Combined	Not Own
Other enter text here	Extra	Own

	Combined	Not Own

** Lunch and drinks were partially our own, and partially catering

Safety	Extra/combined	Own/not own
Traffic signs	Extra	Own
	Combined	Not Own
Badges	Extra	Own
	Combined	Not Own
Demarcation ribbon	Extra	Own
	Combined	Not Own
Whistles	Extra	Own
	Combined	Not Own
Fire extinguishers	Extra	Own
	Combined	Not Own
Other Coloured vests	Extra	Own
	Combined	Not Own

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Recording/dissemination	Extra/combined	Own/not own
Cameras/webcams	Extra	Own
	Combined	Not Own
Audio recorders	Extra	Own
	Combined	Not Own
Headphones	Extra	Own
	Combined	Not Own
Other Microphone	Extra	Own
	Combined	Not Own

Locations	Extra/combined	Own/not own
Auditorium/lecture hall	Extra	Own
	Combined	Not Own
(Class)rooms	Extra	Own
	Combined	Not Own

Other Terrain	Extra	Own
	Combined	Not Own

Other: Enter text here

d. Financial resources (estimations)

1.) What were the total material costs of the JA?

The part of eNOTICE was €3677,49, however the total costs were double this amount. Because this was a JA we shared the costs with another projects. This is excluding the personnel costs.

2.) How was the eNOTICE budget split?

Hotel costs for guests:	€955,90
Travel costs for guests (excl. hotels):	€400
Catering (for guests and consortium):	€2167,31
ICT necessities:	€154,28

3.) Was the project budget sufficient?

1. Explain why/why not

Because it was a Joint Activity, the project budget was indeed sufficient. We spend less then budget, partially because even though decision makers were allowed to ask up to 200 euros per guest for travel costs, most decision makers did not send an invoice (yet), thus this cost was lower than expected. On top of that, VESTA has their own busses and thus does not need to hire anyone for bus services etc., which can normally also be a significant part of the budget.

ii. Mutual benefits

a. Elaborate on the mutual benefits for both collaborating organisations and participants:

1.) For the organising TC and for the Joint aspect

This was a collaboration of two European projects (eNOTICE and MELODY), and there was the opportunity to test a digital evaluation application. For the joint aspect, there was a clear benefit: spreading information and knowledge in the form of the MELODY curriculum to the eNOTICE network, as well as outside of the network. On top of that, this:

-   Allowed networking opportunities between the partners of the projects, but also between partners of the projects and trainers and decision makers of the visiting training centres;

-   The eNOTICE project could also find out more about and use the innovative evaluation app that is being developed, and see the opportunities that are being developed in this area.

-   It is worthwhile to mention that representatives of the PROACTIVE project also attended the FTX as "visitors – observers"; this with a view to the JA taking place in May 2023.

2.) For the TC's of the network

All TC's in the network had the opportunity to get some of their travel costs reimbursed while attending this JA. This was to lower the financial burden that participation could represent. The hotel room was paid for the participants, and up to 200 euros of their travel costs. On top of that, they had two lunches and dinners paid for. The TC's could send both trainers and

policy makers to the JA, to get to know a harmonised fully developed MELODY CBRN training curriculum, and to discuss and influence the future of the eNOTICE network.

b. Elaborate on the mutual benefits for other attending parties (if applicable)? (0=no benefit, 10= great benefit), and explain your answer:

1.) Industry

	No benefit									Great benefit
16. industry	1	2	3	4	5	6	7	8	9	10
Please explain your answer	The app developers now have more knowledge about what practitioners would like to see in an evaluation app, and they were able to test/validate their application.									
17. External training centres and training professionals	1	2	3	4	5	6	7	8	9	10
Please explain your answer	All external TCs and training professionals of the eNOTICE network and outside were invited. This gave them the unique opportunity to follow the first Train the Trainer of the MELODY project and to get to know a harmonised CBRN curriculum									
18. EU and national projects	1	2	3	4	5	6	7	8	9	10
Please explain your answer	Both eNOTICE and MELODY benefited from their participation in this Joint event, both with regards to networking and dissemination, as well by sharing the burden of costs.									
19. Policy makers	1	2	3	4	5	6	7	8	9	10
Please explain your answer	Policy makers could participate in the eNOTICE policy meeting and further decide and discuss the future of the network, as well as attending the train the trainer of the MELODY curriculum, and learning about the possibilities of the European Harmonised CBRN curriculum									

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20. Organisers		1	2	3	4	5	6	7	8	9	10

Please explain your answer	VESTA has made new contacts and was able to introduce everyone to the campus. On top of that, our own trainers and decision makers could participate in the week as well. This caused further internal dissemination of both projects. They also listened to the feedback that was given during the exercise, and the TTT, and could thus make use of the knowledge of other training centres.

c. Elaborate on the societal increased benefits of this JA?

This event contributed to a further spreading of a harmonised CBRN curriculum for first responders. If more first responders were trained in this (or other CBRN curriculum) the standard of CBRN knowledge of first responders would go up. This would mean that first responders will be able to recognise a possible CBRN incident quicker, and know what to do to keep themselves and the people around them safe.

On top of that, the application can make evaluating of exercises easier, by making the evaluation online with easy to understand dashboards. This could mean that more observations could be made, and exercises could have quicker feedback for first responders. All of this allows for an aggregation of data (on the basis of multiple exercises), thus allowing for a further analysis of them.

Additionally, the international guests also gave feedback on the exercise and compared their way of working with what they were seeing in the exercise. This led to a fruitful discussion where both groups learned from each other.

d. What were the mutual lessons identified?

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For VESTA generally the following lessons were identified:

1. Most participants were interested in the MELODY curriculum after the TTT
   - But were they to use it, they would need to adapt it to national needs
2. Finding a way to do exercise evaluation online, would be preferable to doing it with paper (as is now often done), but does need to be refined further and fitted to the needs of the TC.

On top of that, the evaluation form of eNOTICE was used to collect lessons with regards to mutual benefits, clarity of expectations and cost efficiency. 7 participants filled in the evaluation form. The following was mentioned: (71%) made new networking connections and also renewed their networking connections. This is part of the mutual benefits. Another part of the mutual benefits was visiting a training centre to check out their infrastructure, and if it could be used for other projects. People mentioned that for VESTA the following infrastructure could be of use: highway, chemical plant (*which as a matter of fact is the result of a cooperation with industrial partners*), railway, apartment complex, airplane and generally having a comprehensive and well-equipped site with good access for live exercises.

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The advantages of hosting a JA, as seen by the participants, were as follows:
- To be able to exchange ideas with colleagues from other EU countries
- Multiple purposes to one trip. Multiple opportunities.
- Larger scale of exercise creates a better representation of reality to improve the learning process/ curve.

The disadvantages of hosting a JA, as seen by the participants, were as follows:
- Too much information at too short a period of time
- I personally did not see any
- Efficient use of resources- these exercises are expensive so to maximise the exposure to other projects and organisations makes them cost effective

This teaches us that JAs in principle are mutually beneficial if there are multiple opportunities, if one can exchange ideas, and if there is a possibility to improve learning with a good

representation of reality. These disadvantages show that these JA's have the potential to overwhelm the participants, and that a TC organising a JA should make optimal use of the resources, and maximise the exposure to other projects and organisations.

The next question was: "What do you consider to be 'unique perceived benefits' of training centres that might influence your choice to work with them?" The answers to this question can be applied wider than just VESTA, as it shows TCs how attract other partners to work together. The following answers were mentioned:

- Available at space, staff, good narrator for observers
- Infrastructure for training, facilities, possibilities of various types of exercises for different types of trainees",
- "Facilities and Capabilities provided",
- "Possibility to host and organise large scale field exercises ",
- "The desire to shelter best practice and improve "

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There was also a question on what was most interesting in the JA: the infrastructure of the TC, interaction with practitioners or something else. 2 mentioned infrastructure, one interaction with practitioners and 3 mentioned other:

- The possibility to speak with their representatives during the activities, and make comments
- The large scale deployment of first response capabilities during the first incident
- The facilities that Campus Vesta has to offer

On top of that, all participants indicated that they now have a first impression of the possible requirements that practitioners may have, and that the expectations of the training centre were clear for this JA.

e. To what extent were your expectations met in terms of

1.) Attendance of participants?

In the beginning there was some difficulty finding participants, this was solved by pushing the sign up deadline back and increasing our dissemination efforts. In the end there was a satisfactory number of participants

2.) Contributions of participants?

The participants were all active and participated in all parts of the JA, amongst others by giving comments/ feedback in "real time" to the whole group of participants/ observers. They exceeded expectations!

iii. Please elaborate on whether your other objectives (if any) met in this JA?

The exercise was also an exam, and the exam was taken by the students of the Post Graduate course on Disaster Management. On top of that, the second objective was to train the first responders of the province of Antwerp (and beyond). This was also done.

Last, but not least the FTX also had as an objective to familiarise the consortium members of the PROACTIVE project with the facilities available at Campus Vesta. This in view of the JA with PROACTIVE in 2023

c. Utility of templates/reporting checklist

i. What templates were used from the project, and what own templates were used (if applicable)?

Informed consent form

General information sheet

Observer's protocol

Objectives, expected results and evaluation criteria

Logistic requirements

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Exercise roles and responsibilities

Preparation and organisation

Communication about the exercise

Observer's protocol

Cost evaluation sheet

Evaluation and debriefing forms (new form)

Example of follow up

Specific actions/ area of attention for JOINT activities

Legal/ethical/security checklist

Example of a registration form for external participants

ii.   Please provide feedback on the project templates, if you used them (answer per used template).

a.   Ease of use (0=very difficult to use, 10= very easy to use)

b.   Clarity of the template (0= not clear at all, 10=very clear)

c.   Usefulness of the template (0= not useful at all, 10=very useful)

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d.   do you have any additions to the project template?

…

Informed consent form	Not (…) at all									extremely (…)
Easy to use	1	2	3	4	5	6	7	8	9	10
Clarity of the template	1	2	3	4	5	6	7	8	9	10
Usefulness of the template	1	2	3	4	5	6	7	8	9	10
Do you have any additions to the project template?	Because we were working with two European projects, both had informed consent forms. We decided to combine both informed consent form, making sure that all information of both projects was present, but that the participant did not have to sign multiple informed consent forms.									

General information sheet	Not (…) at all	extremely (…)

Easy to use	1	2	3	4	5	6	7	8	9	10
Clarity of the template	1	2	3	4	5	6	7	8	9	10
Usefulness of the template	1	2	3	4	5	6	7	8	9	10
Do you have any additions to the project template?	Useful and structured way to send out information									

Evaluation and debriefing forms	Not (…) at all									extremely (…)
Easy to use	1	2	3	4	5	6	7	8	9	10
Clarity of the template	1	2	3	4	5	6	7	8	9	10
Usefulness of the template	1	2	3	4	5	6	7	8	9	10
Do you have any additions to the project template?	We adjusted the evaluation forms so that they fit into the evaluation app									

Example of a registration form for external participants	Not (…) at all									extremely (…)
Easy to use	1	2	3	4	5	6	7	8	9	10
Clarity of the template	1	2	3	4	5	6	7	8	9	10
Usefulness of the template	1	2	3	4	5	6	7	8	9	10
Do you have any additions to the project template?	-									

iii.   Were you satisfied with the reporting checklist?

   Yes

   No

iv.   Please explain your answer

   Overall, it touched upon all points of the JA. The only difficulty is that we had a 'double' joint activity, so this was difficult for structuring the answers.

d. Any other aspects that were not addressed in the reporting checklist?

Enter text here

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EUROPEAN COMMISSION
DIRECTORATE-GENERAL MIGRATION AND HOME AFFAIRS

ISFP-2017-AG-PROTECT 814803 MELODY "A HARMONISED CBRN TRAINING CURRICULUM FOR FIRST RESPONDERS AND MEDICAL STAFF"

European Network of CBRN Training Centres

Participant information regarding the use of personal data for the management the Joint Activity of the EU projects MELODY and eNOTICE at Campus Vesta in May 2022

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What is the MELODY project?

The general objective of this project is to design, develop, test, improve and quality assure a harmonized CBRN training curriculum for first responders and medical staff. In order to test, evaluate and optimize the CBRN training curriculum, several test Joint Activity are organized during the project (see also https://melody.sckcen.be/).

What is the eNOTICE project?

The overall goal of the eNOTICE project is to establish a European network of CBRN training, testing, and demonstration centers aiming at enhancing CBRN training capacity for improved preparedness and incident response through increased collaboration between CBRN training centers and practitioners' needs driven CBRN innovation and research. (see also www.h2020-enotice.eu)

Which personal data do we process?

As far as necessary within the scope of the MELODY-eNOTICE Joint Activity in May 2022 at Campus Vesta, we collect and process your personal identification data (e.g. name, email, employer).

During the eNOTICE-MELODY Joint Activity, in which you are taking part, specific or non-specific audiovisual material can be processed, such as video recordings or photographs.

Why and on which basis do we process your personal data?

When you register for the MELODY-eNOTICE Joint Activity referred to above, this registration constitutes an agreement. On the basis thereof, we process your personal data for the purpose of event administration and follow-up, including the evaluation of pilot courses and dissemination of project results. If you fail to provide the required data, you might not be able to register for the event at hand.

As a project funded by the European Commission, sharing knowledge and engaging with stakeholders is part of the activities. Based on this inherent legitimate interest, we may contact you again for these purposes, once you were a participant to a MELODY-eNOTICE event or you are known as a valued contact.

In some cases, the MELODY-eNOTICE partners will request your explicit consent to process your personal data. When you pose for a specific picture, this constitutes such explicit consent. The eNOTICE-MELODY project partners may edit and spread these pictures for publication and promotion purposes (e.g. through the press and/or for publication on the project website, social media, leaflets).

How do we collect your personal data?

We may collect information about you:

•	directly from you, such as the information you provided to us when you registered to the Joint Activity;

•	from other sources, such as the person registering you for the visit or event, your peers.

Who has access to your personal data?ce

The local organizers of specific this MELODY-eNOTICE Joint Activity will have full access to your personal data. For pilot courses, evaluation, follow up and dissemination of the project, your personal data will be anonymized and only these anonymized data are accessible for the whole of the eNOTICE and the MELODY consortium.

With whom do we share your personal data?

To fulfil the above purposes, the MELODY and the eNOTICE consortium will only share your personal data with third parties, if one of the following circumstances applies:

•	if required for co-organising the event at hand;

•	for meeting a legal obligation (e.g. ensuring access control to technical installations).

The eNOTICE and the MELODY consortium partners do not intend to transfer your personal data to a third country or international organization outside the European Economic Area (EEA). This may occur in exceptional cases (e.g. if required for a non-EEA co-organizer of an event) and the transfer will then be based on one of the following conditions as provided by law:

•	an adequacy decision by the European Commission;

•	appropriate safeguards to make sure that your data is protected;

•	a derogation for specific situations.

The MELODY and the eNOTICE consortium does not transfer your personal data to any online advertising service.

To receive information about the safeguards or for more details, please contact the eNOTICE and the MELODY project coordinator (see below).

For how long will we store your data?

The MELODY project and the eNOTICE consortium retains your personal data for as long as it is relevant for its purposes and as legally required. For certain processing activities, an explicit retention period applies. To receive more information on an explicit retention period, please contact us (see below).

What are your rights and how can you exercise them?

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In accordance with the applicable legislation and within its limits, you may request:

• access to your personal data, and a copy;

• rectification of your data if they are not correct or incomplete;

• erasure of your data;

• restriction of the data processed to the extent this request is compatible with the purposes of processing.

Furthermore, you can withdraw your given consent (without this having an effect on the lawfulness of the prior processing).

You can exercise your right by sending an e-mail to the below mentioned address, accompanied by proof of your identity.

If you do not agree with the way we handle your personal data, you may lodge a complaint with the data protection authority.

How can you contact us?

If you have any questions about our processing of your personal data as described in this privacy notice, please contact the MELODY coordinator at carlos.rojas.palma@sckcen.be; the eNOTICE coordinator at olga.vybornova@uclouvain.be

Informed consent form for participants of the Joint Activity at Campus Vesta in May 2022

In the framework of the eNOTICE-MELODY Joint Activity, the MELOD-eNOTICE project partners process your personal data in accordance with the EU General Data Protection Regulation. If we process your personal data, we will treat such data carefully in order to safeguard your privacy. In order to keep track of your consent regarding the use of your personal data for the management of MELODY and eNOTICE Joint Activity, we ask you to fill in this form.

Date of the event (DD/MM/YYYY): _____

Last name: _____

First name: _____

(please check)

☐ I have read the and agree to the instructions for the participants regarding the use of my personal data for the management of the eNOTICE-MELODY Joint Activity.

☐ I agree that non-specific audio-visual material (e.g. videos, photographs) can be further used in the framework of the MELODY-eNOTICE Joint Activity.

☐ I agree that I can be contacted in the future in the framework of this project or in the scope of CBRN.

Date: _____   Signature: _____

The privacy policy of the MELODY and eNOTCE project can be consulted on https://melody.sckcen.be/ and on https://www.h2020-enotice.eu/static/privacy_policy.html   You can contact the MELODY project on carlos.rojas.palma@sckcen.be at any time if you no longer wish to receive any communication about the project. For eNOTICE, you can contact olga.vybornova@uclouvain.be

European Network of CBRN Training Centers

Appendix II Registration form

eNOTICE Registration Form
for eNotice Consortium members
19/05/22-21/05/22

1. Information and Instructions

Type of activity:	Train the trainer and multidisciplinary field exercise
Location:	**Address:** Oostmalsesteenweg 75
	City: Ranst **Zip code**: 2520
	Country: Belgium
Timing:	**Begin:** 19th of May 2022 8:30
	End: 21st of May 2022 16.00

2. Registration data

> To confirm your attendance to the eNOTICE Joint Activity organised in Ranst please send the form completed per person to euprojects@campusvesta.be and
> maaike.vandevorst@campusvesta.be
> before the 13th of April

Organization:	
Department:	
Function:	

Name:	☐	
Gender:		
Date of Birth:		
Communication:	Email:	
	office phone:	
	mobile phone:	

Address:	private	business
Street and Nr.:		
Postcode/City:		
Country:		

3. Arrival / Departure

Arrive via	☐plane	☐ train	☐ car
Date and Time of Arrival:	*Date*	*Time*	
Date and Time of Departure:	*date*	*time*	
(Hotel booking is participants' responsibility)			
Hotels:	B-INN		
	Aarschotsesteenweg 4		
	2500 Lier		
Nr. of nights:			
Daily transfer from/to hotel:	arranged by VESTA		
Special requirements:			

Letter of invitation:	☐
Dietary request:	☐
Comments and Requests:	

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European Network of CBRN Training Centers

General Information Sheet eNOTICE Joint Activity at Campus Vesta (BE), May 2022

Part A: Summary description of the objectives and topic of the CBRN Exercise

Main activity	Invited activity
1. The two main activities are a multidisciplinary field exercise, organised by Campus Vesta, and a train the trainer of the harmonized CBRN curriculum from the European project MELODY for the purpose of: − Dissemination of the MELODY harmonised CBRN training curriculum − Examination for the Postgraduate course Disaster Management − Training opportunity for first responders of the Province of Antwerp − Validation of the online observation module The exercise will include multiple incidents due to a big lightning storm in the Procince of Antwerp.	The European research project joining the Campus Vesta exercise is **MELODY**. MELODY is a project that is currently developing a harmonised CBRN curriculum for first responders. The MELODY project has created a train the trainer, and would like to invite trainers from the eNOTICE network and consortium. This way the curriculum can be disseminated among multiple European Training centres and there will be multiple European trainers that are able to teach the curriculum. Guests that are invited for this activity are: − TC decision makers − TC trainers

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1	**Type of activity and contact details of the hosting exercise**	**Type of activity and contact details of the invited activity**

Organising partner: Campus Vesta (BE)

EU projects director contact: Wendy van den Branden: wendy.vandenbranden@campusvesta.be

Exercise Director: Ronald Ackermans, ronald.ackermans@campusvesta.be

eNOTICE contact: Maaike van de Vorst, maaike.vandevorst@campusvesta.be

MELODY contact: Dirk Broeckx dirk.broeckx@campusvesta.be

Full scale field exercise on 21ᵗʰ May 2022

- The field exercises will be held in Ranst (near Antwerp, Belgium).

- There will be approximately 200 players/participants involved.

Contact details campus Vesta:

Oostmalsesteenweg 75
2520 Ranst

+32 3 205 19 50

http://www.campusvesta.be/

Joining project: MELODY

Overall goal of the project: *to create a harmonised CBRN curriculum for first responders without prior experience this this field*

Project Coordinator: Carlos Rojas Palmos, carlos.rojas.palma@sckcen.be

More information at MELODY | MELODY (sckcen.be)

Train the trainer on the 19ᵗʰ and 20ᵗʰ May 2022

- The train the trainer will be held in Ranst (near Antwerp, Belgium)

- There will be approximately 50 paticipants involved

2	**Objectives and evaluation criteria of the hosting exercise**	**Objectives and evaluation criteria of the invited activity**

The field exercise has a double purpose, training and examination, each with their own objectives and evaluation criteria:

1. **Training goals for all participating first response disciplines and players :**

   − Diversed training objectives, defined by each participating discipline for their own staff (monodisciplinary)

   − Multidisciplinary aspects such as: coordination, communication, information flows, cooperation, interoperability,etc.

   − Evaluation criteria are defined per discipline.

2. **Examination for the course participants of the Postgraduate Disaster Management:**

   − Multiple students involved

   − Objectives vary, every participant has a specific role and dedicated tasks, such as: play the role of leading officers on the field, play the role of decision makers in the operational command center, play the role of diverse functions in the strategic coordination center chaired by the major (student).

1. **Objectives for the invited Activity (MELODY)**

   - Dissemination of the harmonised CBRN curriculum throughout Europe

   - Training trainers from all over Europe in the harmonised CBRN curriculum

2. **All other invited observers will be asked to provide feedback on the 'Joint' aspect of the exercise, which is the main focus of eNOTICE. Observers will be asked to share their impressions and reflections on the added value and opportunities for improvement of opening up an existing training exercise for observations and testing by a research project. Minimum aspects to be covered are:**

   − Cost efficiency of using an existing exercise

   − Joint Activity as an instrument for the exchange of knowledge and good practices

   − Validation of the online observation module

3	Main scenario: short description	Description of the invited activity

2.   For safety and security reasons the scenario can not be revealed in detail.

The following summary description is available for your information:

The scenario will be CBRN, focussed on chemical. The exercise will be longer than normal, because more students have to graduate due to COVID the past two exercises could not continue.

During the exercise multiple events will take place. The scenario:

It is storming, there are windgusts and thunderstorms. There is a lightning strike in a chemical factory, which quickly evolves into an expanding fire. Two employees died because of the lightning strike, while eight more have serious burns, and two have difficulty breathing.

Meanwhile, there is a small flooding on the highway. This is causing multiple cars to slip and an accident to occur, involving more than 13 vehicles. Nine of these cars are stuck on the side of the road and they catch fire. Nine persons are stuck in their vehicles. Three persons, including a motor driver have died.

Because of the heavy rain, landslides have started happening near a appartmentcomplex, this caused some of the gas pipelines to leak. The gas reached the underground parking garage and a fire has started there. The fire spread quickly through the apartment building. There are still people inside of the building. Six have been able to get outside, but they were caught in the smoke. Two of them have light burns. On top of that, there are ten people on the roof, of which four are suffering from serious burns. One person has heart problems, and two are also suffering from the smoke.

Giving the fact that this is an examination and training opportunity, students and first responders are not previously informed on any aspect of the scenario. Therefore, this information is strictly confidential.

Joining research project:

MELODY (ISPF-2018) - *To define, develop and deploy a harmonised CBRN training curriculum for first responders and medical staff.*

Invited European research and networking projects:

PROACTIVE (H2020-SU-FCT-2018)- *PReparedness against CBRNE threats through cOmmon Approaches between security praCTItioners and the VulnerablE civil society.*
https://proactive-h2020.eu

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4.	Profile of the participants of the hosting exercise	Profile of the participants of the invited activity
	This exercise will be practitioner-driven. Different first responders will train their deployement in response to a given scenario. Among the different roles and key-players are : - Fire Fighters; - Police officers (federal police and local police) ; - Police Academy ; - Students Postgraduate Disaster Management (policy – decision making) ; - Paramedics ; - Medical staff ; - Hospitals ; - Civil Protection ; - Communication Staff ; - Competent authorities (Mayor) - …	- H2020 DRS, FCT, GM projects partners and coordinators - ISF project coordinators - Academic partners - End users/practitioners/first responders/trainers/decision makers - Members of the eNOTICE network of CBRN training centers

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5. Facilities used for the activity

Campus Vesta – Ranst (Antwerp) – Belgium

Campus Vesta
Oostmalsesteenweg   75
2520 Ranst
Belgium
www.campusvesta.be

A shuttle bus will be arranged to transfer you from the hotel to the campus.

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European Network of CBRN Training Centers

Part B1: Practical organisation – Agenda

Wednesday, 18th of May 2022- Consortium meeting	
08:15	Bus to Campus Vesta from B-INN
08:45	Coffee and tea at Campus Vesta
09:15	Consortium meeting
12:30	Lunch
13:30	Presentation of the VESTA JA
14:30	Tour of the terrain
16:00	Bus back from Campus Vesta to B-INN

Thursday, 19th of May 2022- Train the Trainer	
08:15	Bus to Campus Vesta from Aldhem and B-INN
08:45	Coffee and tea at Campus Vesta
09:00	Welcome to the Campus
09:15	Melody TTT - part 1
10:45	Break
11:15	Melody TTT- part 2
12:45	Lunch
13:45	Melody TTT- part 3
15:30	Break
16:00	Melody TTT- part 4
17:00	Drinks and networking
18:00	Networking dinner
20:30	Bus from Campus Vesta to Aldhem and B-INN

Friday, 20th of May 2022- Policy meeting	
08:15	Bus to Campus Vesta from Aldhem and B-INN
08:45	Coffee and tea at Campus Vesta
09:00	Welcome to the Campus
09:15	eNotice policy meeting – part 1
10:45	Break
11:15	eNotice policy meeting – part 2

12:30	Lunch
13:30	Bus from Campus Vesta to Aldhem and B-INN

Saturday, 21th of May 2022- the exercise	
08:15	Bus to Campus Vesta from B-INN
08:45	Coffee and tea at Campus Vesta
9:00	Final briefing/ instructions
09:30	Observing the exercise
12:00	Lunch
13:00	Evaluation
14:00	Coffee and closing
14:30	Bus from Campus Vesta to B-INN

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Part C: Practical organisation – To be communicated to all organisations/persons who registered for participation

Practical information	
Dates:	18/05/22- 21/05/22
Location:	Campus Vesta Oostmalsesteenweg 75 2520 Ranst Belgium
Meetings and exercise:	3rd floor, room 3A.08, 3A.09, 3A.10, Gaspakkengebouw, multiple observation spaces on the campus
Hotel/ accommodation:	B-INN in Lier. A shuttle bus will be arranged from the B-INN to campus VESTA for the Joint Activity. Contact details of a taxi company will be present on VESTA as well, for those that need to leave earlier on Froday or Saturday
Contact person:	Name: Maaike van de Vorst
	Mobile: +32473564563
	E-mail: Maaike.vandevorst@campusvesta.be
Dress code for exercise	Please note that you will spend time outside during the guided tour, the train the trainer and the exercise. There will be no shelter available. Please dress appropriately for the weather, and take good

Transfer information	
Plane:	We would recommend you the go the Brussels Airport-Zaventem. There is a railway station underground in the airport building. Please make sure to always use the official name of the airport station: "Brussels Airport-Zaventem". Other names will not give the right location of the airport station. From the airport, you can take the train to Lier. You can make your train ticket reservation online via: https://www.belgiantrain.be/en/tickets-and-railcards/airports/brussels-airport/ At Lier station, you can take a taxi to the hotel, or take the bus: number 560, 561, 570 or 571 for six stops until Lier Hoogveldweg. From Antwerp Airport you can take a taxi to the station Antwerp-Berchem, then take the train to Lier. You can make your train ticket reservation online via: https://www.belgiantrain.be/en/tickets-and-railcards/airports/brussels-airport/

eNOTICE D5.14 - eNOTICE evaluation report on the preparation/organisation, evaluation and follow up of exercises combined with tests, validations or demonstration. Report 2 – Aug. 2022

Highway:	You can approach Lier via the E19 or the A13, and then then drive to the ring in Lier. You can then take the exit N14/AZ Sint-Maarten at R6. Follow the Aarschotsesteenweg until you reach the hotel
Way to the Hotel	(see plane and highway)

Appendix IV Photos of the Joint Activity

Figure 10 Start of the Train the Trainer

Figure 11 Scenario Discussion

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Figure 12 Field exercise, scenario at the apartment building

Figure 14 Field exercise, scenario at the highway

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Figure 13 Field exercise, scenario at the industrial plant

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