

eNOTICE

European Network Of CBRN Training Centres

D5.15 eNOTICE Progress report 8 V1

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2	Campus Vesta APB (VESTA)	
3	Fire and Rescue Service of Seine et Marne (SDIS77)	
4	Association pour la recherche et le développement des méthodes et processus industriels (ARMINES)	
6	Fire Department Dortmund (FDDO)	X
8	Joint CBRN Defence Centre of Excellence Vyškov (JCBRND COE)	X
9	Middle East Technical University (METU)	
10	University of Rome Tor Vergata and The Italian Joint NBC Defense School (UNITOV)	X
11	West Midlands Police, National CBRN centre (WMP)	
12	War Studies University, CBRN Defence Training Centre (WSU)	
13	Scientific and Research Centre for Fire Protection (CNBOP-PIB)	X
14	safety innovation center (SIC)	X

Executive summary

This document is Deliverable 5.15 of eNOTICE, a European Horizon 2020 EC funded project, under the Grant Agreement n° 740521. eNOTICE aims at building a dynamic, functional and sustainable European network of CBRN Training Centres, testing and demonstration sites (CBRN TC), which is expected to enhance capacity building in training and user-driven innovation and research, based on well-identified needs. Deliverable 5.15 is the eight of a series of 6-monthly progress reports on the eNOTICE activities and it covers the progress of the project from March 1, 2021 to August 31, 2021

This report gives an overview and summary description of tasks that are finished and ongoing since the previous report (D5.12, March 1st 2021 (M42)).

The following Deliverables were submitted during the current reporting period (M42-48):

- D3.17 - Links to other CBRN networks and platforms, integration and interface functions on the eNOTICE information and communication platform. Report 3, M46
- D4.6 - eNOTICE Joint activities planning report 5, (VESTA), M48
- D5.13 - eNOTICE evaluation report on the functioning of the information and communication platform Y4 (SIC), M46

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All public Deliverables are available at the eNOTICE web-based platform: <https://www.h2020-enotice.eu/static/publications.html>

The following tasks are ongoing:

- Task 3.1 - Dissemination activities to promote and enhance the web-based platform and project results, lead UCL
- Task 3.3 - further development and maintenance of the web-based platform, lead SIC
- Task 3.4 – Integration of platforms and interfaces, lead SIC
- Task 4.2 - Organisation of joint activities (exercises combined with tests, validations or demonstrations), lead VESTA
- Task 4.3 - Identification of opportunities to strengthen policies and recommendations for R&D, lead UCL
- Task 4.4 - Plan to pool resources and optimise investments for increased CBRN Training Capacity, lead UNITOV
- Task 5.1 - Consortium Management, lead UCL



- Task 5.2.1 - Quality management: development of a continuous improvement methodology, incl. process and result indicators to follow up the project's performance, lead VESTA
- Task 5.2.2. - Evaluation of the functioning of the web-based platform, lead FDDO
- Task 5.2.3. - Evaluation of the methodology and templates for the preparation, organisation, evaluation and follow up of exercises combined with tests, validations and demonstrations, lead UNITOV
- Task 5.2.4 - Evaluation of the quality label, web--based search function and recommendations for certification, lead UNITOV
- Task 5.3 - Security, legal and ethical aspects, lead VESTA

This report also includes an overview of the achievements in the three mandatory lines of action:

The roster, which includes a list of identified EU CBRN Training Centres is continuously updated. The eNOTICE Catalogue, containing confirmed 49 network members who shared information on their capacity.

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The eNOTICE Joint Activities have been postponed because of the Covid-19 pandemic restrictions, and none took place in the current reporting period M42-M48. However, rather than to wait for the restrictions to be relieved, the eNOTICE consortium members took the initiative to organise several digital activities with the aim to share knowledge and expertise:

- One joint webinar with the H2020 SHOTPROS project has been set up for the networks in order to create **opportunities to share knowledge and expertise**.

- on the 18th of May, UCL presented a summary of eNOTICE workshops and webinars focusing on just-in-time training and evolving training methodologies for first responders during the online CBRN conference.

- On 15th July a VTC with other relevant CBRN related HORIZON 2020 projects (TRANSTUN, PROACTIVE, and MELODY) has been conducted in order to prepare a DG HOME CERIS event ‘TRANSTUN Final Conference – a joint symposium with eNOTICE, PROACTIVE and MELODY projects towards a common network of CBRN stakeholders – Combined face-to-face and online meeting’ which is planned in the timeframe 29th – 30st September 2021 in Brussels. The overall aim of this VTC was to develop a common scenario under which the section-work could be held.



We will continue to organise workshops and/or webinars in order to keep creating these opportunities.

Our **plan to pool resources** is related to the methodology and the network. This progress report includes a SWOT quality analysis, examining both the satisfaction with the project and network activities of the consortium partners and of the training centres of the eNOTICE network. The results are presented in chapter 3. With this analysis, we hope to create a path forwards to continue pooling resources in the network, and to address strengths, weaknesses, opportunities and threats of the network.

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Nomenclature

CBRN	Chemical, Biological, Radiological, Nuclear
DOA	Description of the Action
ECC	eNOTICE Community Center
eNOTICE	European Network of CBRN training centres
FIRE-IN	Fire and Rescue Innovation Network
I-RAPTER	International Radiological Assistance Program Training for Emergency response
MELODY	A Harmonised CBRN Training Curriculum for First Responders and Medical Staff
NO-FEAR	Network of Practitioners For Emergency medical Systems and critical care

PROACTIVE	Preparedness against CBRNE threats through common approaches between security practitioners and the vulnerable civil society
R&D	Research & Development
SAYSO	Standardisation of situational Awareness systems to Strengthen Operations in civil protection
SD	Standard deviation
SWOT-analysis	Strength Weaknesses, Opportunities, Threats analysis
TARGET	Training Augmented Reality Generalised Environment Toolkit
TC	Training centre
TERRIFIC	Tools for early and Effective Reconnaissance in cbRne Incidents providing First responders Faster Information and enabling better management of the Control zone
TOXI-TRIAGE	Tools for detection, traceability, triage and individual monitoring of victims
WP	Work package

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1. Introduction on scope and objectives

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 policy-makers, 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 are being followed within the five-year timeframe of eNOTICE in order to develop a network that should 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.

¹ European Commission Decision C(2017) 2468 of 24 April 2017, Horizon 2020 Work Programme 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

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

- 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, taking into account 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.

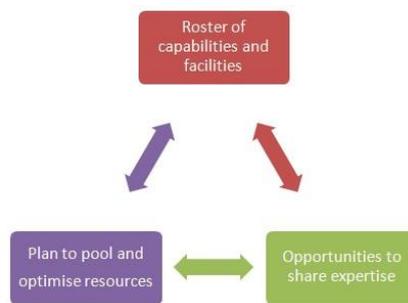


Figure 1 Three lines of action in eNOTICE (eNOTICE DoA, 2016)

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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 - Technical management and Task 5.2.1 - Quality management. As mentioned in the Description of Action, these Tasks cover the following actions:

Task 5.2 - Technical management ensures the scientific and technical quality of the project and its continuous compliance with the project Objectives. The main focus of this task is to keep oversight on all developments within the project, including supervision of the information flow and communication between related tasks, avoiding duplication of efforts in parallel tasks, ensuring good collaboration between the partners involved in parallel and

consecutive tasks. Technical quality management and follow up during the whole duration of the project will be based on the performance management methodology and indicators developed in subtask 5.2.1.

Task 5.2.1 - Quality management: development of a continuous improvement methodology, incl. process and result indicators to follow up the project's performance.

This subtask aims at developing a methodology to continuously monitor ongoing tasks and identify opportunities for improvement of the project as a whole. All relevant aspects will be covered, such as the proactive role of WP and Task leaders, respect of planning and timely Deliverables, the quality of the Deliverables, the links between different WPs and tasks and the necessary communication flows between them, efficient use of the resources (MM and costs), etc. Not only result indicators (timing/Deliverables) will be monitored, but also process or leading indicators because of their capacity to predict forthcoming results. A SWOT-analysis will be part of the methodology, in order to have an instrument that not only looks at internal strengths and weaknesses, but also takes into account external threats and opportunities. Awareness for security related evolutions in today's society for instance and changing regulations to adapt to these evolutions, and their impact for the project might thus be proactively and structurally monitored and taken care of (as opposed to an ad hoc and reactive approach). The interim results will be communicated to the Task 5.1 Consortium management and Task 5.3 Security, legal and ethical aspects, according to their relevance. Task 5.2.1 is responsible for the production of the 6-monthly reports in the three lines of actions as required by the work programme: 1) establish and maintain a roster of capabilities and facilities, and 2) organize to share expertise, and 3) plan to pool and share resources with a view to optimize investments.

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1.2.2 Links to other tasks

Task 5.2.1 is responsible for the production of the 6-monthly reports in the three lines of actions as required by the work programme. These interim results are communicated to the Task 5.1 - Consortium management. The monitoring results of Task 5.3 Security, legal and ethical aspects, are also included in this report.

1.2.3 Structure of Progress report 8



- The structure of this Progress report is as follows:
- Progress on Deliverables, and ongoing Tasks (Chapter 2.1 – Chapter 2.3)
- Progress on Milestones (Chapter 2.4)
- Overview of the results in the three lines of action (Chapter 2.5)
- Quality management of the project and the network (Chapter 3)
- Conclusions and follow up actions (Chapter 4)

2 Progress results, March 1 2021- August 2021

2.1 Progress on deliverables

the following deliverables of the eNOTICE project have been submitted. They concern the eNOTICE information and communication platform and the policy recommendations.

D3.17 - Links to other CBRN networks and platforms, integration and interface functions on the eNOTICE information and communication platform. Report 3. WP3, public report, due M46, SIC

D3.17 is an updated version of D3.16, containing information on related projects monitoring, collaborations initiated with other projects and initiatives and a new related projects page in the ECC. This new page on related projects briefly presents information on projects which might be of interest to visitors of the ECC and links to the corresponding websites.

Additionally, on the 15th July a VTC with other relevant CBRN related HORIZON 2020 projects (TRANSTUN, PROACTIVE, and MELODY) has been conducted in order to prepare a DG HOME CERIS event ‘TRANSTUN Final Conference – a joint symposium with eNOTICE, PROACTIVE and MELODY projects towards a common network of CBRN stakeholders – Combined face-to-face and online meeting’ which is planned in the timeframe 29th – 30st September 2021 in Brussels. The overall aim of this VTC was to develop a common scenario under which the section-work could be held.

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D5.13 - eNOTICE evaluation report on the functioning of the information and communication platform Y4. WP5, public report, due M46, SIC

D5.13 is an updated version of D5.9, presenting recent evaluation results on the ECC with overall evaluation results being satisfactory. The report also presents information on the updated TC catalogue page, the updated landing page and the reorganized forum of the ECC.

D4.6 - eNOTICE Joint activities planning report 5. WP4, public report due M48, VESTA
In this JA planning report, a reporting checklist is developed to be used for the upcoming JAs. This reporting checklist should assure the creation of standardized and comparable data for JAs. It is also a more flexible tool than the original checklist that were developed. The reporting checklist was created via discussions with all partner, and unanimous agreement was

needed in order to make it mandatory. This document is thus also part of the continuous improvement in the project.

2.2 Clarification on postponed deliverables

D4.11 eNOTICE Recommendations for CBRN R&D and CBRN policies, was initially planned for Month 48. Each deliverable in this series analyses results of the Policy meeting. Since JA in Campus Vesta in May 2021 was postponed, the Policy Meeting planned together with it has to be postponed as well and will be held online in autumn 2021. The new delivery date, suggested in the project Amendment, is Month 54.

2.3 Progress in ongoing tasks

Task 3.1 - Dissemination activities to promote and enhance the web based platform and project results, lead UCL expected deliverable D3.3 - Final dissemination report, due M58 This deliverable is planned at the end of the project and is moved correspondingly to the new project duration in the project Amendment, with new delivery date on Month 71.

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Task 3.3 - further development and maintenance of the web based platform, lead SIC, expected deliverable: Semestrial report 4 on the use of information and communication platform, due M60.

This task will continue monitoring the usage of the ECC and present a new semestrial report based on the established methodology.

Task 3.4 – Integration of platforms and interfaces, lead SIC, deliverable D3.17 Link to other CBRN networks and platforms, integration and interface functions on the eNOTICE information and communication platform report 3, due M46.

Task 3.4 will continue working on the integration of other platforms and interfaces. The related projects page of the ECC will be updated and collaborations with existing networking initiatives such as CMINE are being considered. The results will be presented in D3.17.

Task 4.2 - Organisation of joint activities (exercises combined with tests, validations or demonstrations), lead VESTA, expected deliverable D4.6 eNOTICE Joint Activities planning report 5, M48

Following the multiple postponements of the scheduled Joint Activities, the eNOTICE consortium is going to extend the project by 1 year, and will follow the new updated schedule of the project events:

Nov 15-18, 2021	WSU + CNBOP-PIB	Warsaw, PL	Combined Civil-Military Exercise	
Nov 22-26, 2021	JCBRND CoE	Vyškov, CZ	Consequence Management after a CBRN Incident course	
April 2022	FDDO	Dortmund, DE	Multidisciplinary Field Exercise	
16th- 21st May 2022	VESTA	Ranst, BE	Multidisciplinary Field Exercise	Policy Meeting
Oct 2022	UNITOV+ The Italian Joint NBC Defence School	Rieti, IT	Multidisciplinary Field Exercise	Annual workshop
Mar 2023	WSU	PL	Table top exercise	
8-14th May 2023	VESTA + UCL	Ranst, BE	Multidisciplinary Field Exercise + Final conference	

Table 1 the calendar of eNOTICE Joint activities and events planned in 2020-2023

D4.6 has thus not focussed on the JAs (because none have taken place), but rather on the adaption of the reporting methodology for the upcoming JAs.

Task 4.3 - Identification of opportunities to strengthen policies and recommendations for R&D, lead UCL, expected deliverable D4.11 eNOTICE recommendations for CBRN R&D and CBRN policies, version 4, M54

eNOTICE continuously monitors and analyses CBRN policies, discussed during CERIS meetings of DG HOME, CBRN conferences, workshops and initiatives organised by other projects in the field of CBRN. The major strategic directions of the network development are tightly connected with the CBRN policies at the EU level and at national levels. eNOTICE continues to deepen partnerships and pushes forward policies aimed at strengthened civil-

military cooperation, cross border collaboration between neighbour nations in training, legal and organisational aspects, eNOTICE favours multidisciplinary and multi-agency exercises to improve interoperability between relevant actors in CBRN preparedness and response.

D4.11 eNOTICE Recommendations for CBRN R&D and CBRN policies, will analyse results of the Policy meeting that was postponed from the cancelled JA in Campus Vesta of May 2021 to autumn 2021 and was held online.

Task 4.4 - Plan to pool resources and optimise investments for increased CBRN Training Capacity, lead UNITOV expected deliverable: D4.13 eNOTICE Plan to pool resources and optimize investments for increased CBRN Training Capacity, lead - UNITOV – due M68, lead UNITOV

This task aims at increasing the CBRN TC' capacities through a comprehensive plan to pool resources and optimise investments of CBRN TCs.

The conclusion of a desk study on pooling resources techniques and a discussion on applicability of the useful references identified at methodological level (performed during the JA in Ankara 25-28 February), highlighted clearly that the core of the specific resource pooling activity must be focused on the different eNOTICE project parallel activities:

- CBRN TC catalogue development
- Joint Activities
- ECC and Website
- Newsletter
- Capacity label
- EU project list for potential collaboration
- Methodology and templates for the organisation of exercises.

Also if the COVID -19 pandemic determines the limitation to the project activities, de facto all in presence activities (such as Joint activities) have been suspended and postponed, as mentioned eNOTICE members has started organising online workshops and webinars in order to continue creating opportunities to share information and best practise. In addition, all activities related to the ECC, the project website and all activities that could be carried out remotely continued and were increased where possible. The input obtained from the development of the previous activities and the continuous discussion among the partners will lead to the elaboration of a global plan to pool resources and optimize the investments of CBRN TCs inside the eNOTICE network.

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Task 5.1 - Consortium Management, lead UCL, expected deliverable D5.20 eNOTICE Final Report due M72

Usually consortium meetings are held during JAs, in the absence of face-to-face JAs, consortium meetings were/are held online. During the reported period a regular consortium meeting was held online on March 31, 2021. This consortium meeting discussed results and lessons learnt from the previous online workshops hosted by eNOTICE partners VESTA and WMP, outlined plans for the next workshop. New templates on preparation and reporting of Joint Activities for D4.13 were discussed, responsibilities and contributions of partners were scheduled. Project management and dissemination updates were presented and discussed.

Task 5.2.1 - Quality management: development of a continuous improvement methodology, incl. process and result indicators to follow up the project's performance
Expected deliverable, D5.15, due M48, lead VESTA

The third quality monitoring process was carried out in February 2021 and was discussed in chapter 3 of that deliverable. It was decided to create a new mandatory reporting checklist that all JA hosts should use to report to the project about the JA. This reporting checklist is down below. The reporting checklist is created with the needs in mind of the training centres in the network. D4.6 JA planning report (M48), gives a more extensive overview of the reporting checklist and how the reporting checklist was formed. The final reporting checklist is presented in Annex I.

Task 5.2.2 - Evaluation of the functioning of the web based platform, lead FDDO

This Task focus on monitoring results and an analysis of visitor data of the eNOTICE information and communication platform. Information such as the number and location of visitors, search terms used to find the eNOTICE website, visitor flows and device data is continuously monitored, registered and analysed to gain a deep understanding of who the visitors are and what they are trying to achieve. A basic methodology of the evaluation was already established in the predecessor deliverable (D5.3), the evaluation of the ECC started in August 2019 with results being presented in the successor to this deliverable (see D5.9, D5.13). The focus concerning the functioning of the web based platform in Y4 was the D5.13 that presents qualitative and quantitative monitoring results for the eNOTICE information and communication platform and describes changes implemented based on these monitoring

results. The monitoring is based on a previously established methodology and the results of previous monitoring periods (see D5.3 and D5.6 and D5.9).

The changes implemented concern many areas of the eNOTICE information and communication platform, such as a reorganized landing page, additional information on training centers and an overall enhanced forum experience. For further information see D5.13. Monitoring of the quality of the eNOTICE information and communication platform and the implementation of enhancements will continue with results being presented in the successor to this deliverable, D5.18 in June 2022.

Task 5.2.3. - Evaluation of the methodology and templates for the preparation, organisation, evaluation and follow up of exercises combined with tests, validations and demonstrations, lead UNITOV

Task 5.2.3 is dedicated to the continuous evaluation of the methodology and templates, elaborated to be used for the preparation, organization, evaluation, and follow up of exercises, combined with tests, validations or demonstration.

The main objectives of the "template approach" consist in 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 primary input of the process that should bring to the refinement of the templates consists of comments and indications collected on templates during JAs, which due to the Covid 19 Pandemic were postponed. However, in the absence of JAs with D4.6, work was carried out at the methodological level to reorganise and standardise the production of reports during JAs in order to gather uniform content. This will help to simplify the work of D5.2.3 when resuming face-to-face training activities.

Task 5.2.4 - Evaluation of the quality label, web based search function and recommendations for certification, expected deliverable: D5.19 eNOTICE evaluation report on the CBRN TC capacity label and web-based search function and recommendations for certification – due M70, lead UNITOV

The initial formulation of “quality label” was quickly replaced with the definition of capacity label. This new definition of the label has undergone a further impulse thanks to the involvement of the new TCs members of the network, to whom the capacity label was presented during the JA in Dortmund.

The capacity label is automatically granted, on the base of the information provided by each TC, through the eNOTICE survey (input for the Catalogue). This self-assessment procedure is active from the beginning of 2021 and will be regularly evaluated as part of Task 5.2.4. Currently out of a total of 47 TCs 21 have their own capacity label, the aim must be to have the maximum possible coverage.

Input are collected from SIC, through the analysis of the eNOTICE platform data on the use of the search function, with the integration of the information collected with the user's satisfaction surveys. We expected to collect more information on the effectiveness of the capacity label and more generally on the information content of the catalogue cards dedicated to TCs from the website section "Comments from the eNOTICE Forum" dedicated to each TC, but to date no comment has been left.

Corrective action will be taken on the basis of the observed findings.

Although, the potential benefits the eNOTICE project could expect from a "real" quality label that might be provided in the future by means of certification are clear, the commitment and costs necessary to develop it have led to the decision to make it happen outside the eNOTICE project.

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Task 5.3 Security, legal and ethical aspects, lead VESTA

The current status is included in chapter 2.6. the legal, ethical and security aspects are continuously monitored.

2.4 Milestones

There is one MS identified in the grant agreement for this period (M42-M48). This is MS5, the 2nd mid-term evaluation of key instruments: quality label, Web-based platform- Joint activities and methodology.

This milestone is met through the publication of D4.6- eNOTICE joint activities planning report 5 (M48); and of D5.13- eNOTICE evaluation report on the functioning of the information and communication platform Y4.

2.5 Overview of the results in the three lines of actions

Roster of capabilities and facilities	<ul style="list-style-type: none"> - continuous update of the catalogue in a database with 49 registered members
Opportunities to share expertise	<ul style="list-style-type: none"> - creation of network-only workshops, to have a safe environment to share knowledge and best practises between training centres - creation of joint webinars to disseminate results with other European projects - creation of a reporting checklist with the network TCs as the target audience
Plan to pool resources	<ul style="list-style-type: none"> - Continue to collect information on the cost of organising JA's once they will be organised, standardized in the reporting checklist - Put an emphasis on both quantitative and qualitative resources in the reporting checklist for a more

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2.6 Monitoring the legal/ethical/security aspects

The legal/ethical/security aspects have mainly been implemented online, since there were no real life activities in this period. Specifically the aspect of informed consent has been focussed on. For the eNOTICE webinars/workshops, all participants had to read the informed consent, and it was always mentioned if a webinar was to be recorded. By informing the participants ahead of time, they are aware of what they are consenting to.

On top of that, the legal/ethical/security checklist was integrated into the reporting checklist. This way the legal/ethical/security aspects can be reported on in a standardized manner. The new version of the legal/ethical/security checklist is in Annex II.

3. Conclusion

This report contained an update on the foundation to create a European Network of CBRN Training centres. The most important conclusions are outlined down below:

- The network currently contains a total of 49 CBRN training centres
- The online platform has been reorganized to display the forum more prominently. The forum has also been reorganized to make it more accessible, and to provide the opportunity for visitors to view parts of the forum without being logged in. These changes are described in detail in D5.13.
- Because of the ongoing COVID19 pandemic, many in person activities have had to be postponed. Following the multiple postponements of the scheduled Joint Activities, the eNOTICE consortium is currently working towards an extension of 1 year.
- eNOTICE has started organising online workshops and webinars in order to continue creating opportunities to share information and best practise, the last of which was the joint webinar with H2020 SHOTPROS about CBRNe and VR training;
- There is a continuation for the formation of synergies and collaboration with other networks and projects. This will be further developed, as they represent opportunities for the eNOTICE network;
- The Sustainability of the network remains an important topic and a crucial activity to ensure the practically feasible working mechanism of the network continuation after the end of the project. Following the recommendation of reviewers at the last project review, eNOTICE consortium is going to develop various possible scenarios of the network functioning without EU funding. Such scenarios will comprise funding of the core of the network from regular membership fees of training centres, from industry fees paid for participation in exercises and getting feedback of practitioners, from participation in further calls for EU projects, such as DG ECHO Knowledge Network, etc.

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Annex I- the final reporting checklist

1. Preparation/organization

a. Context and Objectives

Enter text here

b. Communication and dissemination strategies

	Very un- successful										Very successfu 1
1. In your opinion, to what extent were you successful in communicating your expectations to the participants?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	

Please explain your answer:

Enter text here

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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?

Enter text here

c. Difficulties encountered during the preparation/organization phase.

Enter text here

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.

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2. The JA conduction

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

i. Place, time, date, etc.

Enter text here

ii. Participants description

a. Number of participants

Enter text here

b. Which organisations do the participants represent?

Enter text here

iii. Agenda

Enter text here

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

Enter text here

- 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)

Enter text here

- b. Which parts are covered by external partners?

Enter text here

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

Enter text here

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

Enter text here

- c. If suspension (unplanned): why?

Enter text here

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

Enter text here

- 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)?

Enter text here

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?

Enter text here

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

Enter text here

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: Enter text here

Duration: Enter text here

- 2.) Which actors were involved?

Enter text here

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

<input type="checkbox"/> Tents	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> (hotel) rooms	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Other enter text here	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own

<u>Transport</u>	<u>Extra/combined</u>	<u>Own/not own</u>
<input type="checkbox"/> Shuttle bus	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Other enter text here	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own

<u>Food</u>	<u>Extra/combined</u>	<u>Own/not own</u>
<input type="checkbox"/> Drinks	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Lunch	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Dinner	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Other enter text here	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own

<u>Safety</u>	<u>Extra/combined</u>	<u>Own/not own</u>
<input type="checkbox"/> Traffic signs	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Badges	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Demarcation ribbon	<input type="checkbox"/> Extra <input type="checkbox"/> Combined	<input type="checkbox"/> Own <input type="checkbox"/> Not Own
<input type="checkbox"/> Whistles	<input type="checkbox"/> Extra	<input checked="" type="checkbox"/> Own

	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own
<input type="checkbox"/> Fire extinguishers	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own
<input type="checkbox"/> Other enter text here	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own

<u>Recording/dissemination</u>	<u>Extra/combined</u>	<u>Own/not own</u>
<input type="checkbox"/> Cameras/webcams	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own
<input type="checkbox"/> Audio recorders	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own
<input type="checkbox"/> Headphones	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own
<input type="checkbox"/> Other enter text here	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own

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<u>Locations</u>	<u>Extra/combined</u>	<u>Own/not own</u>
<input type="checkbox"/> Auditorium/lecture hall	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own
<input type="checkbox"/> (Class)rooms	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own
<input type="checkbox"/> Other enter text here	<input type="checkbox"/> Extra	<input type="checkbox"/> Own
	<input type="checkbox"/> Combined	<input type="checkbox"/> Not Own

Other: Enter text here

d. Financial resources (estimations)

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

Enter text here

2.) How was the eNOTICE budget split?

Enter text here

3.) Was the project budget sufficient?

1. Explain why/why not

Enter text here

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

Enter text here

2.) For the TC's of the network

Enter text here

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

1.) Industry

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	No benefit									Great benefit
1. industry	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
Please explain your answer	Enter text here									
2. External training centres and training professionals	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
Please explain your answer	Enter text here									
3. EU and national projects	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
Please explain your answer	Enter text here									
4. Policy makers	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>
Please explain your answer	Enter text here									
5. Organisers	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>

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

Enter text here

d. What were the mutual lessons identified?

Enter text here

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

1.) Attendance of participants?

Enter text here

2.) Contributions of participants?

Enter text here

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

Enter text here

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 30	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
Clarity of the template	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
Usefulness of the template	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	
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

Enter text here

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

Enter text here

Annex II: the legal/ethical/security checklist

Identification of the Partner

Contact person of the Partner

: What is the assessment about ?

- Joint Activity
- Publication
- Other dissemination activity

Reference (if appropriate)

timing:

- Prior to the JA
- During the JA
- After the JA
 - o During the reporting
 - o After the reporting (fill in after aspects arise)

Discussion

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- Brief description of the (anticipated) risk (more than 1 risk can be identified / noted)
- Discipline: What discipline is the risk / issue related to ?
 - o GDPR
 - o Regulation + indication of the level: local, regional, federal, European
 - o Sensitive information
 - o Policy
 - o Legal²
 - As mentioned before, it should be made clear that when the legal aspects are defined on a national level, they are not necessarily transferable to other TC's in other countries. On top of that, sometimes there are rules and regulations specific to one TC.
 - o Ethical³
 - o Other:
- Thematic areas:
 - o Security

² Legal: refers to "Law" → rules that mandate or prohibit certain societal behaviour

³ Ethics: define socially acceptable behaviour

- Religion
- Human rights
- Culture
- Gender

If a risk was identified, please briefly describe the risk as well as the action taken for mitigation:

What legal documents is the mitigation based upon?

Answer as elaborate as possible (continuous update needed!)

- Seveso III directive (2012/19/EU)
- Local legislation emergency planning
 - National legislation emergency planning
- Environmental legislation and exploitation conditions
- General Data Protection Regulations (GDPR)
- other documents consulted for mitigation (e.g. soft law, guidelines)

Tags: as elaborate as possible (continuous update needed!)

- Policy documents
 - EU CBRN Action Plan (COM 2017) 273
 - Thematic policy document (e.g. DG ECHO Disaster Risk reduction)
- Ethical principles
 - Universal Declaration of human rights
 - National constitutions
 - National obligations related to non-discrimination, gender equality etc.
 - codes of conduct guidance
- Soft law
 - Circular letters (in Belgium)
 - Guidance from competent authorities on emergency planning & exercise methodology
- Contractual obligation
 - Grant agreements
 - Environmental permits
- Self-regulation
 - project management documents
 - e.g. deliverables , (in)formal agreements made
 - eNOTICE protocol for observers

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- (Self-monitoring after) were there unanticipated risks?
 - Yes
 - if yes, describe the risks
 - if yes, describe the solution taken once risk was discovered
 - No
- Was the solution found just and fair to all?
 - Yes
 - No
- Was the proposed solution accepted?
 - Yes
 - No
- Is there any need for further action?
 - Yes
 - No