

# **eNOTICE**

## **European Network Of CBRN Training Centres**

### **D2.2 CBRN Training Capacity quality label**

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| RE | Restricted to a group specified by the consortium (including the Commission Services)           |   |
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## **Executive Summary**

This document is Deliverable of Task 2.1.2- Elaboration of a capacity label and development and preparation of a search function at the CBRN web based information and communication platform, of eNOTICE, a European Horizon 2020 EC funded project, under the Grant Agreement n° 740521.

The main objectives of this label are:

- To enhance the visibility of the CBRN Training Centres' catalogue;
- To enable a quick and efficient search and selection of a CBRN TC, either by a security practitioner or a research and innovation provider.

This document proposes a methodological approach based on a comparative study of the eNOTICE label with the Council of Europe Quality Label for Youth Centres. Following this study, pros and cons of the methodology used by the Council of Europe are discussed, in the light of eNOTICE specificities and objectives.

The elaboration process and the definition of the eNOTICE label are also detailed. A choice was made among two different definitions of the label, regarding the scope and objectives of the eNOTICE project as well as the results of the comparative study with the Council of Europe Quality Label for Youth Centres.

Issues concerning the attribution of the eNOTICE label to the eNOTICE members are also discussed; based on the Youth Centres model, different sets of criteria are identified.

As a test, the attribution of the eNOTICE label to three members of the eNOTICE consortium are detailed.

As a final step, the Deliverable D2.2 also studies and prepares a search function for the ECC, the web-based information and communication platform, which will be used to guide the users in identifying the CBRN Training Centre that matches their requirements.

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Nomenclature

|        |   |
|--------|---|
| BWA    | Biological Warfare Agent                    |
| CBRN   | Chemical, Biological, Radiological, Nuclear |
| CWA    | Chemical Warfare Agent                      |
| DoA    | Description of Action                       |
| ECC    | eNOTICE Community Centre                    |
| EUCPM  | European Union Civil Protection Mechanism   |
| GIS    | Geographic Information System               |
| HAZMAT | Hazardous Material                          |
| JA     | Joint Activity                              |
| TC     | Training Centre                             |
| USAR   | Urban Search and Rescue                     |

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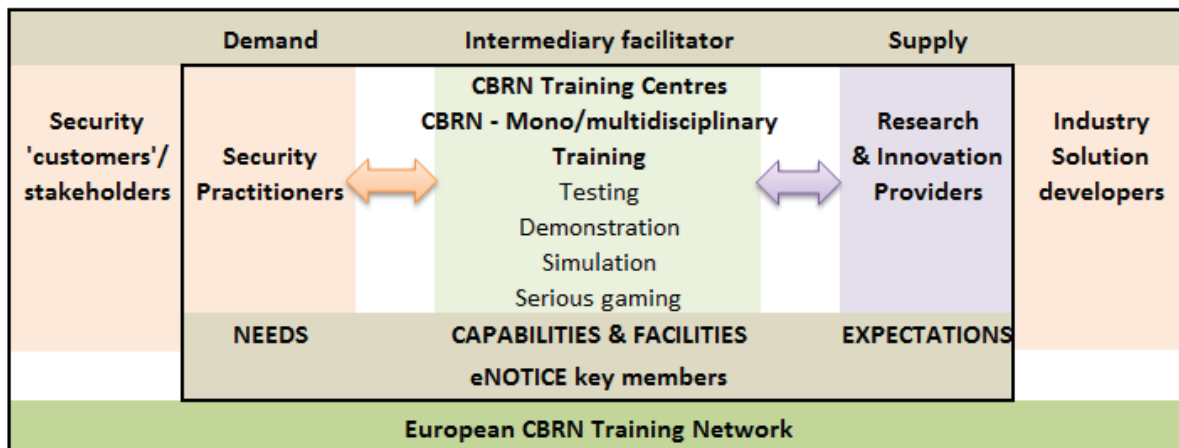
# 1 Scope of the eNOTICE project

## 1.1 The project scope & objectives

The objective of the eNOTICE project – European Network of CBRN Training Centres - is to build a dynamic, functional and sustainable pan European network of CBRN Training Centres, testing and demonstration sites (CBRN TC), aiming at building enhanced capacity 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.



**Figure 1. The key actors of the European Network Of CBRN TrainIng, Testing and Demonstration Centres (eNOTICE DoA)**

The first steps in building this CBRN TC network were 1) to identify these organisations in Europe (mapping), 2) to invite them to join the network and 3) to make an inventory of their capabilities, their thematic expertise, as well as their facilities, the infrastructure for testing, exercises, demonstrations, simulations and serious gaming. This work started in Task 2.1.1 (See D2.1, May 2018) and all the collected information will be continuously updated during the whole duration of the project (Task 5.2.2).

One of the eNOTICE's key activities to bring together interested stakeholders is the organization of Joint Activities (JA). Rather than traditional workshops that are of low interest

for task-focused busy practitioners, the CBRN TC network will open up their core activities such as multidisciplinary field exercises, table tops, serious gaming and simulations to external partners (policy makers, EU R&D projects, industry, research, practitioners). These realistic settings of real-life situations will provide unique opportunities for the identification and development of user-driven technological solutions, e.g. through the identification of genuine users' needs, technical testing, validations, demonstrations, focus groups etc. Lessons learned from these JA's will result in recommendations to improve their organization and their output, for optimized resource allocation and for enhanced collaboration both at operational and strategic (policy) level.

Creating visibility for the CBRN TCs' capabilities and facilities is thus of major importance for the eNOTICE network, since these are the characteristics that enable these organisations to perform as a key player in bringing together all other public safety and security stakeholders, those with needs for new developments - practitioners, competent authorities; and those will innovative solutions – the academia, research and developers, industry.

## 1.2 Scope & objectives of the CBRN Training Quality Label

The results of the mapping and inventory of capabilities and facilities, collected in Task 2.1.1 (D2.1), will be made visible on the eNOTICE web based platform, further referred to as eNOTICE Community Centre – ECC.

The objectives of this Task 2.1.2 - Elaboration of a capacity label and development and preparation of a search function at the CBRN web based information and communication platform, are according to the DoA:

*“In order to be able to identify suitable CBRN Centres for tests, validations, demonstrations, mono or multidisciplinary training and exercises, simulations, serious gaming or any other type of activity, the CBRN centres will be classified and **labeled according to their capacity, based on a set of criteria** (e.g. type of organisation, capabilities, expertise, thematic areas, accommodations), as well as legal, societal, ethical restrictions or procedures to take into account. These aspects will be covered in a profile description, **characteristics will be clustered to allow a quick picture of the capacity of the organization through a quality label.** Accordingly, a search function for the web-based information and communication platform will be developed to guide the users in identifying the CBRN Centre that matches their requirements.*



*Publicly available information on the website will be determined by the security policy decided by the project partners, based on the indications of each individual centre on permissible disclosure of information. The results of this task will provide the basis for a specific search function to be developed in Task 3.1.*<sup>1</sup>

The expected result is a report, describing the criteria of the label as well as the preparation of a search function at the information and communication platform, D2.2 CBRN Training Capacity quality label.

The rationale as well as the added value of the label are:

- **Enhancement of the visibility of the Training Centres' catalogue** (designed in Task 2.1.1.) for external stakeholders, such as practitioners and research & innovation providers;
- **Enabling of a quick and efficient search and selection of an appropriate CBRN Training Centre**, either by a security practitioner or a research and innovation provider.

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<sup>1</sup> eNOTICE Grant Agreement No. 740521, p.97.

## 1.3 Methodological approach

The methodological approach presented below consists of:

- A definition of key terms used in the approach, with a focus on quality, norm and label;
- A presentation of another approach of a quality label, the Council of Europe Quality Label for Youth Centres;
- A comparative study of the two initiatives (Youth Centres vs. eNOTICE), aimed at highlighting the common features and main differences;
- A discussion of pros and cons of the Council of Europe Quality Label for Youth Centres, should the same methodology be applied to the eNOTICE label.

### 1.3.1 Definition of key terms

The following terms must be defined as precisely as possible, in order to avoid confusion about our expectations concerning the eNOTICE label.

#### **a. Quality:**

Quality can be described as “*degree to which a set of inherent characteristics fulfils requirement*”<sup>2</sup>.

#### **b. Standard:**

According to the European Standardisation Committee, a standard is understood as « [...] *a technical document designed to be used as a rule, guideline or definition. It is a consensus-built, repeatable way of doing something. [...] Standards are created by bringing together all interested parties such as manufacturers, consumers and regulators of a particular material, product, process or service.* »<sup>3</sup>

#### **c. Quality Label:**

A label will be understood as a “*symbol indicating that compliance with standards has been verified*”<sup>4</sup>.

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<sup>2</sup> ISO 9000 definition of quality.

<sup>3</sup> <https://www.cen.eu/work/ENdev/whatisEN/Pages/default.aspx>

<sup>4</sup> FAO commodities & trade division, technical paper no.2: Environmental and social standards, certification and labelling for cash crops.

**d. Certification:**

A certification process is “*a procedure by which a third party gives written assurance that a product, process or service is in conformity with certain standards*”<sup>5</sup>.

1.3.2 The Council of Europe Quality Label for Youth Centres

The Council of Europe Quality Label for Youth Centres has been chosen as a model for inspiration for the methodological approach for the elaboration of the eNOTICE label, for the following reasons:

- it identifies added value and benefits for a given organisation to join the network and to be labelled;
- it defines different sets of criteria to be fulfilled in order to be labelled;
- the procedure to acquire the label is clearly identified.

The European Youth Centres of the Council of Europe is a network of learning facilities centred on the development of instruments and methods for youth policy management, based on the promotion of core European values.

*It “[...] serve[s] [...] for the development of quality standards for youth work and focal points for innovation in youth policy development [...]. The work programme of the European Youth Centres is a unique combination of policy development, training, research and educational innovation. They are centres of excellence [...].”*

The objective is to “[...] *promote the European Youth Centres of the Council of Europe as standard-setting instruments and examples of good practice for youth policy.*”

The Quality Label concept “[...] *covers all aspects of the policy, programme, infrastructure, management and administration of the centre.*”

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<sup>5</sup> ISO, 1996.

### 1.3.3 Comparative study: Youth Centres vs. eNOTICE

Differences and common grounds between the two projects are presented in the following table.

| TOPIC                               | YOUTH CENTRES   | eNOTICE   |
|-------------------------------------|---|---|
| <b>CORE MISSION OF THE NETWORK</b>  | Development of quality standards for youth work and focal points for innovation in youth policy development   | Building a dynamic, functional and sustainable pan European network of CBRN Training Centres, testing and demonstration sites (CBRN TC), aiming at building enhanced capacity in training and users-driven innovation and research  |
| <b>OBJECTIVES OF THE PROJECT</b>    | Promotion of the European Youth Centres of the Council of Europe as standard-setting instruments and examples of good practice for youth policy.  | <ul style="list-style-type: none"> <li>- Elaboration of a framework for European network of CBRN TC, testing and demonstration sites</li> <li>- Establishment of a web based information and communication platform to provide, share and disseminate information during and after the project:</li> <li>- Setting up of an operational transactional network for optimising investments</li> </ul>   |
| <b>SPECIFICITIES OF THE PROJECT</b> | <ul style="list-style-type: none"> <li>- Value education</li> <li>- Multiplication of social impact</li> <li>- Influence on youth policy</li> <li>- Knowledge development &amp; educational innovation</li> <li>- International cooperation</li> </ul>  | <p>Building a bridge between different stakeholder communities in the field of public safety and security, esp. between researchers/academics and practitioners, through</p> <ul style="list-style-type: none"> <li>- Visibility of the CBRN TCs' capabilities and infrastructures across Europe;</li> <li>- The organization of Joint Activities (JA) centered on eNOTICE members' core missions, opened up to various stakeholders, in order to create opportunities for the identification and development of user-driven technological solutions</li> </ul> |
| <b>OBJECTIVES FOR THE LABEL</b>     | <ul style="list-style-type: none"> <li>- Influence the youth centres to make them adhere to the values and youth policy of the Council of Europe</li> <li>- Encourage development of quality among youth centres on the basis of established standards</li> <li>- Promote international networking and exchange between youth centres and stakeholders</li> <li>- Promote quality standards in non-formal education &amp; international youth work</li> </ul> | <ul style="list-style-type: none"> <li>- Creating visibility for the CBRN TCs' capabilities and facilities</li> <li>- Enabling of a quick and efficient search and selection of an appropriate CBRN Training Centre, either by a security practitioner or a research and innovation provider</li> </ul>   |
|                                     | <ul style="list-style-type: none"> <li>- Development of quality of the service provision</li> </ul>   | The added value for CBRN TCs to receive the label, other than increasing the visibility   |

|   |   |   |
|---|---|---|
| <p><b>ADDED VALUE OF THE LABEL</b></p>            | <ul style="list-style-type: none"> <li>- Access to training and resources from other youth centres</li> <li>- Establishment of contact through an elaborate infrastructure for international networking among professionals &amp; structures of the youth sector in Europe and beyond</li> <li>- Providing centres with international &amp; institutional recognition &amp; legitimation of their work</li> </ul>   | <p>of the members, is to be precisely defined. Two approaches can be considered at this state:</p> <ul style="list-style-type: none"> <li>- eNOTICE label is understood as a mean to highlight capabilities and infrastructures, therefore it can be considered as a capacity label;</li> <li>- eNOTICE label is considered as an acknowledgement of the quality of the service provided by a CBRN TC, which is training activity; in this view, the label is to be considered as a real “quality label”, which can be used as a “commercial” argument;</li> <li>-</li> </ul>   |
| <p><b>METHODOLOGY FOR ACQUIRING THE LABEL</b></p> | <ul style="list-style-type: none"> <li>- Based on a qualitative assessment of the structure, organisation and methods of the candidate;</li> <li>- Two sets of criteria : eligibility and additional</li> <li>- Eligibility criteria are general pre-conditions for the acquisition criteria</li> <li>- Additional criteria take into account the differences between countries, thus providing a certain flexibility in the interpretation of these criteria</li> <li>- Existence of a well identified procedure for the acquisition</li> <li>- The label is granted by the Youth Department of the Council of Europe and by the expert group<sup>6</sup></li> </ul> | <ul style="list-style-type: none"> <li>- The methodology for acquiring the eNOTICE label is to be defined. The concept of creating two sets of criteria, mandatory and optional, seems interesting so that the procedure will not be too restrictive for would-be members.</li> <li>- The flexibility in the criteria is also interesting in an inclusive approach, which could be useful in the aim of showing the diversity and the complementarity of the different CBRN TCs.</li> <li>- The procedure for acquiring the label will depend on the accepted definition of the label.</li> <li>- If the label is understood as a quality label such as the Council of Europe Quality Label for Youth Centres, the procedure, the certification process as well as the organism in charge of delivering the label must be defined. The question of the relevance of such a quality label must also be asked, regarding the functioning and the goals of eNOTICE project.</li> </ul> |

**Table 1 Comparative overview of the Youth Centres vs eNOTICE label**

<sup>6</sup> composed of members of the European Steering Committee for Youth, the Advisory Council on Youth, staff of the Youth Department and selected consultants.

## 1.4 Quality, Capacity or Capacity Quality Label?

In the DoA the label was initially and provisionally called *Quality Label*. The idea behind the name was that the TC, made visible through the activities of the network, should in some way demonstrate intrinsic quality in order to enable the project's and network's objectives to be met. However, Quality labels are very well known and refer usually to specific criteria related to the efficiency and effectiveness of their internal processes (see definition of quality above).

Following the comparative study of the two projects, it seems that an eNOTICE CBRN TC label understood as a quality label would raise questions which are not in the scope of the eNOTICE project.

It was made clear that the CBRN Training Capacity Label would not be considered as a quality label; the main objective of the label **is not to evaluate the training centres** but to **highlight certain characteristics of their organisation, mainly their capabilities and facilities**.

Another issue concerns the **certification body**: in the Council of Europe Quality Label, this body is composed by members of the European Steering Committee for Youth, the Advisory Council on Youth, staff of the Youth Department and selected consultants. In the framework of the eNOTICE project, it seems difficult to identify such experts with an independent position who will certify that a given CBRN TC is granted the right to display the label (who will certify?)

Moreover, a quality label calls on the idea of **complying with a standard**; at the present stage of the eNOTICE project, it seems difficult to refer an existing norm in preparing, organising and evaluating training activities (according to which standard will the label be granted?).<sup>7</sup>

So it appears that a **label, understood as a quality label, would not match the scope and objectives of the eNOTICE project**; it is thus necessary to introduce a different definition of the label.

As the specific focus is in the **TCs capabilities and facilities**, together referred to as Capacity, it was decided during the elaboration of the label to change the name into CBRN Training

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<sup>7</sup> This concept will be developed further below.

Centre **Capacity label**. This way, confusion with other Quality labels and thus false expectations will be avoided.

This approach of the label implies that the term capacity is precisely defined regarding the scope and objectives of the eNOTICE project, and particularly the label. This definition, as well as the definition of the label, is detailed below.

A mixed approach involving the concept of **capacity quality label** was discarded. It seemed that such an approach would bring confusion for the users of the web based platform.

## 2 Elaboration process

### 2.1 The CBRN TC Capacity Label

#### 2.1.1 Different definitions

Two approaches of the CBRN Training Capacity Label were studied in order to find the most suitable definition regarding the eNOTICE project.

### Definition : CBRN Training Capacity label

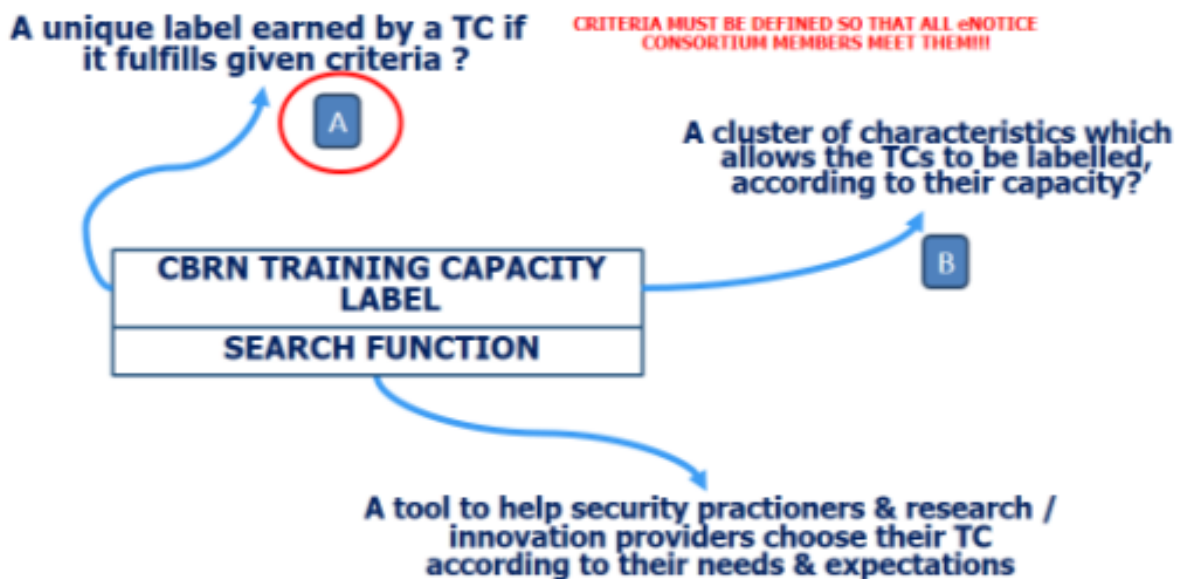


Figure 2 Two possible approach for the elaboration of a label

#### First approach (model A)

The first approach identifies the **Label as a unique label earned by a Training Centre if it fulfils a given set of predefined (quality) criteria.**

Strengths and weaknesses of the first definition (model A):

#### *Strengths*

- A unique label is easier to define, and matches the common acceptance of a quality label;

#### *Weaknesses*

- All eNOTICE consortium members with an exercise capacity should be labelled, in order to guarantee the credibility of the overall project;



- The fact that all Training Centres are granted the same label lowers the visibility of the TCs in the catalogue;
- Such a label does not allow for a quick and efficient search within the catalogue;
- Such a label involves a certification / evaluation process of the training centres; as it was noted before this certification / evaluation process is not within the scope of the eNOTICE project.

### **Second approach (model B)**

The second approach identifies a cluster of characteristics, which allows a Training Centre to be labelled according to its capacities; different levels of the label can be attributed.

Strengths and weaknesses of the second approach (model B):

#### *Strengths*

- This kind of label allows the Training Centres to be labelled differently, according to their specific features and capabilities, thus enhancing the visibility of the catalogue;
- This kind of multi-level label allows for a quick identification of Training Centres that match needs and expectations of a practitioner or research & innovation provider.

#### *Weaknesses*

- A multi-level label is harder to define and more complex to administer, as it must encompass all capacities offered by the Training Centres mentioned in the catalogue;
- Such a label does not match the common definition of a quality label.

The strengths and weaknesses of the two definitions, taking into account the comparative study between the eNOTICE label and the Council of Europe Quality Label for Youth Centres, led to the definition of the CBRN Training Capacity Label.

### 2.1.2 Definition of the capacity

The **capacity**, considering the CBRN TC context, is understood as the **ability for a given organization to prepare, organize and evaluate at least one of the following activities**<sup>8</sup>:

- Demonstration or testing of technological solutions;
- Table top exercises;
- Field exercises;
- Simulation exercises;
- Serious games;

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<sup>8</sup> Activities are understood according to the eNOTICE definition of joint activities.

These activities **must involve at least one thematic CBRN-related field**. Activities not closely linked to CBRN issues, such as humanitarian relief training, or natural disaster response training, can also be considered as relevant, as long as they include a CBRN issue (for example pollution management).

The ability to prepare, organise and evaluate these activities must be **backed by an acknowledged expertise** from the given organisation in at least one CBRN-related field.

The ability to prepare, organize and evaluate these activities must also rely upon **relevant facilities and infrastructures**. Examples of Virtual Reality/Augmented Reality/Mixed Reality Hardware, Technologies and Tools to Form a VR/AR/MR Laboratory are presented in the Annex section of this document.

### 2.1.3 Definition of the CBRN TC Capacity Label

The CBRN Training Capacity Label will merge the two approaches discussed before, in order to maximise the strengths and reduce the weaknesses of “model A” and “model B”. Also taking into account the comparative study with the Council of Europe Quality Label for Youth Centres, this new approach includes:

- A set of **eligibility criteria** which validate the compliance of a Training Centre with methodology of the eNOTICE project;
- An array of **additional criteria** corresponding to specific capabilities of the Training Centres;
- A highlight of core European values present in the eNOTICE project.

The CBRN Training Centre Capacity Label is defined as follows:

The CBRN Training Centre Capacity Label identifies a Training Centre as being able to prepare, organize and evaluate at least one of the following activities:

- Demonstration or testing of technological solutions;
- Table top exercises;
- Field exercises;
- Simulation exercises;
- Serious games;

These activities must involve at least one CBRN-related field, and should be organised in compliance with eNOTICE methodology for preparation, organisation, evaluation and follow-up of CBRN activities, or an equivalent methodology, accepted by eNOTICE.

The CBRN Training Capacity Label also identifies different levels of activities and areas of expertise. They will be displayed in a graphic form thus allowing for a quick and efficient identification by practitioner or research & innovation provider.

## 2.2 Criteria to be used for the attribution of the label

### 2.2.1 Eligibility and additional criteria

Following the example of the methodology used by the Council of Europe Quality Label for Youth Centres, two sets of criteria have been identified.

**Eligibility criteria**, which can be seen as necessary conditions, deal with the core of eNOTICE project, i.e. capability related to expertise and infrastructures.

The compliance with core European values has been considered as an eligibility criterion. It has been decided that **the CBRN TC will declare their compliance with these values simply by filling the questionnaire**; a clear statement will be added to the questionnaire, as well as the references for these values (which are described in the ethical and societal impacts study of the eNOTICE project.<sup>9</sup>)

**Additional criteria** refer to issues not considered as mandatory for the acquisition of the label. Items mentioned in this category will allow all Training Centres to be visible, whatever the differences in environment, administration or local regulations, thus highlighting the richness and the variety of the services offered by the eNOTICE network.

The additional criteria will also provide data on experience and / or participation in EU / international projects, research projects, as well as experience in organizing or participation in Joint Activities.

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<sup>9</sup> Grant Agreement –eNOTICE N°740521 – ethical and societal impact.

**The compliance with all eligibility criteria will be linked with the eNOTICE logo;** thus, any Training Centre meeting the eligibility criteria will have the possibility to display the eNOTICE logo on its website.

**The compliance with additional criteria will also be identified by one or more specific logo(s),** which will be displayed on the catalogue in the web based platform of the eNOTICE project.

### 2.2.2 Eligibility criteria

Three criteria have been identified in this category:

- Expertise in a CBRN-related field
- A training capacity linked to infrastructures and facilities
- An organisational system and working procedures

#### 1. Expertise in a CBRN-related field

In order to be labelled, a Training Centre must have a known area of expertise in one or more CBRN related fields:

- Chemical (HAZMAT or CWA)
- Biological (HAZMAT or BWA)
- Radiological
- Nuclear

This expertise can be either operational (for the training centres affiliated to first responder services), or academic (universities or research centres who have capabilities both in CBRN and in organising training activities such as mentioned above).

A Training Centre can display such an expertise related to its own professional environment:

- Military operations
- Police / counter-terrorism operations
- Fire fighting
- Medical operations

- Rescue and relief
- USAR operations
- International humanitarian action
- EUCPM modules

## 2. A training capacity linked to training infrastructures and facilities

In order to be labelled, a training centre must own infrastructures which allow the organization of CBRN training activities.

Four types of training activities have been identified:

- Full scale Field exercises (also identified as FTX/LIVEX<sup>10</sup>) either mono or multidisciplinary
- Table top exercises (also identified as CPX/CAX<sup>11</sup>)
- Serious gaming
- Simulations

Each type of training activity can be linked to a distinct, specific infrastructure<sup>12</sup>. The table below gives examples of infrastructures and facilities linked to training activities.

| Type of training activity    | Infrastructures and facilities linked  |
|------------------------------|--|
| Field exercises              | <input type="checkbox"/> Chemical, Biological, Radiological, Nuclear facilities<br><input type="checkbox"/> Mobile laboratory<br><input type="checkbox"/> Urban facilities<br><input type="checkbox"/> Transportation facilities<br><input type="checkbox"/> Real fire facilities<br><input type="checkbox"/> USAR facilities<br><input type="checkbox"/> Facilities allowing the use of stimulant substances (C/B/R)<br><input type="checkbox"/> Facilities allowing the use of real substances (C/B/R) |
| Table top exercise           | <input type="checkbox"/> Crisis management room<br><input type="checkbox"/> Command & control centre<br><input type="checkbox"/> Conference rooms<br><input type="checkbox"/> Geographic information system<br><input type="checkbox"/> Communication & radio systems<br><input type="checkbox"/> Internet access<br><input type="checkbox"/> Telephone lines<br><input type="checkbox"/> Media Training Facility  |
| Serious game and simulations | <input type="checkbox"/> Virtual Reality hardware & tools<br><input type="checkbox"/> Augmented Reality hardware & tools<br><input type="checkbox"/> Mixed Reality hardware & tools<br><input type="checkbox"/> Dedicated computers<br><input type="checkbox"/> GIS Projection Screens   |

**Table 2. Types of training activities and infrastructures / facilities linked**

<sup>10</sup>Field training Exercise / Live Exercise

<sup>11</sup>Command post exercise / Computer assisted exercise

<sup>12</sup> These infrastructures were identified by the questionnaire, see Task 2.1.1 & Deliverable 2.1

### 3. Organisational system and working procedures

In order to be labelled, a training centre must comply with the eNOTICE methodology for the organisation of joint activities. This methodology is currently under development; a draft version is described in the **deliverable 4.1 “eNOTICE methodology for the preparation, organization, evaluation and follow-up of CBRN exercises combined with tests, validations or demonstrations”**.

The different steps of the methodology consist of different aspects to be covered in four consecutive phases, as shown in the following summary:

#### **Preparation phase**

1. Describe the context of the activity
2. Define the objectives / expected results / evaluation criteria
3. Define the type of exercise and corresponding needs
4. Identify roles
5. Plan the preparation and define a timeline
6. Define a cost calculation method
7. Select the scenario
8. Define logistic requirements
9. Elaborate a communication strategy

#### **Organisation phase**

1. Set up of the location
2. Set up of the reception of all participants
3. Start-up briefings
4. Start exercise
5. Suspension rules and termination
6. Post-exercise debriefing

#### **Evaluation phase**

1. Define the type of debriefing and evaluation
2. Identify evaluators
3. Prepare evaluation forms

#### **Follow-up phase**

1. Identify actions of improvement
2. Identify owners for each concrete action

3. Make a time plan
4. Identify required resources

A comprehensive description of the eNOTICE methodology will be freely available on the web based platform of the eNOTICE project.

If the CBRN TC already uses a set of methodological guidelines which can be assessed as equivalent to the eNOTICE methodology, the eligibility criterion will be considered as fulfilled. Concerning the organisation of other training activities (other than joint activities, e.g. standalone trainings), the use of eNOTICE methodology is not mandatory. Nonetheless, this methodology will be proposed to TCs as a set of guidelines.

### 2.2.3 Additional criteria










Additional criteria are identified as follows:


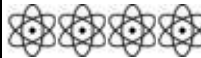

- Training capacity specific to field exercises;
- Training capacity specific to table top exercises;
- Training capacity specific to simulations / serious games;
- Hosting capacity.

#### 1. Training capacity specific to field exercises

The training capacity for field training exercises is analysed through a multi-level approach. Each level is declined in the three main thematic fields of CBRN training. A set of symbols is displayed for each category.

The nuclear issue is not taken into account in the training capacity for field exercises, due to the specificity of the linked facilities.

| Label level for field exercises | Description   | C   | R   | B   |
|---------------------------------|---|---|---|---|
| 1                               | Capacity to provide facility allowing to set up a realistic decor for field exercises |  |  |  |
| 2                               | Capacity to provide simulant substances for field exercises                           |  |  |  |
| 3                               | Capacity to provide real substances (industrial or warfare) for field exercises       |   |  |  |

|   |  |  |   |   |
|---|--|--|---|---|
| 4 | Capacity to provide real contaminated environments for field exercises |  |  |  |
|---|--|--|---|---|

**Table 3. Training capacity linked to field exercises**

From a general point of view, a given label level associated to a training centre implies that this training centre is also associated with labels of lower level in a given field (C/B/R).

## 2. Training capacity specific to table top exercises

It seems that the tools, infrastructures and facilities involved in the organisation of table top exercises are not exclusive or specific; facilities involved in the fulfilment of other missions of a Training Centre can be used for the organisation of such an activity.

It is also considered that a given Training Centre **which fulfils the eligibility criteria, is de facto capable** of preparing, organising, and evaluating table top exercises.

Therefore, no levels of table top activities will be developed, and no specific logo will be attributed for this type of training activity.

## 3. Training capacity specific to simulations/serious games

Due to the high number of possible uses of simulation and serious game for training, the additional criteria concerning simulation or serious game **will be identified with an unique logo**, which is yet to be determined.

The possibility to identify sub-types of simulation- or serious game- based activities has been discarded. It would have resulted in the creation of more labels according to each technology or facility: this would have resulted in an increase of the number of labels, thus reducing the visibility of the catalogue and decreasing its usefulness for security practitioners or research and innovation providers.

## 4. Hosting capacity




The hosting capacity is not considered as an eligibility criterion. This approach was privileged because of the differences between members of the eNOTICE consortium; members such as CAMPUS VESTA or UNITOV have been organising high-level training activities without displaying an internal hosting capacity.






As for the training capacity, a multi-level label will be associated to training centres, according to their hosting capacity.

Two main categories are identified:

- Lodging facilities
- Dining facilities

| Hosting level label | Description                   | Logo  |
|---------------------|-------------------------------|---|
| 0                   | Off-site                      |   |
| 1                   | On-site, up to 50 people      |  |
| 2                   | On-site, up to 100 people     |  |
| 3                   | On-site, more than 100 people |  |

**Table 4 Lodging facilities**


| Dining level label | Description                   | Logo  |
|--------------------|-------------------------------|---|
| 0                  | Off-site                      |   |
| 1                  | On-site, up to 50 people      |  |
| 2                  | On-site, up to 100 people     |  |
| 3                  | On-site, more than 100 people |  |




**Table 5 Dining facilities**

The figures mentioned above are based on the lessons learned by SDIS 77 training centre, and will be re-assessed after the joint activities of the year 2019.




***Remark: The accommodation standard approach***

Concerning the hosting capacity, another approach consisted in identifying different levels of accommodation standards. The different levels were the following:

| Lodging level label | Description                                 | Logo  |
|---------------------|---|---|
| 1                   | Room standard : basic without toilet/shower |  |

|   |                                   |   |
|---|-----------------------------------|---|
| 2 | Room standard 1+ shower & toilets |  |
| 3 | Room standard 2 + TV              |  |
| 4 | Room standard 3 + WiFi            |  |

**Table 6 Lodging levels**

| Dining level label | Description   | Logo  |
|--------------------|---|---|
| 1                  | Self-service  |  |
| 2                  | Level 1 + Restaurant facilities                               |  |
| 3                  | Level 2 + capacity to organise prestige meals & social events |  |

**Table 7 Dining levels**

Due to the lack of relevant information in the data provided by the questionnaires, and keeping in mind the main objective of the CBRN Training Capacity Quality Label (enable a quick and efficient search and selection of a CBRN Training Centre, and enhance the visibility of the Training Centres' catalogue), **this approach has been discarded.**

#### 5. Experience in EU projects and / or research projects

An additional criterion will also take into account the experience of the Training Centre in EU-led projects, as well as research projects.

The participation of a given Training Centre in international projects or exercises will also be taken into account.

A logo, based on the EU flag, will display the number of projects the Training Centre is / has been involved in; the web based platform will provide links to these projects.

The organization or participation in eNOTICE Joint Activities will be considered as an experience in EU-led projects.

The deliverable D2.2 proposes the following logo:



The eNOTICE consortium will be able to make this logo evolve if necessary, all along the eNOTICE project.

## 2.3 Procedure for acquiring the label

In accordance with the result of the methodological approach and the comparative study with the Council of Europe Quality Label for Youth Centres, and in order to respect the scope of the eNOTICE project, common mechanisms traditionally associated with a quality label, such as certification process and body, or compliance control, will not be used, at least in a first instance.

Therefore the **granting of the label will be automatic** for Training Centres appearing in the eNOTICE catalogue. It will be the **responsibility of every Training Centre to:**


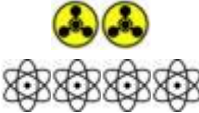








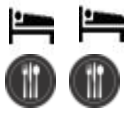

- **Check its compliance with eligibility criteria;**
- **Assess which of the additional criteria are met by its organisation.**

This self-assessment procedure will be evaluated as an ongoing activity in Task 5.2.4. Lessons will be drawn from the current practice, if needed a more elaborated procedure will be considered.

## 2.4 Testing the label

This part of deliverable D2.2 is aimed as testing the CBRN TC Capacity Label.

For this test, the labels were set up only for the TCs which have already organised a Joint Activity at the date of the submission of deliverable D2.2; the information available on the eNOTICE catalogue and the Grant Agreement were also used.

| CBRN TC                   | Eligibility criteria  | Additional Criteria<br>–<br>Field training capacity                                 | Additional Criteria<br>–<br>Hosting capacity  | Experience in EU projects   |
|---------------------------|---|---|---|---|
| SDIS 77                   |  |  |   |  |
| UCL - CTMA                |  |  |  |  |
| UNITOV – JOINT NBC SCHOOL |  |  |  |  |

**Table 8 Attribution of the eNOTICE label to some of the consortium partners**

The label allows an efficient search of a CBRN TC when looking for a given training capacity, for example:

- UCL-CTMA is the only CBRN TC with a biological training capacity;
- A stakeholder looking for a radiological field training capacity will select:
  - UNITOV-JOINT NBC SCHOOL if real radioactive sources are requested;
  - SDIS 77 if a real contaminated environment is requested.

This label also allows a quick selection of a CBRN TC according to its hosting capacity: (SDIS 77 for the largest hosting capacity).

Some features of the CBRN TCs, such as their civilian (SDIS 77, UCL-CTMA) or military (JOINT NBC SCHOOL) nature, **are not highlighted by the label**. However, due to the richness of the eNOTICE network, the covering of all the features of the CBRN TCs would have resulted in a wide range of logos, thus lowering the visibility of the label.

It will be the objective of the **search function** to allow a thorough and exhaustive search of a CBRN TC according to the needs and expectations of a security practitioner or a research and innovation provider.

### 3 Preparation of the search function

The work on the preparation of the search function is presented in the following paragraphs.

The starting point as well as continuous focus for this preparation work has been the questioning: **“If I were a security practitioner or a research & innovation provider, what would be my requirements when searching for a CBRN Training Centre?”**

The preparation work has identified the following “first-level” requirements:

- A given area of expertise
- A given training capability
- A given standard of accommodation
- Given legal restrictions and permissions

Each of these “first-level” requirements is detailed below.

The objective of this preparation work is to create tags in order to:

- Identify the actual training capacities of the Training Centres mentioned in the roster;

- Make a correspondence as clear as possible between the CBRN Training Capacity Quality Label(s) and the tags.

### 3.1 A given area of expertise

In this “first-level” requirement, the Training Centres can be “tagged” into the following categories:

- By thematic area: C, B, R, N, Explosives ...
- By professional environment: training for firefighters, police, medical services, military forces...
- By their military / civilian status, as well as their position regarding military and civilian customers.

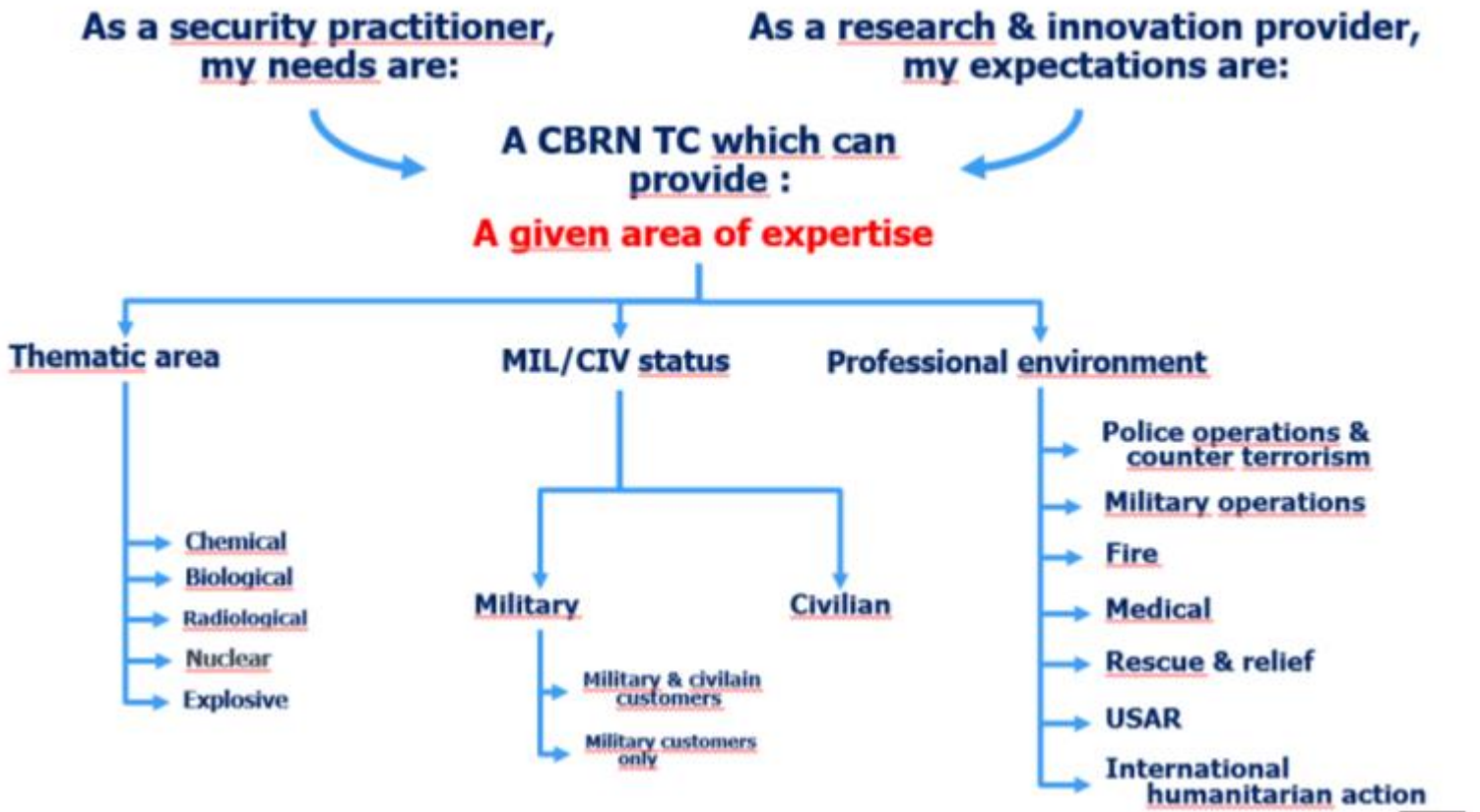


Figure 3. Needs and expectations concerning CBRN TC area of expertise

### 3.2 A given training capacity

For the search function, the training capacities have been identified as:

- Field exercise training capacity
- Serious gaming / simulation capacity
- Table top exercise capacity

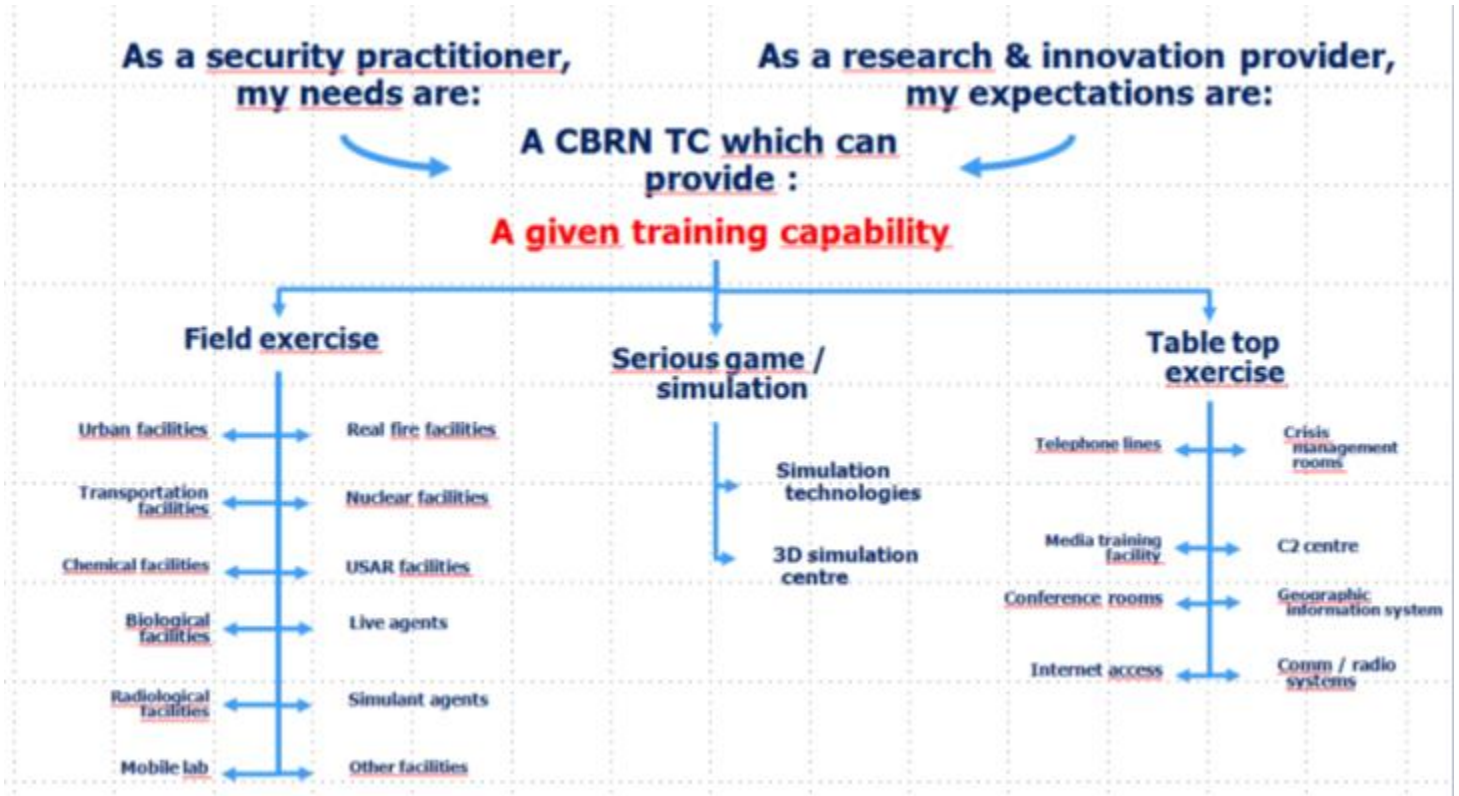


Figure 4. Needs and expectations concerning CBRN TC training capability

### 3.3 A given hosting capacity

For the search function, the following hosting capacities have been identified.

- Lodging
- Dining
- Learning facilities
- Accessibility

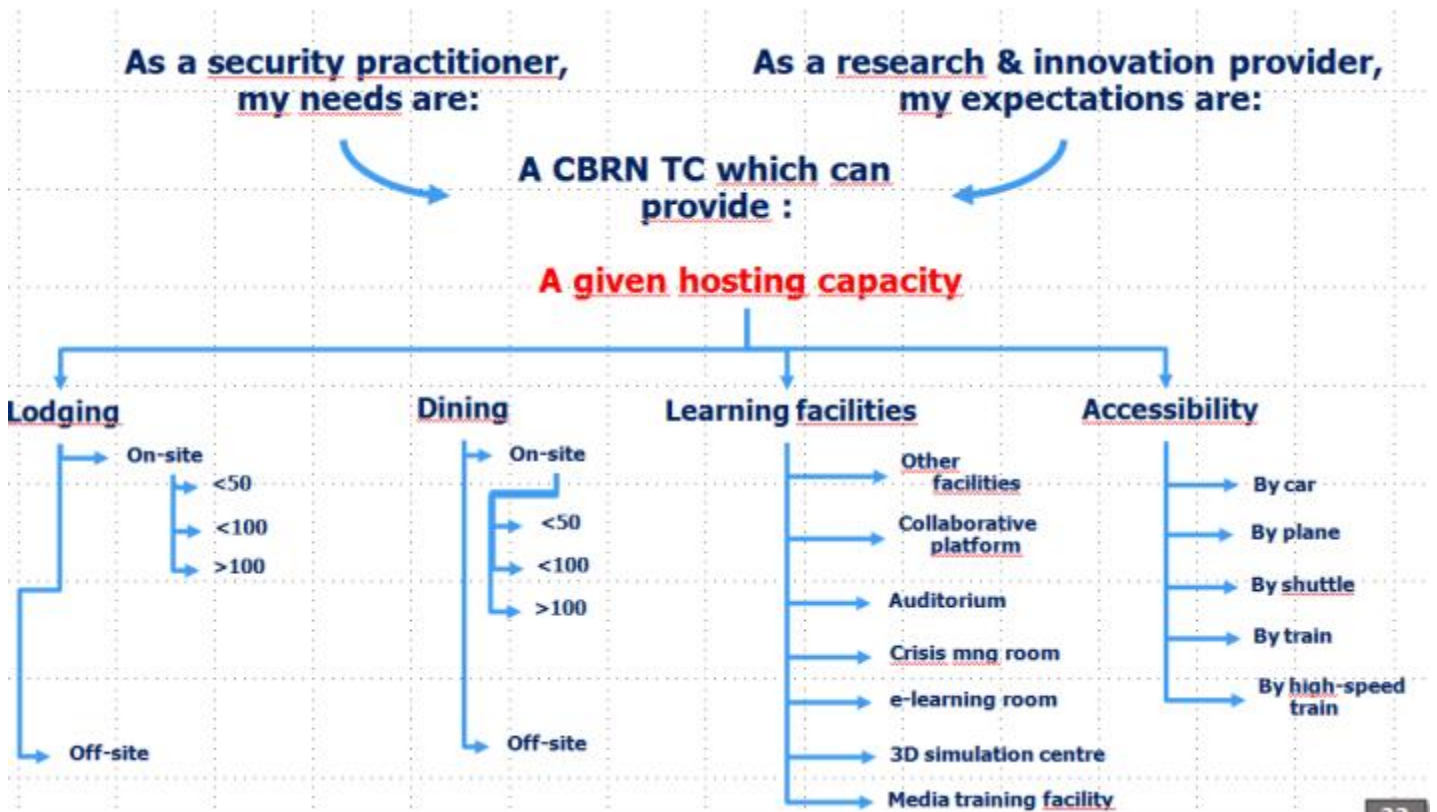


Figure 5. Needs and expectations concerning CBRN TC hosting capacity

### 3.4 Given legal restrictions and permissions

For the search function, the following legal permissions & restrictions were identified.

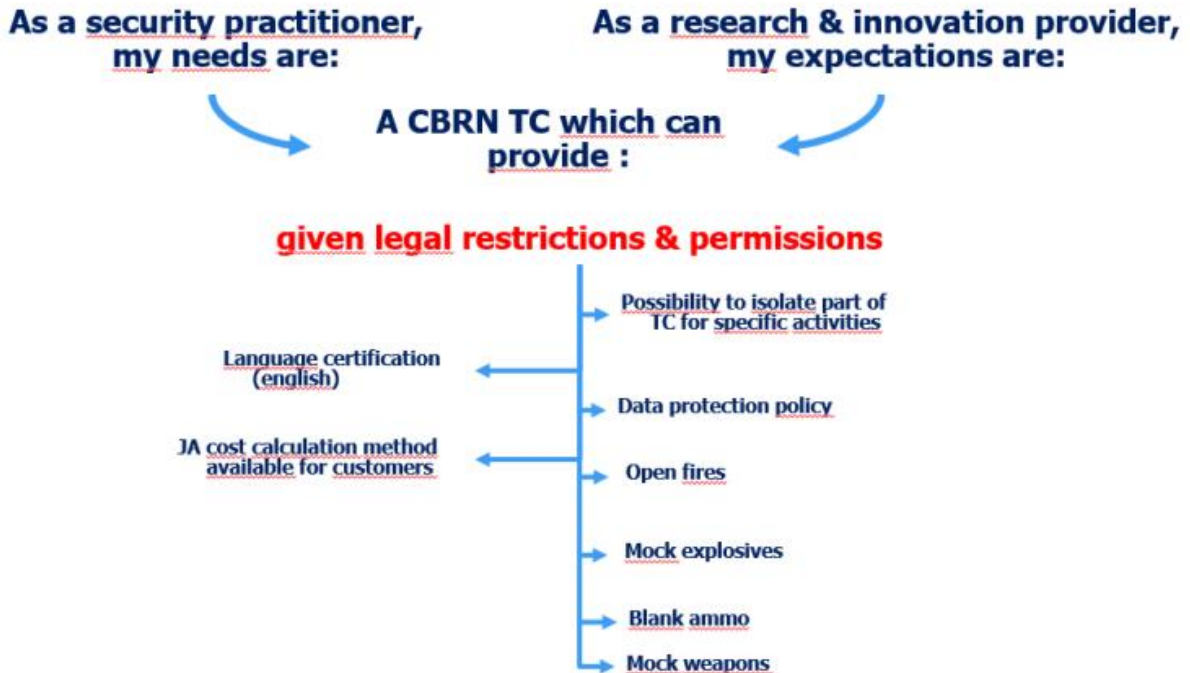


Figure 6. Needs and expectations concerning legal restrictions and permissions

The language certification allows a TC to highlight its capability to provide training activities in an international language, i.e. in English.

## 4 Conclusion

The Deliverable D2.2 aimed at classifying and labelling the CBRN training centres according to their capacity, based on a set of criteria. The objectives of such a label are reminded here:

- Enhancement of the visibility of the Training Centres' catalogue;
- Enabling of a quick and efficient search and selection of an appropriate CBRN Training Centre.

By discarding the “quality oriented” conception of the label, and defining a “capacity oriented” label, the eNOTICE project will highlight the thematic expertise and the training facilities and capabilities (infrastructure) of the CBRN TCs. The use of a limited number of clear, relevant logos will enhance the visibility and the specific characteristics of each CBRN TC.

As the eNOTICE project evolves, it will be necessary to follow up on the CBRN TC Capacity Label and to assess its use regularly. New capacities might arise from the mapping of CBRN TCs; new expectations and needs could also appear within the community of users regarding CBRN training. These expectations also reflect evaluation criteria to monitor and follow up on the use and the satisfaction of the label.

A specific area of attention will be the granting procedure for the label. As a start, the label will be automatically granted, based on the information the TC provide through the eNOTICE survey (input for the Catalogue). This self-assessment procedure will be regularly evaluated as part of Task 5.2.4, adjusting measures or a more comprehensive procedure will be considered if relevant.

Moreover, the study of the Council of Europe Quality Label for Youth Centres allowed to highlight the potential benefits the eNOTICE project could expect from a “real” quality label that might be provided in the future by means of certification (outside the eNOTICE project):

- **Visibility and prestige:** the acquisition of the label could provide Training Centres with international and institutional recognition as well as legitimation for their work.
- **Networking:** the process to acquire the label could bring Training Centres in contact with an infrastructure for international networking among professional of CBRN Training.