

MINUTES
**CFPA Security Commission
28th meeting**

 Bologna
14th – 15th October 2019

Starting time: 13.00 h

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1 Approval of the Agenda of the 28th Meeting

According to Ingeborg's *mail* from 2019.10.09 'Endorsement of Security-Guidelines for Museums by Insurance Europe and comments' we should discuss (as far as time is given)

- development of a news-text for the web page on this topic
- revision of the museums guidelines incl. above comments.

The item was added as number 7.8 to our work program.

Following a proposal from Lauri 'Controlling of Access to Server Rooms' has been put to the agenda as item 9.7.

As well 'Cyber Security and EU-Regulations' has been put to the agenda as item 9.8.

Information on personal data is added under the topic 10.1.

Information on the use of the Insurance Europe logo is added under topic 10.2.

Ingeborg informs that on Tuesday CFPA is invited to a seminar for leading personal dealing with fire protection in Italy. CFPA will introduce itself to promote CFPA in Italy.

With these changes the agenda is confirmed.

2 Approval of the Minutes of the 27th Meeting

The minutes are confirmed.

3 Membership CFPA SC

Members of CFPA SC:	mobile number	participating
- Anna Villani, Italy, AIAS	+39 349 6779 350	yes
- Ingeborg Schlosser, Germany, VdS (Chair)	+49 173 8894 483	yes
- Jeanine Driessens, Belgium, ANPI	+32 472 1001 09	yes
- Jean-Luc Cochet, France, CNPP	+33 627 3913 61	yes
- Jesper Florin, Denmark, DBI	+45 513 5370 7	no
- John Briggs, FPA	+44 753 5457 123	yes
- Lauri Lehto, Finland, SPEK (Vice Chair)	+35 840 3583 810	yes
- Mirna Rodríguez, Spain, Cepreven	+34 618 7167 77	yes
- Paulus Vorderwülbecke, Germany, VdS	+49 173 8894 516	yes
- Per Klingvall, Sweden, SSF	+46 703 0168 05	yes
- Peter Brun, Swiss, Swiss Safety Center	+41 799 4796 89	yes
- Oguz Erkule, Turkey, fppa (new member)	+90 532 375 2575	yes
- Tommy Arvidsson (director CFPA)	+44 795 0294 146	yes

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We welcome Oguz Erkule, a colleague from Turkey at CFPA SC. He is working for 'fppa' (www.fppa.org.tr). Oguz as and the other SC colleagues introduced themselves briefly.

Patrick has left CFPA. We thank him for his very good cooperation over the past years.

Jean-Luc Cochet steps into his position for the next months. Albeit Jean-Luc is going to leave CNPP in January 2020 he will collect as much information regarding the SC work as possible to hand them over to the colleague that will follow him in the SC work.

The position of a vice convenor (which was Patrick) is discussed. The vice convener is asked to lead meetings in case Ingeborg is not present (which occurs very rarely).

Lauri agreed to take over the job. SC thanks for his willingness.

As discussed, the mobile numbers are shown in this document. The question if SC should use in addition to phone calls or short message service (SMS) some other kind of messenger (e.g. WhatsApp, Threema) has been refused by SC.

4 Member's activities

current version: [19021 Activities and contact companies-2019-10-15.xlsx](#)

(copied to cfpa-e.eu)

The list of tasks and companies being active in the different tasks are checked and edited if appropriate. Some changes are made with the Italian information and information regarding fppa from Turkey has been added.

5 Reports

5.1 General Assembly

5.1.1 CFPA Europe

The last meeting took place in Stockholm in May 2019. The next one is scheduled for May, 2020 in London. It will be held together with (to be more precise: at) the FireEx.

A lot of events and presentations have been realised during the last conference and are estimated for coming to make CFPA better known in Europe. The new CFPA members Albany, Turkey and Greece will introduce themselves.

It is intended to overwork and update the strategy for the next 5 years of CFPA during the next year at the latest.

5.1.2 CFPA International

Next meeting of CFPA International takes place in May, 2020 in London.

Nothing further to be reported.

5.2 Management Committee

The last meeting has been held in March 2019.

MC is working on the new strategy.

Peter Stocker asked all members for input and their views.

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5.3 Training Commission

During the last meeting, so John reports, the course templates were more or less coordinated regarding their content.

He had handed in already the new templates and they were circulated within CFPA SC.

All new templates will be put on the web side to make them available for all members. The templates should guide the user (training organisation) but shall not deliver a fixe way that must be followed. National differences will be given and will not create problems.

5.4 Guideline Commission

The Guideline Commission is asked to inform on given news.

Jeanine reports that the new president of GC is Hardy Rusch from VdS, Germany.

Some editing and overworking of older guidelines has to be done in the near future.

She reports on a task regarding guidelines on IT: Here, Mingyi proposed a draft that has not been discussed in the Guideline Commission, yet.

Guidelines for Fire Safety at School: Draft is under development.

5.5 Marketing and Information Commission

Mirna has some new information for the SC:

The MIC intends to introduce each member briefly on the web site of CFPA-E. All SC members are asked to check, if their association has already delivered such a short introduction of itself to be put on the web. Up to now 10 members had delivered a text. The other members are kindly asked to do similar.

Three newsletters were published (e.g. on information on national topics). The content was provided by CFPA members. The activity in connection with the newsletter is growing.

Discussion goes on improving of the web side, even more. However, concrete solutions on this are not at hand, at the moment.

An internal newsletter (for CFPA members only) is discussed (a deeper discussion on this will follow Oct 17th).

The web part for national regulations was rearranged and now it's easier to find.

For formulating and correcting English texts MIC got some help of native speakers. Thanks go to those who helped.

MIC will participate Fire Safety (VdS/Cologne) and events in Athens and Bologna.

The further recruiting of CFPA members will be discussed this week.

The training-content will be offered on the web for members who are interested, as John reported.

As a new service a search engine for the web page has been developed.

5.6 Common Meeting SC, GC, TC

The common meeting of SC, GC and TC is scheduled for October 16th from 16.00 to 17.00 h. Those who can manage to participate are kindly invited. Unfortunately it was not possible to find a time slot more convenient for the SC-members. Unfortunately in the March meeting week no common meeting will be possible.

SC is asked to elaborate keywords on interesting topics to be discussed during the coming common meetings and inform Ingeborg respectively.

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5.7 Insurance Europe Prevention Forum

Ingeborg reports that the Museums Guidelines have been endorsed by Insurance Europe.

During the current or the next meeting SC will review the guidelines and create a new edition according to the comments of IE (cf. 7.8).

She further reports that the logo of IE can be put on the document together with the saying 'Endorsed by'.

Sarah had left IE and a new colleague named Charles Low from Scotland, overtook her tasks.

Finally Ingeborg points out that prevention work is more and more accepted in IE these days (after several discussions and development of the understanding of CFPA).

6 Five-year-plan on SC-Tasks

1) Privacy of data.

As at the moment no need is seen to work on this within CFPA (cf. minutes SC 27th), the topic is closed until further decision. (confirmed)

2) Cyber security (cf. 7.4.1 SSF Cyber Security and 7.4.3 Trainings on Cyber Security)

It was decided to work on this topic.

3) Revision of several guidelines

It was decided to work on the *Arson Document* (cf. 7.2), first to be discussed; next topic; next: Museums (cf. 7.8)

4) It was decided to keep an eye on the acceptance and use of CFPA-E.eu (cf. 8.2 Web Observation).

5) Training courses (cf. 7.3 Coordination of Training Courses)

6) It is agreed that a table of contents as well as the intended target groups of all CFPA courses should be shared within SC.

- a) A document given to SC would help to start with new work using a rough structure. In addition to this the amount of time planned to be used for each topic would be helpful working on new topics and could gain the possibility to adjust the CFPA course on a dedicated topic between the SC members.
- b) It's stated that such information would only be used CFPA-internally.

The work on this not yet started. We do have rough information but we think about writing deeper data.

7) Peer reviews in the field of training:

Peter gives dates for Security Manager and Technical Cycle to Ingeborg for visiting the training; vice versa Peter will visit VdS.

The idea is to visit each other on a regular basis (of course not only Germany and Switzerland).

8) Training against forced entry

SC discusses the possibilities of a Training Against Forced Entry (the working name has changed from Terrorist Attacks); everyone is asked to report on current activities and ideas of its company. During the latest meeting it was mentioned:

- a) CNPP – is working on the topic but right now no substantial information can be given
- b) DBI – is addressing the topic on a basic level in different trainings, the topic is not addressed in a specialised education offer (no single course on the topic)
- c) SPEK and Cepreven – are interested, however, are not active in this field
- d) VdS – is not active in this field

For one of the next meetings CNPP and DBI will provide some more information on their activities.

If possible, they may inform the SC during the meeting in March 2019.

Training courses regarding this topic as currently known in the respective country:

Maybe Sweden is starting to work on this topic.

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Italy, Finland and Spain are not yet active in this field, however, are interested.

Swiss already has a course on this, but is dealing with only a small number of students. It is a 2-days course. The topics handled are break-ins, statistics and alarm technique. SSC is thinking about changing to a more conceptual training (with 1-day duration). This could be supplemented by practical courses in break-in, securing of windows and doors. The relation of practice to theory will be ruled by the costs. The overworked course is planned to be organised in 2019. Swiss is hoping to find support (e.g. products). However, this new training will not be a course against terrorist threats but more a basic security training.

We still did wait for information Patrick and Jesper intended to share.

Due to Patrick is no longer working for SC it should be discussed if Jesper can do the work on its own.

Further discussion has to be postponed; we need Jesper and possible the new colleague of CNPP to work on this.

The topic is worked on by NFPA (NFPA 3000). Due to the document is not available for free it is not added to the minutes.

It's reported that some further ISO-standard are being worked on dealing with the topic. It is not foreseeable when they will be at hand. But as AIAS will work with the ISO group, Anna will give further information to SC. The number of the new standard will be ISO 31030.

9) Guidelines preventing terrorist threats

The discussion on this topic shall wait until experiences in the training mentioned before or other information are at hand: In Norway and UK guidelines are available, in France also for specific public buildings.

Everyone should check, if there are documents available, maybe best practice guidance documents, which could be also used as a basis for trainings.

The work on this has not yet started.

No new information given, however, the topic may become important in future.

Terrorist threats may be good part as well of travel security (which each employer must organise for its employees) but due to this special topic is ruled by national laws it seems not being part of CFPA-work. For the time being it was decided, only to mention this risks in CFPA-Guidelines but it should not really dealt with.

Meanwhile Lauri provided information of NFPA on this (NFPA 3000; url:

<https://catalog.nfpa.org/NFPA-3000-PS-Active-ShooterHostile-Event-Response-Plan-Respond-Recover-Program-Specialist-Online-Training-P18718.aspx> (not for free)

As another proposal on this Oguz proposes to formulate advises for SME dealing with internet security. This can be discussed together with the documents, Per provided.

10) CFPA security handbook:

First SC has to define

a) which possible content the book could deal with.

b) which structure a CFPA offer on such a book possibly may have.

Today Jean-Luc provides the content file and structure of the CNPP-handbook to SC.

The content file has been put on cfpa-e.eu – you will be informed respectively, as it's done (SC 19024 French edition; SC 19025 English edition).

As some next steps, SC can discuss if or how this can be overtaken and filled in with content from CFPA.

Peter provided a url to another handbook, if one intends to check

(<https://www.palgrave.com/gp/book/9781137323279>). (not for free)

The discussion in Heathrow arised if not the still given guidelines (which are a real number) do cover possible content of security handbook. Possibly all guidelines can be merged to one single book. Security for Businesses could be good start.

The work on this not yet started.

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- 11) Finland proposes to work on Training and Guidelines on Emergency Planning and Evacuation in Emergency Situations. The overall content could be orientating on the Training Against Terrorist Attacks.
Spain and Belgium are interested in this as well.
Everybody shall check in the home company if interest in working on this topic under the umbrella of CFPA is given.
For Germany: The VDI 4062-document deals with this topic.
This topic should include the items 8), 9) and 11) mentioned in the 5-year plan.
The decision is to start working on this.
As someone will have to combine the topics to ease the work of SC, Lauri will propose a combination of the themes for our next meeting.
- 12) The work idea of guidelines on security against gaining physical access to power plants and power distributing plants (to prevent "energy terrorism") has been bespoken.
After a deep discussion SC does not see a demand on such a topic worked on by SC.
Item to be deleted.
- 13) CFPA could work on a check list or on recommendations for B&Bs (Bed and Breakfast). A code of practice could help to put such a flat on the market. It could be a marketing instrument for the B&B owners – but for CFPA possibly as well (possible content: fire safety, intruder security, insurance questions aiming on non-family visitors). The idea will be given to the GC, however, SC will be happy to supply GC with technical content.
SC will wait for GC to start the work. Following the work of GC SC will be happy to help with content on security techniques.

7 Work in Progress

7.1 Security Guidelines for Businesses

current version: [19022 Security Guidelines Businesses.docx](#)

(uploaded to [cfpa-e.eu](#).)

A lot of work has already been done. Today we discussed further details as described below:

In the rule a note should be made that national requirements with equivalent content can be used.

We discussed to use European rules (if more or less 1:1 equivalent to the original rules, VdS did propose).

In the case, a European rule is not really matching the original proposed rule the German rules besides other national rules shall be named. Everybody is asked to insert his national rule (file number and complete (!) name of the rule) to the respective place in the guidelines not later than end of November 2019.

An amendment can show the name of all used rules (national and international ones).

It's decided to comment and add information if necessary until end of November 2019. Comments shall be sent directly to Paulus. He will take care for a further drafting.

7.2 Arson Document

current versions: [19019 Guidelines Arson Document\(SPEK\).doc](#)

(uploaded to [cfpa-e.eu](#).)

Lauri had sent an overworked draft document on arson. It was circulated among the SC members. It is discussed briefly during the meeting.

Thanks go to Lauri for this very good job.

Lauri will continue drafting the Arson Document after he will have received the SC comments.

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It's decided to comment until end of November 2019. Comments shall be sent directly to Lauri.

Ingeborg had sent the draft to Hardy Rusch (GC; 15.10.2019), they will also comment, directly to Lauri.

7.3 Coordination of Training Courses

It was agreed on sharing CFPA courses within SC (internally).

Jesper intended to ask a DBI-colleague for a first description of the DBI Security-courses *Technical Cycle* and *Management Cycle* to provide these to SC. Due to schedule difficulties the topic had to be postponed.

As far as given, the document should be discussed by the SC.

Ingeborg will check, if Jesper is participating the next SC meeting.

7.4 Information Security

7.4.1 SSF Cyber Security

current versions: [18032 CFPA SSF 1101 Edition 1, SSF Cyber Basic.pdf](#)

(uploaded to [cfpa-e.eu](#))

SC had already talked about the Swedish document 'Cyber Essentials' SSF 1101 (SC 18032).

VdS pointed out, that a *certification* lower than *Cyber Security for SME* and even lower than the at-tested *Quick-Audit* cannot be accepted from Germany.

The SC-opinion on how the document could be used was discussed as follows:

- Sweden could use the content for Certification and Guidelines on a basis of CFPA (a respective document has to be created)
- Spain, Finland, Switzerland, Belgium, England and Germany could think about using the content for recommending guidelines.

SC should discuss, if it's wise to use one and the same document for official certification on the one hand and for a mere recommendation on the other hand. This possibly could create confusion on user's side as well as with insurers. This we could not manage this meeting.

Some remarks on SSF 1101 (as noted before; but not yet discussed):

- 4.1.2 It is recommended to describe how the "regular random inspections" shall be carried out. A mere request of this seems not being sufficient.
"Note Information backed up may be checked by carrying out regular random inspections."
- 4.1.3 The question arises if it is necessary to use active software protection for Apple mobile devices (opposite opinions are known, however, do we have experts to give substantiated answers to this?).
"Software for protection against malicious code: ..."
- 4.1.3 The note could be formulated more clearly. The intention is surely not to draw the user's attention on dangerous web sites but to protect against malicious code.
"Software for protection against malicious code:"
- 4.2.1 Regarding the note the question arose if the Google Play Store can be accepted as safe.
"Note Downloading applications to mobile phones and tablets from trusted sources involves the AppStore, Google Play Store or the organisation's own internal site for approved programs and applications, for example."

Per is asked to take the questions into account.

It is pointed out by Per that, if CFPA wishes to create a CFPA-document no copy right restrictions are given. CFPA is allowed to use the Swedish document in any way that is convenient.

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The outcome of the today-request who will use the guideline is:

The guideline will be used by

- Ireland
- Sweden
- Italy
- Finland
- France
- Turkey
- Switzerland.

So the decision to work on it is stable.

Per will introduce Oguz to the given Swedish work. Oguz will give comments.

Per will coordinate the comments on the document. The whole SC is asked to give its comments to Per not later than end of November, 2019.

The results of the discussion should be discussed during the next SC-meeting.

7.4.2 Quick Check

The use of the Quick Check (roughly 40 questions) under the frame of CFPA is still in discussion. A mere translation of the text and use it as a Quick Check in a second language is not possible, as explained before.

In the meanwhile Ingeborg could check the cost of handling of second languages within the Quick Check source code. This is estimated with 3000 EUR (give or take) per different language for editing the code; cost for the translation on top.

Ever SC member is asked to just contact Ingeborg if interest is given.

Topic closed.

7.4.3 Trainings on Cyber Security

Regarding a new training *Cyber Security for Insurers* (interested in this idea is Germany, Spain, England, Italy, Swiss will check; Sweden will check) SC shall discuss a training template, Ingeborg will provide.

This done, SC shall discuss the content and decide how to proceed.

The topic is been postponed to the next meeting; the template could not be provided, yet. Besides this, Ingeborg reports that the request on this course is at least not extreme in Germany.

7.5 European Qualification Framework

A list of training courses was distributed within the SC. The connotation period (CFPA internally) is not yet finished. However, quite soon the courses should be ready to use for all CFPA members.

Some remarks on the templates:

Please be aware that

- as the templates speak of *one training hour* the duration of 60 minutes (not 45 min) is meant.
- a 1-day-training contains 6 hours of training.
- 60 min of training is equal to 1 credit.
- written tests must be realised to prove the gained knowledge; content and technique of these tests is not regulated.

The finalised training templates will be published on the web, as John reports.

Topic closed.

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7.6 Guideline Packages (Permanent Topic)

current edition: [19008 CFFPA Guidelines, Target Groups SC.xlsx](#)

(uploaded to [cfpa-e.eu](#))

The package should be sighted and reworked, if necessary.

No changes made.

7.7 E-Learning (Permanent Topic)

SC is asked to exchange news, knowledge and experience on e-learning techniques. The question is, if anybody uses e-learning products, these days.

Turkey does use Moodle for health and safety courses.

Finland did some updates to trainings (hot works – as a mix of e-learning and face-to-face-learning). The plan is to extend the use of e-learning.

UK uses “electronics” for little courses (as 1-day-courses) to realise tests online – after teaching the actual content of the course in another way. The topics here are aiming on fire techniques.

Germany is using Moodle as well. The good thing is that results of test are at hand directly.

Switzerland is starting using this technique.

Sweden is mixing face-to-face with e-learning. They are trying to create learning packages.

Finland is helping companies to teach their employees using web-based training.

7.8 Security Guidelines for Museums, Revision

IE has endorsed officially the CFFPA Europe Guidelines “Security Guidelines for Museums” (CFFPA-Guidelines no. 5:2012 /S).

- For the next revision of the guidelines, EG5 recommends to put a note beneath chapter ‘3.2 Electronic Surveillance’ to point out that at present hardly any class 4-IAS-products are available.
- A second note should illustrate that e.g. insurers or originators of an exhibition may formulate own – possibly higher – requirements as written in the guidelines.
- Regarding chapter ‘3 Protection Measures’ that is discussing doors and windows, EG5 recommends to put a note to clarify that, depending on the individual risk, not only facade elements of RC 2 but elements of RC 3 elements should be used.
- Regarding chapter ‘3.1.8 Safes’ EG5 recommends not to highlight VdS or other dedicated laboratories by showing its certification plate but to name EFSG-approval as a meaningful goal. As far as it is available it’s recommended to change the VdS-certification plate to the EFSG-Plate.

EG5 recommends to add a note at the end of chapter ‘3.11 Security Fog Devices’ that points out the fact that the European standard EN 50131-8 is dealing with technical requirements of such systems.

The topic has not been discussed in detail today.

It will be put on the next agenda. If possible, a more precise proposal will be distributed beforehand.

A text for news (including endorsement by Insurance Europe) on the web page has to be elaborated.

8 CFFPA SC Web Site (Permanent Topic)

8.1 General

All SC members have access to the private part of the web site.

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SC discusses if and how the webpage can be used to ease the distribution of documents. It is decided to put new documents (with SC-number) on the web page and refer to this in mails. Documents will no longer be sent around.

We will test this process for one or two meetings but the technique seems to work. The proceeding should ease the exchange of documents and reduce the amount of mailing content.

Finalised documents will be copied to 'Security Commission – Documents, finalised' (a subpage of cfpa-e.eu; to be seen after entering 'Management'. All other documents will be added to 'Security Commission/ Documents'.

The documents will be shown in order of the SC-number (shown on each document).

The administrator of the web page has been asked to find a way that a document can be marked as a word-file or a pdf-file or the like. For now you can help yourself if you need to know the nature of a document by putting the mouse indicator "on" the document and wait for the "mouse-over-information". That will show the complete file name including the extension.

Please take into account that all listed documents are CFPA-internal!

If you transfer a special document to any third party (which of course may be accepted and wished by SC or CFPA) please be sure only to deliver pdf-files rather than Excel- or Word-files.

8.2 Web Observation

Mirna introduced news on the latest web traffic on the CFPA web page.

The slides on this have been uploaded as SC19027 to cfpa-e.eu.

9 Miscellaneous

9.1 Smart Building Expert (VdS 3838)

current edition: [19015 smart building experts.pdf](#)

(uploaded to cfpa-e.eu)

The *VdS Guidelines for Recognition as a Specialist for Smart Building Safety & Security* (available as VdS 3838, in German only) has been distributed for SC-information.

Content:

- certification (duration: 4 years) of experts with special knowledge on the field of different so called smart technologies used in private homes or in several commercial enterprises
- requirements for the experts: practical knowledge in electronic and IT-technology for buildings (at least 5 years of the last 7 years with 50% dealing on this topics
- customer service is one major tasks of such an expert
- the expert is obliged to continue his technical education (e.g. at VdS or dedicated associations)

A first course on this topic was given, already – with good interest of costumers.

Topic is closed.

9.2 Network Components, Digital Future (VdS 3836)

current edition: [19018 Summary VdS 3836 IoT in Safety and Security.pdf](#)

(uploaded to cfpa-e.eu)

The *VdS Guidelines Cyber Security for Digital Systems and Components of Fire Safety and Security Technology* were drafted and a brief introduction is available (SC No 19018).

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Discussed kind of products:

- cyber security for safety and security components, as e.g.
 - hold-up and intruder alarm systems
 - fire alarm and voice alarm systems
 - guard control and safety systems
 - fire extinguishing systems
 - access control systems
 - video security systems and management systems
 - further hazard detection and alarm systems

The functional security of those components is good elaborated, however the improvement of the security of cyber-functions seems to be optimisable.

The guidelines shall be valid parallel to original product documents. Whenever discrepancies of the requirements are given the original product document is valid

The consultation period is running until Oct 25th; comments are welcome.

For annotation please refer to <https://vds.de/de/richtlinien/entwuerfe-vds/>.

Topics that are discussed are e.g.:

- encryption
- guarantee of offline functionality
- handling of malfunctions and malfunctions
- predetermined state of interfaces
- minimizing the impact of a denial of service incident
- access protection through authentication
- additional access protection for (safety-)critical data (“multi factor authentication”)
- encryption of data during transmission
- integrity of data during transmission
- backup of system/configuration data and user data
- monitoring/logging of events (audit log)
- notification of safety-relevant events
- capturing of telemetry data
- secure coupling with other systems/components
- so-called call-home-function
- management of interfaces
- comprehensive deployment support
- automatic update check

For annotation please refer to <https://vds.de/de/richtlinien/entwuerfe-vds/>.

One good question is: All products will have to talk to each other. Therefore a technical platform is needed – managed by whom? Also the building information modelling (BIM) is influencing this topic.

Further information will be provided as far as given.

9.3 Training Alignment

working document: [19023 training content \(example\) Security-Technical-Cycle.xlsx](#)

(uploaded to cfpa-e.eu)

SC is asked to discuss in which way the CFPA-members can file the comparison of trainings among each other.

If possibly a kind of template could be drafted which can be taken as a basis to document such comparisons of different training provided with CFPA. Such a draft should be given to TC for further discussion.

It was pointed out that one major point of comparing our course is realising a kind of uniformity to the trainings. Uniformity does not mean to train exactly the same stuff in the very same way but to more

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or less process on the same content and, even more important to transfer the same knowledge. This would ease accepting the trainings of one CFPA member in other European countries significantly.

We could start comparing the table of contents of each course. In a second step we may compare the content of teaching with description of the exact trained subjects and teaching times.

An XLS-file Peter provided, shows some security training content (of Switzerland) as an example. It is uploaded to the CFPA server and everybody is asked to think about how the own trainings could match into the table.

9.4 Drones

Ingeborg reports on experiences with the new training for drones.

As a licence is needed for drones regarding its mass VdS offers information on the whole topic – and offers practical training on different drones. In Europe today as pilot licence is needed from 2 kg; this will be changed to 900 g.

The request is good.

An additional course (1-day; several locations; several dates) is planned for 2020 to provide the possibility of purchasing the flight licence. The licences are quite cheap to “buy somewhere”. So it has to be checked, if the higher quality of a VdS-course can be sold in the free market (it will be definitely more expensive than 100 EUR which is a common budget price).

Difficulties were finding a licenced trainer (licence by the civil aviation authority is needed) who is allowed to train flying and checking for granting the licence. To get a possible location where it is allowed to fly drones was another challenge.

The costumers are insurers, technical experts (e.g. for wind turbines or chimneys, solar plants) as well as official representatives (e.g. army).

France is offering courses as well (except granting the pilot licence).

9.5 Opening Experts

Ingeborg reports on the approval and training for emergency opening experts. Recently, VdS is working on this topic. It should be discussed and decided how SC judges a possible work on this. For approval cf. VdS 3864.

The topic is known in some, however, not in each country. Finland e.g. has no need on this service as every house has a building manager. But in Belgium e.g. the problem is the same as in Germany or Switzerland.

The question, if SC should work on this topic was discussed and answered with “no”. SC will have a look on the German experiences with the training. Possibly SC will come back on this topic.

For now, VdS will report from time to time, but no further work for the SC is planned.

9.6 News

9.6.1 General

All SC-members are regularly asked to report on news (e.g. of technical nature, of training content or training technology).

Swiss: A new organisation of Switzerland will apply at the Management Committee meeting for B1-membership and introduce itself. It's covering the French part of Switzerland.

Sweden: nothing to report

Spain: Cepreven will launch a course Cyber Security for Insurers. This is because insurer's interest and their respect for cyber techniques are growing.

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A new regulation in Spain for fire safety systems installers will come. On this Cephren will train as well.

Cephren is member of an expert group of the ministry for developing qualification of fire safety operators.

Finland: E-Learning will grow. Several CFPA-topics will be dealt with. Research on smart building and fire safety is been done together with university experts.

France: It is worked on the combination of physical and cyber security.

Belgium: nothing to report

Turkey: Security for industrial companies gets more and more relevant. ISO 27001, ISO 27019 is dealing with higher regulations. GDPR is becoming a topic as well.

FYI: In Turkey the relevant cyber data for governmental companies must be stored and controlled within Turkey (servers on Turkish ground).

Germany: A new training is under development for installers. The problem is that many companies are searching for personal that possibly has not an education that lasts 3 years. The aim is to train such personal in a concentrated way on security questions. The way how to do all this is not yet finally discussed.

9.6.2 New Preamble

current edition: [19017 Preamble for all new guidelines.docx](#)

(uploaded to cfpa-e.eu)

The preamble CFPA intends to put in the front of all new guidelines is ready to use. The wording is:

Preamble for all new guidelines (of the Security or the Guideline Commission) shall be:

“The Security/Guideline (whatever applies) Commission of CFPA Europe has developed common guidelines in order to achieve similar interpretation in the European countries and to give examples of acceptable solutions, concepts and models. The CFPA Europe has the aim to facilitate and support fire protection, security and protection against natural hazards across Europe.

The market imposes new demands for quality and safety. Today fire protection, security and protection against natural hazards form an integral part of a modern strategy for survival and competitiveness.

These guidelines are primarily intended for the public. They are also aimed at the rescue services, consultants, safety companies and the like so that, in the course of their work, they may be able to help manage risk in society.

These guidelines have been compiled by the Security/Guideline (whatever applies) Commission and are adopted by all members of CFPA Europe.

These guidelines reflect best practice developed by the national members of CFPA Europe. Where these guidelines and national requirements conflict, national requirements must apply.”

Nothing to be discussed; topic just for your information.

9.7 Controlling of Access to Server Rooms (new topic)

Lauri proposed to discuss the a.m. topic.

Several rooms are especially on risk.

EN 50600 (-2 or -2-2) is possibly dealing with this topic (at least for the building and the surrounding). We are still searching for further information on this. In EN 1627ff doors, windows, etc. are described.

It's discussed that everything further could be regarded as a management challenge.

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APSAD D83 for e.g. IT-servers and sensitive areas describing risk analysis, designing the installation, maintenance, certification, use.

We (SC) should try to work on guidelines – the exact aim is still to be discussed.

SC members are asked to have a look and research on given rules and guidelines on the topic.

9.8 Cyber Security and EU-Regulations (new topic)

SC decided to have a look at national and known international Cyber Security regulations and inform each other respectively. Information on this can be given to Paulus.

10 General Items

10.1 Personal Data

A list of all names and known mobile numbers is given in the agenda and the minutes.

This is done following the agreement of each SC member.

Of course, if anybody wish his name or phone number to be deleted, this will be done immediately. Please just inform Ingeborg or Paulus respectively.

Following the decision of SC the list of all mail addresses will be send around between the SC members.

10.2 SC Guidelines under Insurance Europe

It is discussed, if and how the logo “Insurance Europe” should be present on the guidelines. The logo should be used for new documents and for revised ones.

The decision is that SC recommends putting the logo “Endorsed by Insurance Europe” on the front page of all new guidelines.

The topic is to be discussed and confirmed by the Guideline Commission (acceptance is assumed).

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11 Overview of the SC Developments

The following programmes and developments are served by CFPA SC.
(updated after the 28th meeting)

Item	Name	File	Status	To do
5.7	Insurance Europe Prevention Forum	no working document	discussion	in process
7.1	Security Guidelines for Businesses	19022 Security Guidelines Businesses.docx	discussion	in process
7.2	Arson Document	19019 Guidelines Arson Document(SPEK).doc	discussion	in process
7.3	Coordination of Training Courses	no working document	discussion	in process
7.4.1	SSF Cyber Security	18032 CFPA SSF 1101 Edition 1, SSF Cyber Basic.pdf	discussion	in process
7.4.2	Quick Check	no working document	final version in German and English given	possibilities to work with different languages to be checked
7.4.3	Trainings on Cyber Security	no working document, yet	discussion	login details to the cyber-wiki to be checked
7.5	European Qualification Framework	no working document	discussion	in process
7.6	Guideline Packages (Permanent Topic)	19008 CFPA Guidelines, Target Groups SC.xlsx	reworked	finalised (for now)
9.1	Smart Building Expert (VdS 3838)	19015 smart building experts.pdf	information	closed
9.2	Network Components, Digital Future (VdS 3836)	19018 Summary VdS 3836 IoT in Safety and Security.pdf	information	closed
9.3	Training Alignment	19023 training content (example) Security-Technical-Cycle.xlsx	discussion	in process
9.6.2	New Preamble	19017 Preamble for all new guidelines.docx	information	closed
Guidelines No 11	Cyber Security for Small and Medium Enterprises	18012 Guidelines Cyber Requirements.pdf	published	–
Guidelines	Protection of	16022 Guide for Business	published	–

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No 10	Business Intelligence	Intelligence in Companies.pdf		
Guidelines No 9	Metal Theft	17002 Metal Theft 09-2016-S FINAL.pdf	published	–
Guidelines No 8	Security in Schools	16035 Guidelines Security in Schools 08-2016-S FINAL.pdf	published	–
Guidelines No 7	Developing Evacuation and Salvage Plans for Works of Art and Heritage Buildings	17003 Evacuation and Salvage Plans 07-2015-S FINAL.docx	published	–
Guidelines No 6	Guidelines for Safe Emergency Exit Doors (non-residential)	Guidelines Emergency Exit Doors in non-Residential Premises 06 – 2014-S.docx	published	–
Guidelines No 5	Guidelines Museums Security	Guidelines Museums 05doc	published	–
Guidelines No 4	Guidance on Keyholder Selection and Duties	Guidance on Keyholder Selection and Duties 04-2010 110706	published	–
Guidelines No 3	Electronic Security Systems in Empty Buildings	Guidelines Electronic Security Systems _Security Systems Empty Buildings 03-2010-S	published	–
Guidelines No 2	Protection of Empty Buildings	Guidelines Protection of Empty Buildings 02-2010-S	published	–
Guidelines No 1	Arson Prevention Document	Guidelines Arson Document 01-2010-S	published	intended for revision
Guidelines base document	Guidelines for Burglar Resisting Glass Cabinets	GlassCabinets 121017 001	internal document on file	–
Training No 8	Intruder Alarm Systems	14015a Training Template Intruder Alarm Technique 2014-03-27.doc	published	
Training No 7	CCTV Systems	14014a Training Template CCTV 2014-03-27.doc	published	
Training No 6	Physical Security Techniques	14013a Training Template Physical Security 2014-03-27.doc	published	
Training No 5	Perimeter Protection Systems	Training-scope-perimeter CFPA 05 – 2012/S	published	–
Training No 4	Management of key and access systems	Training Management Key and Access Systems 04 – 2012-S	published	–

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Training No 3	Certified Security Manager	–	published	–
Training No 2	Security, Management Cycle	–	published	–
Training No 1	Security, Technical Cycle	–	published	–
–	–	14007 Security Guidelines Hospitals.docx	shelved until Security Guidelines for Companies are more elaborated	

Finalised guidelines are listed and in the document *18026 Table CFPA Security Guidelines.docx (still up-to-date) (uploaded to cfpa-e.eu)*. However, no changes were made compared with the list overworked in Zurich.

12 Next Meetings

Upcoming commissions and MC meeting-weeks, -countries and GA-meetings are dated as shown below.

The exact days for the SC-meetings are not fixed, yet.

Year	Week	Place
2020	23-27 March	Linz, Austria start: 13.00 h (Lunch possible: 12.00)
2020	19.-20. May	GA in London, UK
2020	19-23 October	Hvidovre/Copenhagen, Denmark
2021	15-19 March	Lisbon, Portugal
2021	08-09 June	GA in Slovenia
2021	18-22 October	Athens, Greece
2022	14-18 March	Brussels, Belgium
2022	May or June (tbd)	tbd
2022	10-14 October	Oslo, Norway
2023	March (tbd)	tbd

The meeting days for SC usually are Monday/Tuesday.

To ease the complicate job for the organiser of each meeting week the kind (but serious) request is formulated that *everybody should react on invitations to meetings or related events*.

An answer is essentially helpful for the organiser of the event even if participation is not possible.