AGENDA

CFPA Security Commission
29th meeting

Linz
23rd – 24th March 2020

Starting time: **13.00 h**

1 Approval of the Agenda for the 29th Meeting

SC is asked to comment respectively to confirm the current agenda.

2 Approval of the Minutes of the 28th Meeting

SC is asked to comment respectively to confirm the minutes of the last meeting.

In the minutes a numbering fault occurred at that topic Fife-year-plan, Training Courses. It's corrected in this agenda.

3 Membership CFPA SC

Members of CFPA SC: mobile number

- Anna Villani, Italy, AIAS   +39 349 6779 350
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- Paulus Vorderwülbecke, Germany, VdS   +49 173 8894 516
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- Peter Brun, Swiss, Swiss Safety Center   +41 799 4796 89
- Oguz Erkule, Turkey, fppa (new member)   +90 532 375 2575
- Tommy Arvidsson (director CFPA)   +44 795 0294 146

    Jean-Luc Cochet had left CNPP.

4 Member's activities

current version: *19021 Activities and contact companies-2019-10-15.xlsx*

(copied to cfpa-e.eu)

The content of the document is to be checked.

5 Reports

5.1 General Assembly

5.1.1 CFPA Europe

The next meeting of GA is scheduled for May, 2020 in London. It will take place at the FireEx.

5.1.2 CFPA International

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

5.2 Management Committee

news to be reported, if given

5.3 Training Commission

news to be reported, if given

5.4 Guideline Commission

news to be reported, if given

5.5 Marketing and Information Commission

news to be reported, if given

5.6 Common Meeting SC, GC, TC

news to be reported, if given

5.7 Insurance Europe Prevention Forum

news to be reported, if given

6 Five-year-plan on SC-Tasks

1) Cyber security (cf. 7.4.1 SSF Cyber Security and 7.4.2 Trainings on Cyber Security)
   It was decided to work on this topic.
2) 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)
3) It was decided to keep an eye on the acceptance and use of CFPA-E.eu (cf. 8.2 Web Observation).
4) Training courses (cf. 7.3 Coordination of Training Courses)
   It is agreed that a table of content 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 been used CFPA-internally.

   The work on this not yet started. We do have rough information but we think about writing deeper data.
5) 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).
6) 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.

Italy, Finland and Spain are not yet active in this filed, 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 CNPP and DBI 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, Ana will give further information to SC. The number of the new standard will be ISO 31030.

7) 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 risk 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.

8) CFPA security handbook:
First SC has do 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 an url to another handbook, if one intents 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.

9) 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 6), 7) and 9) 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.

10) 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: *20001 Security Guidelines Businesses.docx*

(uploaded to cfpa-e.eu.)

Per had overworked the guidelines. Taking these latest changes into account SC is asked to check and finalise the work on the Security Guidelines Businesses.

7.2 Arson Document

current versions: *19019 Guidelines Arson Document(SPEK).doc*

(uploaded to cfpa-e.eu)

SC is asked to discuss the document and, if possible to finalise the work on the Arson Document.

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.

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)

Some remarks on SSF 1101 which have not been discussed, yet:

− 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 devises (opposite opinions are known, however, do we have experts to give substantiated answers on 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 will coordinate the comments on the document.

The results are to be discussed during the SC-meeting.

7.4.2 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.

7.5 Guideline Packages (Permanent Topic)

current edition: *19008 CFPA Guidelines, Target Groups SC.xlsx*

(uploaded to cfpa-e.eu)

The package should be sighted and reworked, if necessary.

7.6 E-Learning (Permanent Topic)

SC is asked to exchange news, knowledge and experience on e-learning techniques.

The question is, if and how members use e-learning products, these days.

7.7 Security Guidelines for Museums, Revision

IE has endorsed officially the CFPA Europe Guidelines "Security Guidelines for Museums" (CFPA-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 to be discussed in detail.

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

8 CFPA SC Web Site (Permanent Topic)

8.1 General

Currently all SC members can use the web page using the access data, Mirna had provided.

Please take into account that the documents are CFPA-internal.

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

8.2 Web Observation

news to be reported, if given

9 Miscellaneous

9.1 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 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.

SC is asked to discuss the topic more deeply.

9.2   News

9.2.1   General

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

9.2.2   New Preamble

current edition: *19017 Preamble for all new guidelines.docx*

(uploaded to cfpa-e.eu)

The 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.

9.3   Controlling of Access to Server Rooms (new topic)

The topic has been proposed by Lauri.

The state of the discussion:

- 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)
- SC is asked to search for further information on this
- in EN 1627ff burglar resistant doors, windows, etc. are described
- it has been discussed that everything further could be regarded as a management challenge
- APSAD D83 is dealing with risk analysis, designing the installation, maintenance, certification, use (e.g. for IT-server rooms and sensitive areas).

SC should decide if guidelines can be elaborated. And, if yes, the exact aim on such guidelines is to be discussed and defined.

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

9.4   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.

10 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
7.1	Security Guide-lines for Busi-nesses	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 Secu-rity	*18032 CFPA SSF 1101 Edition 1, SSF Cyber Basic.pdf*	discussion	in process
7.4.2	Trainings on Cyber Security	no working document, yet	discussion	in process
7.5	Guideline Pack-ages (Permanent Topic)	*19008 CFPA Guidelines, Target Groups SC.xlsx*	reworked	finalised (for now)
9.1	Training Align-ment	*19023 training content (example) Security-Technical-Cycle.xlsx*	discussion	in process
9.2.2	New Preamble	*19017 Preamble for all new guidelines.docx*	information	closed
Guidelines No 11	Cyber Security for Small and Medi-um Enterprises	18012 Guidelines Cyber Requirements.pdf	published	–
Guidelines No 10	Protection of Business Intelli-gence	16022 Guide for Business Intelligence in Compa-nies.pdf	published	–
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 FI-NAL.pdf	published	–
Guidelines No 7	Developing Evac-uation and Sal-vage Plans for Works of Art and Heritage Build-ings	17003 Evacuation and Salvage Plans 07-2015-S FINAL.docx	published	–
Guidelines No 6	Guidelines for Safe Emergency Exit Doors (non-	Guidelines Emergency Exit Doors in non-Residential Premises 06 –	published	–

	residential)	2014-S.docx		
Guidelines No 5	Guidelines Museums Security	Guidelines Museums 05 … .doc	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	–
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).*

11 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.