

MINUTES (draft)
CFPA Security Commission
29th meeting
 Web-Meeting
 19th – 20th October 2020

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1 Approval of the Agenda for the 29th Meeting

The agenda is accepted with one addition:

Jeanine proposed a short discussion on cyber certification and IoT. (cf. item 7)

2 Approval of the Minutes of the 28th Meeting

The minutes are accepted without changes.

3 Membership CFPA SC

Members of CFPA SC:	mobile number (please check the numbers)	participating
– Anna Villani, Italy, AIAS	+39 349 6779 350	yes
– Ingeborg Schlosser, Germany, VdS (Chair)	+49 173 8894 483	yes (temporary)
– Jeanine Driessens, Belgium, ANPI	+32 472 1001 09	yes
– Jesper Florin, Denmark, DBI	+45 513 5370 7	yes, 1 st day
– John Briggs, UK, FPA	+44 753 5457 123	no
– Lauri Lehto, Finland, SPEK (Vice Chair)	+35 840 3583 810	yes
– Mirna Rodríguez, Spain, Cepreven	+34 618 7167 77	yes, 2 nd day
– 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	+90 532 375 2575	yes

- | | | |
|-----------------------------------|------------------|-----|
| - Susana Casinha, APSEI | +35 121 952 7849 | no |
| - Tommy Arvidsson (director CFPA) | +44 795 0294 146 | yes |
| - to be named, France, CNPP | | |

Regarding France no information on a new member for participating CFPA SC had been received.

4 Members' reports

The participating members are asked to report on how their company manages the current challenges due to the Corona disease.

Belgium: New rules apply as of today. So the "real" situation is difficult to describe. However, ANPI has never closed down. The laboratories were always active and certifications were and are issued. ANPI focuses on "PR-work" to show that the company is still active. Inspections on site are carried out, if this is ok for the customer. Nevertheless, there are many restrictions.

Sweden: Up to now no second wave has occurred. There were no hard restrictions (no lockdown). However, people do both "normal" office and home office. The main problems are faced by elderly people suffering from infections. Some face-to-face meetings were realised. Training is more challenging. Here the current digital transformation is helping to cope with the restrictions.

Denmark: Home office is used quite often and until today. Training is heavily restricted as no physical training in groups is possible. These days, theory is trained online and the physical part is done only with a very small number of students. Difficult for some students are their individual national rules as it may be difficult for them to get home again after participating in a course in Denmark.

Swiss: A lockdown was faced in March. But mostly full time work was possible. The summer was easier to manage than today because the country is facing a second wave. Rules change a lot and differ from canton to canton. Training is quite complicated. At first, the strategy of online training was followed. Today live training is carried out again. But not only the students but also the teachers have to wear a mask. The daily paperwork is done more or less from home office.

England: Firstly the British strategy was the same as in Sweden. But in March a lockdown became necessary. Since September, schools are running normal again. England has implemented a 3-level system. Level three is similar to a lockdown with many restrictions (it currently applies in the north of England). The less strict level 2 (which Tommy is facing in his home area) demands that not more than 6 people meet outside, wearing masks. Gatherings at home (except with family members) are to be avoided. Even the south is facing growing numbers these days.

Finland: Most facts have already been mentioned before. The summer was quite ok. Now, the numbers are rising. All SPEK-colleagues are asked to avoid public transport. Online work is going quite well due to the fact that these techniques are well developed in Finland.

Turkey: The infection rate in March was acceptable. Then the younger (under 20 years) and the elder (over 65 years) had to face a lockdown. After a bad development of the figures, restrictions were increased. These days, wearing a mask and keeping distance to foreign persons is mandatory and an infringement is punishable by law. Working from home office is standard since March.

Germany: Laboratory work is carried out nearly as normal, of course with safety measures. Masks must be worn on the whole campus. Where possible, home office work is done. Business trips abroad are heavily restricted. Within Germany, business trips are done as far as the customer agrees on the visit which he very often does. Work meetings are held online in most cases.

For two months in spring, no face to face training was possible. However, costumers are asking for live training so VdS tries to restart the live trainings.

One major problem, as already mentioned above, are the often changing rules (Germany/NRW, the country where VdS is located, have had four significant changes in one single week). The rules not always seem clear or logical. Conferences are planned to be held both live and via livestream on the Internet.

The situation is more or less similar in all CFPA member countries. Rules are changing depending on the current situation.

Everybody is facing the challenge to offer trainings without having the possibility to teach face to face, as before, and in larger groups.

5 Security Guidelines for Businesses

Current version: [2008 READY TO LAYOUT Security Guidelines Business.docx](#)

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

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

The topic has been discussed. As no further comments are given, the discussion ends with the decision that the developing work on the guideline is done.

Paulus will work out the layout and possibly do a linguistic revision, as necessary. The final document will be handed to CFPA-SC for confirmation (or last comments). Then the document can be published.

6 Arson Document

Current versions: [2010 Arson Document FINAL DRAFT.pdf](#)

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

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

1st day: SPEK had created a new document based on the work SC had done in Italy. This new document had not been circulated beforehand. Lauri provides the document and it is given to all SC-members. The decision is that everybody reads the document so a discussion of the contents is possible on meeting day two.

2nd day: Everybody has read the document. Paulus had included headlines in matching positions. So the structure of the document can be rated. The structure is confirmed by SC.

The whole document has been discussed on day two. Some specific figures (as the percentage of arson related loss in the insurance industry) was formulated in more general terms as the information would be quite hard to proof. Several statements have been rephrased so the meaning of the contents is easier to understand.

Paulus will create a final version of the document.

The final document will be circulated around SC for taking note of it and at the same time the Arson Document will be handed to Hardy Rusch. Hardy will be requested to add comments from the GC. The GC meeting will be held at the end of November.

7 News

7.1 Important Notes

No news are announced.

7.2 Belgian Request

Jeanine reports that ANPI works on articles on cyber security. To be up to date she asks SC if one of the member companies are working on protection equipment (products in the field of safety and/or security) especially under the aspect of cyber security and if certifications are offered on such products (such products could be summarised as IoT-products; internet of things-products).

The group has been informed that such information is needed by the end of October.

8 Information on Movements

Due to the particular challenge of meeting online, some working items of SC were postponed until the next face to face meeting.

Skipped topics are:

- Reports on projects of the members
- Reports from the other working groups
- If the person in charge informs Paulus (please not later than one week after the 29th meeting) on respective news and information on
 - General Assembly CFPA Europe
 - General Assembly CFPA International
 - Management Committee
 - Training Commission
 - Guideline Commission
 - Marketing and Information Commission
 - Common Meeting SC, GC, TC
 - Insurance Europe Prevention Forumsuch information could be passed to SC with the minutes as amendments.
- Five-year-plan on SC-Tasks
- Work in Progress
- Coordination of Training Courses
- Information Security
 - SSF Cyber Security
 - Trainings on Cyber Security
 - Guideline Packages (Permanent Topic)
 - E-Learning (Permanent Topic)
 - Information on Web-Observation
- Security Guidelines for Museums, Revision
- CFPA SC Web Site (Permanent Topic)
- Training Alignment
- Controlling of Access to Server Rooms (new topic)
- Cyber Security and EU-Regulations (new topic)

9 Overview of the SC Developments

The following programmes and developments are served by CFPA SC.
(updated after the 29th meeting)

Item	Name	File	Status	To do
5	Security Guidelines for Businesses	2008 READY TO LAY-OUT Security Guidelines Business.docx	discussion	in progress
6	Arson Document	2010 Arson Document FINAL DRAFT.pdf	discussion	in progress
postponed	Coordination of Training Courses	no working document	discussion	in progress
postponed	SSF Cyber Security	18032 CFPA SSF 1101 Edition 1, SSF Cyber Basic.pdf	discussion	in progress
postponed	Trainings on Cyber Security	no working document, yet	discussion	in progress
postponed	Guideline Packages (Permanent Topic)	19008 CFPA Guidelines, Target Groups SC.xlsx	revised	finalised (for now)
postponed	Training Alignment	19023 training content (example) Security-Technical-Cycle.xlsx	discussion	in progress
postponed	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 No 10	Protection of Business Intelligence	16022 Guide for Business Intelligence in Companies.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 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	–

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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	–
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)*.

10 Next Meetings

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

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

Year	Week	Place
2021	15-19 March	Lisbon, Portugal or possibly online
2021	09-10 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 simplify the complicated job of the organiser of each meeting week, a serious request is formulated that *everybody should respond to invitations to meetings or related events*.

An answer (if one *will* participate or *will not* participate) is extremely helpful for the organiser of the event even if participation is not possible.