Minutes

CFPA Security Commission
30th meeting

Web-Meeting
16th March 2021

Meeting Time: **09.00 – 12.00 h CET**

1   Approval of the Agenda for the 30th Meeting

file: *21001 AGENDA CFPA-E_SC_30* (uploaded to cfpa-e.eu)

Two items are added to the agenda for today.

   – item 9.2 Document on Quality (added
   – item 12 (updated)

With this addition the agenda is confirmed.

2   Approval of the Minutes of the 29th Meeting

file: *20005 MINUTES CFPA-E_SC_29.pdf* (uploaded to cfpa-e.eu)

The minutes are confirmed.

3   Membership CFPA SC

The presence of SC members is checked and we start with a round of introduction.

Members of CFPA SC:	mobile number (please check the numbers)	participating
– Bruno Pinto, APSEI		yes
– Alain Verhoyen		no
– 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
– Jesper Florin, Denmark, DBI	+45 513 5370 7	yes
– 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
– Monica Baeta, Portgal, APSEI		no
– Susana Casinha, APSEI		yes
– Paulus Vorderwülbecke, Germany, VdS	+49 173 8894 516	yes
– Per Klingvall, Sweden, SSF	+46 703 0168 05	no
– Peter Brun, Swiss, Swiss Safety Center	+41 799 4796 89	no
– Oguz Erkul, Turkey, fppa	+90 532 375 2575	yes
– Tommy Arvidsson (director CFPA)	+44 795 0294 146	yes

CNPP: France will name a technical colleague who will participate CFPA SC.

4   Members' reports

The participating members are asked to report how the challenges due to the Corona disease are evolving and on their experiences regarding training (online-/hybrid-training, new training courses).

In Portugal the third wave of Covid is faced. Thus risk must be reduced (over all other interests). Nevertheless, six series of the *Security Technical Cycle* could be realised. This is quite difficult, using only online-techniques. However, the interest is very wide spread, possibly because the traveling effort is lower. Live training is strictly reduced to 10-12 persons (without changes within the group).

Denmark have had physical (face-to-face) courses most of the time at DBI, of course with special medical prudence. In addition, online-courses are offered. The number of the students has not been reduced.

Situation in Spain is the same as in the rest of Europe these days. In Madrid some special rule are valid as it is possible to visit restaurants. Vaccination is quite slow. Work of Cepreven was restraint during the last year. Video technique was used for training. And live and remote trainings were mixed ("hybrid courses"), which was well accepted by the students (however, it is difficult to run such courses for both sides, students and trainers). This was done e.g. for *Security Technical Cycle* as well as for *Fire Protection Technical Cycle*.

In Italy, AIAS offers only online-training for the time being.

For Turkey an up and down is reported. The latest "normalisations" are going to be cancelled, next week. Online courses has started (without charge for the uses), e.g. fire awareness and fire protection.

Belgium organised webinars with good success. One difficulty here is that usually two languages must be supported. It's a lot of work but many people are interested (the offers are not for free).

Finland is offering several trainings. It is difficult but possible. Trainings are done remote since Feb 2020.

In Germany all live trainings are cancelled. And for the next weeks no classroom trainings are possible due to a new lock down. A large fire exhibition in December 2020 has been cancelled. VdS offers some short basic courses online (by 0.5 day) as well as longer courses (e.g. 4 times 0.5 days). In fact the German rules are quite unstable these days (changes can come very short termed which makes it difficult to deal with them). So, VdS also changes classroom-courses to online courses without changing the dates. Online courses are possible but from VdS-point of view hard to participate (e.g. many breaks are needed).
And new training formats are tested: Video training plus virtual classroom training plus personal learning time will be tested soon.
New course topics are *home-office-techniques*, course on *ransom ware* (to learn how to cope with it). And another new format is the *Fire-Protection-Talk* (3 talk rounds will be held "live" following with safety measures, 1.5 h each; the live event will be streamed directly.
The big fire safety event in December 2021 will hopefully take place "as normal". This year it will be again in connection with the international conference on fire extinguishing systems.

UK reports that a large number of webinars were given. But given the lock down in spring, summer and Autumn, it was an up and down. The hope goes to the next summer, hopefully the situation will develop to normal, again.

As special difficulty in remote trainings is the practising of group-work (it is possible but needs some special techniques as splitted video sessions). Oguz reports on good experience. Mirna and Ingeborg see difficulties (on the technical and personal level).

We (as everyone else) wait for the possibility for face-to-face trainings to come back. The online techniques are of course possible but not easy to realise, at least for larger groups. It seems that everybody (trainers and students) is waiting for live trainings again.

5 Reports from CFPA Europe

5.1 General Assembly

file: *21003 Proposal Strategy 2021-2023 General Assembly 2020.pdf* (uploaded to cfpa-e.eu)

End of Oct 2020 the GA took place (online).

Ingeborg introduces new ideas of the GA "CFPA goes global". GA discusses an opening to non-European countries. Europe should lead but foreign countries may participate as guests without voting rights. In addition "personal ambassadors" should be created. A presentation on this is uploaded to cfpa-e.eu.

The wide opening must be accompanied by creating new statutes so the power will stick to Europe, the power over the CFPA work must not diffuse to the technical influential countries (e.g. China).

Elections results:
The chair and vice-chairs of CFPA Europe as well as the chairs of the commissions have been elected, most of them continue in their position, there was only one change.

Minutes
CFPA Security Commission
30th meeting

Chair: Jesper Ditlev (DBI)

Vice-chairs:

- Guillaume Savornin (CNPP)
- Jon Michelena (CEPREVEN; replacing Anders Bergqvist from Sweden)

Commissions-chairs:

- GC: Hardy Rusch (VdS)
- TC: John Briggs (FPA)
- SC: Ingeborg Schlosser (VdS)
- MIC: Mirna Rodriguez (CEPREVEN)

5.2   Management Committee

file: *21004 UN 17 Goals to transform our world.pdf*
(uploaded to cfpa-e.eu)

Tommy raises the question, if and respectively how CFPA can support UN-tendencies formulated in the so-called 17 goals.

The corresponding document was provided quite short-termed so a profound study and discussion was not possible during the meeting.

Nevertheless the question if CFPA Europe can help achieving the UN's "17 goals" (UN's 2030 Agenda for Sustainable Development) is given. We should see what can be relevant for CFPA SC.

The most easy link of course is related to the work of the natural hazards group and there are also possible connections (more indirectly) to fire prevention.
The question to discuss is how our – the SC's – work is related to these goals. If anyone has pro-posals to formulate such dependencies he/she is asked to inform Ingeborg.

5.3   Marketing Commission

Mirna asks urgently on technical news and reports on e.g. new physical security measures.

Please inform Mirna respectively.

6   Security Guidelines for Businesses

file: *20002 Security Guidelines Business.docx* (uploaded to cfpa-e.eu)

The SC work on the guidelines are almost completed. All changes are taken into account and the Security Guidelines Businesses will be layouted, soon.

After this SC will be informed to proceed the final check and the document. It will then be given to CFPA for ratification. The final step will be the review and possible recommendation by the Expert Group 5 to the Prevention Group of Insurance Europe.

It is decided to we stick to the old and learned procedure regarding the publication of the document (cf. ideas described in chapter 9.2).

7   Arson Document

version worked on during the meeting: *21005 Arson Document FINAL DRAFT MEETING SC30.pdf*
while writing the minutes: the corrected Version is given and has to be formally accepted by SC
21006 Arson Document FINAL DRAFT to be accepted.pdf
(both uploaded to cfpa-e.eu)

The document has been finally discussed and comments from GC have been taken into account. Currently the layout is executed. After this the document will be given to the CFPA for ratification. After ratification, Insurance Europe will be asked for endorsement.

A minor change has been done chapter one. "The document is published by the various member countries of CFPA Europe in their respective languages." has been changed to "The document can be published by members of CFPA Europe in their respective languages."

Paulus will edit the document and give it to Ingeborg so the CFPA ratification can be realised.

8   Next Projects

8.1   Security Guidelines for Museums – Revision

file: *Guidelines Museums 05 - 2012-S Version 003 130903.doc*

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.
The comment is discussed and accepted.
−   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.
The comment is discussed and accepted. It will be formulated at a fitting location.
−   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.
The comment is discussed and accepted. It will be formulated at a fitting location.
−   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.
The comment is discussed and accepted. It will be formulated at a fitting location; a picture of the EFSG-safe-plate will be added.
−   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 comment is discussed and accepted.

Paulus will edit the document regarding the a.m. changes and give it to SC for comments (6 week time given). At our next meeting the document can be declared ready.

A text for for the CFPA web page news (including endorsement by Insurance Europe) will be written by Ingeborg.

While writing: Changes were made as bespoken; file: *21007 Guidelines Museums after 30th SC.doc* ; (uploaded to cfpa-e.eu)

8.2   SSF Cyber Security

current version: *18032a CFPA SSF 1101 Edition 1, SSF Cyber Basic - commented Vw.pdf*
(*18032 CFPA SSF 1101 Edition 1, SSF Cyber Basic.pdf* – uploaded to cfpa-e.eu)

SC decided in its meeting in October 2019 to work on this document and Per will coordinate comments on this document.

Remarks on the document SSF 1101 and answers on this by SSF:

- 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."

  note from SSF:
  Have no answer on how to do the inspections/ check.
  The SSF 1101 requirements are:
  the information must be backed up to the extent decided by the company
  • at least one backup must only be available to persons with administrative system privileges.
  Remark. It`s an informative text on how the above requirements can be controlled. If CFPA wants to develop the requirements text, this should be done as a comment / remark in the CFPA version which clearly states that this is a note from CFPA, not from the standard publisher (SSF).

- 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: …"

  note from SSF:
  The standard is clear here and does not specify that any specific brands should be exempted from the requirements. All attachments to the CFPA document must clearly state that the attachment is a CFPA listing and not the standard issuer's (SSF) opinion.

- 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:"

  note from SSF:
  Remark in the norm is informative not normative. The CFPA may choose to clarify the remark. if it is clear that it is the CFPA that has clarified and not the issuer of the standard.

- 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."

  note from SSF:
  Not normative, an example. CFPA can make its own note / comment to the standard note. if it is clear that it is CFPA's listing not the issuer of the standard.

Everybody is asked to comment the document (cfpa-e.eu) and send those to Per until July 31st 2021. Then Per can put the comments together to discuss those during our next meeting.

9   News

9.1   News from SC members

Nothing to be reported.

9.2   Document on Quality

file: *21002 Quality in products.pdf* (uploaded to cfpa-e.eu)

A document is provided dealing with CFPA Europe quality topics.

One aim is, the rising of the quality of trainings and documents. An external quality check is discussed. Following this idea interested third parties may execute a technical review of intended trainings and documents.

However, it could be difficult to get good and substantial answers in some countries. Some countries already use a kind of review process. Denmark creates guidelines with own experts. After creating documents external experts are asked to comment those. The answer are sometimes very good and informative, sometimes none or even "no good" answers were received.

A quite similar way of developing (especially) test and certification rules is followed in Germany. Rules are created by experts (internal and sometimes with external support as well). After this a public annotation period is given. This gives the possibility to comment to *all* interested parties. The information on new guidelines is given via the VdS web page.

A public consultation process can be discussed for CFPA guidelines as well. This process could create technical input and more over gives safety on legal questions as "everybody gets the possibility to react" and thus the equal treatment is realised. And of course, a final third-party judging is given.

The decision of today is, to follow this idea. Drafts of new guidelines will be published on the CFPA web page, a short info will be given on the web page and in a newsletter. The exact process has to be developed.

The idea to consult ASIS is seen critically because a large influence of USA may be given. It could be difficult to work closely with a company as ASIS when our aim is to strengthen European guidelines and European work (and ASIS is orientated in direction USA).

The decision is that Jesper and Anna will think this over and report at the next meeting. Then we can discuss if we should seek closeness to ASIS or if not.

The "new way" of publishing guidelines well be discussed during the next meeting (one idea on this is getting Insurance Europe informed right during the developing process).

10 Information on Movements

Due to the particular challenge of meeting online, it is decided to postpone the other topics that would be on the agenda otherwise until our next face-to-face meeting.

The skipped topics are:

- Reports on projects of the members
- Further SC_tasks and plans
- Reports from the other working groups.
    - General Assembly CFPA
    - Training Commission
    - Guideline Commission
    - Marketing and Information Commission

11 Overview of the SC Developments

The following programmes and developments are served by CFPA SC.
(updated after the 30th meeting)

Item	Name	File	Status	To do
6	Security Guidelines for Businesses	19022 Security Guidelines Businesses.docx	final preparations	layout, publication

7	Arson Document	*21006 Arson Document FINAL DRAFT to be accepted.pdf*	final preparations	layout, publication
postponed	Coordination of Training Courses	no working document	discussion	in process
postponed	SSF Cyber Security	*18032 CFPA SSF 1101 Edition 1, SSF Cyber Basic.pdf*	discussion	in process
postponed	Trainings on Cyber Security	no working document, yet	discussion	in process
postponed	Guideline Packages (Permanent Topic)	*19008 CFPA Guidelines, Target Groups SC.xlsx*	reworked	finalised (for now)
postponed	Training Alignment	*19023 training content (example) Security-Technical-Cycle.xlsx*	discussion	in process
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	–
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 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).*

12 Next Meetings

12.1 Meeting in Athens 2021

The SC-meeting is planned for 2021, Oct, 18-19.

If possible, we will start on Monday at 13.00 h (until 17.00 h). For Tuesday two slots (09.00-12.00 h, 13.00-17.00h) are planned.

Please check until end of July if you can participate the Monday afternoon session.

There should be no need to travel on Sunday. If necessary, we will start at 14.00 h or even 15.00 h, reduce the working time on Monday and concentrate organisational questions.

Common dinner is scheduled for Tuesday evening.

12.2   Following Meetings

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

Esxact days for the SC-meetings are not fixed, but usually SC is scheduled on Monday/Tuesday.

Year	Week	Meeting and Place
2021	15-18 March	Online: Commissions and NH Group meetings
2021	22 March	Online: MC meeting
2021	15-17 September	GA 2021 (& conference) in Ljubljana, Slovenia
2021	18-22 October	Commissions & MC, Athens, Greece
2022	14-18 March	Commissions & MC, Brussels, Belgium
2022	May (tbd)	GA 2022, London (days tbd)
2022	10-14 October	Commissions & MC, Oslo, Norway
2023	13-17 March	Commissions & MC, Linz, Austria
2023	May or June (tbd)	GA 2023 (days and place tbd)
2023	9-13 October	Commissions & MC, Hvidovre, Denmark
2024	11-15 March	Commissions & MC (place tbd)
2024	May or June (tbd)	GA 2024 (days and place tbd)
2024	21-25 October	Commissions & MC (place tbd)
2025	March (tbd)	Commissions & MC (place tbd)

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

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