DokNr 21015

Cologne, 15.09.2021

AGENDA

CFPA Security Commission
31st meeting

Intention: Presence Meeting, Athens
18th October 2021

Time to start the meeting:

13.00 h Eastern European Summer Time (EEST)

12.00 h Central European Summer Time (CEST)

AGENDA
CFPA Security Commission
31st meeting

General

Please check if you can participate the Monday afternoon session. If necessary, we will start at 14.00 h or even 15.00 h, reduce the working time on Monday and concentrate on organisational questions.

Please give a corresponding feedback, if not already done, to VdS as soon as possible beforehand to our appointment. However it seems, that some colleagues will fly on Sunday due to poor connections.

The meeting time for the second day is proposed for 09.00 h until 17.00 h (EEST).

Common dinner is scheduled for Tuesday evening.

1 Organisational

1.1 Approval of the Agenda for the 31st Meeting

file: *21015 AGENDA CFPA-E_SC_31_Athens* (uploaded to cfpa-e.eu)

SC is asked to comment the current agenda.

If no comments are formulated, the agenda is considered confirmed.

1.2 Approval of the Minutes of the 29th Meeting

file: *21013 MINUTES CFPA-E_SC_30_online.pdf* (uploaded to cfpa-e.eu)

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

If no comments are formulated, the minutes are considered confirmed.

1.3 Membership CFPA SC

The presence and mobile numbers of the SC members shall checked.

Members of CFPA SC:	mobile number	participating
– Bruno Pinto, APSEI		
– Anna Villani, Italy, AIAS	+39 349 6779 350	
– Ingeborg Schlosser, Germany, VdS (Chair)	+49 173 8894 483	
– Jeanine Driessens, Belgium, ANPI	+32 472 1001 09	
– Jesper Florin, Denmark, DBI	+45 513 5370 7	
– John Briggs, UK, FPA	+44 753 5457 123	
– Lauri Lehto, Finland, SPEK (Vice Chair)	+35 840 3583 810	
– Mirna Rodríguez, Spain, Cepreven	+34 618 7167 77	
– Paulus Vorderwülbecke, Germany, VdS	+49 173 8894 516	
– Per Klingvall, Sweden, SSF	+46 703 0168 05	
– Peter Brun, Swiss, Swiss Safety Center	+41 799 4796 89	
– Oguz Erkul, Turkey, fppa	+90 532 375 2575	
– Tommy Arvidsson (director CFPA)	+44 795 0294 146	

CNPP: France will name a colleague
for participating CFPA SC.

2 Reports from CFPA Europe

2.1 General Assembly

News will be reported.

2.2 Management Committee

News will be reported.
MC decided on the wording for the Foreword to be used when publishing a new Guideline and also when revising an existing Guideline. (cf. *SC 21014*)

2.3 Training Commission

News will be reported.

2.4 Guideline Commission

News will be reported.

2.5 Marketing and Information Commission

News will be reported.

3 SC' Current Work

3.1 Security Guidelines for Businesses

file: *21010 READY TO LAYOUT Security Guidelines Business-with new foreword.docx* (to be uploaded to cfpa-e.eu)

All discussed content was included into the Security Guidelines Businesses. The layout will be done, soon.

After this SC will be informed to proceed the final check and the document. The document then will 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 for the endorsement.

3.2 Arson Document

file: *21008 Arson Document FINAL DRAFT to be accepted.docx \\vdsxtra.net\dfs\zert\Zertdat\ZERTDaten\ZERT\Arbeitskreise\CFPA SC\Documents, in process\21006 Arson Document FINAL DRAFT to be accepted.pdf*(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 at 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."

4 Next Projects

The order of working on new projects shall be discussed.

4.1 Security Guidelines for Museums – Revision

file:*21009 Guidelines Museums after 30th SC- with new foreword - FINAL DRAFT.doc*
(uploaded to cfpa-e.eu)

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

IE also provided some comments which were taken into account in a revision of the document.

The content of the guidelines was discussed during the 30th meeting and edited respectively.

SC is asked to finally discuss the guidelines and to finalise it. If there are only minor changes the document can be published after decision by SC, without further consultation process involving all CFPA-members.

After all work the done, a text for the CFPA web page news (including endorsement by Insurance Europe) will be written by Ingeborg.

4.2 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.

See below the previous 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.

As far as known while writing this agenda (mid July) no comments were received.

Thus SC is asked to discuss whether the give document

- should be published as CFPA-document with the content given
- should be published as CFPA-document with the changes/amendments to the content
- should be published as CFPA-document with the content given and notes to be added (if yes, those are to be formulated)

5 News and Reports from SC Members

5.1 General

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, resumption of face-to-face training).

5.2 Projects and Plans

The members are asked to report on given projects and plans due to their company/country.

5.3 Document on Quality

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

A document was provided dealing with CFPA Europe quality topics.

The latest decisions say that Anna and Jesper will think this over and report at the next meeting (31st SC). SC is asked to discuss if we should seek e.g. closeness to AIAS or not. Possibilities to deal with this document should be developed.

The “new way” of publishing guidelines should be discussed (one idea on this is getting Insurance Europe informed right during the developing process). The new document “Producing and revising of guidelines” (agreed and decided on by the MC) will be presented and shall be taken into account (cf. *SC 21012*, uploaded to the web page).

Than SC shall agree on a further procedure with this item.

6 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
3.1	Security Guidelines for Businesses	*21010 READY TO LAY-OUT Security Guidelines Business-with new foreword.docx*	final preparations	layout, publication

3.2	Arson Document	*21008 Arson Document FINAL DRAFT to be accepted.docx*	final preparations	layout, publication
4.2	SSF Cyber Security	*18032a CFPA SSF 1101 Edition 1, SSF Cyber Basic - commented Vw.pdf*	discussion	in process
postponed	Coordination of Training Courses	no working document	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)*.

7 Next Meetings

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

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

Year	Week	Meeting and Place
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.