CFPA EUROPE®
Fire Safety | Security | Natural Hazards

SC 21017

PRODUCING / REVISING OF CFPA Europe's GUIDELINES

This document describes the procedure for producing and revising of Guidelines within CFPA Europe.

Guidelines within CFPA Europe are produced by the Guidelines Commission, Security Commission, and Natural Hazards Group (GSNH). The chairs of GSNH are all appointed by the CFPA Europe's General Assembly, and some might also be elected as members of the Management Committee. Members of CFPA Europe who wish to have influence on the contents of the Guidelines can appoint one or more persons as the representative of the CFPA member. Each member has only one vote if it is necessary with voting. Before a Guideline will be ratified it has to been circulated to CFPA Europe's members, and at least 60% of the members must "vote" in favour of a ratification.

Procedure

1. Proposals/ideas for Guidelines are submitted to the chairs of GSNH. Proposals can be submitted by all member organisations of CFPA Europe, and by others.
2. The proposals are discussed at a meeting and at least five members must be in favour of producing the Guideline (for Natural Hazards Group just three members). If there are many Guidelines in production the GSNH can decided to wait before a new production is started. GSNH decided who will be the project manager for a new production and they decided together with the project manager a time schedule.
3. The GSNH decide about working group to support the project manager.
4. The project manager produces a Guideline draft and send it to the chair of the GSNH (or directly to the members of GSNH). The chair circulates the proposal to the members of the GSNH and the proposal will be discussed at next meeting.
5. After the GSHH meeting, the project manager revises the proposal, and the GSNH decides when a revised proposal is ready for referral to the CFPA Europe's members.
6. The chair of GSNH circulate the proposal to all members of CFPA Europe, and the members need to inform if they are against a ratification, and with a motivation. Members can vote for a ratification but may give some comments that should be discussed and taken into accounts. All comments from the members should be sent to the chair of the GSNH, who inform the project manager and all GSNH members. Comments will be discussed at next GSNH meeting and final version of the proposal will be ratified by the GSNH.
7. The length of time for referral and hearing should be at least one month.
8. When the proposal is circulated to CFPA Europe's member it should also be sent to external experts if GSNH has identified suitable experts. The proposal should

also be published on CFPA Europe's website for public comments and all Ambassadors should be informed that there is an opportunity to give comments.

9. The proposal will be ratified if at least 60% of the members are in favour. If a member of CFPA Europe is not answering the referral the silence is a yes to a ratification.
10. When comments have been taken in to account the GSNH is voting about the ratification and in event of a tie the chair of the GSNH will have the casting vote. If there exist no comments to the proposal and more than 60% of the members of CFPA Europe have been in favour the chair of GSNH can ratify the proposal directly.
11. Directly after the ratification there should be a linguistic check because correct English is important. Normally the check will be done by a person in the GSNH who has English as the native language, but it can also be done by an employee of the CFPA Europe's members who is excellent in British English.
12. The chair or an appointed person in the GSNH make the final layout in accordance to existing template. The chair ensures that the Guideline is sent for publication on the website, and that it will be a note in the next Newsletter.
13. Chair of the GSNH will send the ratified Guideline to the chair of the Prevention Forum of Insurance Europe for endorsement. The chair must also send the new Guideline to the CFPA Europe's Director, who will send the proposal to other organisations for endorsement. All endorsements must be market on the Guideline in agreement with the organisation that have endorsed the Guideline.
14. After 10 year all Guidelines must be revised, and the chair of GSNH will start these revision processes by discussion in the GSNH. If it is only small changes a revised version of the Guideline can be ratified without a referral.
15. The revise procedure shall follow applicable parts of the procedure described above when it will be big changes of the contents in the Guideline.
16. A member of CFPA Europe can decide if they publish a new Guideline in their country and/or if they translate the Guideline. A member can also decide if they use some part of the Guideline in another document in their country, but always with a reference to CFPA Europe's Guideline.

The Management Committee has on 13 July 2021 decided this procedure when we produce/revise Guidelines. The first version of this document is from 2002 and the second version from 2005. / TA