AGENDA

CFPA Security Commission
32nd meeting

Intended as presence meeting, Brussels
2022, 15th March

Start of the meeting: 10.30 h CET
(scheduled until 18.00 h)

AGENDA
CFPA Security Commission
32nd meeting

1 Organisational

1.1 Approval of the Agenda for the 32nd Meeting

file: *22006 AGENDA CFPA-E_SC_32_Brussels FINAL 22-02-15.docx* (uploaded to cfpa-e.eu)

1.2 Approval of the Minutes of the 31st Meeting

file: *21016 MINUTES CFPA-E_SC_31_Athens.pdf* (uploaded to cfpa-e.eu)

The confirmation of topic 1.2 of the latest minutes (31st meeting in Athens) must be read:
The *minutes* are confirmed. (not The *agenda*…).

1.3 Membership CFPA SC and Participation

Members of CFPA SC:	mobile number	participating
– Bruno Pinto, PL, 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 is still asked to name a colleague for participating CFPA SC.

2 Reports from CFPA Europe

2.1 General Assembly

Content may be reported.

2.2 Management Committee

Content may be reported.

2.3 Training Commission

Content may be reported.

2.4 Guideline Commission

Content may be reported.

2.5   Marketing and Information Commission

A new CFPA-website is under development. Mirna will show the new design and functionalities.

Further content may be reported.

remark: The template for creating CFPA guidelines has been uploaded to cfpa-e.eu
(*22001 Guideline_Template_2021_16-12-2021.docx*).

3   Current Work of SC

3.1   Security Guidelines for Businesses

file: *22004 Security Guidelines for Business final layout.pdf* (uploaded to cfpa-e.eu; published for comments under file name *DRAFT_cfpa_12_2022-S.pdf*)

All content discussed in Athens has been put into the document. Further some product classes delivered by the Norwegian participant of EG5 (Arve Haug) had been implemented.

The document has been put into the final layout and it has been sent to all CFPA-members for comments until 15th March 2022.

EG5 has formulated its recommendation regarding the Security Guidelines.

3.2   Arson Document

file: *21020 Guidelines Arson Document 01-2021-S_DRAFT.pdf*

The document has been sent to all CFPA-members for comments until 15th March 2022.

4   Next Projects

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)

As no comments from SC were received EG5 shall be asked for recommendation.

After the "ok" by EG5 the document will be given to layout and will be published.

As agreed in our 31st meeting a short notice to introduce the new document on the web page will be written by Ingeborg and given to Mirna.

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)

The document was discussed in our 31st meeting.

Some minor changes were agreed (cf. *21016 MINUTES CFPA-E_SC_31_Athens.pdf, item 4.2).* Per will provide a word file on the guidelines so we execute the changes and that the file may be transform it into CFPA layout.

4.3   Overview/List of European Standards

During the 31st meeting it was decided to create an overview on European guidelines/standards dealing with security issues (CFPA topics – to provide information to our customers).

Per took the task to prepare the list of security standards.

Further Jeanine and the other SC-members may check in their companies if they already have such a list or pre-work on such lists they can provide to Per.

Per is asked to present his preparations as far as yet given.

4.4   List of National regulations

During the 31st meeting it was decided to create an overview on national regulations regarding fire safety. It was decided to prepare such an overview also for security regulations.

Jeanine volunteered to draft a questionnaire that has to be answered by all members, so we can elaborate this overview.

As far as given SC-members are asked to discuss such questionnaire during the meeting.

4.5   Safe Emergency Exit Doors

During the last meeting (item 4.5) we wondered if we should work on the merging of two "emergency exit guidelines".

Proposal of SC was: The questions shall be answered by the GC to check, if such a guideline is needed at all. If 5 countries say "yes" to the document, of course GC should work on it. Decision of SC: In the Guidelines from the GC, there shall be no security chapter for the emergency. However, a cross-reference from the fire and escape documents to the security documents are reasonable. The Security document refers already to the fire-document. Vice-versa should also be the case.

Ingeborg will check this respectively give such a hint to the GC. An answer on this is not yet at hand.

5   News and Reports from SC Members

5.1   General

The members are asked to report due to the current national situation (Corona).

The members are asked how and in what intensity the CFPA-work is possible regarding the situation.

5.2   Projects and Plans

The members are asked regarding upcoming as well as implemented projects and plans.

−   SC decided to work on Guidelines for Housholds.

It was decided to circulate the German *Guidelines for Housholds*.

As this document currently is in revision by the German insurers (ready by 75 %) it is proposed to wait for a final version. Or we may take the former version as well as the current working paper into account (both German, only).

The rule currently valid has been uploaded cfpa-e.eu (*21019 Security Guideliens Housholds (de, VdS 0691).pdf*)

−   Regarding the proposal of Spain to work on Security Guideline for Stadiums, Theatres, etc. (Mirna announced to check for an English version) the members were asked to check, if national requirements on the topic are given.

The members are asked to report.

−   The proposal of Switzerland to work on a document dealing with *Fire Prevention and Security at Work* is not discussed finally.

A decision on this item shall be formulated.

- The Swedish proposal to work on *Security Rules for Working at Home* was confirmed by SC. We decided to all collect appropriate materials.

  The members are asked to report.

5.3 Document on Quality and Revisions

Due to the new document of quality (cf. web page) we are asked to revise older guidelines. These are:

- Protection of empty buildings (Jeanine volunteered to have a look on the document No 2)

- Electronic security systems for empty buildings (Peter volunteered to have a look on the document No 3)

- Guidance on keyholder selections and duties (Mirna volunteered to have a look on the document No 4)

SC is asked to discuss the results of the checks done by Jeanine, Peter and Mirna and decide on the further procedures.

6 Overview of the SC Developments

The following programmes and developments are served by CFPA SC.
(updated before the 32nd meeting)

Item	Name	File	Status	To do
3.1	Security Guide-lines for Busi-nesses	*22003 Security Guidelines Businesses FINAL going to LAYOUT.pdf*	final prepa-rations	layout, publication
3.2	Arson Document	*21020 Guideliens Arscon Document 01-2021-S_DRAFT.pdf*	final prepa-rations	layout, publication
4.2	SSF Cyber Secu-rity	*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 Pack-ages (Permanent Topic)	*19008 CFPA Guidelines, Target Groups SC.xlsx*	reworked	finalised (for now)
postponed	Training Align-ment	*19023 training content (example) Security-Tech-nical-Cycle.xlsx*	discussion	in process
postponed	New Preamble	*19017 Preamble for all new guidelines.docx*	information	closed
Template	Guidelines	*22001 Guideline_Tem-plate_2021_16-12-2021.docx*	information	basic file to be used
Guidelines No 11	Cyber Security for Small and Me-dium 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	–

AGENDA

CFPA Security Commission
32nd meeting

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 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	17-19 May	GA 2022, London
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)

Usually SC will plan 1 or 1.5 days for SC-meeting, depending on the agenda.

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 or *will not* participate) is essentially helpful for the organiser of the event even if participation is not possible.