

## Guidelines Commission

**Meeting:** 7-8 March 2013 in Berlin, Germany

**Present:** Matti Orrainen (chairman), Finland, Tommy Arvidsson, Sweden, Lars Brodin, Sweden, Jeanine Driessens, Belgium, Mateja Gris, Slovenia, Géraldine Guichard, France, Adair Lewis, UK, Lars Rang, Sweden, Hardy Rusch, Germany, Kjell Schmidt Pedersen, Norway, Valerija Skok, Slovenia, Miguel Vidueira, Spain, Mingyi Wang, Germany, Hans-Heinrich Wolfensberger, Switzerland and Tiziano Zuccaro (only 7<sup>th</sup>), Italy

**Not present:** Ib Bertelsen, Denmark

## Minutes

### 1. Welcome

- a) *Welcome.* Matti wish everyone welcome to the meeting. A special welcome to Valerija Skok and Lars Brodin who join us for the first time. Mingyi gave a short presentation about the *Gesamtverband der Deutschen Versicherungswirtschaft, (GDV), the German Insurance Association.* His presentation will be sent to everyone.
- b) *Agenda.* The proposal was confirmed.

### 2. Minutes from last meeting

Last minutes are from our meeting in Malmö, 13-14 September 2012. No special comments. We had also a look at our “to do” list. Most things have been done. If not it will be discussed at this meeting.

### 3. New strategy for CFPA Europe.

In the Management Committee they have started a discussion about the strategy for CFPA Europe. They wish that there will be a discussion in each Commission. We in the Guideline Commission (GC) has already since the beginning a document about the aims for our work. Last version of this document was ratified at General Assembly 2010.

We idea in the GC are following:

- more connection between the commissions, special between the Guidelines Commission and the Training Commission,
- Guidelines should be connected to the courses,
- the work should in the future more and more be focus on keeping the old Guidelines up-dated,
- the “short term objective” should be deleted from the aim,

- when a member translate a Guideline the CFPA E logo can only be used if there is small changes from the original English version,
- the commission shall support the change of current practical experience in member countries, which may be included in a new or existing guideline,
- when we produce new Guideline we should think if it should be a training course also,
- how can we get the European Commission to think CFPA E when they think and discuss fire safety?, and
- we wish that the CEA could endorse our Guidelines.

#### **4. Reports from different activities/meetings**

- a) Management Committee. August last year the reports from each Commission were sent to GC members. We have a wish that there will be some Research Commission. The Management Committee address to us that it is important that pictures in the Guidelines should be able for all CFPA E members to us. The MC has also thought if there is possible to get more members. Some countries will be connected.
- b) EFSAC. Tommy has only had one contact with EFSAC since last meeting. They asked about Guideline No. 18 that they haven't endorsed. Tommy informed them that there soon will be a new revised Guideline No.18. We discussed our connection to EFSAC, and found that we have no or almost no connections from our national organisations.
- c) CTIF and the Fire Prevention Commission. Matti informed that the last meeting was in Stockholm, June 2012. Everyone can find minutes, etc from that meeting on web-site [www.ctif.fi/index.jsp?pid=215](http://www.ctif.fi/index.jsp?pid=215) Next meeting will be in the north of Norway. Matti will leave as chairman for the CTIF Commission this year. New chairman will be a guy from Slovenia.

#### **5. CFPA E web-site.**

Jeanine is a member of the working group, led by Trine Leth in Denmark. She informed about the work and she has before the meeting sent us some proposal that she will, if we agree, give to the working group. A company in Spain produce the new web-site. This should be about Guidelines on the public site:

- The aim
- Members of the commission (country, name, organisation) maybe photo
- Copyrights
- Guidelines title
- Guidelines number
- Keywords
- Short summaries
- Search function for keyword, if possible.

Tommy will send Jeanine a list with all F and N Guidelines together with title, keywords, and summary. Also a list with all members of the Guidelines Commission, ... with name, organisation, and country. If possible Jeanine would to get this under the weekend.

#### **6. Summary from the group "Natural Hazards"**

Today in the morning there was a meeting in the Natural Hazards Group. Three proposals where discussed in more details. Those were "Protection of buildings against storm", "Protection roof from collapse under heavy snow", and "Lighting protection". Results from the discussion are that two proposals will be sent to CFPA E members concerning ratification in the beginning of May (Storms and Lighting). The proposal about heavy snow can be sent to the members for comments after the September meeting.

## **7. Revising discussion**

- a) Guidelines No. 1, 2, 5, 13, and 16. Lars said that we not need to revise these Guidelines. However he has revised the appendix to Guideline No. 2. We got it last week. We decided to ratify the appendix and the Guideline will now have the No. 2:2013 F.
- b) Guideline No. 8, and 17. Tommy said that it's not necessary to revise these two Guidelines. See item 10 d.
- c) Guideline No. 10. Kjell said that it's not necessary to revise the Guideline now.
- d) Guidelines No. 11, and 14. Hardy said that there is not necessary to revise these Guidelines for the moment.
- e) Guideline No. 18. See item 8a.
- f) Guideline No. 19. Tiziano said that it's not necessary to revise the Guideline now.

## **8. Comments and decisions concerning ratification**

- a) "Fire and protection in chemical manufacturing site". Members of CFPA E had possibility to give comments and vote about the revised Guideline between 15/10 2012 – 15/1 2013. No country is against a ratification of the revised version. France and Sweden has given some comments. We decided to make some changes depending on the comments. Harry comments his proposal how to deal with the comments. Mingyi and Lars B had some new short comments. After short discussion we decided to ratify this revised version that Harry presented. In two weeks he can send the final version to Lars R for the final layout. Finally Tommy will send the new version to the members of CFPA-E. This new version will be Guideline No. 18:2013 F.
- b) "Business Resilience – An introduction to protecting your business". Members of CFPA E had possibility to give comments and vote about this new proposed Guideline between 5/11 2012 – 15/2 2013. No country is against ratification. Also here we have got some comments from France and Sweden. Adair has in his new proposal (that we got in February) take care of the comments. We decided to ratify the proposal to be Guideline No. 2:2013 N. Adair will in two weeks send the final version to Lars R and Tommy. When the layout is fixed Tommy will send this new Guideline to the members of CFPA-E and ask DBI to put the Guideline on the web-site.

## **9. Proposals for discussion**

- a) "Fire safety in museums of paintings". We got the final version from Miguel on February 15. Kjell, Lars R, Mateja and Mingyi had all some comments. We agree that we need to have a title that harmonise with the scope. The title should be "Protection of paintings", with an "under title". Could be "Transport, expedition and storage". Miguel will try to make some chapters shorter. Miguel will take care of the comments and in the end of April he will send a proposal to Tommy. Tommy will send the proposal to the members of CFPA E concerning ratification.
- b) "Managing fire safety in historical buildings". From Mateja we got the proposal on February 5. In the introduction it shall be written "National guidelines prescribe how to protect lives, property and environment". Also some other comments were discussed. In the beginning of chapter 3.3 there should be some references. In 3.3.2 it should be some comments about "a small number of occupants". What is a small number? We decided it should be less than ten. Lars R had some comments that he will send to Mateja. In one chapter it should be written that doors should not be looked. In 3.3.5 it shall be written (a mark) that "exits" and "emergency exits" can be

- difference. Mateja will check that we can use all pictures. In the checklist (chapter 7) there should be a reference to Guideline No. 7:2011 F. Mateja will take care of the comments and she will be ready in the end of April to Tommy. He will send the proposal to all members of CFPA-E concerning ratification in the beginning of May.
- c) “Transformation facilities”. Miguel will see if he can have the first proposal ready year 2014.
  - d) “Fire resistance with performance calculations”. Tiziano show some slides, and informed that he already has written a proposal. However the language is not so good. He will be able to send the proposal to us not later than August 9.
  - e) “Treatment and storage of municipal waste and combustible secondary raw materials”. From Hardy we got the proposal on January 14. We decided to take away “municipal” from the title. Reference to Guideline No. 12 is missing. Jeanine wish a shorter writing in connection to smoking area in 5.2. In 5.4 there should be a time limit. A sentence in chapter 1 should be deleted. Some extra comments to 10.8, ... that Harry will send to Hardy. In chapter 5.1 “police” should be deleted. In 7.1.1 the sentences about “portable detection system” should be written in some other way. There was also come other comments. Hardy will latest in end of April send a new version of the proposal. When Tommy get the new version he will send it to the members of CFPA E concerning ratification.
  - f) “Protection against self-ignition and explosions in handling and storage of hay, straw, silage and fodder in farms”. We got Kjell’s proposal on February 8. Kjell informed about his proposal. Kjell will give an explanation of the word “ball”. Adair will send some complement to Kjell. The title should be “Protection against self-ignition and explosions in handling and storage of silage and fodder in farms”. We decided that Kjell will send a new version to Tommy (not later than end of April), who after that will send it to all members for comments concerning ratification.
  - g) “Montage on roofs”. In Germany they have a Guideline from VdS. See VdS 3145 “Photovoltaikanlagen”, [www.vds.de/fileadmin/vds\\_publicationen/vds\\_3145\\_web.pdf](http://www.vds.de/fileadmin/vds_publicationen/vds_3145_web.pdf) . We decided that Hardy will make an English proposal of this Guideline. This proposal we can discuss in our meeting in September.
  - h) “Fire investigation”. Tiziano will later come back to this proposal. Géraldine inform that CNPP has a handbook and Kjell told that Norway has a new handbook also. Tiziano will take a look in both these handbooks.
  - i) “Fire safety in warehouse”. Adair had not time to produce a proposal before this meeting. He will send us the proposal in April.
  - j) “Wood pellets”. Ib is not present. We will come back to this proposal in September.

## 10. Ideas for new proposals

- a) “Merkblatt” (leaflet) in Switzerland. See more on the web, [www.gvz.ch/Feuerpolizei/LinkClick.aspx?fileticket=p9RxxM%2bgDFs%3d&tabid=253&language=de-CH](http://www.gvz.ch/Feuerpolizei/LinkClick.aspx?fileticket=p9RxxM%2bgDFs%3d&tabid=253&language=de-CH). Harry is ready to see if he can combine these leaflets to a proposal for us. We will get his proposal a month before next meeting.
- b) “Night clubs and concerts using fireworks”. Adair think we can try to produce something. Matti wish us to discuss this next meeting.
- c) “Temporary commercial fairs”. Jeanine will see if there can be written something.
- d) “Escaping of animals from farms”. This can be a chapter in our Guideline No. 17. We decided that Lars B will see if it’s possible to make something.

#### **11. Any other business**

Hardy informed that he will have his last meeting in Bled. Mingyi will be the German representative in the Guidelines Commission.

The meeting in Bled will also be the last for Lars R and Tommy.

#### **12. Time limits until next meeting**

Documents for our September meeting should be sent to Tommy not later than August 9. Tommy will produce a “to do list” from this Berlin meeting, and distribute it to everyone in the Commission. Tommy will also write the yearly report that we need for the General Assembly in Brussels.

#### **13. Next meetings**

Next meeting will be in Bled, Slovenia, and the days are September 12-13, 2013. The meeting will start 2 pm on the 12<sup>th</sup>, and will be finished around noon on the 13<sup>th</sup>. In the morning on the 12<sup>th</sup> there will be a meeting in the Natural Hazards Group. Mateja has already pre-booked a hotel and that is Hotel Park. We all need to make our reservation before August 1, but we should make the reservation as soon as possible. Tommy will send information about the hotel to everyone in a few days. Easiest way from airport is with the taxi. Maybe the hotel has some small van from the airport.

We decided this about our meetings autumn 2013 – 2015:

2013, September 12-13, Bled, Slovenia

2014, March 20-21, Antwerp, Belgium

2014, September 11-12, Switzerland

2015, March, Finland

2015, September, Denmark

#### **14. Closing the meeting**

Matti closed the meeting and said thanks to Kjell who join us for the last time. He will however take care of the comments we get from the members concerning proposal about “self-ignition”, and write the final version.

/ Tommy Arvidsson