

## Guidelines Commission

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## Minutes of the meeting on 16.-17.04.2015 in Helsinki, Finland

***Present:*** Ib Bertelsen, Denmark;

Géraldine Guichard, France;

Hans-Heinrich Wolfensberger, Switzerland;

Ilop Leino, Finland

Jeanine Driessens, Belgium Adair Lewis, UK;

Lars Brodin, Sweden;

Mateja Gris, Slovenia

Matti Orrainen, Finland;

Miguel Vidueira (chairman), Spain;

Mingyi Wang (vice chair), Germany;

***Not present:*** Adair Lewis*, UK*

 Barbara Vidakovic, Serbia;

# **Draft of AGENDA**

1. Welcome
2. Agenda for the meeting – Mingyi (this document)
3. Activities at SPEK – Matti
4. Minutes from our meeting in Zürich, 06-07 October 2015 – Mingyi (Minutes and “to do list” sent in November 2014), and list “Ratified Guidelines” (sent 13 April)
5. Reports from different activities/meetings
6. Information from Management Committee meeting – Miguel
7. CTIF’s Fire Prevention Commission – Matti
8. Short summary from meeting in the group “Natural Hazards” – Miguel
9. Discussions about the cooperation with the training commission – all
	* Available national publications on fire safety and loss prevention: Interaction to products of CFPA-E – All (enclosures form Germany, Sweden & Spain sent on 20 March and 13 April)
	* Proposal for building of publication packages to support the training – Miguel & Mingyi (sent 2 April)
	* Discussion and coordination on "Fire resistance with performance calculations" - Tiziano (to be treated with TC, enclosure sent 13 April)
10. Discussion about position paper from CFPA-E regarding the draft EN 16763 – All (enclosure sent 13 April)
11. Revising discussion:
12. Guidelines that are more than three years old.
* Guidelines – Lars
* No. 1: 2002 F (sent 20 March),
* No. 5: 2003 F (enclosed?),
* No. 8: 2003 F (enclosed?),
* No. 13: 2006 F (sent 20 March),
* No. 17: 2008 F (sent 20 March and English wash by Adair),
* No. 24: 2010 F (enclosed?)
	+ Guideline – Mingyi
* No. 11:2005 F (sent 20 March),
* No. 14:2007 F (enclosed?)
	+ Guideline No. 27:2011 F – Jeanine (enclosed?)
1. Comments from CFPA members concerning ratification
2. “Evacuation of people with disabilities” (No. 33: 2015F) – Lars B
3. “Emergency Power supplies” (No. 34: 2015F) – Adair
4. Proposals for discussion
5. “Transformation facilities” – Miguel (enclosure?)
6. “Smoke and heat exhaust ventilation systems planning and design” – Harry (sent 2 April).
7. “Montage on roofs” – Mingyi (enclosure sent 20 March and any pictures from GC?)
8. “Fire investigation” – Tiziano (enclosure sent 13 April and any results of examine by GC whether the items in question can possibly be treated as supplementary to recommendations on safety management systems and fire prevention officers?)
9. “Fire safety in warehouses” – Adair (enclosure sent 20 March and any comments from GC?)
10. “Hotel Safety” – Ib (enclosure?)
11. “Temporary tents” – Jeanine (enclosure sent 31 July 2014 and English wash by Adair)
12. “Certification of Fire Engineers” (Fire Safety Engineering) – Miguel (enclosure?)
13. Ideas for new proposals – all
14. “Using fireworks indoors” – Ib (enclosure and any information from GC?)
15. “Wood pellets” – Ib (enclosure?)
16. “Boats & Wooden houses for recreational use” – Barbara (enclosure?);
17. “Thermal insulation composite system” – Mingyi (enclosure?)
18. Any other business – all
19. Time limits until next meeting – Miguel
20. Next meetings
21. 2015, September 17-18, Denmark
22. 2016, April 4-5, Vernon
23. 2016, September, Spain
24. 2017, March, Norway
25. 2017, September UK
26. 2018, March, Italy
27. **Welcome**

Miguel opened the meeting and welcomed all participants.

1. Agenda for the meeting: The draft of agenda is confirmed without any changes
2. Activities at SPEK: Matti presented the main working field and history of SPEK. The presentation will be appended to the minutes about the meeting.

*Note to the draft of minutes: Personal changes:*

*Matti and Harry took for the last time part at the meeting due to their upcoming retirement. Tiziano will concentrate in the further his work in the TC.*

*Miguel thanked all these colleagues for their commitment pleasant cooperation and good work done in the GC.*

1. **Minutes and “to do list” from the meeting in Zürich on 06-07 October 2015 and list “Ratified Guidelines”**

The minutes about the last meeting in Zürich, sent in November 2014, were confirmed without any changes. Comments on the draft of the minutes haven’t been received.

Previously Miguel went with all through the To-do list. The most agreed tasks are done. Open points were discussed in detail under the agenda item 7 or 8, if the involved colleagues are present.

1. **Reports from different activities/meetings**
2. Information from Management Committee (MC) meeting: Miguel reported from the recent meetings (Dec. 2014 in Cologne and March 2015 in Oslo), among other things the following items for discussed or/and for decision:
	* Finding, contract and employment of a managing director for the back office of CFPA-E; the job profile should be distributed in the GC for information
	* Cooperation of GC and TC, e. g. the package of guidelines for training, proposed by GC and supplemented by SC
	* Draft of an EN on service of fire protecting systems (prEN 16763, see also agenda item 6)
	* Endorsement of guidelines of CFPA-F by Insurance Europe
	* New template of the cover for all guidelines that should be updated successively, in particular by the upcoming review. All member of GC are asked to provide suitable images
	* Updating of the website, e. g. registration for download of guideline, service for member (private area)
	* Conferences, which can be optionally combined with the national members
	* Collection of statistics
	* Development of new supporting tools for marketing and communication, e. g. pin of CFPA-E, roll- ups.
	* Resolution of the Research Committee (RC) that previously couldn’t develop appropriate approaches to work

1. CTIF’s Fire Prevention Commission: Ilop presented the current discussion in CTIF that are strong related to works of fire brigade and the relationship to Federation of the European Union Fire Officer Associations (FEU).
2. **Short summary from meeting in the group “Natural Hazards”**

This consultation point isn’t necessary, as the natural Hazards Group meets after the meeting of the GC. It was generally informed that draft on forest fire and mobile flood protecting systems are each to the adoption.

1. **Discussions about the cooperation with the training commission – all**

The following items are already discussed at the joint meeting of GC and TC (See Minutes of the joint meeting):

* Available national publications on fire safety and loss prevention and their possible Interaction to products of CFPA-E: All are asked to provide the overview, if it isn’t already done
* Proposal for establishing of publication packages to support the training: All are asked for comments and
* Joint working group of GC and TC on "Fire resistance with performance calculations".
1. **Discussion about position paper from CFPA-E regarding the draft EN 16763**

Miguel presented the position paper on the current draft of EN 16763 which is amongst other things based on the assessment of national standardization committees. In it, the fear on the possible loss of the previously established quality standards is explained and justified. To support the discussion in the European standardization committee all members are asked to provide an overview of national rules on the relevant service for fire protection measures and send this by the end of May to Miguel and Mingyi.

1. **Revising discussion:**
2. Guidelines that are more than three years old.
* Guidelines – Lars
* No. 1: 2002 F: In the present draft, sent on 20th of March, the comments of Adair are considered. Therefore the updating version will be published at the website (only small changes)
* No. 5: 2003 F: The upcoming update should be made after the completion of the national update
* No. 8: 2003 F: This guideline remains unchanged after the review
* No. 13: 2006 F: This present draft of the reviewed guideline, sent on 20th of March will be published at the website (Note: The comments from Mingyi are considered)
* No. 17: 2008 F: The present draft of review, linguistically checked by Adair and sent on 20th of March, will be published at the website (only small changes)
* No. 24: 2010 F: It is to examine, whether this guideline conflict with the concerning new EN-Standard
	+ Guidelines – Mingyi
* No. 11:2005 F: The small proposal to updating the guideline, sent on 20th of March, was agreed. The revised version of guideline will be published at the website (only small changes)
* No. 14:2007 F: Mingyi presented the revised version of the German publication on protection of It-systems that is now extended to other hazards, apart from fire. In this connection, the general approach is agreed by GC. Mingyi is asked to make a revision draft with consider of following items: integrate the existing contents and reference to gas extinguishing systems,
	+ Guideline - Jeanine
* No. 27:2011 F: The draft of revision should be supplemented with items like new definition, fire detection and extinguishing systems and discussed at next meeting
1. **Comments from CFPA members concerning ratification**
2. “Evacuation of people with disabilities” (No. 33: 2015F) – Lars: The revision draft was circulated to the member countries. The comments from some countries, e. g. Portugal, UK are discussed at the meeting, amongst other things on communication, graphics and training of staff. Lars will make the last editor-changes and asked therefore for the word-version. The final draft should be send to Miguel for final processing.
3. “Emergency Power supplies” (No. 34: 2015F) – Adair: No comments have been received from country members and there is no country against ratification, only a suggestion from France about the title that will be finally “Fire safety measures with emergency power supplies”. The guideline can be ratified.
4. **Proposals for discussion**
5. “Transformation facilities”: There is no new information. Therefore, the issue will remain in the list.
6. “Smoke and heat exhaust ventilation systems planning and design”: Harry showed the final changes in the updating version based on the comments from France and Spain and sent on 2th of April. The present draft was agreed (No. 35, 2016F?) and should be sent to the member countries for ratification, after the final processing by Ilop.
7. “Montage on roofs”: Mingyi present the completed draft, sent on 20th of March, in particularly the new pictograms and a new note to cover the comment from Adair. The GC agreed with the draft and asked Mingyi to add the following items: Application of thermography for testing electrical installation and reference to European standards. The final draft should be adapted at the next meeting.
8. “Fire investigation” This topic will be dealt with a short supplement in the revised Guideline No. 1 and removed from the list. The supplement will be made by Mingyi and integrated in coordination with Miguel and Lars.
9. “Fire safety in warehouses”: There are some comments to the draft from Adair, sent on 20th of March. These comments are discussed and should be considered at the next meeting, when Adair is present. Mingyi will make some additional proposal on shrink wrapping due to existing recommendation in Germany
10. “Hotel Safety”: Ib reported about the EU green paper on safety of tourist facilities with any concrete conclusion and will send the link to the member. Ib will continue to collect more information and the item remains in the list.
11. “Temporary tents”: Jeanine will finish draft, sent on 31th of July 2014, when the linguistic check of Adair is available
12. “Certification of Fire Engineers”: The joint working group of GC and TC, formed at the joint meeting, will continue to work on the subject. The working state will be presented at the next meeting. All are invited to comment on the present draft.
13. **Ideas for new proposals – all**

Following issues are discussed:

1. “Using fireworks indoors”: Ib sent during the meeting some information about the topic as basis for the prepared discussion at the next meeting
2. “Wood pellets”: Ib sent during the meeting some information about the topic as basis for the prepared discussion at the next meeting
3. “Boats & Wooden houses for recreational use”: The topic will be discussed at the next meeting, when Barbara is present.
4. “Thermal insulation composite system”: Mingyi reported that the German guideline on reaction to fire is published. He will send the guideline to all of the GC. Lars suggests translating the guideline in English. Mingyi will clarify this, amongst others with Insurance Europe (IE).
5. **Any other business – all**

Jeanine reported about some activities of Marketing Commission, amongst other things newsletter, also for circulation to the national costumers.

1. **Time limits until next meeting**

Unless specifically defined for the end of May, e. g. agreed actions for the guidelines No: 1, No.11, No. 13 and No. 17, all agreed tasks to prepare the next meeting in Copenhagen should be sent to Miguel and Mingyi until the end of July or beginning of August.

1. **Next meetings**

For the subsequent meetings the following dates and locations have been agreed:

1. 2015, September 17-18, Denmark
2. 2016, April 4-5, Vernon
3. 2016, September, Spain
4. 2017, March, Norway
5. 2017, September UK
6. 2018, March, Italy
7. **Closing the meeting**

Miguel said thanks to everybody for active participation, especially to Matti for the well-done meeting arrangements, and closed the meeting.

Mingyi Wang