

## Guidelines Commission

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## Minutes of the meeting on 17.-18.09.2015 in Copenhagen, Denmark

***Present:*** Ib Bertelsen, Denmark (host);

Géraldine Guichard, France;

Ilpo Leino, Finland

Jeanine Driessens, Belgium

Lars Brodin, Sweden;

Mingyi Wang (vice chair, secretary), Germany;

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

Barbara Vidakovic, Serbia;

Mario Venturini, Switzerland

Mateja Gris, Slovenia

Miguel Vidueira (chairman), Spain;

# **Draft of AGENDA**

1. Welcome
2. Agenda for the meeting – Mingyi (this document)
3. Activities at DBI – Ib
4. Minutes from our meeting in Helsinki, 16-17 April 2015 – Mingyi (Minutes and “to do list” sent in May 2011), and “Ratified Guidelines” (sent 26 May and 11 August)
5. Reports from different activities/meetings
6. Information form General Assembly meeting in Vernon – Miguel
7. Information from Management Committee meeting – Miguel
8. CTIF’s Fire Prevention Commission – Ilpo
9. Information from Insurance Europe Prevention Forum - Miguel
10. Short summary from meeting in the group “Natural Hazards” – Miguel
11. Cooperation with the training commission
    1. Available national publications on fire safety and loss prevention: Interaction to products of CFPA-E – All (enclosures form Belgium sent on 28 July, in addition to present overviews from Germany, Sweden & Spain) + Belgium
    2. Proposal for building of publication packages to support the training – Implementation state of the decision at the first common meeting: “Set an overview of guidelines that are relevant for the training courses on the website of CFPA-E and to link with the website of the national members”
    3. Joint working group of GC and TC on FSE (fire safety engineering): Comments to the present draft from Miguel (James and Mingyi), request at the meeting in Helsinki, and the next steps
12. Overview of the national rules on service of fire protection measures

*Supporting the discussion in the European standardization committee regarding the draft EN 16763*

1. Revising discussion:
2. Review of the list of ratified guidelines (Report 2015-08-03): Guidelines that are older than three years

* 03: 2011 F Certification of thermographs, Denmark
* 04: 2010 F Introduction to qualitative fire risk assessment, Italy
* 06: 2011 F Fire safety in care homes for the elderly, Finland
* 07: 2011 F Safety distance between waste containers and buildings, Finland
* 08: 2004 F Prevention arson – Information to young people, Sweden
* 09: 2012 F Fire safety in restaurants, UK
* 12: 2012 F Fire safety basics for hot work operatives, Finland
* 15: 2012 F Fire safety in guest harbours and marinas, Norway
* 16: 2008 F Fire protection in offices, Sweden
* 19: 2009 F Fire safety engineering concerning evacuation from buildings, Italy
* 20: 2012 F Fire safety in camping sites, Norway
* 21: 2012 F Fire prevention on construction sites, UK
* 22: 2012 F Wind turbines – Fire protection guideline, Germany
* 28: 2012 F Fire safety in laboratories, UK

1. Guidelines for update.

* Guidelines – Lars
* No. 5: 2003 F (enclosed?),
* No. 24: 2010 F (enclosed?)
  + Guideline – Mingyi
* No. 14: 2007 F: (enclosed?)
  + Guideline – Jeanine
* No. 27:2011 F (enclosed?)

1. Comments from CFPA members concerning ratification
2. “Smoke and heat exhaust ventilation systems. Planning and design” (No. 35: 2015 F)
3. Proposals for discussion
4. “Transformation facilities” – Miguel (enclosure?)
5. “Montage on roofs” – Mingyi (Complete draft sent 11 August and commented by Adair and Lars)
6. “Fire safety in warehouses” – Adair (sent 6. August)
7. “Hotel Safety” – Ib (enclosure?)
8. “Temporary tents” – Jeanine (sent 6 August)
9. Ideas for new proposals – all
10. “Using fireworks indoors” – Ib (enclosure?)
11. “Wood pellets” – Ib (enclosure?)
12. “Boats & Wooden houses for recreational use” – Barbara (enclosure?);
13. “Thermal insulation composite system” – Mingyi (enclosure?)
14. Any other business – all
15. Time limits until next meeting – Miguel
16. Next meetings
17. 2016, April 4-5, Vernon
18. 2016, September, Spain
19. 2017, March, Norway
20. 2017, September UK
21. 2018, March, Italy
22. **Welcome**

Mingyi opened the meeting and welcomed all participants on behalf

* 1. Agenda for the meeting: The agenda was confirmed with following additional items:
* fire protection in school (8b), discussed in SC and suggested by Jeanine
* addressees of the guidelines, discussed again in NHG and
* question to access to CFPA website private part

1. Ib presented the many-sided activities and tasks of DBI, especially fire protection, security inspections and education. The presentation will be send after the meeting with the minutes.

Then IB led the participants through the laboratories and showed with explanation the testing facilities which met with great interest.

1. **Minutes about the last meeting on 16th April 2015in Helsinki**

The minutes about the last meeting in Helsinki, sent in May 2015, were confirmed without any changes. Comments on the draft of the minutes haven’t been received.

Previously Mingyi went with all through the To-do list. Many tasks have been completed. The outstanding points at the list were discussed in detail under the following agenda item, provided the colleague in question is present.

Due to the To-do-list, all members are kindly asked for providing of suitable images for the new design of the guideline covers.

1. **Reports from different activities/meetings**
2. Information form General Assembly meeting in Vernon: This agenda issue will be placed back to the next meeting, when Miguel is present. The form the last meetings of General Assembly, sent on the eve of the meeting by Miguel, is unfortunately arrived shortly.
3. Information from Management Committee meeting: This agenda issue will be placed back to the next meeting, when Miguel is present.
4. CTIF’s Fire Prevention Commission: Ilpo reported about the last CTIF meeting in Boston, USA, with the visit of the FM testing facilities, especially the following topics:

* Preparation of a questionnaire on requirements and application experience for smoke alarm systems
* Conference on sprinkler from the perspective of fire brigade in April 2016 in London
* Preparation of e-learning via internet for fire fighters
* Discussion and examples on safe cities: projects and efforts in Japan
* Return of the proceedings with two meetings in the year, if possible, also as web meeting.

The GC took note of the report.

1. Information from Insurance Europe Prevention Forum: This agenda issue will be placed back to the next meeting, when Miguel is present.
2. **Short summary from meeting in the group “Natural Hazards”**

Mingyi reported about the meeting of Natural Hazards Group in the morning, especially the following discussions und decisions:

* General and recurrent discussion on the addressees of the guidelines
* Proposal with respect to the number of developed guidelines on fire protection and natural hazards, the current stand of the ratified guideline and available working capacity of all members, after which the review of the guidelines should be taken place even every 5 years as well as by the national and European standards. The present member agreed with this proposal. This approach should be discussed and adopted at the next meeting, when the majority of members are present (see also item 7a).
* Ratification of the new guideline on forest fire
* Adaptation of the draft on mobile flood protection systems
* Consideration of extreme weather events in the course of the intensified discussion on climate change: collecting and treating of advice on proper behaviour in cold and heat.

1. **Cooperation with the training commission** 
   1. Available national publications on fire safety and loss prevention: Interaction to products of CFPA-E: The overviews from Belgium Germany, Spain and Sweden are present. All members are asked to provide the belonging list, if it isn't already done. The participants suggested also to discus, at what depth and level should this overview rich.
   2. Proposal for building of publication packages to support the training – Implementation state of the decision at the first common meeting: This agenda issue will be placed back to the next meeting, when Miguel is present. Jeanine showed an updated overview of SC with assignment to possible training courses that will be circulated in GC with these minutes.
   3. Joint working group of GC and TC on FSE (fire safety engineering): The present comments are discussed and agreed essentially, especially comments from Mingyi and James (TC). But, there isn’t a consensus of the participants, whether the qualification should focus on fire safety or protection engineering in general or on the application of computational fire simulation, also because of national differences. Therefore, an overview of the definition, approval and working fields of fire safety or protection engineer should be established first. Mingyi referred in this connection to the planned reactivation of the expert group GEI 14 on FSE at IE.
2. **Overview of the national rules on service of fire protection measures**

Mingyi explained the structure of German overview on the national rules on service of fire protecting measurements, based on the Pre EN 16763. All are asked to provide own overview, in order to support the discussion in the European standardization committee.

1. **Revising discussion:**
2. Review of the list of ratified guidelines (Report 2015-08-03): Due to the identified guidelines that are older than three years, the following tasks are agreed:

* 03: 2011 F - Certification of thermographs: Ib will check the need of revision
* 06: 2011 F - Fire safety in care homes for the elderly: Ilpo will check the need of revision
* 07: 2011 F - Safety distance between waste containers and buildings: Ilpo will check the need of and if necessary provide a revision proposal
* 08: 2004 F - Prevention arson – Information to young people: Jeanine pointed out that the topic is also relevant for the SC und collaboration with SC would be useful. Miguel is asked for coordination
* 16: 2008 F - Fire protection in offices: Lars will check the need of revision
* 22: 2012 F - Wind turbines – Fire protection guideline, Germany: Mingyi reported that a new German guideline on loss prevention for offshore wind parks, especially protection of offshore substation will be published soon.

1. Guidelines for update.

* Guidelines – Lars
* No. 5: 2003 F: For this updating draft guideline, the reference will be finally updated
* No. 24: 2010 F: Lars will develop some proposal on electric cooking utensils. Jeanine pointed to the interaction and therefore possible cooperation with SC on home safety and security.
  + Guideline No. 14: 2007 F: Mingyi presented the first draft of the updating with an open risk matrix to assess individually the operation-specific risks, depending on the required availability and the size and importance of the concerning IT facilities. Jeanine reported from the SC on similar considerations. The new approach is agreed and Mingyi is asked to complete the draft.
  + Guideline No. 27: 2011 F: After the check by Jeanine, the present guideline is still up to date and does not need to be revised.

1. **Comments from CFPA members concerning ratification**
2. “Smoke and heat exhaust ventilation systems. Planning and design” (No. 35: 2015 F): Due to the German rejection of the ratification to present draft, which is also shared by France, and the discussion at the meeting, the ratification of the draft guideline should be put back, amongst other things for feedback from Harry. This decision is also in particular due to the fact that many rules already exist, summarised in an overview of the IE. Géraldine will send the vote of France.
3. **Proposals for discussion**
4. “Transformation facilities”: This agenda issue will be placed back to the next meeting, when Miguel is present.
5. “Montage on roofs”: Mingyi reported about the comments from Adair and Lars to the present draft, amongst other things on

* note on combination of frequent shading of the panels together with inadequate heat dissipation in the junction box,
* inspection of PV systems with thermography,
* label and special information on fire fighting and
* UK recommendations Risk Control Recommendations for fire safety with photovoltaic panel installations as literature

All comments are agreed, partly with regard to the content statement. Ib announced some comments that he will send after the meeting. The updated draft should be circulated in the GC for information and final adaptation.

1. “Fire safety in warehouses”: Jeanine pointed to the missing note on evacuation in the present draft, e. g. in case of some accidents. Adair is asked for some appropriate supplement. Apart from that the draft guideline is adapted.
2. “Hotel Safety”: There are unfortunately new information about the discussion within the EC and HOTREC: Ib will continue to keep an eye on the further development and the issue remains at the “waiting list”.
3. “Temporary tents”: Due to the current developments, Mingyi pointed to the necessary differentiation to tents as a refugee housing, which are not covered by present recommendations. Jeanine is asked to add some appropriate note. Afterwards the adapted draft should be sent to Adair for linguistic check.
4. **Ideas for new proposals “waiting list”**
5. “Using fireworks indoors”: All participants don’t see due to the discussion no concrete approach and need for a CFPA Guideline, because the subject is mostly regulated at national level. Therefore the issue shouldn’t be longer kept at the "waiting list"
6. “Wood pellets”: Ib sent after the last meeting in Helsinki the relevant information from Switzerland und he was asked for a summary of the all available recommendations, in order to prepare the upcoming discuss about the possible demand for a specific guideline at the next meeting
7. “Boats & Wooden houses for recreational use”: This agenda issue will be placed back to the next meeting, when Barbara is present.
8. “Thermal insulation composite system”: Mingyi reported that the new guideline from German insurer (GDV) on fire protection within thermal insulation composite systems (VdS 3461) is published. He will send the guideline with the draft minutes. A possible translation in English should be clarified with IE first.
9. **Any other business**
10. Addressees of guidelines: Due to the discussion in NHG, the discussion at smoke and heat exhaust ventilation systems (item 8) and possible project ideas by agenda item 10, the discussion on the addressees of the guidelines should be conducted repeatedly. Mingyi pointed out of the new procedural rule for creating new guidelines.
11. Safety at school: Jeanine reported about a new draft guideline of SC on protection of schools. In it, notes on fire protection are also formulated. This draft should be circulated in GC for comments. Miguel is asked for coordination with the chair of SC, also in order to offer the support for specific recommendation on fire protection.
12. Access to CFPA website private part, provided and informed with an email from 14th September by Miguel: Due to the questions at the meeting, Mingyi explained the possibility, to access all the guidelines as word-document, in order to facilitate the future revision.
13. IB asked for information on computational forest fire simulation as the American colleagues do. All are asked to provide available input. Mingyi pointed to the possible link to the climate change impacts.
14. **Time limits until next meeting – Miguel**

All agreed tasks should be completed six weeks before the next meeting, in order to send the relevant documents four weeks before the next meeting.

1. **Next meetings**

The following dates are confirmed.

1. 2016, April 4-5, Vernon: Géraldine will send the information by the end of the year
2. 2016, September, Spain
3. 2017, March, Norway
4. 2017, September UK
5. 2018, March, Italy
6. **Closing the meeting**

Mingyi said thanks to everybody for active participation, especially to Ib for all the well-done meeting arrangements, and closed the meeting.

Mingyi Wang