



Driving Innovation in Crisis Management for **E**uropean **R**esilience

D81.1 – SP8 Work Plan

Grant agreement number: 607798 Due date of deliverable: 2014-07-31
Start date of the project: 2014-05-01 Actual submission date: 2014-07-31
Duration: 54 months Deliverable approved by the PMC: ☒

Lead Beneficiary: FhG-INT (Maike Vollmer, Isabelle Frech)

Contributing beneficiaries: CIES (Ben Hayes), DIN (René Lindner, Philipp Albrecht), Ecorys (Laura Birkman; Linette de Swart), CSDM (Todor Tagarev, Valeri Ratchev)

Keywords:

Work share, time lines, deadlines, events, Gantt chart

Dissemination level:

PU ☒
PP ☐
RE ☐
CO ☐

Release History

Release number	Release date	Released by
V1	31/07/2014	Maike Vollmer

Table of content

Executive Summary	5
1 Introduction: DRIVER background & the role of SP8 “Supporting Information & Analysis”	6
1.1 DRIVER background: Concept and project objectives.....	6
1.2 The role of SP8 “Supporting Information & Analysis” in DRIVER.....	6
2 Work plan of SP8.....	8
2.1 Overview.....	8
2.1.1 Gantt chart SP8.....	8
2.1.2 SP8 Events	10
2.2 Work Plan of WP81 “Coordination & Conceptualisation of Supporting Information & Analysis”.....	11
2.3 Work Plan of WP82 “Crisis Management Institutions & Capabilities”	13
2.3.1 Cooperation of WP82 and WP83	13
2.3.2 Expand the update tasks 82.2 and 83.2	14
2.3.3 Work plan	14
2.4 Work Plan of WP83 “Governance”	18
2.4.1 Cooperation of WP82 and WP83	18
2.4.2 Expand the update tasks 82.2 and 83.2	19
2.4.3 Work plan	19
2.5 Work Plan of WP84 “Standardisation”	22
2.6 Work Plan of WP85 “Economic & Legal Aspects of DRIVER Solutions”	25
2.6.1 Collaboration with SP7	26
2.6.2 Work Plan	26
3 Conclusion.....	31
4 Annexes.....	32

List of Tables

<i>Table 1: Major SP8 events</i>	11
<i>Table 2: WP81 tasks M1-M29</i>	12
<i>Table 3: WP82 tasks M1-M29</i>	18
<i>Table 4: WP83 tasks M1-M29</i>	22
<i>Table 5: WP84 tasks M1-M29</i>	25
<i>Table 6: WP85 tasks M1-M29</i>	29

Table of figures

<i>Figure 1: DRIVER work breakdown structure: Subprojects (SPs)</i>	7
<i>Figure 2: Screenshot work plan (excel file), Gantt chart SP8</i>	9
<i>Figure 3 : Screenshot work plan (excel file), Gantt chart WP81 M1-M29</i>	13
<i>Figure 4: Screenshot work plan (excel file), Gantt chart WP82 M1-M29</i>	18
<i>Figure 5: Screenshot work plan (excel file), Gantt chart WP83 M1-M29</i>	22
<i>Figure 6: Screenshot work plan (excel file), Gantt chart WP84 M1-M29</i>	25
<i>Figure 7: Screenshot work plan (excel file), Gantt chart WP85 M1-M29</i>	30

List of Acronyms

[illegible]

Executive Summary

This deliverable sets out the work plan of the partners involved in SP8 of the DRIVER project. SP8 is examining the capabilities, organisations, policies and legislation involved in or applicable to crisis management activities in the European Union. SP8 activities include analysing the crisis management architecture of the EU member states, several of its neighbours, the EU itself and where relevant the UN. SP8 is also focusing on the standardisation of crisis management procedures to date and the development of a standardisation strategy. Further, it develops an economic model to support the sustainability of the DRIVER Test-bed and to exploit the DRIVER Portfolio of Tools. It will also be creating a repository of relevant liaison partners.

The purpose of SP8 is to provide the DRIVER project with high-level analysis of the existing crisis management ecosystem, with particular regard to the operational, legal and commercial environment in which the DRIVER experiments will take place. This report explains the preliminary scoping activities that have been undertaken thus far in order to plan the research, analysis and related activities in SP8, in consultation with the other DRIVER SPs. The report contains specific work plans for each of the five SP8 work packages (WPs). The work plans cover, inter alia, the methodology, and timing of each WP, and include a full breakdown of the activities underpinning each SP8 deliverable. While the plans closely reflect the work envisaged in the DoW, several modifications have been made in order to streamline and coordinate the various information gathering efforts and allow more meaningful reflection of the operational and legal considerations applicable to the other DRIVER SPs later on in the project. This decision was taken because for many of the participants it is too early to tell precisely what information will be needed or relevant at this stage of this project.

1 Introduction: DRIVER background & the role of SP8 “Supporting Information & Analysis”

1.1 DRIVER background: Concept and project objectives

The DRIVER project implements the Aftermath Crisis Management System-of-Systems Demonstration Programme funded under the 7th Framework Programme by the EU.

The DRIVER project aims at two main dimensions:

- firstly, the development of a pan-European test-bed enabling the testing and iterative refinement of new crisis management (CM) solutions and thereby facilitating capability development through the provision of respective methodologies and infrastructure;
- secondly, the actual development of a DRIVER Portfolio of Tools that improves CM at Member State and EU level.

The DRIVER consortium consists of 37 organisations from 13 EU Member States and two associated countries. The project is coordinated by European IT services leader Atos with technical and scientific support from the Swedish Defence Research Agency (FOI) and the Fraunhofer Institute for Technological Trend Analysis (INT).

The total available budget will be roughly 45 million Euros, i.e. DRIVER will be the largest CM project in Europe, if not the world, for the foreseeable future.

1.2 The role of SP8 “Supporting Information & Analysis” in DRIVER

DRIVER consists of nine subprojects (SPs), as shown in figure 1. The thematic dimension (SP3-SP5) is rendered as vertical. Horizontal SPs, such as SP8, enable operationalisation of CM solutions (but can have other roles as well).

The role of SP8 is to analyse the non-technological environment of potential tools and to derive requirements to be taken into account for the design of the experimental campaigns, in order for DRIVER to be able to develop promising solutions into fieldable CM tools. Such data include CM institutions, processes, capabilities as well as CM policy and CM related legislation. The CM innovation process fostered by DRIVER will further be supported by SP8 in proposing new standards for CM, and by providing necessary economic analysis needed to exploit the DRIVER Portfolio of Tools and to develop a business model for the sustainability of the test-bed.

Consequently, SP8 is designed to provide the remaining DRIVER SPs with non-technological data (institutional, doctrinal, policy, legal) required (i) to be fed into the test-bed’s information resources, (ii) to provide the adequate data for ensuring the sustainability of the test bed beyond the project’s life span and proper exploitation of the Portfolio of Tools that are operationalised during the course of the project. Further, (iii) SP8 will provide crisis managers, policy makers and legislators with evidence based recommendations that are derived from the combined analysis of the

aforementioned data and the results of the experimental campaigns. In order to transfer the project results of DRIVER to the market SP8 will further propose new standards in CM, e.g. through CEN Workshop Agreements, or give input to already existing standardisation activities.

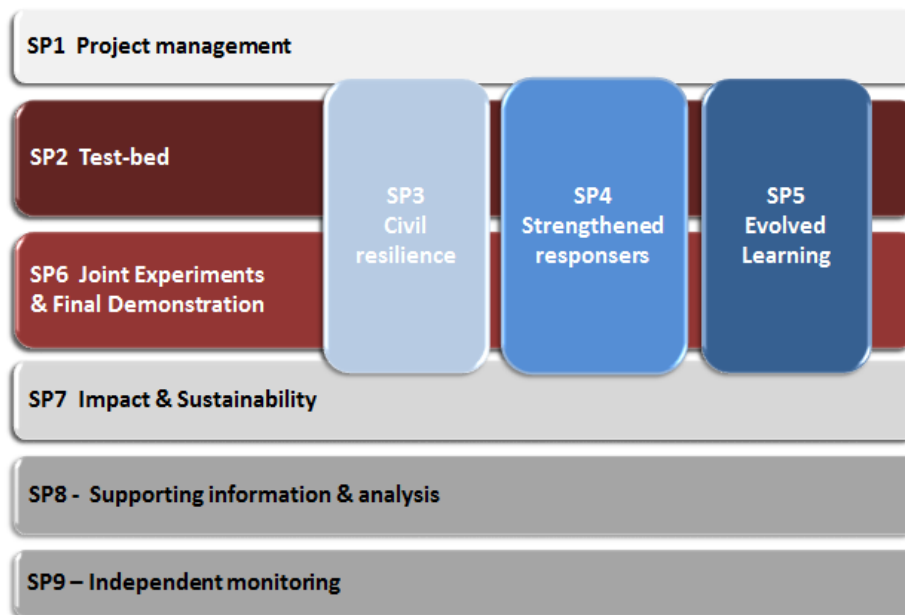


Figure 1: DRIVER work breakdown structure: Subprojects (SPs)

2 Work plan of SP8

2.1 Overview

The SP8 work plan has been created to achieve the objectives as described in chapter 1.2 of this document, and more specific in D81.2.1 “Objectives of SP8”, which is submitted at the same time as this deliverable. In general, the whole project life span (May 2014 – October 2018) is covered in the work plan, while a clear emphasis is on the first phase, M1 – M29 (May 2014 – September 2016). In M8 and M29, informal updates of the work plan will be provided. An official update of D81.2.1 will be delivered in M29.

In order to provide an overview of working steps, corresponding timelines and other important issues in SP8, an excel file has been set up that is regularly updated and stored in the DRIVER collaborating work space (see chapter 2.1.1). In addition, each work package (WP) is handling its detailed working steps. Respective approaches differ between the WPs, which also resulted in differences in the structure of the corresponding chapters in this document. In contrast, due to the strong correlation of WP82 and WP83 (see chapter 2.3), their work plans and detailed working steps are similar.

In chapter 2.1.1, the overall SP8 work plan is described, which will be further specified in chapters 2.2 – 2.6. Chapter 2.1.2 provides an overview on major SP8 events as planned so far.

Due to the nature of SP8, there are several interrelations to other SPs, which determine or influence the work plans in SP8. An overview on the main interrelations is given in D81.2.1.

2.1.1 Gantt chart SP8

Figure 2 shows the overall Gantt chart of SP8, with its work packages and tasks. It is a screenshot of an excel file, which includes timeframes for tasks and subtasks, deadlines for deliverables (grey boxes), DRIVER milestones (red boxes, where a task directly feeds into the corresponding milestone), major SP8 events, and the SP8 effort table. Expanding the view of figure 2, would reveal further subtasks. The excel file is stored in the DRIVER collaborating work space and will be updated during the project life span. Figures in the sub chapters on WP81 – WP85 show extracts of the main sheet in that file.

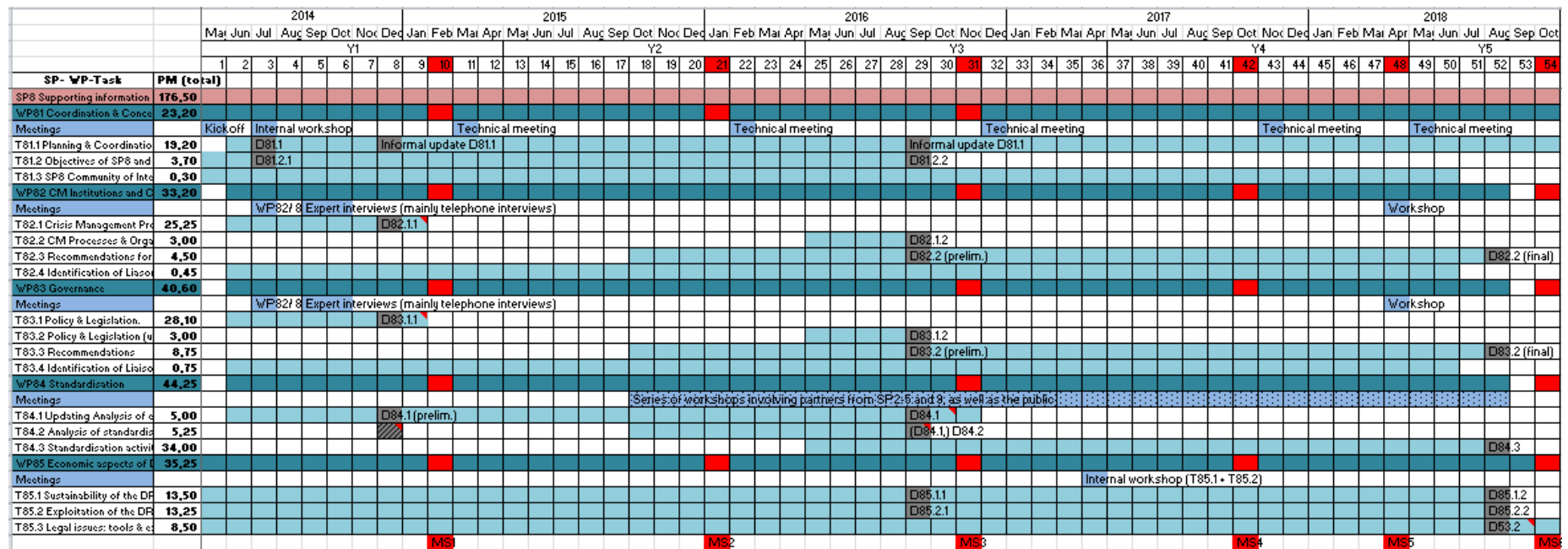


Figure 2: Screenshot work plan (excel file), Gantt chart SP8

2.1.2 SP8 Events

Table 1 shows major past and planned events in SP8, as of July 2014, including internal and external meetings/ workshops as well as interviews with external experts. Single events are described in the respective sub chapters 2.2-2.6.

The DoW has foreseen an SP8 conceptualisation workshop to develop a common understanding of SP8 scope and objectives. An SP8 session was conducted in the DRIVER Kick-off meeting, where all SP8 WPs were discussed. After this workshop, it was evaluated if/ for which WPs further conceptualisation meetings are required: It turned out that a need was seen for WP82 “CM Institutions and Capabilities” and WP83 “Governance”, especially for task 82.1 “Crisis Management Processes & Organisations” and task 83.1 “Policy & Legislation”, which are closely related. This meeting took place on 1 July 2014 in Brussels. For WP84, whose main part will not start before M18, there was no need seen for a dedicated meeting at this stage, but telephone conference(s) might be set up for conducting task 84.1 with the partners involved in this task. WP85 handled needs for discussion by conducting telephone conferences, separately for tasks 85.1, 85.2, and 85.3 in June and July 2014. SP7 was also involved in these dedicated telephone conferences to clarify work shares.

Lead	WP	Time	Type	Description	Externals
FhG-INT	81/ All	13/05/14	Kick-off meeting	SP8 session in DRIVER Kick-off meeting	No
FhG-INT	81/ All	After milestones (tbc)	Technical meetings	Meeting with main SP8 partners	No
FhG-INT, CIES	82, 83	01/07/14	Technical meeting	Meeting on functional requirements for COPL analysis in WP82/83	No
Ecorys	85	June-July 2014	Telephone conferences	Telephone conferences on 85.1, 85.2, and 85.3 Kick-off, including discussion of overlaps to SP7	No
FhG-INT, CIES, CSDM	82, 83	Aug-Oct 2014 (T82.1+T83.1) ; May-Sept 2016 (T82.2+T83.2)	Expert interviews	Interviews to fill gaps in the COPL analysis. Via telephone; physical meetings if aligned to other event Specific interviews to optimise the results of T82.2 + T83.2 wrt to the recommendations in T82.3 + T83.3 are envisaged	Yes
AIT, CSDM	82, 83	Around April 2018	Workshop	Discussion on recommendations, involving e.g. DG ECHO, DG ENTR, and others.	Yes
DIN	84	Oct 2015 – Aug 2018	Workshops	Series of workshops on standardisation, involving SP2-	Yes

				5 and SP9 partners, and others	
Ecorys	85	Around April 2017	Workshop	Combined T85.1 and T85.2 internal workshop (tbc)	No

Table 1: Major SP8 events

2.2 Work Plan of WP81 “Coordination & Conceptualisation of Supporting Information & Analysis”

WP81 leads and coordinates the work performed in SP8. Table 2 provides a detailed overview on single tasks in WP81. Figure 3 (screenshot of excel file on SP8 work plan) shows timelines for (sub)tasks in WP81 as well as deadlines for deliverables.

Task	Timeframe	Target	Work description	Feeds in deliverable
81.1 (i)	M1-M54	Coordination and monitoring of SP8 : Set up of SP8 work plan	Set-up of the SP8 work plan and detailed Gantt chart : An excel file has been set up (see extracts in figures 2-7), including timeframes for tasks and subtasks, deadlines for deliverables, SP8 events, and the SP8 effort table. It is stored in the DRIVER collaborating work space and will be updated during the project life span.	D81.1
81.1 (i)	M1-M54	Coordination and monitoring of SP8 : Adjustment of necessary changes in the SP8 work plan	If necessary, adjustment of the work plan to required changes and to adjustments in other SPs.	D81.1
81.1 (i)	M1-M54	Coordination and monitoring of SP8 : Ensuring information flows	Ensuring information flows between WPs, organisations of meetings and telephone conferences. A monthly telephone conference with all WP leaders has been settled (first 3 months : each second Thursday in a month -> shortly before the regular PMC telephone conference, to discuss issues with PMC if necessary)	D81.1, D81.2.1+2
81.1 (ii)	M1-M54	Reporting to SP1 and to other SPs	Submission of deliverables to the coordinator and to related SPs, reporting with regard to budget and status of work to SP1, implementation of SP1 decisions	D81.1, D81.2.1+2

			into SP8.	
81.2 (i)	M1-M29	Common understanding of objectives and scope of SP8 : Meetings	Preparation and organisation of respective meetings and workshops : <ul style="list-style-type: none"> - SP8 session in Kick-off meeting on 13/05/14 ; - WP82/83 meeting on 01/07/14 ; - telephone conferences on 85.1, 85.2, and 85.3, including discussion of overlaps to SP7 in June/ July 2014 - monthly telephone conferences with SP8 WP leaders 	D81.1, D81.2.1+2
81.2 (i)	M1-M29	Common understanding of objectives and scope of SP8 : Updates	Incorporation of updates from other SPs into the SP8 content (MS1, MS2). Implementation of workshop results as well as SP1 updates into SP8 Work Plan.	D81.1, D81.2.1+2
81.2 (i)	M1-M29	Common understanding of objectives and scope of SP8 : Reporting to WP13	Reporting SP8 work plan and results to WP13.	WP13 deliverables
81.2 (ii)	M1-M29	Ensure information flow from SP8 for experiments	Collection of deliverables relevant for design of SE2 and JE	SE2 and JE deliverables
81.3 (i)	M1-M50	Create contact data base on community of interest : General	WPs will gather and list contact details of all contacts made in the course of their work. A consolidated list will be handed over to SP7 for inclusion into the DRIVER communities (internal deliverable).	Internal deliverable to SP7
81.3 (ii)	M1-M50	Create contact data base on community of interest : Updates with contacts from WP82-85	WP leaders will be asked to provide collected contacts at every milestone (this might be changed according to requests from SP7)	Internal deliverable to SP7

Table 2: WP81 tasks M1-M29

Deliverables

D81.1 SP8 Work Plan [M3]

D81.2.1 Objectives of SP8 [M3]

D81.2.2 Objectives of SP8, update [M29]

		2014												2015												2016											
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep							
		Y1												Y2																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							
SP- WP-Task	PM (total)																																				
SP8 Supporting information &	176,50																																				
WP81 Coordination & Concept	23,20																																				
Meetings		Kickoff	Internal workshop										Technical meeting										Technical meeting														
T81.1 Planning & Coordination	19,20																													Info							
(i) Lead, coordination and monitoring of SP8																																					
(ii) Reporting to SP1 and to other SPs																																					
T81.2 Objectives of SP8 and r	3,70																													D81.							
(i) Common understanding and workplan																																					
(ii) Collection of deliverables relevant for design of SE2 and JE																																					
T81.3 SP8 Community of Inter	0,30																																				
(i) General																																					
(ii) Updates with contacts from WP82-85																																					

Figure 3 : Screenshot work plan (excel file), Gantt chart WP81 M1-M29

2.3 Work Plan of WP82 “Crisis Management Institutions & Capabilities”

The main objective of WP82, further described in D81.2.1 “Objectives of SP8”, is to analyse and describe high-level CM procedural, organisational, and institutional structures of Member States (MS), EU-level, and UN-level as well as of those countries concerned by the DRIVER scenarios. It therefore provides important input for the work conducted in other SPs, especially SP2 – SP5 (compare figure 1). In order to provide this support in a most useful way, the responsible DRIVER partners of these SPs have been consulted, which resulted in the following decisions on the work plan of WP82:

2.3.1 Cooperation of WP82 and WP83

Comparing WP82 and WP83, it is obvious that both WPs should cooperate and perform their work in parallel to optimize the results and to avoid any duplication. Both WPs conduct high-level analyses on national as well as EU- and UN level, WP82 concentrating on procedural, organisational, and institutional structures, WP83 concentrating on policy and legislation. These issues are closely related, and it makes most sense to gather respective information together. During the SP8 session at the DRIVER kick off meeting, 13 May 2014 in Madrid, it has moreover been decided that each country to be analysed in WP82 or WP83 should be analysed by only one partner for all subtasks. The main purpose has been to avoid that DRIVER relevant stakeholders are contacted by different partners within DRIVER in a short time frame. In addition, this decision will avoid duplication of work, a lot of coordination between partners, and the work can be performed more efficiently. The template developed for the high level-analysis and to be used as a guideline for each country (+ EU- and UN level), ensures that each partner will be able to perform the relevant tasks of WP82 and WP83, thus cover “Capabilities, Organisations, Policy, and Legislations” (COPL). Moreover, the respective experts (e.g. Ecorys for procurement related aspects) will be available in case of any lack of clarity.

2.3.2 Expand the update tasks 82.2 and 83.2

The consultation of the SPs with regard to their information needs to be considered in the high-level analysis in task 82.1 and task 83.1 was done by a functional requirements analysis (for methodology see table 3). It turned out that for many of the contacted partners, it was too early in the project period to define clearly, what kind of information they will need from WP82 and WP83. One of the main objectives of the results in WP82 is to serve as non-technological performance conditions and criteria for the DRIVER solutions and will as such support the test-bed design (SP2) and the design of the experimental campaigns in SP6. To better meet the needs of partners and requirements of SP8 to provide supporting information, it has been therefore decided to expand the update tasks in M25-29 (task 82.2 and task 83.2), also increasing the corresponding resources, and to reduce the scope and efforts of task 82.1 and task 83.1. In practice this means that the high level analysis will provide the recipients of the deliverables in the experimentation stage with a general COPL overview covering the EU member states, selected neighbouring countries and international organisations (EU and UN), while the update will be able to focus on more pertinent COPL issues identified by the other SPs including the support of the development of the scenarios in SP6.

Since the split of effort indicated in the DoW at task level is done on “indicative” basis, it was possible to shift effort from the high-level analysis (task 82.1 + task 83.1) to the update tasks (task 82.2 + task 83.2). The effort of each partner will be reported under the WP where it is allocated in the DoW.

2.3.3 Work plan

Table 3 provides a detailed overview on single tasks in WP82 for M1-M29 (in case tasks go beyond M29, this is indicated as well). Figure 4 (screenshot of excel file on SP8 work plan) shows timelines for (sub)tasks in WP82 as well as deadlines for deliverables.

Task	Time-frame	Target	Work description	Feeds in deliverable
82.1	M2	Identification of SP2-5 needs	Functional requirement analysis : <ul style="list-style-type: none"> - gathering of information needs from WPs of SP3-5 (and from SP2-lead) in cooperation with 83.1, using a DRIVER internal questionnaire, generated in due consideration of the DoW (see internal annexes: “Functional requirements analysis for 82.1 & 83.1”, working document); telephone interviews with SP- and WP-leaders - based on the information gathered during interviews a list of issues to be analysed for SP2-5 (as far as available at this point) has been developed 	D82.1.1

Task	Time-frame	Target	Work description	Feeds in deliverable
	M3	Development of a template to be used as a guideline in the high level analysis	<p>By clustering the information needs of SP2-5 and considering the general objectives of WP82 and 83, a draft template has been developed in cooperation with WP83, to be used as a guideline by the partners to conduct the high-level analysis.</p> <p>The draft has been sent for reflection to the receiving SPs of D82.1+D83.1, to SP6, which will use the deliverables of the update tasks T82.2+T83.2 as well as to SP9 (ethical issues)</p> <p>The template will be finalized end of M3 by implementing all comments (see internal annexes: "TEMPLATE for presenting information on Capabilities, Organisation, Policies, and Legislation (COPL)", working document)</p> <p>"High-level" has been defined as :</p> <ul style="list-style-type: none"> - national level - crossborder, bi- or multilateral - decision maker related 	D82.1.1, D83.1.1
	M3	Work share : Distribution of countries per partner	<p>The following points have been considered for the distribution of countries per partner:</p> <ul style="list-style-type: none"> - countries/ int. organisations to be analysed in the first phase (82.1 & 83.1) : all MS, EU- & UN-level, and those countries likely to be concerned by the DRIVER scenarios - each country is covered by only ONE partner (to perform all subtasks of 82.1 and 83.1) - home countries of partners - already confirmed countries during proposal or negotiation phase - expertise of partners - effort available per partner (sum of the high-level analysis and the update task, in case of EOS, also the recommendation task T83.3) ; 1 country or int. Organisation = 1PM ; 2 PM for the separate CivMil template conducted by CSDM; remaining PM per partner shifted to the update tasks) <p>for the distribution per partner, see internal annexes: "Distribution of countries per partner"</p>	D82.1.1, D83.1.1

Task	Time-frame	Target	Work description	Feeds in deliverable
	M4-6	Partners conduct the high-level analysis	By using the developed template, information about Crisis Management Capabilities, Organisations, Procedures as well as related Procurement aspects will be gathered. This will mainly be done by desk top research, only information gaps to be filled by telephone interviews with relevant stakeholders In each country, the same partners will also cover the part about CM Policy & Legislation of T83.1.	D82.1.1
	M7-8	Feeding all country studies into D82.1.1 and finalize the deliverable		D82.1.1
82.2	M25	Second consulting of SP2-5 + first consulting of SP6, gathering new information needs based on results of the first two years	See functional requirements analysis of 82.1, again in cooperation with 83.2 It is expected that SP2-5 and especially SP6 will be able to define their functional requirements in more detail than in 82.1 and 83.1 The needs of 82.3 and 83.3 (i.e. information gaps) will also be taken into account (recommendations, starting M18 by analysing the results of the first experiments and of the high level-analysis)	D82.1.2, D83.1.2
	M25-26	Development of a new template, to provide more detailed information to better meet the needs of the receiving SPs	See development of the template in 82.1	D82.1.2, D83.1.2
	M25-26	Elaboration of an additional questionnaire for expert interviews	Representatives of relevant organisations (national authority, leading CM organisations) shall be interviewed with regard to the recommendations in 82.3 and 83.3, focus and number tbd based on the feedback on D82.1.1 and 83.1.1 from the receiving SPs/WPs - pro, cons, trends	D82.1.2, D83.1.2, D82.2, D83.2

Task	Time-frame	Target	Work description	Feeds in deliverable
			- future requirements in COPL	
	M25-26	Selection of countries to be analysed and distribution of countries among partners	<p>In addition to the EU- and UN-level, some representative MS will be selected to perform case studies</p> <p>Criteria for the selection (tbd):</p> <ul style="list-style-type: none"> - governmental differences (federal, centralized etc.) - cultural differences (north, south, east, west) - GDP - criteria based on specific information needs (e.g. different volunteer structures, or different levels of communication systems) <p>The countries will be distributed among the partners with remaining budget after the high-level analysis, taking into account the criteria for distributing countries under 82.1</p>	D82.1.2, D83.1.2
	M27-28	Partners conduct the case studies and perform the expert interviews as an update of D82.1.1	See T82.1 for methodology	D82.1.2
	M29	Feed the case studies in D82.1.2 and finalise the deliverable		D82.1.2
82.3	M18-24	Identify information gaps to be fed into 82.2	Start analysing the results of the first experimental campaigns and of D81.1.1	D82.1.2
	M18-52	Development of recommendations (involving DG ECHO) for adjustments of structures and	Analysis of experimentation results of solutions coming out of SP3-6 with regard to potential implications for adjustments of structures and processes on UN-level, EU-level, MS	D82.2

Task	Time-frame	Target	Work description	Feeds in deliverable
		processes		
82.4	M2-50	Identification of Liaison partners	Gathering and listing of relevant organisations and contacts including main characteristics for the dissemination and exploitation activities in SP7	Internal to 81.3

Table 3: WP82 tasks M1-M29

Deliverables

D82.1.1 CM Organisations Report incl. Procurement regulations [M8]

D82.1.2 Update of CM Organisations Report incl. Procurement regulations [M29]

D82.2: Recommendations for adjustments of structures and processes [M52]



Figure 4: Screenshot work plan (excel file), Gantt chart WP82 M1-M29

2.4 Work Plan of WP83 “Governance”

The main objective of WP83, further described in D81.2.1 “Objectives of SP8”, is to analyse and describe high-level CM governance, i.e. legislation and policy, of MS, EU-level, and UN-level as well as of those countries concerned by the DRIVER scenarios. It therefore provides important input for the work conducted in other SPs, especially SP2 – SP5 (compare figure 1). In order to provide this support in a most useful way, the responsible DRIVER partners of these SPs have been consulted, which resulted in the following decisions on the work plan of WP83 (same as in WP82, see chapter 2.3):

2.4.1 Cooperation of WP82 and WP83

As noted in chapter 2.3, there is an inextricable link between the activities of WP82 and WP83, so it has been decided that every country to be analysed in WP82 or WP83 should be analysed by only one partner for all subtasks (see section 2.3.1 for more detailed explanations). A single template covering the high level-analysis required in both WP82 and WP83 has therefore been prepared.

2.4.2 Expand the update tasks 82.2 and 83.2

The consultation of the SPs with regard to their information needs to be considered in the high-level analysis in task 82.1 and task 83.1 was done by a functional requirements analysis (for methodology see table 4). As noted above it transpired that at this early stage key scenario and experimental needs could not yet be identified so it has been decided to reduce the scope of task 82.1 and task 83.1 and increase the resources available for the update stage, providing the recipients of the deliverables in the experimentation stage with a general COPL overview covering the EU member states, selected neighboring countries and international organisations (EU and UN), and enabling the update to focus on more pertinent COPL issues identified by the other SPs (see section 2.3.2 for a more detailed explanation). The effort allocated to tasks 83.1 and 83.2 has therefore been adjusted as required.

2.4.3 Work plan

Table 4 provides a detailed overview on single tasks in WP83 for M1-M29 (in case tasks go beyond M29, this is indicated as well). Figure 5 (screenshot of excel file on SP8 work plan) shows timelines for (sub)tasks in WP83 as well as deadlines for deliverables.

Task	Timeframe	Target	Work description	Feeds in deliverable
83.1	M2	Identification of SP2-5 needs	Functional requirement analysis : <ul style="list-style-type: none"> - As noted above, the gathering of information needs from WPs of SP3-5 (and from SP2-lead) was undertaken in cooperation with 82. (see internal annexes: “Functional requirements analysis for 82.1 & 83.1“, working document); telephone interviews with SP- and WP-leaders - based on the information gathered during interviews a list of issues to be analysed for SP2-5 (as far as available at this point) has been developed 	D83.1.1
	M3	Development of a template to be used as a guideline in the high level analysis	As noted above, a draft template has been developed in cooperation with WP82 that will be used as a guideline by the partners to conduct the high-level analysis (see further task 82.1, Table 3, above for explanation). The template will be finalized end of M3 by implementing all comments (see	D82.1.1, D83.1.1

Task	Timeframe	Target	Work description	Feeds in deliverable
			internal annexes: "TEMPLATE for presenting information on Capabilities, Organisation, Policies, and Legislation (COPL)", working document)	
	M3	Work share : Distribution of countries per partner	The selection of countries to be identified by each partner is being developed jointly in accordance with task 82.1 (see further task 82.1, Table 3, above for explanation).	D82.1.1, D83.1.1
	M4-6	Partners conduct the High-level analysis	By using the developed template, information about relevant policy and legislation will be gathered. This will mainly be done by desk top research, only information gaps to be filled by telephone interviews with relevant stakeholders. As noted above, in each country, the same partners will also cover the part about CM Institutions and Capabilities of T82.1.	D83.1.1
	M7-8	Feeding all country studies into D83.1.1 and finalize the deliverable		D83.1.1
83.2	M25	Second consulting of SP2-5 + first consulting of SP6, gathering new information needs based on results of the first two years	As noted above, task 83.2 will be carried out simultaneously with task 82.2 when SP2-5 and especially SP6 are better able to define their functional requirements in more detail (see further task 82.2, table 3, above for explanation). As with task 82.2, this activity will also take into account the needs (i.e. information gaps) of 83.3 and 82.3 (recommendations, starting M18 by analysing the results of the first experiments and of the high level-analysis)	D82.1.2, D83.1.2
	M25-26	Development of a new template, to provide more	See development of the template as explained in 83.1 as derived from task 82.1, above.	D82.1.2, D83.1.2

Task	Timeframe	Target	Work description	Feeds in deliverable
		detailed information to better meet the needs of the receiving SPs		
	M25-26	Elaboration of an additional questionnaire for expert interviews	As this task will be conducted simultaneously with task 82.3 the selection of representatives of relevant organisations for interview and the questionnaire that forms its basis will be aligned with that task (see further task 82.2, table 3, above for explanation and current thinking).	D82.1.2, D83.1.2, D82.2, D83.2
	M25-26	Selection of countries to be analysed and distribution of countries among partners	<p>In addition to the EU- and UN-level, some representative MS will be selected for case study. Since this task will be carried out in conjunction with task 82.2 the criteria for selecting countries will be aligned with that activity (see further task 82.2, table 3, above for explanation on current thinking).</p> <p>The countries will be distributed among the partners with remaining budget after the high-level analysis, taking into account the criteria for distributing countries under 82.1/83.1</p>	D82.1.2, D83.1.2
	M27-28	Partners conduct the case studies and perform the expert interviews as an update of D83.1.1	See T82.1/T83.1 for methodology	D83.1.2
	M29	Feeding the case studies in D83.12 and finalise the deliverable		D83.1.2
83.3	M18-24	Identify information gaps to be fed into	Start analysing the results of the first experimental campaigns and of D83.11	D83.1.2

Task	Timeframe	Target	Work description	Feeds in deliverable
		83.2		
	M18-52	Development of recommendations (involving DG ECHO) for adjustments of structures and processes	Analysis of experimentation results of solutions coming out of SP3-6 with regard to potential implications for adjustments of structures and processes on UN-level, EU-level, MSs	D83.2
83.4	M2-50	Identification of Liaison partners	Gathering and listing of policy and legislation relevant organisations and contacts including main characteristics for the dissemination and exploitation activities in SP7	Internal to 81.3

Table 4: WP83 tasks M1-M29

Deliverables

D83.1.1 Policy & Legislation Report [M8]

D83.1.2 Update of Policy & Legislation Report [M29]

D83.2: Policy & legislative recommendations [M52]

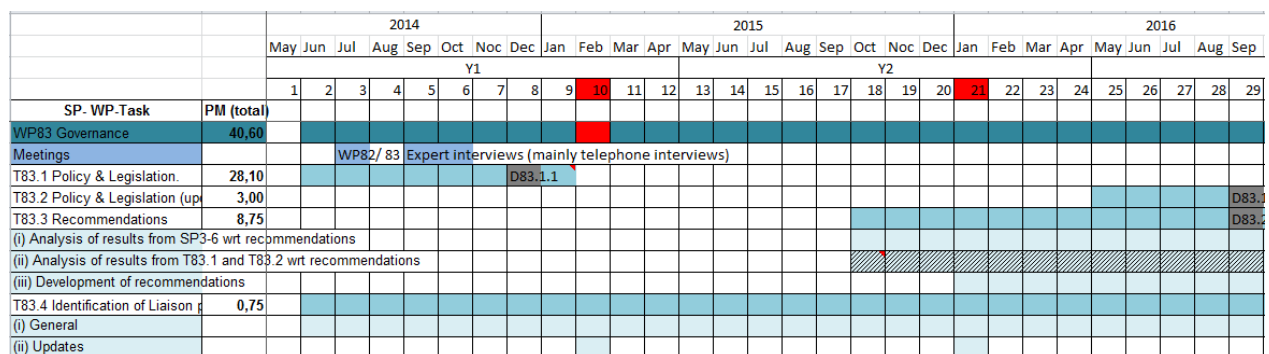


Figure 5: Screenshot work plan (excel file), Gantt chart WP83 M1-M29

2.5 Work Plan of WP84 “Standardisation”

The focus of WP84 will be set on the analysis of existing standards and standardisation activities, the identification of standardisation potential and the implementation of a standardisation strategy. Since DRIVER is with its 37 organisations a quite big project, the linkage with other SPs and the involvement of all partners is one of the main challenges and a key factor for the success to be handled in WP84. Thus, a close communication between WP84 and especially SP2-5 and SP9 is starting already within the first two years of the project, realised mainly through attending other SP

meetings. Afterwards, workshop(s) for identifying the needs for standardisation will be conducted with all relevant project partners.

Since the work plan of WP84 depends largely on the realisation and the results of other SPs, the approach of the implementation and beginning/ending of each of the following tasks may be adapted within the project's lifetime.

Task	Timeframe	Target	Work description	Feeds in deliverable
84.1	M2-M31		Updating Analysis of existing standards and standardisation activities	D84.2, D84.3
84.1 (i)	M2-M8	Identification of relevant standards and standardisation activities in CM	<p>A general analysis of existing standards and standardisation activities in the field of CM on national, European and international level will be carried out. As strategy for analysing current standards and standardisation activities the following activities are planned:</p> <ul style="list-style-type: none"> - developing a keyword list with the help of WP partners - definition and clustering the relevant range of subjects - identification of existing standards and standardisation activities - preparation of the results - development of an overview of existing standards and standardisation activities 	D84.2
84.1 (ii)	M9-M31	Update of the overview of relevant standards and standardisation activities	<p>An update of 84.1 (i) will be made taking into account:</p> <ul style="list-style-type: none"> - the further development of already existing standards and standardisation activities in the field of CM on national, European and international level - the results/topics so far received from SP2-5 and SP9 with potential for standardisation (see 84.2 and 84.3) <p>The updated overview list of existing standards (formal and informal) as well as of current standardisation activities will be made available to all project partners at M31.</p>	D84.2, D84.3

Task	Timeframe	Target	Work description	Feeds in deliverable
84.2	M18-M28		Analysis of standardisation potential	D84.1, D84.3
84.2 (i)	M18-M28	Identification of standardisation potential	<p>General standardisation potentials will be determined by an analysis of solutions developed in SP2-5 and methods for positive societal impact coming out of SP9. Results of this analysis will be compared with the assessment of the outcomes of task 84.1.</p> <p>Based on close communication between DIN and the project partners first potentials for standardisation of DRIVER results will be identified. These outcomes will be further discussed in 84.2 (ii).</p>	D84.1, D84.3
84.2 (ii)	M18-M28	Carrying out workshop(s) for identifying standardisation potentials	<p>Workshop(s) with all relevant project partners will be built up to identify (and decide) on the main input for standardisation in DRIVER. These workshop(s) will preferable be implemented in conjunction with meetings of SP2-5 and SP9.</p> <p>In order to feed task 84.3 properly and thus important for the future standardisation activities in DRIVER an overview of the workshop(s) outcomes including a list of identified gaps in CM will be made.</p>	D84.3
84.3	M25-M52		Standardisation activities	
84.3 (i)	M25-M42	Development of a standardisation strategy	Based on the results of SP2-5 and SP9 as well as of the identified and prioritized standardisation potentials of task 84.2 a standardisation strategy will be developed. This leads to the initiation of standardisation activities of specific DRIVER results.	D84.3
84.3 (ii)	M25-M52	Development of new standards and input to standardisation	Depending on the standardisation strategy new standards will be developed and/or input into already existing standardisation activities will be given.	

Task	Timeframe	Target	Work description	Feeds in deliverable
		activities	However, the main objective of 84.3 is to develop standardisation document(s), such as the envisaged CEN Workshop Agreements. For the latter a series of workshops will be conducted including the relevant partners from SP2-5 and 9.	

Table 5: WP84 tasks M1-M29

Deliverables

D84.1 Overview of existing standards and standardization activities [M29]

D84.2 Summary of standardisation potentials [M29]

D84.3 Strategy for standardisation, including a draft of the business plan for the envisaged CWA(s) [M42¹]

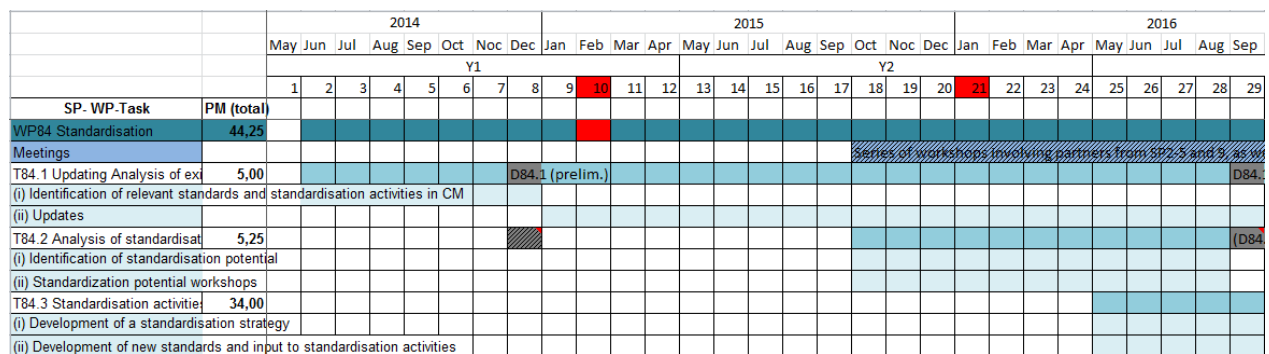


Figure 6: Screenshot work plan (excel file), Gantt chart WP84 M1-M29

2.6 Work Plan of WP85 “Economic & Legal Aspects of DRIVER Solutions”

The objective of WP85 is to build the economic model and plans supporting the sustainability of the DRIVER Test-bed and the exploitation of the DRIVER Portfolio of Tools.

Specific activities include the:

- Development of an economic and organisational concept for a sustainable European test-bed
- Collection of relevant economic data
- Analysis of project results from an economic perspective
- Development of economic models and plans and integration of feedback from the working sessions with concerned stakeholders in SP7
- Support the experimentation conducted in SP3-6 with regard to legal issues (e.g. insurance of participants) and the development of the DRIVER Portfolio of Tools with regard to the legal requirement (e.g. safety and data security).

¹ The DoW says M52, but as the strategy for standardisation shall be finished before starting developing the CWAs, the deadline has internally been changed to M42.

- Development of an economic and organisational concept for a sustainable European test-bed
- Collection of relevant economic data for continuation of using the test-bed after the project is finished
- Potential business models from other sectors identified and initially investigated
- Development of initial business model and plans for exploitation of the DRIVER Portfolio of Tools

2.6.1 Collaboration with SP7

To ensure the supporting information and analysis for WP85 *test bed sustainability and the exploitation of tools* is well aligned with the coordination of impact and sustainability (SP7), WP85 will develop a common approach and integrate overlapping activities with WP73 *developing test bed sustainability & portfolio exploitation*. A vision document will be developed to outline the approach to ensure maximum alignment of persons and deliverables in these WP.

The benefits of a WP85 and WP73 common approach are manifold. Combining efforts on WP73 and WP85 will maximise impact, efficiency, knowledge sharing, and save on resources. More specifically, the integration of the work packages ensures that the inventory of relevant data and inputs for the construction of relevant economic scenarios and business models matches the realities of the stakeholder environment, such as testbed providers, technology suppliers, users and policy makers, especially at EU level. In addition, it enables the exploitation of DRIVER tools at a deeper, more innovative, level.

2.6.2 Work Plan

The sub-tasks of WP85 are outlined in the table below (for M1-M29, in case tasks go beyond M29, this is indicated as well). Figure 7 (screenshot of excel file on SP8 work plan) shows timelines for (sub)tasks in WP85 as well as deadlines for deliverables.

Task	Timeframe	Target	Work description	Feeds in deliverable
85.1	M1-M52	Sustainability of the DRIVER test-bed WP85.1 supports the sustainability of the test-bed in WP73.1. WP85.1 and WP73.1 are adopting a 'common approach' to	Task 85.1 will focus on collection of inputs and the development of economic scenarios and business models. Specific subtasks include : 1 – Data collection and research This subtask will use inputs from SP2 (description of test-bed available tools, results of all tests, experiences of users, etc.) and 22.3, where economic effects of past disasters will be collected. Relevant costs aspects (maintenance,	D85.1.1, D85.1.2

Task	Timeframe	Target	Work description	Feeds in deliverable
		<p>integrate overlapping activities, maximise impact and reduce costs.</p> <p>A draft vision doc outlining the common approach will be developed in the summer of 2014.</p>	<p>exploitation, further improvements, etc.) and economic information related to the sustainability of the test-bed will be collected such as factors related to the test-bed influencing the market. Additionally, information on the current economic situation in Europe and expected economic developments will be collected.</p> <p>2 – Development of economic scenarios</p> <p>The inputs from (1) will feed the development of future economic scenarios. The scenarios developed will be used in the analysis of the test-bed sustainability. Potential economic models and organisational set-ups will be investigated, taking into account different economic scenarios. These economic models will take into account issues such as the differing number of suppliers or for example possibilities for the use of PPP, etc. Possible business options will be developed and these will be further investigated in SP7.</p> <p>3 – Development of business models</p> <p>Relevant information on necessary adjustments to a potential crisis management experimentation business case will be investigated. Two public DRIVER impact and sustainability workshops will be jointly organised by SP7 and SP8 (with external stakeholders) in M9 and M17 to ensure ongoing feedback on the (interim) outputs of 85.1. The results of the discussions with stakeholders in SP7 will then be fed back into the analytical work carried out in this subtask. The most promising economic models will be selected and recommended for further investigation in SP7.</p>	

Task	Timeframe	Target	Work description	Feeds in deliverable
85.2	M1-M52	<p>Exploitation of the DRIVER Portfolio of Tools</p> <p>WP 85.2 supports the exploitation of tools in SP7 (WP73.2). WP85.2 and WP73.2 are adopting a common approach to integrate overlapping activities, maximise impact and reduce costs.</p> <p>A draft vision doc outlining the common approach will be developed in the summer of 2014.</p>	<p>Task 85.2 focuses on:</p> <ol style="list-style-type: none"> 1 - Data collection – taxonomy of tools in CM ; feedback from SP3-6 initial Driver Portfolio of Tools ; SOTA of main markets at EU level in a global market ; methodology for a tools' competitiveness analysis ; 2 – Tools' competitiveness analysis 3 – Selection of main tools to be exploited. <p>The economic scenarios developed in 85.1 will be used as a main input for task 85.2. Additionally, the results of the experimental campaigns in SP3-6 as well as the results of SP9 regarding potential positive societal impact related to different tools will serve as inputs for this task.</p> <p>In WP73.2, exploitation plans will be further developed using the Portfolio of Tools developed in WP85.2</p>	D85.2.1, D85.2.2
85.3	M1-M54	<p>Legal advice and research</p> <p>For both subtasks (I) and (II) topics generic information will be presented in the beginning of the project (year 1).</p>	<p>The objective of task 85.3 is threefold:</p> <ul style="list-style-type: none"> - Advice on legal and regulatory conditions with regard to experimentation (I). - Advice on legal and regulatory conditions and policy with regard to the DRIVER tools (II). - Ad-hoc legal advice delivered upon request (III). <p>In order not to duplicate efforts in regard to legal advice for experimentation, WP85.3 will seek close cooperation with WP91 (see submitted D95.2.1 with guidance with regard to SC15, data protection and D91.3) During the project the information will</p>	D85.3

Task	Timeframe	Target	Work description	Feeds in deliverable
			become more detailed based on the descriptions of the experiments in SP 3-6. In the last year of the project (year 4) the information will be updated and final report will be drafted and completed by M52.	

Table 6: WP85 tasks M1-M29

Deliverables

D85.1.1: Report on sustainability of the DRIVER test-bed [M29]

D85.1.2: Update of Report on sustainability of the DRIVER test-bed [M52]

D85.2.1: Report on exploitation of the DRIVER Portfolio of Tools [M29]

D85.2.2: Update of Report on exploitation of the DRIVER Portfolio of Tools [M52]

D85.3: Legal and regulatory conditions report [M52]

		2014								2015								2016												
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Y1								Y2																				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
SP- WP-Task	PM (total)																													
WP85 Economic aspects of D	35,25																													
Meetings																														
T85.1 Sustainability of the DRI	13,50																												D85	
(i) data collection and analysis																														
Kick-off telco WP85 + WP73																														
Telco with ECORYS + ARTTIC + ATOS + INT (SP8)																														
Draft Vision + Roadmap on common approach WP73 and WP85																														
Working Meeting ECORYS + ATOS + ARTTIC																														
Working doc with evaluation of outcome + roadmap for 2nd cycle																														
Updated vision document																														
Finalised vision + roadmap paper																														
Working doc with evaluation of outcome + roadmap for 3rd cycle																														
Working Meeting ECORYS + ATOS + ARTTIC																														
(ii) investigate sustainability of DRIVER testbed																														
Meeting of WP85 + WP73 + SP2 + CT + EOS + DRIVER tech suppliers and users																														
First Public DRIVER Impact and Sustainability Workshop with external stakeholders																														
Working Meeting SP2 + CT + EOS + selected DRIVER tech suppliers and users																														
Second Public DRIVER Impact and Sustainability Workshop with external stakeholders																														
T85.2 Exploitation of the DRI	13,25																												D85	
(i) data collection and analysis																														
Taxonomy of tools in CM																														
Feedback from SP3-6 initial Driver portfolio of tools																														
SOTA of main markets at EU level in a global market																														
Methodology for tools' competitive analysis																														
(ii) investigate exploitation of DRIVER tools																														
Market analysis of existing tools for CM																														
Competitive analysis of DRIVER portfolio of tools.																														
T85.3 Legal issues: tools & ex	8,50																													
(i) Advice with regard to experimentation (research).																														
Kick-off Telco WP85.3 partners																														
Contact SP3-5 leader to check if legal advice in early stages is required																														
Finalisation work plan																														
Scoping of the task and information to be gathered																														
Information gathering on e.g.: loss of wages for civilians- data protection- insurance issues- liability																														
Identification of other relevant issues for experiments																														
(ii) Advice with regard to the DRIVER tools																														
Progress Telco WP85.3 partners																														
Information gathering on e.g.: -legal constraints for PPS tools -general liability aspects -liability aspects of community building and volunteering -freedom of press -loss of wages private LSP -safety at work -data security																														
Identification of other relevant issues for tools																														
Information gathering on other relevant issues																														
(iii) Ad-hoc legal advice (to be determined)																														

Figure 7: Screenshot work plan (excel file), Gantt chart WP85 M1-M29

3 Conclusion

The work plan as of now does not reveal any major deviation from the original planning as described in the DoW, but has been elaborated in more detail.

The only “deviation” is the shift of efforts from the first high-level analysis (tasks 82.1 and 83.1) to the update tasks (tasks 82.2 and 83.2), as described in chapter 2.3.2. This deviation does not exist as compared to the DoW but compared to the originally planned share of efforts between these tasks. Thus, no problems are expected in this regard.

Further, deadline for D84.3 “Strategy for standardisation, including a draft of the business plan for the envisaged CWA(s)” is M52, following the DoW. But as the strategy for standardisation shall be finished before starting developing the CWAs, the deadline has internally been changed to M42.

The work plans presented represent the current planning as of July 2014. It serves as major guideline for the SP8’s work, while updates will be included regularly during the project’s life span. At least, informal updates will be provided in M8 and M29.

4 Annexes

See separate document “D81.1 SP8 Work Plan_Annexes_confidential”, for internal use only.