



**Minutes
of the
4th PROJECT STEERING COMMITTEE
Webinar and presence Meeting
8th January 2021 15:30 pm – 17.30 pm**

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1) PARTICIPANTS

<i>Name and Surname</i>	<i>Role in the project</i>	<i>Beneficiary</i>	<i>Group</i>	<i>E-mail</i>
Giuseppe Romano	Project Leader	CNVVF	PSC	giuseppe.romano@vigilfuoco.it
Monia D'Amico	Project Manager	CNVVF	PSC	prometheusproject@outlook.com
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Annika Coll Eriksson	Partner coordinator	ERICAM	PSC	annika.coll@madrid.org
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Paolo Bambi	IT supervisor	CNVVF	Observer	paolo.bambi@vigilfuoco.it
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ITC support before and during the meeting: Luca Meoni, CNVVF, Fire Dep. of Siena, who made audio/video checks.

Ilaria Maraviglia, project assistant and communication expert, CNVVF was not present for serious family problems.



The meeting has been held in webinar using the platform "Teams" Microsoft. It started at the scheduled time according to the agenda shared with the PSC members and ended at 17.30 p.m., as planned.

Reference documents for the meeting were: Grant Agreement of Prometheus; Partnership agreement; Gantt diagram.

2) OBJECTIVES

- Providing updates on last achievements of the project including TTX in Italy
- Discussing the plan of action for 2021
- Agreeing on next steps to be undertaken

3) MAIN DISCUSSION POINTS

A. Welcome and general update

Giuseppe Romano welcomes those present and those who have joined in webinar.

B. Updating on last milestones

Giuseppe Romano provided some updates on activities carried out in these last months. He reported about the TTX held in Italy on 2-3 December 2020 and recalled the importance of this activities in the process of validation of Prometheus. It was highlighted that even though some activities are being carried out in virtual way, they contributed to improve the results achieved by the project up to date. The TTX was a crucial step for gathering feedback on Prometheus and then to use these results for further improvement of the final output.

Monia D'Amico reported that the evaluation report of the TTX is under finalisation and once ready a summary will be shared among the partners. The report was written in Italian because the questionnaire and the TTX was carried out in Italian by CNVVF staff, but some parts (introduction and findings) will be translated for the benefit of the PSC as well as to be shared with the P.O. The report is expected to be completed by the end of January 2021 as well as the summary to share.

Impact of Covid-19 pandemic was analysed during the meeting. Giuseppe Romano pointed out that, due to travel restrictions, the associated beneficiaries have been only partially involved in the technical activities and they did not have the possibility to test and understand how actually Prometheus works and its features. All are fully aware on that and despite this situation, ERICAM and EcASC confirmed that they are still strongly committed to take part to the project and that ICPD will be active in dissemination as soon as the testing will be set out.

C. Financial aspects

On this regard, a discussion was opened among the PSC members about the continuation of the project and the related uncertainties surrounding the overall situation at national and international level.



An analysis of the impact of Covid-19 pandemic on financial and administrative aspect was shortly illustrated by Cristina Rabozzi. She remarked that the involvement of the partners in the project implementation was affected by the Covid situation. As consequence, all partners recorded savings in travels costs categories. Moreover, ERICAM, ICPD and EcASC have been only partially involved in the project's activities in these first part of the project lifespan and for them the actual workload was lower than the one foreseen at this stage of the project. In the next months, the involvement of all the beneficiaries is expected to increase due to the organisation of the exercises and their delivery, therefore the workload is expected to increase.

The beneficiaries have been reminded that the declared costs are to be actual and then the proposal for a correct monitoring of the project is to updated the state of expenditures after each exercise.

D. Actual budget

A second point concerned the actual budget of the project and the related co-financing by the Commission. Co-financing is 85% of the actual costs declared by the project (all partners) with the final report.

All have been advised that if the project spent less than foreseen the amount of the EU- funds is reduced: the EU funds are calculated as 85% of the actual costs declared. Savings recorded by the partners should be shifted between costs categories and between partners. If they are below the 20% of the total budget a formal amendment is not necessary.

All approved the decision to analyse the situation after the exercises, to quantify the savings and then evaluate if transfer of budget will be necessary.

E. Plan of action

A discussion was opened about the continuation of the project activities in the next months. The possibility to suspend the project was analysed and the financial implications have been evaluated too. All have been informed that if the project implementation is suspended no costs can be claimed in the suspension period even though the Covid 19 –related situation will improve in the suspension period. The project officer has to be informed about the duration of the suspension and in case the activities should restart during the suspension a formal approval is necessary.

The PSC members also discussed about the prolongation of the project without its suspension. The project's activities could be carried out in 2021 even though they will be behind the schedule. Indeed, the possibility to complete all the project activities by the original end date of the project is remote as well as to set activities in August 2021 to catch up the timeline.

However, as pointed out by Giuseppe Romano, all the PSC should be committed to carry out at the best of the possibilities the activities to avoid the suspension that will cause more difficulties in coming back and re-start the action after some month break (the staff might be involved in other commitments and dispersion of the work already done is possible).



It was discussed on how to schedule the project's activities in 2021 which will be affected by a delay of few months and then to issue a request of amendment for prolongation when the Covid-19 impact will be clear and more precisely quantifiable.

Basically, the 5th PSC will be held in March and according to the Covid-19 situation at that time the proposed revised plan for the two exercises in Spain and France will be confirmed.

F. On-line Training on Prometheus

The CNVVF staff agreed to deliver a training on Prometheus (webinar) to ERICAM and EcASC in order to explain the features of this tool and then to train ERICAM and EcASC core staff in view of the exercises.

Short thematic videos will be prepared by the CNVVF staff showing different features of Prometheus to introduce the system to experts who are not acquainted with it. Following the sharing of these videos to be prepared by the end of February, the training will be held.

The general idea is to provide a training focused on a proficient use of the software as well as to allow the project's staff to understand how the software work.

The CNVVF staff will prepare videos and tutorial for end-user and for ICT experts which will be delivered in slots of 4 hours leaving a self-training time among two slots in order to practice with the tool for a total of 4 days (4 hours per day).

The 3rd WGM will be held in Italy in May 2021 before the test in Spain whereas the test in France is scheduled in September 2021.

All activities suffer of a delay of about 4 months and therefore in order to complete all expected tasks (including the info days expected to be held at the final stage when final result will be available) the project will submit a request of prolongation to DG ECHO.

The approved revised plan will be periodically re-evaluated accordingly to the actual evolution of the Covid-19 in different countries involved in the project implementation (Italy, France, and Spain).

G. Testing and evaluation

During the 5th PSC meeting to be held in March, a discussion about options to organise, test and evaluate Prometheus in Spain and France will be crucial.

The project manager pointed out the crucial importance to have the evaluators assessing during the field testing in case this will be organised. Some aspects of the system can be tested just on field and not at a distance (as it happened for the TTX in Pisa in December).

A proposal was also made by Philippe Meresse to test single parts of the system but the IT supervisor, Paolo Bambi, highlighted the interconnectivity of single parts of the system (i.e. sub-sub emergency creation and forms) and in case of separate testing of them this might be not really useful to the evaluation and smooth conduction of the exercise.

Since the topic testing/evaluation should be deepened after the beneficiaries from Spain and France know better the system, this has been postponed in March when



the general picture will be clearer to take decisions on: distance testing and mode of evaluation; field testing; possible missions.

It has to be taken into significant consideration, in fact, that the script of the exercise (of any type) should mirror the use of specific function of Prometheus and the evaluators should be aware of assessing each function in a given time.

CONCLUSION

CNVVF proposed a revised timeline for 2021 as below reported:

Month /2021	Actual Plan	Revised Plan
March	<ul style="list-style-type: none"> • 3rd WGM • Test Spain 	5 th PSC to start the new plan of action
April	<ul style="list-style-type: none"> • Evaluation Report 	End of April: Focus with ERICAM and EcASC in Spain
May	<ul style="list-style-type: none"> • Test France 	<ul style="list-style-type: none"> • 3rd WGM in Italy
June	<ul style="list-style-type: none"> • Evaluation Report • 4th WGM • Progress Report and WP3 Report 	<ul style="list-style-type: none"> • Test Spain
July	<ul style="list-style-type: none"> • Info days in ES, FR, IT • Final Conference in BE • WP2 Report 	<ul style="list-style-type: none"> • Evaluation Report
August		
September (M20)		<ul style="list-style-type: none"> • Test France
October		<ul style="list-style-type: none"> • Evaluation Report
November		<ul style="list-style-type: none"> • Info days in ES, FR, IT • WP2 Report
December		<ul style="list-style-type: none"> • Final Conference in BE

Each testing should be evaluated as this is the tool to improve and check the functionalities of the system. Since the evaluation features are tailored for each exercise, it was agreed to let the main evaluator (Ms Paola Milano, Timesis) participate to the PSC meeting so as to explain the PSC which are the options for a correct evaluation for each type of exercise chosen by the PSC.

- Next PSC: March 2021 TBD
- Next financial reports: after each testing