



AUSTRIAN RED CROSS

Teaming Up for Civil Protection „Team CP“

Kick-Off Meeting, 9 - 10 February 2009, Vienna

ARC Headquarters



Agenda

Monday (13:00 - 18:00)

- Welcome and introduction
- Team Österreich
- Team CP - Project Overview & Tasks

Tuesday (09:00 - 12:00)

- The database – an introduction
- Administrative aspects





Project Overview

Tasks

Task	Description	Date
A	Task Management and Reporting	1.2.2009 – 31.1.2011
B	Collect and integrate information and expertise	1.2.2009 – 30.9.2009
C	Identification of training needs and expectations	1.7.2009 – 30.11.2009
D	Design Media Campaign	1.2.2009 - 30.9.2010
E	Develop a curriculum with prototype training tools	1.2.2009 – 31.1.2011
F	Test and evaluate database and trainings	1.6.2009 – 31.1.2011
G	Dissemination	1.2.2009 – 31.1.2011



Timeline

Year	2009	2010	2011
Project management: communication, documentation, reporting & dissemination	Feb. 2009 – Jan. 2011		
Task B and C research phase	Feb. – Sept.		
1. Literature review 2. Case Study 3. Experts workshop	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">1</div> <div style="text-align: center;">2</div> <div style="text-align: center;">3</div> </div>		
Task D design media campaign	Feb. – Sept.		
1. Identification of media partners 2. Media workshop & media campaigns	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">1</div> <div style="text-align: center;">2</div> </div>		
Survey	Sep - Nov		
Development of training curriculum, online training	Dec. - Jun.		
1. Concept for web 2.0 platform 2. Development of training curriculum; 3. Adaption for e-learning 4. Launch of database UK, GE, PL	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">1</div> <div style="text-align: center;">2</div> <div style="text-align: center;">3</div> <div style="text-align: center;">4</div> </div>		
Testing and evaluation: Evaluation and adaption of database Evaluation of training and curriculum	Jun. – Dec.		
Close down meeting			



Task A

Task Management and Reporting to the EC

- **Project organisation:**
 - setting up management structures: project management team, project team, administrative support, project controlling
- **Project communication:**
 - regular tools
 - project meeting structures: (permanent steering group, 4 national working groups, meetings)
- **Project cooperation:** sign Partnership Agreement
- **Reporting and documentation:**
 - delivering of all documents to EC and all partners (CO)
 - minutes of meetings and telephone conferences
 - Final report incl. findings and recommendations (CO)



Task A

Task Management and Reporting to the EC

Deliverables:

- Minutes with plan of action of all meetings (Feb 2009 – Dec 2010)
- Sign Partnership Agreements (28 Feb 2009)
- Baseline Report (30 Sep 2009) and Final Report (Dec 2010)

Milestones:

- Feb 2009 – Kick-Off Meeting Vienna
- Dec 2010 Close-Down Meeting





Task A

Tasks for Partners:

- Setting up project teams
- Naming contact persons
- Project management duties (see administrative presentation)
- Minutes of meetings
- Sign Partnership Agreements



Task B

Collect and integrate information and expertise

Research phase:

Enlarge knowledge about convergent volunteers:

- Motivations of CVs
- managing of spontaneous volunteers
- training needs and expectations of CVs
- by means of:
 - Literature review
 - Case study report
 - Experts workshop
 - Survey



Task B

Literature review:

- Convergent volunteers
- Identify comparable systems for managing convergent volunteers
- Motivation for self protection
- Online-communities, online learning (self protection)
- Identification of good practices and lessons learnt
- Identification of relevant EU civil protection projects, their recommendations and findings

Case study:

Exploration & comparison of 3 similar systems for managing CVs:

- organisation of volunteers, partners, media partners, outreach to citizens, sustainability;
- motivation of volunteers to join communities;
- taking into account differences within European countries



Task B

Design and organisation of experts workshop:

- find experts in civil protection, managers of previous EU CP projects,
- set up agenda based on outcomes of LR
- minutes and summaries of WS

Experts workshop - realisation

- Verify, deepen and specify knowledge gained through literature review and case study on convergent volunteers
- Inputs on innovative ways of involving convergent volunteers in emergency situations
- Possibilities on strengthening awareness of people on self protection and helping in emergency situations



Task B

Baseline report

Containing the findings of the literature review and the case study as well as the outcomes of the expert workshop

Deliverables:

May 2009: Literature Review summary

June 2009: Case study report

June 2009: Workshop documentation

30 September 2009: Baseline report

Milestones:

29-30 April or 4-5 Mai 2009: Experts workshop



Task B

Tasks for Partners

- Suggestions for possible participants for experts workshop
- Suggestions for case studies and good-practice-models
- Findings in previous EU-funded projects





Task C

Identification of training needs and expectations

- Development, realisation and analysis of a survey (taking a sample of convergent volunteers in two or more EU countries)
- identifying training needs and expectations of convergent volunteers having shown interest in helping in case of an emergency.
- Aim: Development of a training curriculum and e-learning components to train convergent volunteers to acquire adequate knowledge in CP.



Task C

Identification of training needs and expectations

- **Development** of a survey guideline and questionnaire (Sep 2009)
 - Survey guideline to identify training needs and expectations of CVs
 - Guideline should ensure comparability between countries
 - Testing questionnaire in each country
- **Realisation** (Oct 2009)
 - Carry out survey quantitative online survey in 2 or more EU countries
 - Population: persons who have shown interest or volunteered in emergency situations: Team Österreich, London Resilience Forum, other volunteer communities identified in LR, CS
 - sample = 1000 persons in 2 or more countries
- **Analysis** (report Nov 2009)
 - Collect answers, translate into English,
 - Analyse questionnaire
 - Put into a report (foundation for developing training curriculum)
- **Milestone:** Survey carried out by Oct 2009



Task C

Tasks for Partners

- BRC: London Resilience Forum - access
- Help getting in touch with potential spontaneous volunteers for survey
- Help carrying out survey, translation of findings



Task D

Design Media Campaign

- Tendering to find media consultants in UK, Poland and Germany (April 2009)
- Identification of relevant media partners in UK, Poland and Germany1/country (July 2009)
- Workshops with civil protection and media experts in each country to identify target groups and how to reach them (Sep 2009)
- Develop a concept for a media campaigns and specific implementation plans in each partner country (Sep 2009)
- **Milestones:**
- August/September 2009: Three national Media workshops
- September 2010: Approved media campaign concepts in UK, Poland and Germany



Task D

Tasks for Partners

- Tendering of media consultant
 - ARC or partners themselves?
 - guidelines
 - criteria for tendering





Task E

Develop a curriculum with prototype training tools

Technical part:

- Tendering for web 2.0 consultant – who evolves an online platform for CVs and training of CVs (Feb/Mar 2009)
- Developing a web 2.0 platform concept for communication and training of CVs (Dec 2009)
- Adaptation of CV management database for each partner (Jul 2010)

Content part:

- Development of a prototype training curriculum in CP (Dec 2010)
- Adapting parts and topics of the training curriculum for online training /e-learning in CP

Milestones:

- December 2009: Model concept for web 2.0 platform
- July 2010: Launch of database (UK, Germany and Poland)
- June 2010: First online training



Task E

Tasks for Partners

- Getting familiar with Team Österreich Database
- select data needed for individual adaptation of database





Task F

Test and evaluate database and trainings

- Adaptation of database and online trainings
 - Sample of CVs in AT/UK/PL/DE will test this tools
 - Usability test of database (front and backend) (Aug-Dec 2010)
- Evaluation of trainings / training curricula
 - Face to face + online (Mai – Aug 2010)
- Analysis of feedback -> produce a training evaluation report (Sep 2010)
- Database test, operation and adaptation
- Evaluation of trainings with teams of convergent volunteers



Task G:

Dissemination

- Website for the project:
www.teamcivilprotection.eu (Feb 2009)
- Presentation of the project at events
- Media work to promote the project – articles in media
- Tasks for partners: if so forward copies of articles



Outcome - expected results

- ready to use concept on how to mobilise and raise awareness of population on civil protection
- “educating” and preparing convergent volunteers to respond in a safe, responsible and coordinated way in case of emergency
- develop an online tool for coordination, communication and training of convergent volunteers across Europe – “online community”
- post project: dissemination of outcomes, for possible implementation in other European countries



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Thank you for your attention!