

TEAMING UP FOR CIVIL PROTECTION
“Team CP”
G/A: 070401/2008/507760/SUB/A3

PROGRESS REPORT No.1

On the technical and financial implementation

Covering the project activities from:

01/02/2009 – 31/08/2009

Reporting date: 29/09/2009



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1) Introduction and reminder of project objectives

The project Teaming Up For Civil Protection is pursuing the following objectives:

- Raise the awareness on civil protection measures amongst general public in Austria, Germany, UK and Poland by developing initiatives to involve the public in civil protection, more specific by forming convergent volunteer communities.
- Team up this group of highly motivated citizens who are willing to assist civil protection actors, when additional help is needed by implementing (online) coordination structures.
- Meet the expectations of this group to keep their members motivated and provide them with training in various fields of self-protection. This will enhance people's preparedness to cope with vulnerable situations, protecting themselves and others, especially highly vulnerable persons.
- Disseminate the know-how and lessons learnt of this project on developing and implementing such initiatives to civil protection authorities and actors within the European Union.

Austrian Red Cross as coordinating beneficiary, will take the necessary actions for fulfilling the stated objectives. Associated beneficiaries are the Red Cross sister societies in Germany, Poland and the UK as well as Austrian Red Cross' media partner "Hitradio Ö3" who is facilitating and advising the other partners in developing media campaigns for implementing convergent volunteer-initiatives in their countries.

Expected results are:

- the development of 3 ready-to-use concepts for media campaigns in Germany, Poland and UK seeking to raise the awareness of population for civil protection by motivating people to help in a team in case of disaster . This 3 campaign concepts, together with the already implemented campaign in Austria, will constitute a recommendation for good campaigning in the European Civil Protection sector that will be disseminated to civil protection actors within the European Union.
- Secondly the existing Austrian "Team Österreich" database is being adapted for the use of the project partners in Germany, Poland and UK so they are given a tried and tested technical means to coordinate a team in case of implementation of the campaign (implementation not target of this project).
- Thirdly the project seeks to meet the expectations of the members of the convergent volunteer community so they keep motivated. By enhancing the existing database with the help of a web 2.0 platform, members are given the possibility of interaction and knowledge exchange. Also, a prototype training curriculum in self protection will be developed and adapted for use as an online application.

2) Summary of progress¹

In the period from Feb 2009 to Sep 2009 work on the following activities was in progress:

General overview of the technical progress (Feb 2009 – September 2009)	
<p>Task A Task management and reporting to EC</p>	<p>Implemented activities:</p> <ul style="list-style-type: none"> ▪ 09 - 10 February 2009 project kick-off meeting in Vienna, bringing together project partners from Austrian-, British-, German- and Polish Red Cross as well as Hitradio Ö3. ▪ Implementation of project management structure and communication workflows <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Partnership Agreements ▪ Minutes of Meetings <hr/> <p>Comparison of expected and actual results: Tasks A1-A4 as planned</p>
<p>Task B Collect and integrate information and expertise</p>	<p>Implemented activities:</p> <ul style="list-style-type: none"> ▪ A literature review of pre-existing knowledge on convergent volunteering, approaches to its management, motivations for self protection and involving the public in civil protection was conducted. ▪ Following the literature review report a case study to explore existing good practice examples for managing volunteer communities was undertaken. ▪ An experts workshop was organised and took place 04 – 05 May 2009 in Vienna. The two-day experts-workshop gathered 30 experts from response organisations, government agencies and scholars who discussed issues like motivations for self-protection and best practice examples for involving the public in civil protection as well as systems to coordinate convergent volunteers. ▪ Research phase was finished with the compilation of the findings in the baseline report (see Annex 4) <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Literature review summary (July 2009) ▪ Case study report (August 2009) ▪ Workshop documentation (June 2009) ▪ Baseline report (Sept 2009)

¹ For an overview of past, ongoing and future activities see Figure 1.

	<p>Comparison of expected and actual results: Tasks B1-B4 as planned</p>
<p>Task C identification of training needs and expectations of volunteers</p>	<p>Implemented activities:</p> <ul style="list-style-type: none"> ▪ An online survey to identify motivations, expectations and training needs of members of convergent volunteer organisations was developed. ▪ The online survey was pre-tested by a sample of 100 "Team Österreich" members. After evaluating the pre-test and making some minor changes the online survey will be ready to launch. The surveyed volunteer communities are the Austrian "Team Österreich" and presumably, depending on the outcome of ongoing talks, the Swedish "Volunteer Resource Group". <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Guidelines and Questionnaire (September 2009) <p>Comparison of expected and actual results:</p> <ul style="list-style-type: none"> ▪ Task C1 is ahead schedule, survey guideline and online questionnaire have been developed and are ready for use and translation. ▪ Task C2 –a major finding of Task B – was that originally planned convergent volunteer community, "London Resilience Forum" was not suitable as target group. Swedish Voluntary Resource Groups were identified as good practice example and by the time of drafting this report, talks about cooperation were ongoing. Therefore we don't expect significant delay in the implementation of Tasks C2 and C3
<p>Task D Design media campaigns</p>	<p>Implemented activities:</p> <ul style="list-style-type: none"> ▪ Talks with partners about their needs and tender requirements ▪ Setting up tendering guidelines and requirements ▪ Invitation to tender was sent to 5 German, 5 Polish, 4 British and 2 European wide media agencies (tender period 22.7.09 – 31.8.09) <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Sub-contract with media consultant (April 2009) – delayed ▪ Media partners for possible campaign (July 2009) - delayed

	<p>Comparison of expected and actual results: Expected: media agents appointed, media partner found</p> <ul style="list-style-type: none"> ▪ Task D 1: due to delays in the set up project teams, responsibility for tendering and individual requirements were unclear. CO responded to this situation and sent the invitation to tender to 5 Polish, 5 German, 4 British and to European-wide media agencies. ▪ Action is being taken to alleviate the effects of delays at D2 and D3: Project partners are exploring the media market for media partners and discussing their needs for fast implementation of the tasks. ▪ This delay in D2 and D3 is expected to have no negative effects on D4 – the development of media campaign which is due September 2010.
<p>Task E Development of instruments</p>	<p>Implemented activities:</p> <ul style="list-style-type: none"> ▪ Drafting tendering guidelines ▪ Tendering for web 2.0 consultant (tender period 06.04.09 – 30.04.09) ▪ Award of contract to web 2.0 company (Illustree Digitale Kommunikation GmbH) ▪ Kick-off meeting with web 2.0 consultant for developing a concept of a web 2.0 platform for communication, coordination and training of convergent volunteers. ▪ Current database maintained and developed further by employee of the Austria Red Cross - IT department. Possibilities for linking it to the new platform have been discussed. <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Develop concept for web 2.0 Platform for communication and training of CVs (December 2009) – ahead <p>Comparison of expected and actual results: Task E1 is running as scheduled.</p>
<p>Task G Dissemination</p>	<p>Activities and Deliverables:</p> <ul style="list-style-type: none"> ▪ The project website www.teamcivilprotection.eu was launched and contains up-to date information on the project. ▪ media coverage in Austrian radio and TV station of project and kick-off meeting in Vienna (compiled on project website) ▪ dissemination of project at workshops and conferences. <p>Task G as scheduled.</p>

3) Planned and used resources

- For project expenditure see financial statement (Annex 2)
- For personnel resources see project organisation chart (Annex 3)

4) Project and partnership management

Joint efforts guided by an experienced project manager guaranteed the seamless set up of the project management structures at the coordinating beneficiary. Also, smooth communication and cooperation within the project management team, project coordinators and partners has been established.

Due to initial unclear responsibility issues as a result of personnel changes in the project teams of ABs, there was a minor delay in the implementation of Tasks D1 and D2 (developing a media campaign). This issues have been identified and action was taken by CO to resolve this situation. As all ABs have to go through the same steps for developing their campaigns, a joint approach, maximising cooperation and synergies between all partners will ensure the timely implementation of activities.

5) Appendix

Annex 1: Updated T-Forms (PDF)

Annex 2: Financial Statement (XLS)

Annex 3: Project Organisation Chart (PDF)

Annex 4: Baseline Report (PDF)

Figure 1: Comparative analysis of initial and actual time schedule of project's activities

Task	Action	Proposed	Actual	Comment
A	Task Management And Reporting to EC	01.02.09 - 31.01.11	01.02.09 - 31.01.11	As scheduled
A	A1. project organisation	01.02.09 - 31.01.11	01.02.09 - 31.01.11	Changes in project teams of associated beneficiaries led to minor delays.
A	A2. project communication	01.02.09 - 31.01.11	01.02.09 - 31.01.11	As scheduled
A	A3. project cooperation	01.02.09 - 31.01.11	01.02.09 - 31.01.11	As scheduled
A	A4. reporting and documentation	01.02.09 - 31.01.11	01.02.09 - 31.01.11	As scheduled
B	Collect and integrate information and expertise	01.02.09 - 30.09.09	01.02.09 - 30.09.09	As scheduled
B	B1. literature review	01.02.09 - 31.05.09	01.02.09 - 30.06.09	Literature review delayed, as convergent volunteering is a relatively new field with little literature.
B	B2. case study	01.02.09 - 30.06.09	30.06.09-31.08.09	Case study based upon the results of literature review report and subsequently delayed too.
B	B3. organise work shop	01.02.09 - 31.05.09	01.02.09 - 30.04.09	As scheduled
B	B4. workshop	May 2009	4-5 May 2009	Experts workshop in Vienna
B	B5. baseline report	01.07.09 - 30.09.09	01.07.09 - 30.09.09	Baseline report compiling the findings of the research phase on time.
C	Identification of training needs and expectations	01.07.09 - 30.11.09	01.05.09 - 30.11.09	Started 2 months ahead; no delays expected
C	C1. develop survey	01.07.09 - 30.09.09	01.05.09 - 30.09.09	Development of questionnaire two months ahead, pre-testing of online survey with 100 members of "Team Österreich" from mid-July until end of August. In September final changes to online-survey.
C	C2. carry out survey	01.09.09 - 31.10.09	01.10.09 - 31.10.09	Not yet in progress, scheduled for the period 01.10.09 - 31.10.09
C	C3. survey analysis	01.10.09 - 30.11.09	01.11.09 - 30.11.09	Not yet in progress. Analysis will begin directly after closing the online-survey and is expected to be finished as scheduled.
D	Design Media Campaign	01.02.09 - 30.09.10	01.02.09 - 30.09.10	No delay in implementation expected
D	D1. Tendering for media consultants	01.03.09 - 30.04.09	01.02.09 - 31.08.09	Due to unclear responsibility issues and personnel fluctuation in the project teams of ABs there was a delay in defining the tender requirements and identifying possible tenderers. Tender period was

				22.07.09 – 31.08.09.
D	D2. media partner	01.05.09 – 31.07.09	01.10.09 – 31.10.09	Due to delayed tendering not yet in progress
D	D3. workshop	01.08.09 – 30.09.09	01.11.09 – 31.01.10	Due to delayed tendering not yet in progress
D	D4. media campaign development	01.10.09 – 30.09.10	01.10.09 – 30.09.10	Project partners are currently discussing issues as domains of application of such a team, possible target groups or media partners. No delay of the concepts for media campaigns expected.
E	Develop curriculum with prototype training tools	01.02.09 – 31.01.11	01.02.09 – 31.01.11	As scheduled
E	E1. tendering web 2.0 consultant	01.03.09 – 30.04.09	01.04.09 – 31.05.09	Tendering process was delayed but no negative impact on the implementation process expected.
E	E2. developing web 2.0 platform concept for convergent volunteers	01.06.09 – 31.12.09	01.07.09 – 30.11.09	Although started a month later than planned, Web 2.0 consultant is expected to deliver the concept for the web-platform by November 2009.
E	E3. development of a database	01.02.10 – 31.07.10	01.02.10 – 31.07.10	Database is maintained and in development for use of project partners.
E	E4. development of a prototype training curriculum	01.12.09 – 31.12.10	01.10.09 – 31.12.10	Not yet in progress, need of a prolonged phase of curriculum development identified, task will already start in September 2009
E	E5. adapting curriculum for online learning	01.03.10 – 31.07.10	01.10.09 – 30.04.10	Not yet in progress, need of a longer period for adaptation and development of script identified.
F	Test and Evaluate Database and Trainings	01.06.10 – 31.12.10	01.06.10 – 31.12.10	Not yet in progress, as scheduled
F	F1. testing and evaluating database	01.08.10 – 31.12.10	01.08.10 – 31.12.10	Not yet in progress, as scheduled
F	F2. testing and evaluation of online trainings	01.05.10 – 31.08.10	01.05.10 – 31.08.10	Not yet in progress, as scheduled
G	Dissemination	01.02.09 – 31.01.11	01.02.09 – 31.01.11	As scheduled
G	G1. Website	01.02.09 – 31.01.11	01.02.09 – 31.01.11	Launched in February 2009 and constantly updated
G	G2. Presentation of the project at events	01.02.09 – 31.01.11	01.02.09 – 31.01.11	yes
G	G3. Media work to promote the project	01.02.09 – 31.01.11	01.02.09 – 31.01.11	As scheduled