

D A.3	Opening Project Meeting minutes
MEFISTO	Mediterranean Forest Fire Fighting Standardisation

Partners:



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Project title	Mediterranean Forest Fire Fighting Standardisation
Call identifier	Call for proposal 2015 for prevention and preparedness projects in civil protection and marine pollution
Project acronym	MEFISTO
Starting date	15-01-2017
End date	15-01-2019
Funding scheme	Directorate General Humanitarian aid and civil protection - ECHO
Contract no.	MEFISTO - ECHO/SUB/2016/742556/PREP24
Deliverable no.	D A.3
Document name	Deliverable D A.3
Deliverable name	Opening Project Meeting minutes
Work Package	Task A
Date	14-02-2016

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MEFISTO consortium



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DEPARTMENT OF
AGRICULTURAL FOOD AND
FORESTRY SYSTEMS

CO

**Università degli Studi di Firenze - Dipartimento di Gestione
delle risorse Agrarie, Alimentari e Forestali (UNIFI)
Italy**



BE1

**Escola Nacional de Bombeiros (ENB)
Portugal**



BE4

**Centro de Servicios y Promoción Forestal y de su Industria
de Castilla y León (CESEFOR)
Spain**



BE3

**Entente pour la Forêt Méditerranéenne (ENTENTE)
France**



BE4

**Regione Toscana (RT)
Italy**

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ABBREVIATIONS

Term	Explanation
ECHO	European Commission Humanitarian Aid and Civil Protection
DG	Directorate General
ERCC	European Response Co-ordination Centre

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EXECUTIVE Summary

The scope of this deliverable is to report about the MEFISTO opening meeting.

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1. MEFISTO opening meeting

The MEFISTO opening meeting was held in Florence (Italy) on February 6-7th. 2017.



University of Florence
Departments of Agriculture, Food and Forestry Systems
 Via S. Bonaventura 13, 50145 Firenze, Italy

Representatives of all the consortium partners attended the meeting (Annex I) at the FORCIP+ opening meeting. It has been the best occasion to start working, planning activities and making the first fundamental decisions about the development of MEFISTO Project.



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The meeting focused on the following issues:

- Introduction of project partners of **MEFISTO Project**;
- Report on the results of the Kick off Meeting;
- Become familiar with the project objectives;
- Establish a detailed plan for all Tasks/Actions;
- Discuss the procedures, deliverables, milestones, steps, and actions to be taken;
- Creation of the Scientific Board;
- Introduction of the project management and other tools for internal communication.

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1.1 Opening meeting agenda

During the opening meeting, the coordinator of the project Prof. Enrico Marchi gave a presentation on the project and on the coordination, financial and administrative aspects. During the meeting, all the Partners introduced the main aspects for the development of each Action, as reported in the Agenda shown below.

- **February 6th, Day 1**

Technical morning session

10:00	Welcome from UNIFI (UNIFI)
10:15	Introduction and partners' presentations (All) Presentations from project partners: profile, competencies/expertise, relevant activities and projects (5 min max per partner) UNIFI, ENB, CESEFOR, ENTENTE, TUSCANY REGION
10:45	Report on Kick Off Meeting (Brussels, January 18th, 2017) (UNIFI-ENB)
11:15	<i>Coffee break</i>
11:45	Project overview and Task A (UNIFI)
	<i>Coordination and Project Management</i>
	<i>Financial issues</i>
	<i>Project amendments</i>
	<i>Administrative issues</i>
13:00	Light Lunch

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- **February 6th, Day 1**

Technical afternoon session

14:00	Task B – Presentation and Organisation
	<i>Action B1 Analysis, understanding and comparison of procedures and techniques (RT)</i>
	<i>Action B2 Analysis, understanding and comparison of the national/regional forest fire training organizations (ENB)</i>
	<i>Action B3 Analysis and assessment of training methods, and related inter-operational problems (ENB)</i>
	<i>Action B4 Health and safety in fire fighting. Risk assessment, prevention measures, personal protective equipment (ENTENTE)</i>
	<i>Action B5 Task B Technical Meeting (Joint with Task C) (ENB)</i>
	Guidelines redaction: Similarities and differences between EU Mediterranean Countries in Forest Fire Fighting: a challenge for improvement" (UNIFI)
15:00	Overview about firefighting procedures and training activities in each Participant Country:
	<i>Italy (ab. 15 min.) (RT)</i>
	<i>France (ab. 15 min) (ENTENTE)</i>
	<i>Portugal (ab. 15) (ENB)</i>
	<i>Spain (ab. 15) (CESEFOR)</i>
16:00	Coffee break
16:30	Task C – Presentation and Organisation
	<i>Action C1 Terminology Standardisation (UNIFI)</i>
	<i>Action C2 Towards European procedures in forest fire fighting: good practices sharing and development (ENTENTE)</i>
	<i>Action C3 Task C Technical Meeting (Joint with Task B) (ENB)</i>

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	Forest Fires multilingual glossary (UNIFI)
	European procedure for forest fire fighting (ENB)
17:30	End of day 1 - Transfer to Florence city centre

- **February 7th, Day 2**

Technical morning session

09:00	Task D – Presentation and Organisation
	<i>Action D1 "European Forest Fire fighting Skills Council - EUFOFISC" (RT)</i>
	<i>Action D2 Cross-border collaboration (CESEFOR)</i>
	<i>Action D3 Practical meeting, simulation of cross-border collaboration (RT)</i>
	Establishment of the "European Forest fire fighting skills council" (RT)
	Definition of rights and duties between Countries aimed at efficient cross-border collaborations (CESEFOR)
	Report on the pilot exercise on cross-border forest fires (practical meeting) (RT)
10:30	Coffee break
11:00	Task E – Presentation and Organisation
	<i>Action E1 Training courses programs (ENB)</i>
	<i>Action E2 Training courses assessment (ENTENTE)</i>
	<i>Action E3 Pilot training course (ENTENTE)</i>
	Common and shared list of training programs (ENB)
	Standardised scoresheets for the evaluation and the awarding of the European Forest Fire Operators (FoFOs) after training course (ENTENTE)

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12:00	Task F - Presentation and Organisation
	<i>Action F1 and F2 Dissemination activities (CESEFOR)</i>
	<i>Action F3 Final conference (RT)</i>
	Preparation and dispatching of Leyman's report to the Civil Protection Authorities of all EU Countries (CESEFOR)
12:40	Any other business and conclusions
13:00	Light Lunch

2. Task Planning Overview – Decisions made

During the Opening Meeting several decisions have been made. Moreover, several deadlines and actions to do have been planned in order to guarantee the best development of the Project. The decisions made are summarized in the following tables.

a. Task A - Coordination and project management

No.	What	Who	Not later than
[1]	Send two copies of signed internal cooperation agreement (D A.2)	ALL	Done
[2]	Creation of a folder for sharing of internal documents between the Consortium	UNIFI	Done
[3]	Partners send their change requests on the project (amendments) to the Coordinator (official written requests). In case of new staff member, they should send the CV in English. To: enrico.marchi@unifi.it Cc: cristina.fato@unifi.it	All	15/02/2017
[4]	Beneficiaries review their budget and send feedback to Coordinator about any changes they need. To: enrico.marchi@unifi.it Cc: cristina.fato@unifi.it	All	15/02/2017
[5]	The Coordinator compiles an amendment request for the DG ECHO, including all the	UNIFI	28/02/2017

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	technical, personnel, and budget changes.		
[6]	The Consortium decided that there is a need for a consortium meeting in March-April 2018 in Leon.	ALL	Done
[7]	The Consortium appointed Scientific Board: <ul style="list-style-type: none"> ▪ UNIFI: Enrico Marchi ▪ ENB: Artur Gomes ▪ CESEFOR: Enrique Rey ▪ ENTENTE: Louis BONFILS ▪ RT: Luca Tonarelli 	All	15/02/2017
[8]	Task leader designation: A: UNIFI B: ENB C: UNIFI D: RT E: ENTENTE F: CESEFOR	All	Done
[9]	Deliverable “leaders” designation: See deliverable list: ANNEX II	All	Done

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b. Task B - Mediterranean forest fire fighting: state of the art

No.	What	Who	Not later than
[10]	Action B1. RT in collaboration with the Task leader (ENB) will prepare a draft of a questionnaire on: Analysis, understanding and comparison of procedures and techniques.	RT	28/02/2017
[11]	Action B2. ENB will prepare a draft of a questionnaire on: Analysis, understanding and comparison of the national/regional forest fire training organizations.	ENB	28/02/2017
[12]	Action B3. ENB will prepare a draft of a questionnaire on: Analysis and assessment of training methods, and related inter-operational problems.	ENB	28/02/2017
[13]	Action B4. ENTENTE will prepare a draft of a questionnaire on: Health and safety in fire fighting. Risk assessment, prevention measures, personal protective equipment	ENTENTE	28/02/2017
[14]	Everybody add comments and suggestions to the questionnaires B1, B2, B3, and B4	All	15/03/2017
[15]	A list of other organizations to be involved in the Task B data collection will be prepared under the coordination of ENB	All	15/03/2017
[16]	ENB check the comments and suggestions, implement the final questionnaires and send them to the partners and the other identified organizations (together with a short description of the project).	ENB	31/03/2017
[17]	Deadline for sending back the filled in questionnaires	All	30/06/2017
[18]	UNIFI will prepare and share among partners the first draft of the deliverable D_B.2	UNIFI	30/09/2017
[19]	All partner send comments and suggestions on the deliverable D_B.2 to UNIFI	All	20/10/2017
[20]	UNIFI will prepare the final version of the deliverable D_B.2	UNIFI	15/11/2017

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c. Task C - Towards European procedures for Forest Fire Fighting : developing common terminology and good practices sharing and agreement

No.	What	Who	Not later than
[21]	Action C1. Preparation of an updated glossary (in English)	UNIFI	30/06/2017
[22]	Translation of Chapters 3 to 7	All	31/08/2017
[23]	Translation of Chapters 8 to 11	All	31/10/2017
[24]	Translation of Chapters 12 to 15	All	31/12/2017
[25]	App development for glossary	UNIFI/CESEFOR	15/04/2018
[26]	Glossary final publication	UNIFI	15/04/2018
[27]	Action C2. Prepare and send to all the Partners a draft questionnaire to check existing cross border collaboration operational protocols	ENTENTE	31/03/2017
[28]	All partners send comments And suggestion on the draft questionnaire to ENTENTE	All	15/04/2017
[29]	ENTENTE will prepare the final questionnaire on existing cross border collaboration operational protocols	ENTENTE	30/04/2017
[30]	Information collection regarding existing protocols of trans national and trans regional cooperation in forest fire fighting. Send this information to ENTENTE	All	15/10/2017
[31]	The collected data will be discussed during the meeting in Portugal in order to define the European procedures	All	Portugal meeting
[32]	European procedure for forest fire fighting (shared between MEFISTO Partners) – Deliverable D_C.3	ENTENTE	15/04/2018

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d. Task D - Network creation and procedures implementation for transnational cooperation

No.	What	Who	Not later than
[33]	Definition of the association type of EFOFISC. It was decided to develop an agreement among partners by means of a signed memorandum of understanding. It was also decided to extend the agreement to all the training center and institution interested in.	All	Done
[34]	EUFOFISC foundation between Tuscany Region, the other MEFISTO partners and the other interested stakeholders.	RT	15/11/2017
[35]	Until the end of the project, partners will share the information about EUFOFISC for involving as much as possible European training centers and other stakeholders.	All	15/01/2019

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e. Task E - Training programs standardization and implementation

No.	What	Who	When
[36]	Action E.1. Training courses programs. Each partner will send the programmes of the training courses included in its own training activity to ENB	All	Before the meeting in Portugal
[37]	Action E.2 During the meeting the partner decided to focus the training and assessment activities to the specific position of “European Incident commander” (FoFO)	All	Done
[38]	Action E2 Training courses assessment. The scoresheet for assessment of the FoFo skill will be developed.	ENTENTE	To be discussed in Portugal meeting
[39]	Action E3 Pilot training course. Entente will prepare a very first draft about the organization of the pilot training course for	ENTENTE	To be discussed in Portugal meeting

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f. Task F - Communication and dissemination

No.	What	Who	When
[40]	CESEFOR will send to the partner the revised version of the selected logo for approval	CESEFOR	15/02/2017
[41]	Press release	CESEFOR	15/02/2017
[42]	CESEFOR will send the 1 st draft of the Communication plan to all Beneficiaries	CESEFOR	28/02/2017
[43]	CESEFOR will send to the Beneficiaries the official MEFISTO Documents: Logo Deliverable template Poster template Letter template Minutes template ppt template	CESEFOR	28/02/2017
[44]	Mailing list compilation (Stakeholders list)	All	28/02/2017
[45]	MEFISTO Website will be up and running	CESEFOR	28/02/2017
[46]	1 st MEFISTO newsletter publication	CESEFOR	30/07/2016
[47]	Roll-up (5), Brochure (2500 copies) will be distributed among partners	CESEFOR	Portugal meeting
[48]	Layman report	CESEFOR	31/12/2018

3. Next Major events

During the meeting the organization of the next major events has been discussed. In particular the following dates for the meetings organization were planned (to be confirmed):

Mt2: Sintra (Portugal) – 9-10/11/2017

Mt3: Valabre (France) – June- Oct 2018

Mt4: Monticiano, Siena (Italy) Dec. 2018

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ANNEX I



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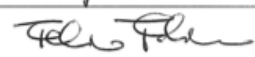
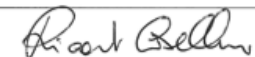
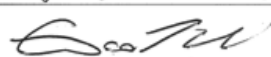
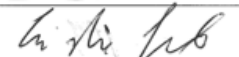

MEFISTO – Mediterranean Forest Fire Fighting Standardisation

1st Meeting, 6th – 7th February, 2017 – Florence (Italy)



European Union
Humanitarian Aid
and Civil Protection

February 6th, 2017

NAME	SURNAME	AFFILIATION	SIGNATURE
✓ José	FERREIRA	Escola Nacional Bombeiros - PORTUGAL	
✓ VÍTOR	REIS	ENB - PORTUGAL	
✓ PHILIP	TUSELLO	ECMIL / ENTENTE	
✓ ROMAN	de SAINT GERMAIN	ECMIL	
✓ FABIO	TABUANO	GESDAF / UNIFI	
✓ RICCARDO	CASTELLINI	CESEFOR	
✓ ENRICO	MARCHI	GESDAF / UNIFI	
✓ CRISTINA	FATO	GESDAF / UNIFI	
✓ GIACOMO	PACINI	REGIONE TOSCANA	

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NAME	SURNAME	AFFILIATION	SIGNATURE
Paola	Pasquini	REGIONE TOSCANA	<i>Paola Pasquini</i>
Luca	Toscani	DIRETTORE (REGIONE TOSCANA)	<i>Luca Toscani</i>

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NAME	SURNAME	AFFILIATION	SIGNATURE
TOSSELLO	Philip	ENTENTE	
FERREIRA	José	F.N.B	
Reis	Vitor	ENB	
de Saint Germain	Ronan	ENTENTE	
ENRICO MARCHI	MARCHI	CESEFOR - UNIFI	
RICCARDO	CASTELLINI	CESEFOR	
LUCA	TONARELLI	DREAF ITALIA	
DAVINE	TRAVAGNI	UNITI	
PAOLA	TRAVAGNI	REC. TOSCANA	

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GIACOMO	PACINI	REGIONE TOSCANA	

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ANNEX II – Deliverable list

	Deliverables List	Responsible
A	Coordination and Project Management (M0 - M24)	UNIFI
D_A.1	Minutes of kick-off meeting	UNIFI
D_A.2	Partnership Agreement	UNIFI
D_A.3	Minutes of Opening meeting	UNIFI
R1-R3	Progress Report	UNIFI
FR1-FR3	Financial report	UNIFI
FPR	Final project report	UNIFI
B	Mediterranean Forest Fire Fighting: State of the Art (M1 - M10)	ENB
D_B.1	Meeting report: national procedures and organisation in forest fire fighting	ENB
D_B.2	Guidelines redaction: Similarities and differences between EU Mediterranean Countries in Forest Fire Fighting: a challenge for improvement"	UNIFI
C	Towards European procedures for Forest Fire Fighting: developing common terminology and good practices sharing and agreement (M6 - M15)	UNIFI
D_C.1	Forest Fires multilingual glossary	UNIFI
D_C.2	Report of the technical meeting	ENB (D_B.1)
D_C.3	European procedure for forest fire fighting	ENB
D	Network creation and procedures implementation for transnational cooperation (M6 - M24)	RT
D_D.1	Establishment of the "European Forest fire fighting skills council	RT
D_D.2	Definition of rights and duties between Countries aimed at efficient cross-border collaborations	CESEFOR
D_D.3	Report on the pilot exercise on cross-border forest fires (practical meeting)	RT
E	Training program standardisation and implementation (M10 - M18)	ENTENTE
D_E.1	Common and shared list of training programs	ENB
D_E.2	Standardised scoresheets for the evaluation and the awarding of the European Forest Fire Operators (FoFOs) after training course	ENTENTE
D_E.3	Report of the pilot training, with the designation of the firsts FoFOs (three for each Partner)	ENTENTE
F	Communication and dissemination (M0 - M24)	CESEFOR
D_F.1	Website creation, maintenance and continuous update	CESEFOR
D_F.2	Publication of project results	CESEFOR
D_F.3	Preparation and dispatching of Leyman's report to the Civil Protection Authorities of all EU Countries	CESEFOR
D_F.4	Report on dissemination activities	CESEFOR
R	Progress Report	
FR	Financial Report	
FPR	Final Project Report	

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