



## Report of the 2<sup>nd</sup> MEFISTO technical meeting

Sintra (Portugal), November 9<sup>th</sup> and 10<sup>th</sup>, 2017

Partners:



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<b>Project title</b>	Mediterranean Forest Fire Fighting Standardisation
<b>Call identifier</b>	Call for proposal 2016 for prevention and preparedness projects in civil protection and marine pollution
<b>Project acronym</b>	MEFISTO
<b>Starting date</b>	15-01-2017
<b>End date</b>	15-01-2019
<b>Funding scheme</b>	General Directorate for Civil Protection and Humanitarian Aid Operation (DG ECHO) of the European Commission (EC).
<b>Contract no.</b>	MEFISTO - ECHO/SUB/2016/742556/PREP24
<b>Deliverable no.</b>	D_B.1
<b>Document name</b>	D_B.1 Meeting Report
<b>Deliverable name</b>	Report of the technical meeting
<b>Work Package</b>	Task B
<b>Date</b>	9 <sup>th</sup> and 10 <sup>th</sup> of November 2017

## MEFISTO consortium



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DEPARTMENT OF  
AGRICULTURAL, FOOD AND  
FORESTRY SYSTEMS

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delle risorse Agrarie, Alimentari e Forestali (UNIFI)  
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**BE1**

**Escola Nacional de Bombeiros (ENB)  
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**BE4**

**Centro de Servicios y Promoción Forestal y de su Industria  
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Spain**



**BE3**

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



**BE4**

**Regione Toscana (RT)  
Italy**

## ABBREVIATIONS

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

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## **EXECUTIVE Summary**

The scope of this deliverable is to report about the MEFISTO 2<sup>nd</sup> MEFISTO technical meeting, held in Sintra (Portugal) on November 9<sup>th</sup> and 10<sup>th</sup>, 2017.

## 1. MEFISTO 2<sup>nd</sup> Technical Meeting

The MEFISTO 2<sup>nd</sup> Technical Meeting was held in Sintra (Portugal) on November 9<sup>th</sup>-10<sup>th</sup>, 2017.



Venue: **Escola Nacional de Bombeiros**

Rua Dr. António Macieira, Quinta do Anjinho,  
2710 – 689 Sintra  
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Representatives of all the consortium partners attended the meeting (Annex I).







The meeting focused on the following issues:

- Overview of the project implementation;
- Deliverable of Task B;
- Deliverable of Task C;
- Deliverable of Task D;
- Deliverable of Task E;
- Future activities (All tasks).

### 1.1 Opening meeting agenda

During the technical meeting, each partner responsible for an action/deliverable gave a presentation on how the related activities have been managed, and how activities are planned for the next months.



- **November 9<sup>th</sup>, Day 1**

### Technical morning session

09:00	<b>Welcome from ENB (ENB)</b>
09:15	<b>Overview of the project implementation (UNIFI)</b>
	<i>Milestones, tasks, actions and deliverables. Feedback on the first third of project by the Coordinator. Good points and aspects to be improved.</i>
09:45	<b>Deliverable of Task B</b>
	<i>Deliverable B.2 – Working on the final draft. Update on available injuries databases - UNIFI</i>
10:45	<b>Deliverable of Task C</b>
	<i>Glossary: discussion on translation – Overview by UNIFI</i>
11:00	<b>Coffee break</b>
11:15	<i>Problems in Italian translation: multiple meanings, missing terms, redundant terms, etc. - RT - UNIFI</i>
11:40	<i>Problems in Portuguese translation: multiple meanings, missing terms, redundant terms, etc. - ENB</i>
12:05	<i>Problems in French translation: multiple meanings, missing terms, redundant terms, etc. - ENTENTE</i>
12:30	<i>Problems in Spanish translation: multiple meanings, missing terms, redundant terms, etc. – CESEFOR</i>
	<i>Presentations by each Partner will be the starting point for solving problems. An intense discussion during each presentation is expected to solve the majority of problems related with glossary translation.</i>
13:00	<b>Lunch</b>

### Technical afternoon session

14:30	<b>Deliverable of Task C</b>
	<i>Decision about the next MEFISTO meeting, which will be held in León - CESEFOR</i>
14:40	<i>D_C.3 European procedures for forest fire fighting – ENB shows how to reach the deliverable starting from results showed in D_B.2. Internal deadlines will be fixed in order to better manage the work to obtain the final document.</i>
15:10	<b>Deliverable of Task D</b>
	<p><i>D_D.2 - Definition of rights and duties between Countries aimed at efficient cross-border collaboration – ENTENTE (CESEFOR?)* shows information collected in the questionnaire compiled by each Partner, clarifying what is expected from each Partner in order to finalize the deliverable on time (deadline January 15<sup>th</sup>, 2018)</i></p> <p><i>*In the GANTT CESEFOR is the responsible of this task. But ENTENTE have prepared the questionnaire. This aspect should be clarified during the meeting.</i></p>
15:45	<b>Coffee break</b>
16:15	<b>Deliverable of Task D</b>
	<i>D_D.1 - EUFOFISC foundation. RT shows the final document, eventual final changes can be made. ALL Partners sign the document (each Partner must have a delegate person for signing the document during the meeting).</i>
17:30	<b>End of day 1</b> - Transfer to Hotel

- **November 10<sup>th</sup>, Day 2**

### Technical morning session

09:00	<b>Deliverable of Task E</b>
	<i>D_E.1 - Common and shared list of training programs - ENB shows information sent by each Partner and also contained in D_B.2 draft, clarifying what is expected from each</i>

	<p>Partner in order to finalize the deliverable on time (deadline January 15<sup>th</sup>, 2018).</p> <p><i>DISCUSSION</i> between ALL Partners in order to find</p> <ul style="list-style-type: none"> <li>- Correspondence among the training courses at present carried out in each country</li> <li>- For the common training courses, defining the minimum requirements in terms of knowledge, capacity and ability acquired</li> <li>- IDENTIFICATION of the figure of European Forest Fire Fighter (FoFO) mainly addressed to develop a figure able to operate as liaisons officer and incident commander on big fire</li> </ul>
10:00	<p><i>D_E.2 – Standardised scoresheet for the evaluation (theoretical and practical) and the awarding of the European Forest Fire Operator (FoFO) after training course. FoFO figure is defined in this report considering all the skills and competences needed to become FoFO. ENTENTE is the responsible of this task, and it moderates discussion on this topic, resuming results in the final document to be delivered on April 15<sup>th</sup>, 2018. Final result have to include both FoFO's training program and scoresheet.</i></p>
10:30	<b>First discussion on the training course organization - ENTENTE</b>
10:45	<b>Coffee break</b>
11:00	<b>Task F</b>
	<p><i>CESEFOR shows the activity related with dissemination. Roll-up and posters are distributed between Partners. Future perspectives.</i></p>
11:20	<b>Future activities</b>
	<p><i>First discussion about practical meeting, simulation of cross-border collaboration – Italy end of 2018.</i></p> <p><i>Resume of the internal and official deadlines considering the results of discussion for each activity to be carried out. Any other business. UNIFI coordinates the final discussion focusing on priorities and future constraints.</i></p>
13:00	<b>Lunch</b>

## 2. Task Planning Overview – Decisions made

During the technical meeting several decisions have been made. Moreover, several deadlines and actions to do have been reviewed and some changes in planning were made in order to guarantee the best development of the Project. All decisions brought to a detailed planning for the next months, which is reported in the following sections, task per task. During the meeting, the discussion on some activities to be carried out in the next months have been very intense, positive and productive. Following the program, some important decisions have been taken in order to maximize the effects and to improve the impacts of MEFISTO project. In particular, the following are the most important events that characterised the meeting:

- After a **general overview on MEFISTO** actual implementation, UNIFI showed the **progress in D\_B.2** (*Guidelines redaction: Similarities and differences between EU Mediterranean Countries in Forest Fire Fighting: a challenge for improvement*) development. Prof. Marchi described the problems incurred in defining differences between the different countries taking into account the information sent by Partners. A plan for the supply of integrative information have been adopted in order to finalize properly this important report;
- UNIFI moderated an interesting and productive discussion on **Glossary**. Common doubts were partially clarified and the next activities were planned in order to build a strong tool for increasing communication levels between fire fighters from different countries;
- Due to an excessive workload expected in the months of December 2017 and January 2018, **three deliverable deadlines have been modified** in order to allow a better organisation of the activities. Moreover, the changes will not affect the regular implementation of planned actions, being these changes a reorganisation for a better distribution of efforts during the second part of the project. In particular, the D\_E.1 (*Common and shared list of training programs*) has been moved from 15/01/2018 to 15/04/2018; the D\_E.2 (*Standardised scoresheets for the evaluation and the awarding of the European Forest Fire Operators (FoFOs) after training course*) from 15/04/2018 to 15/05/2018; the D\_D.3 (*Report on the pilot exercise on cross-border forest fires (practical meeting)*) from 15/11/2018 to 15/12/2018. These changes will be communicated to DG ECHO as soon as possible;
- **EUFORFIRE has been founded**. All Partners signed, during an official ceremony, the Memorandum of Understanding of the “European FOREst FIRE fighting council – EUFORFIRE”. Tuscany Region is the Coordinator, and the other MEFISTO Partners are members. The association is expected to be enlarged in the next years, increasing its efforts in common activities for the improvement of preparedness and efficiency in fire fighting.
- CESEFOR, after an overview on the dissemination activities, distributed a **roll-up and 500** copies of the prepared **brochures** to each Partner, as planned in “Communication and Dissemination” task.

## Task A - Coordination and project management

No.	What	Who	Not later than
[1]	UNIFI will send the first Interim Report to DG ECHO (both financial and technical)	UNIFI	15/11/2017
[2]	UNIFI will ask to DG ECHO to move: i) the Deliverable D_E.1 from 15/01/2018 to 15/04/2018; ii) the Deliverable D_E.2 from 15/04/2018 to 15/05/2018; iii) the Deliverable D_D.3 from 15/11/2018 to 15/12/2018 An official document explaining the technical reasons behind these requests will be prepared and sent to DG ECHO.	UNIFI	30/11/2017
[3]	Interim Report M12 – Please fill in the resume of financial statement (the same used in the already made financial reports)	All	15/01/2018

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

No.	What	Who	Not later than
[4]	UNIFI will prepare a draft to be checked by all Partners, who will be requested to integrate some fundamental information.	UNIFI	20/11/2017
[5]	ALL Partners send back the revised D_B.2 draft including integrations requested by UNIFI. The full collaboration by all Partners is fundamental in order to deliver a very well-structured and useful Report.	All	30/11/2017
[6]	UNIFI will prepare the final draft of the D_B.2, and send it to Partners	UNIFI	15/12/2017
[7]	All Partners send back final comments to D_B.2 (minor revisions)	All	30/12/2017
[8]	UNIFI finalizes the D_B.2 and sends it officially to DG ECHO	UNIFI	15/01/2018
[9]	ENB will prepare the report of the meeting in Portugal.	ENB	15/11/2017

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

No.	What	Who	Not later than
[10]	All Partners send their changes to the glossary to UNIFI	All	20/11/2017
[11]	Skype meeting for clarifying doubts (if necessary).	All	To be decided
[12]	UNIFI will send the final English draft of glossary, including all modifications decided during the meeting held in Sintra.	UNIFI	30/11/2017
[13]	Complete translation of the entire glossary - first draft	All	31/12/2017
[14]	Glossary - Integrations, corrections, etc. and related translation	All	20/01/2018
[15]	UNIFI sends the final glossary to CESEFOR for APP creation	UNIFI	30/01/2018
[16]	APP and pdf creation	CESEFOR - UNIFI	31/03/2018
[17]	Glossary final publication – delivery to DG ECHO	UNIFI	15/04/2018
[18]	ENB sends the first draft of Deliverable D_C.3, based on the information obtained in both Task B and Task D (D_B.2 and D_D.2)	ENB	30/01/2018
[19]	All Partners send their feedback on D_C.3, including all the integrative information requested by ENB	All	28/02/2018
[20]	Meeting in Leòn	All	14-16/03/2018
[21]	Final draft of D_C.3	ENB	31/03/2018
[22]	Last feedback (minor revision) on D_C.3	All	07/04/2018
[23]	European procedure for forest fire fighting (shared between MEFISTO Partners) – Deliverable D_C.3	ENB	15/04/2018

## Task D - Network creation and procedures implementation for transnational cooperation

No.	What	Who	Not later than
[24]	EUFORFIRE establishment between Tuscany Region, the other MEFISTO partners and the other interested stakeholders → Signed in Sintra. RT have to prepare a short Deliverable in the official MEFISTO format to DG ECHO. Including the MoU and a very short description of the event.	RT	15/11/2017
[25]	All Partners have to send the resume of the information of cross-border to ENTENTE. Attach the original documents (in original language)	All	30/11/2017
[26]	First draft of D_D.2	ENTENTE	07/12/2017
[27]	Final Draft of D_D.2	ENTENTE	15/12/2017
[28]	Comments to D_D.2 by Partners	All	31/12/2017
[29]	Final deliverable – send to DG ECHO	ENTENTE	15/01/2018
[30]	Until the end of the project, partners will share the information about EUFORFIRE for involving as much as possible European training centers and other stakeholders.	All	15/01/2019



## Task E - Training programs standardization and implementation

No.	What	Who	When
[31]	Requesting information table on the different roles and courses carried out in each country	ENB	17/11/2017
[32]	Send the requested information to ENB. Precise and detailed information are requested. Observations, doubts and suggestions on the FoFO training program are requested by this deadline in order to obtain a shared and approved training program by all Partners.	All	31/01/2018
[33]	Skype Meeting for a summary on the FoFO training program. ENB moderator.	All	15/02/2018 (to be confirmed)
[34]	ENB sends the draft of the D_E.1, including a complete draft of the TRAINING PROGRAM TO BE APPLIED IN VALABRE (PILOT TRAINING COURSE).	ENB	28/02/2018
[35]	Final discussion on Training Program	All	Meeting in Leòn
[36]	Final draft of D_E.1 sent to all partners	ENB	30/03//2018
[37]	Final comments (minor revision) to ENB	All	06/04/2018
[38]	Official delivery of D_E.1 to DG ECHO	ENB	15/04/2018
[39]	D_E.2 Scoresheet – ENTENTE asks, if needed, contribution for preparing the deliverable. The majority of information have been already supplied for D_E.1	ENTENTE	20/04/2018
[40]	D_E.2 Scoresheet – delivery to DG ECHO	ENTENTE	15/05/2018
[41]	Action E3 Pilot training course. Entente will prepare a first draft about the organization of the pilot training course	ENTENTE	To be discussed in Leòn meeting

## Task F - Communication and dissemination

No.	What	Who	When
[42]	Layman report	CESEFOR	31/12/2018
[43]	EUFORFIRE webpage	CESEFOR	24/11/2017
[44]	Short presentation for MEFISTO advertisement in official events	UNIFI	10/01/2018
[45]	2nd Newsletter	CESEFOR	15/01/2018
[46]	Strong dissemination of the new glossary between stakeholders	CESEFOR	30/04/2018
[47]	#mefistoforestfires – All Partners should improve their efforts in using the official hashtag	All	Always

### 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 :

Mt3: Leòn (Spain) - 14<sup>th</sup> to 16<sup>th</sup> March 2018

Mt4: Valabre (France) - May/June 2018 (to be confirmed)

Mt5 and Final Conference: Monticiano, Siena (Italy) - November 2018 (to be confirmed)

## ANNEX I – List of Participants



### LIST OF PARTICIPANTS

MEFISTO MEETING IN SINTRA - PORTUGAL  
ENB, from 9 to 10 of November 2017

Day 1 – Thursday, 9<sup>th</sup> of November 2017

Name	Organization	Email	Signature
Paola Pasquinelli	Regione Toscana (RT)	<a href="mailto:paola.pasquinelli@regione.toscana.it">paola.pasquinelli@regione.toscana.it</a>	
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ENB, from 9 to 10 of November 2017

Day 1 – Thursday, 9<sup>th</sup> of November 2017

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ENB, from 9 to 10 of November 2017

Day 2 – Friday, 10<sup>th</sup> of November 2017

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ENB, from 9 to 10 of November 2017

Day 2 – Friday, 10<sup>th</sup> of November 2017

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## ANNEX II – Deliverable list

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