




Azienda ULSS 20 - Verona

STRUTTURA COMPLESSA
UFFICIO RAPPORTI INTERNAZIONALI

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MEETING MINUTES DRAFT

FSD Second Technical Meeting		Date 15 December, 2008	
		Time Start. : 9.30 End. : 17.00	
		Location: Verona ULSS20	
Meeting format/methodology Round table discussion			
Meeting Objectives Technical Meeting to update and re-allocate project tasks		EXPECTED OUTPUTS - Workplan of the prolongation project time - Agreement on the financial report - Meeting minutes	
Meeting chairpersons	Luigi Bertinato – Paola Paon	Note Taker	Emilia Mancini
Attendees	Names	Organizations	Contact Information
	Angelo De Cristan (ADC)	Director Ulss20 Verona Social Services (IT)	Direzione Servizi Sociali ULSS20
	Luigi Bertinato (LB)	Internat.Rel.Office (IT) Ulss20 Verona	lbertainato@ulss20.verona.it
	Luigi Formenti (LF)	Social Services (IT) Ulss20 Verona	sil@ulss20.verona.it
	Paola Paon (PP)	Internat.Rel.Office (IT) Ulss20 Verona	ppaon@ulss20.verona.it
	Silvia Fiorio (SF) Ruth Davis (RD)	Internat.rel.Office (IT) Internat.rel.Office (IT)	sfiorio@ulss20.verona.it rdavis@ulss20.verona.it
	Matias de la Calle (MDLC)	Ausl Ferrara (IT)	m.delacalle@ausl.fe.it
Gema Guerra Mora (GG)	Codice Europa (ES)	nayra@codicecantabria.com	

György Leskó (GL)	Dis.Mang&Civ.Prot.Ass. Reg.Miskolc (HU)	leskogy@miskolcph.hu
Enikő Kriston (EK)	Dis.Mang&Civ.Prot.Ass. Reg.Miskolc (HU)	
Hanna Lane (HL)	Hope Project (IR)	kathy.sinnott@europarl.europa.eu
Irene Zucconi Galli Fonseca Maria Rosa Casagrande	National Civil Protection (IT)	Irene.zucconigallifonseca@protezionecivile.it
Davide Tamellini	UILDM – IT Italian association against Muscular Dystrophy)	tamellini.davide@tiscali.it

TOPICS DISCUSSED

Topic 1 Presentation and welcome.

Speaker: Dr. Luigi Bertinato

Discussion

Dr Bertinato introduces Dr De Cristan (Director of ULSS20 Verona Social Services).
 Dr De Cristan brings best regards and wishes from Dr Valdegamberi (Regional Minister of Social Affairs) who could not attend the meeting.
 Mayors from Verona's district are very interested in the project and in disabilities and preventions issues. Local authorities are working hard in Verona's area to raise public awareness and to take proper measures in view of the forthcoming town planning project (2009-2011).

Actions to be taken

Person Responsible

Deadline

Topic 2 Presentation of the ULSS20 Services for Disabled People

Speaker: Luigi Formenti

Breakdown of services offered by ULSS20 Verona Social Services (slides).
 36 municipalities - 2959 disabled people with different levels/degrees of disabilities, so there are different needs.

Actions to be taken

Update map of people with different locations and disabilities

Person Responsible

Luigi Formenti

Deadline

Topic 3 Update the project

Speaker Paola Paon

Discussion

Illustration of previous phases of the project. Flooding is actually an emergency situation in some EU and Italian areas.

Deadline for FSD project was moved to the end of February 2009.

Project Objectives

- 1) Contributing to reduce incidence of casualties amongst disabled people in case of natural disaster
- 2) Exchanges experience and best practices amongst EU Civil Protection Agencies - to be attending February meeting (not all will be doing so but certainly there will be more participants).

DG Environment will contact EU Civil Protection Agencies. ULSS20 will help in keeping Italian Civil Protection informed about the project progress and details.

Other partners are going to introduce their work.

Actions to be taken

Literature and legislative reviews to be sent to ULSS 20 in ad hoc provided matrix

Person Responsible

All Partners

Deadline

Mid January 2009

Topic 4 Presentation activities to date Codice Europa

Speaker Gema Guerra Mora

Discussion

Illustration of Codice Europa Activity. (See document handed out).

Literature review - There isn't much material available. But there is a general classification made by the Spanish Home Office about natural disasters and related risks.

Some legislation exists in some regions

2 main laws - 1995 Home office regulations about behaviour in case of natural disasters and a similar one by Andalusia's Regional Authority issued in 2005. They don't deal with rescue of disabled people.

Head of Spanish Civil Protection when interviewed was quite surprised as he stated that existing regulations are applicable for everyone. At regional level there is much more awareness about the issue. They've interviewed other key people both at national and local level (civil protection, Guardia Nacional, fire brigades, social services, ecc.).

Recently a military unit has been set up to help disabled people in case of natural disasters but they don't seem to be well informed or aware of problem. However, they are going to pay more attention to the project.

Map of Spain in document with highlighted risk areas (dots). Two websites concerning natural disaster rescue activities of 2 European networks set up after 2005's tsunami.

DFDN Development from Disasters Network - after a meeting in London. It gathers many experts from EU countries and they are active on lobby activities about natural disasters, but they do not tackle disabled issues.

FLAPP (Flood Awareness and Prevention Policy in border areas) - EU funded network.

European Water Association is also very important.

Research Conclusions. Not much literature available. There is a strong division between organizations/authorities involved in natural disasters handling and disabled people associations.

Actions to be taken	Person Responsible	Deadline
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Topic 5 Presentation activities to date Miskolc	Speaker Mr Gyorgy Lesko
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Discussion

Presentation of their activities (Association Miskolc) in Hungary (slides).
 Their main goal is to protect people and properties. Area they work in is in the north-east of Hungary. They cooperate with local governments (law enforcement and rescue organisation), with National Health Authority and National weather forecast agency, etc.
 NGOs organizations they cooperate with are National Federation of Ass. for Disabled People, Red Cross, church society and humanitarian organisations. Catholic and other churches are very good partners.
 Policies and legislation. National laws keep into account Geneva Convention. But integration between legislative and government activities and Civil Protection work.
 Work plan - 1) Flooding; 2) Rapid response simulation (very good experience in simulation); 3) Schemes for safety and disabled.
 They need to work on setting up rapid response protocols that includes help for disabled people.
 Risk assessment strategy. It's very important to inform and prepare disabled people beforehand about the risks they may encounter in case of national disasters.
 Civil Protection Agency is heavily involved with providing the above information service and also with rescuing and providing a shelter in case of disasters.
 Research on the topic. There is a lot of material available about natural disasters in Hungary at different levels (government, NGOs, libraries, Internet, etc.) They also try to involve other colleagues from other organizations.
 Analysis of activity. Information available is a mix of good and useless material. A lot of work needs to be done to select right material.
 Focus group set up to assess needs of disabled people. It's also very important to share experience with other players.
 Legislation of flood crisis management. Floods involve different countries, so it's essential to coordinate actions at legislative level too.
 In Hungary the topic of rescue in case of natural disaster is extremely important and such raised awareness is reflected in national laws too.
 Mitigation preparedness. Planning and involvement of different players (doctors, fire service, ecc.) is crucial. Special disaster management plans - SEVESO planning (EU regulation concerning hazardous material disasters), defence plan, critical infrastructure planning.
 Working hard on communication when natural disasters take place (e.g. emergency operators who take calls need to be prepared to react properly when dealing with disabled people).
 It's also very important to raise public awareness of disabled people needs - e.g. local citizen awareness.
 CP is also involved with post-disaster activities such as reconstruction and that is a permanent kind of task.

Actions to be taken	Person Responsible	Deadline
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Topic 6 Presentation activities to date Hope project	Speaker: Hanna Lane
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<p>Discussion</p> <p>Ireland is a highly sensitive area in relation to floods (slides). Networking activities focused on contacting many stakeholders (phone, email, ecc.). Literature review. Not much material available in general about natural disasters and even less about disabled people in such emergency circumstances. Review of information found about South Tipperary flood in 2000. Other counties provide general info about the issue but they don't go talk about what they do in details for instance. Legislative review. Currently there is no specific legislation about flood emergencies. There are some documents that are being drafted that involve HSE (Health Service Executives), local authorities. Local health authorities have lists of disabled people but they are not always complete (disabled people to fill up relevant forms but the don't always do). Local authorities are the lead agency in case of floods, followed by Garda Shicana (Police), HSE, Civil Defence, army. Some info on natural disaster activities was gathered (e.g. simulation) but disabled people needs/people were not tackled.</p>		
Actions to be taken	Person Responsible	Deadline

Topic 7 Presentation activities to date AUSL Ferrara		Speaker: Mattias De La Calle
<p>Discussion</p> <p>Illustration of AUSL Ferrara activities. (See slides). Different partners involved in Ferrara Task Force (Family Doctors, Civil Protection Fire Dept. Third Sector, Red Cross, Fire Brigade, etc.). Concept of "river flooding" Local stakeholders - They are very interested. They kept on working on the issue on their own too. Literature review Goals of AUSL Ferrara: 1) expanding local network of stakeholders; 2) drafting a map of disabled people (location and what kind of disabilities they have). Unfortunately official data/lists concerning disabled people are based on government lists (Law 104) that are made in order to give out pensions/indemnities. So, there might be many more people being affected by disabilities. They prepared a questionnaire to assess disabled people's needs. Then 3 focus groups composed of disabled people have also been created to work on the issue. Disabled people were divided into 3 categories (sensorial, physical, cognitive disabilities) according to the kind of disability and each group was composed of people affected by one kind of disability. Then the set of questions was given to each group in order to assess how different people react to natural disasters and what kind of needs they have. Conclusions: Common feature was fear.</p>		
Actions to be taken	Person Responsible	Deadline

Topic 8 Involvement of persons with disabilities associations in the project	Speaker: Davide Tamellini - UILDM (Italian association against Muscular
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		Dystrophy)
Discussion		
<p>Congratulates with AUSL Ferrara for the good work. They would like to replicate such study in Verona, especially in Verona's University as there are some disabled students living in student accommodation. It's extremely important to have a proper map of disabilities.</p>		
Actions to be taken Contacts with disabled people groups to organise focus groups on flooding (needs assessment)	Person Responsible Davide Tamellini	Deadline Mid January 2009

Topic 9 Grant Agreement Update		Speaker: Paola Paon
<p>Project deadline was moved to February but activities and results are the same. It was just a time extension. One party (from Hungary) withdrew. Main actions of project: - Identification of stakeholders - Collection of Rapid Reaction Protocols and simulation experience - Implementation of laws and regulations found in different countries and lessons learned (see matrix in folder re.: gathering and processing of documentation) Discussion with Italian Civil Protection representatives and other participants about simulation work (not done by ULSS20 so far, any advice would be appreciated in that respect). Luigi Formenti informs that two simulations were made for a previous project. Gyorgy Lesko talks about a large-scale simulation that is going to carry out in Hungary. 10 countries will be involved. Paola Paon is stressing the fact that a simulation exercise was meant to be carried out in Verona and not at national level. Also focus groups were meant to be tackled by Verona's ULSS20 and AUSL Verona. Other partners don't have to deal with that, unless they would like to. It's important that every partner helps to circulate project results. Final document will be reviewed and discussed during the final workshop. Documentation should be received by mid January.</p>		
Actions to be taken Fill up documentation matrix and send documentation	Person Responsible All partners - ULSS20 to collect and process	Deadline Mid January

Topic 10 EDDN Network		Speaker: Ruth Davis
<p>EDDN Network - European Disaster Disability Network (see slides), An EU network was needed to build a platform to discuss the issue with different partners (disabled people too). Target partners. Researchers, scientific experts, public officers. Currently there are about 200 contacts in the database. All such contacts were asked if they wanted to join the network. A subscription form was sent out to them. So far 24 completed forms were received. The majority of interested parties are from outside Europe (e.g. Albania, World Bank). The network should continue after this particular project too. Copy of the network quarterly newsletter is in</p>		

the folder.

Also an online forum is going to be activated. Partners are asked to suggest topics that they think should be discussed in the forum, or that should be highlighted in the Newsletter. That's not needed as per grant agreement, but it would be useful to take the opportunity to make the network as useful as possible. What we need - 1) Enrol in the network -PLEASE ENROL! Project partners are not members of the network. Also, provide news and photos, please (e.g.. AUSL Ferrara's activities); 2) Spread the news and get more parties to enrol, please

Actions to be taken	Person Responsible	Deadline
Spread the word about EDDN and promote membership.	All partners	

Topic 11 FUTURE PROJECT PLANS

Speaker: All Partners/ Paola Paon

GENERAL DISCUSSION ABOUT SIMULATION EXPERIENCE

Gema Guerra Mora (Codigo Europa - Spain) points out that there is not enough time, nor funds, to carry out rescue simulations. Information gathered from Spanish authorities (Civil Protection, Fire Department, Guardia Civil, etc.) showed that very little attention is paid to disabled people.

Hanna Lane states that it would be possible to arrange for focus groups.

Hungary CP seems to be the only partner who could provide some direct experience on simulation work.

Ms Casagrande (Italian CP) is suggesting that the same situation should be simulated in different countries.

She also talked about a simulation they recently enacted in their office for rescue in case of fire. A mixed group of 100 people was involved (including disabled ones). Before the practical exercise a representative from each group (e.g. disabled people, doctors) informed the audience about their condition, what they need, what should be done in emergency situations, etc.

Italian CP is suggesting that some simulation (rather basic ones) can be arranged for even in such a short time. Websites of Italian Home Office, and Civil Protection contains information on rescue methodology.

Gyorgy Lesko is suggesting that a Markov Chain method could be used to analyse the issue.

Paola Paon asks the other partners if they can arrange some small-scale, basic simulations (that doesn't require special equipment) similar to the one carried out by Italian CP.

PROJECT'S FINANCIAL ASPECTS.

Paola Paon reminds the financial issues of the project.

EU funding covers 75% of the project. 25% should be financed by partners. Only amendments up to 10% are admitted. All costs must be clearly specified and documented.

Staff costs need to be properly calculated. Calculation is based on daily costs. Actual number of days spent working on the project needs to be considered. Gross pay (annual wages + employer's contributions) should be divided by 220 days. That gives the cost per day.

Non-public officials that are not directly employed may be subject to a different calculation (as they may be paid a lump sum for a project, for example).

COST CHECKLIST:

- Costs incurred so far should be checked to see whether they are consistent with the Grant Agreement.
- Remember that only actual costs are going to be refunded.
- Check actual working days spent on the project.

SUPPORTING DOCUMENTS

- Salary slip
- Invoices
- Timesheets

A sample of a timesheet will be sent to partners.

FINAL WORKSHOP.

Paola Paon highlights the importance of simulation experience if some efforts can be done in such respect. That would be very interesting to be presented in the Final Conference together with the other results.

Dates are confirmed: 16-18 February 2009. Final Conference to be held in Verona. Exact venue to be advised.

Actions to be taken	Person Responsible:	Deadline
- Confirming the availability to carry out focus groups in Partners' areas	All Partners	End of December 2008
- Overview of financial situation concerning project	All partners to send overview to ULSS20	End of December 2008

Topic 12 End of the Meeting

Speaker: All

Thanks and greetings.

Meeting ends at 16:25 hours.