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MEETING AGENDA: Flooding: Rapid Response & Simulation Schemes for Safety of Disabled (FSD)
07.030601/2006/448102/SUB/A3

MEETING TYPOLOGY (e.g Project kick off meeting, Project technical meeting, staff meeting) <input type="checkbox"/> Staff Meeting <input type="checkbox"/> Project kick off meeting <input checked="" type="checkbox"/> Project technical meeting <input type="checkbox"/> Other:	Date 2-3 April 2007	
	Time 2 April Start: 14:00 End: 17:00	Time 3 April Start: 9:00 End: 17:30
	Location: Ulss20 Verona, Via Valverde 42, 37122 Verona, Italy. Conference room, 2nd floor.	

Meeting format/methodology
Round Table

Meeting Objectives 1 st Technical Meeting to outline work methodology and division of tasks	EXPECTED OUTPUTS Agreed workplan Agreed "Partner agreement"
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Annex: Workplan; Powerpoint presentation

Meeting chairperson	Claudio Detogni	Note Taker	Ruth Davis
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Attendees	Names	Organizations	Contact Information
	Valdegamberi Stefano	Regione Veneto – Councilor for Political and Social Affairs	ass.politichesociali@regione.veneto.it
	Costa Giuseppe	Ulss20- Director of Administration	direzione.amministrativa@ulss20.verona.it
	De Cristan Angelo	ULSS 20- Director of Social Services	direzione.servizi.sociali@ulss20.verona.it
	Formenti Luigi (LF)	ULSS 20- Social Services	sil@ulss20.verona.it
	Detogni Claudio (CD)	ULSS 20- URI	claudio.detogni@ulss20.verona.it
	Brutti Mirko (MB)	ULSS 20- URI	mbrutti@ulss20.verona.it
	Bellini Marta (MAB)	ULSS 20- URI	mbellini@ulss20.verona.it
	Davis Ruth (RD)	ULSS 20- URI	rdavis@ulss20.verona.it
	Fiorio Silvia (SF)	ULSS 20- URI	sfiorio@ulss20.verona.it
Stefani Annapaola (AS)	ULSS 20- URI	apstefani@ulss20.verona.it	

Adamoli Matteo (MA)	ULSS 20- URI	lab4uri@ulss20.verona.it
Cipolotti Giovanni (GC)	ULSS 20- Emergency System	giovanni.cipolotti@ulss20.verona.it
Bueno Patricia (PB)	Codice europa	patricia@codicecantabria.com
Di Giorgio Antonio (AD)	ASL Ferrara	a.digiorgio@ausl.fa.it
Goberti Gilberto (GG)	Protezione Civile Comune di Ferrara	g.goberti@comune.fe.it
Lajos Toth (TL)	Mayor of Rakoczifalva, Hungary	polqarmester@rakoczifalva.hu
Lane Hannah (HL)	Hope Project Ireland	hope.project@esateclear.ie
Paola Paon (PP)	ULSS22 – Bussolengo	ppaon@ulss22.ven.it
Nagy Judit (JN)	Rakoczifalva Local Authority Council	judit.nagy.hu@freemail.hu
Nascimbeni Maria Teresa (MTN)	Protezione Civile comunale Verona	Mariateresa.nascimbene@comune.verona.it
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Rossignoli Stella (SR)	ULSS20 Verona Serv Diurno CEOD - Disabili	srossignoli@ulss20.verona.it
Saletti Pierluigi (PS)	Protezione Civile comunale Verona	pierluigi_saletti@comune.verona.it
Vesentini Marco (MV)	Consulta disabilità VR	m.vesentini@inail.it aiasvr@tin.it
Zucconi Galli Fonseca Irene (IZ)	Protezione Civile Nazionale Roma	Irene.zucconigallifonseca@protezionecivile.it

TOPICS DISCUSSED

Open and Welcome Press Conference

Speaker:
Stefano Valdegamberi
De Cristan Angelo

Both Mr De Cristan and Mr Valdegamberi welcomed all the participants and thanked them for their presence at the meeting. They underlined the importance of this project and stressed how disabled persons are often forgotten in case of disaster. They wished all present a fruitful two days work. Mr Detogni (CD) gave a short presentation on the project and related activities.

Topic 1 – Definition and Classification of Key Terms		Chairperson: Claudio Detogni
<p>Disability: It was agreed to use the definition of disability as defined in the project RDD. MV commented that it would be important to carry out an analysis of the different type of services available for disabled persons and the different contexts (families/assistance centres/etc.) PB added that we should agree on the basics for co-ordination and then look at the specific needs for each type of disability. MAB added that for the definition of needs, we could apply the classification drawn up by Handicap International.</p> <p>River Flood: CD pointed out that the rivers Adige, Po, Danube were selected as they are representative of Europe. The project aim is not to provide recommendations specifically for these areas but to the European Union in general.</p> <p>Ausl Ferrara will coordinate the task of defining what is intended by river flooding with the support from the civil protection units of province of Ferrara and the municipality of Ferrara. RR stated that a glossary exists at a European level that could be very useful.</p> <p>Rapid Reaction: Codice Europa will coordinate the task of defining what is intended by Rapid Reaction with the support from local and regional civil protection units.</p> <p>Simulation Scheme: Civil Protection of Miskolc Region will coordinate the task of defining what is intended by Simulations Scheme. IZ pointed out that the Italian National Civil Protection will be carrying out an exercise in July 21-28 in Valtellina.</p> <p>As a first step, Ulss 20 Verona will draw up a questionnaire to address the three concepts (River Flood, Rapid Reaction, Simulation Scheme) and send to the different Civil Protections in Europe for feedback.</p>		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan
Topic 2 – Literature Review		Chairperson: Claudio Detogni
<p>An example of ToR drawn up in the context of the RDD project for carrying out a literature review was given to all partners. MAB outlined the main possible categories for information collection. PB pointed out that in the RDD project, they found no documents whatsoever concerning rescuing persons with disability. CD stated that this was a finding in itself.</p> <p>Ulss20 Verona will propose a terms of reference (ToR) to be used for this project and Hope project will draw up the summary report. CD pointed out that the literature review should not be limited to published material but should refer also to websites, journals etc. He added that we should bear in mind the focus of the project, namely rapid reaction, simulation, persons with disability. The final report should be in English even if the documents in original language can be annexed but relevant paragraphs should be highlighted.</p> <p>The literature review is divided by language as follows:</p> <p>Spanish: Codice Europa Hungarian: Rakoczifalva Municipal Council English (Ireland, UK): Hope Project English (US): Ulss20Verona French: Ulss20 Verona Danube area: Send a letter to civil protection units in Austria, Germany etc. requesting their input (Ulss 20 Verona to send letters through EC)</p>		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan

<p>An example of ToR drawn up in the context of the RDD project for carrying out a legislative review was given to all partners. Ulss20 Verona will propose a ToR to be used for this project and Rakoczifalva Municipality will draw up the summary report.</p>		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan
Topic 4 – Needs Assessment		Chairperson: Claudio Detogni
<p>CD highlighted the difference between perceived needs, real needs and institutional needs and pointed out that it is important to establish where the three types of needs coincide. CD commented that needs can be established either through a Questionnaire or a Focus Group.</p> <p>Questionnaires can be self administered or administered through an interviewer. However, CD commented that questionnaires are generally expensive and time consuming. An alternative is focus groups.</p> <p>After discussion, it was agreed that a focus group is more appropriate for the project.</p> <p>It was agreed that the focus group should consist of three target groups: Disabled person, Institutions (social services, health services, civil protections etc , Local authorities (political institutions) and that 10 questions should be elaborated. The same questions should be posed to the different focus groups in the different countries.</p> <p>LF and SR underlined the importance of having disabled persons involved in drawing up the questions.</p> <p>Ulss20 Verona will elaborate guidelines and methodology on how to conduct a focus group.</p> <p>Regarding the elaboration of the questions, the Nominal group technique will be applied: Each partner draws up 10 questions and sends to Ulss20 Verona. Ulss20 Verona reviews and consolidates the proposed questions and sends back to partners. Partners send back 5 top priorities. Ulss20 Verona draws up final list.</p> <p>Ulss20 Verona will carry out an analysis and summary report of findings of the results of the Focus Group .</p> <p>As a general comment, PB pointed out that in the framework of the RDD, they interviewed the regional civil protection who have elaborated a reference document for rescue for the population in general and there is no reference to disabled persons. Therefore, this is an institutional situation that doesn't recognize a real need. PB asked how they should confront a situation like this. Are they in a position to point out to the institution this lacunae in their reference document? CD responded that the partner is responsible for identifying the problem and making recommendations but not to solve the identified problem.</p>		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan
Topic 5 – Descriptive Analysis of the Sector		Chairperson: Claudio Detogni
<p>CD noted that when drawing up the ToR, it would be important to identify</p> <ul style="list-style-type: none"> • Resources: Manpower (training), Materials (Infrastructure), Money, Time • Organisation: • Protocols: for interaction with other sectors • Table for Coordination (Committee) – Permanent/Crisis <p>GC explained how the emergency service operates in Verona highlighting important differences with other</p>		

regions in Italy. LF commented that it would be very important to involve the technical organizations that work with Rivers and flooding (e.g. Verona- Bacino dell'Adige)		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan
Topic 6 – Sectoral Experiences		Chairperson: Claudio Detogni
Collect report/pictures of simulation experiences. (e.g Legnago, upcoming exercise to be carried out by the Italian National Civil Protection in July in Valtellina, Civil Protection Region Miskolc carried out an International flood emergency exercise on 31 March etc.)		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan
Topic 7 – Inventory of Experiences		Chairperson: Claudio Detogni
As per contract, AUSL Ferrara is responsible for the inventory. In the elaboration of the inventory it is important to establish: <ol style="list-style-type: none"> 1. The purpose of the inventory (e.g. reference documents) 2. Users (User Friendly) 3. Sustainability –Institutional/Financial PB stated that Codice Europa has created a database that could be useful for this task.		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan
Topic 8 – Establish Network Structure/System		Chairperson: Claudio Detogni
-One of the first steps is to draw up a business plan to send to potential members and sponsors. Ulss20 Verona will be responsible for this task. -Codice Europa will carry out a review of existing networks/fora at European Level.		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan
Topic 9 – Means and Procedures for Communication amongst Stakeholders		Chairperson: Claudio Detogni
CD explained that this task concerns maintaining a dialogue between all partners and exchange of information. This concerns writing a conceptual paper on how the network members will communicate with each other. Ulss20 Verona will be responsible for this task.		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan

Topic 10 – Final Workshop		Chairperson: Claudio Detogni
Ulss20 Verona will be responsible for organizing the final conference		
Actions to be taken	Person Responsible	Deadline
As per workplan	As per workplan	As per workplan

Topic 11 – Administrative/Financial Issues		Chairperson: Ruth Davis
<p>RD gave a brief presentation on some key aspects relating to contract management. RD also explained the purpose of the partner agreement to be signed by all partners. Partners should confirm that they agree with the contents of the partner agreement and then Ulss20 Verona will send three signed copies of the document to each partner for signature by post. The partner should keep one original and return the other two originals to Ulss20Verona. Ulss20Verona will keep one original and provide the third original to the European Commission.</p> <p>MB gave a brief presentation on financial aspects of the project. He informed partners that two financial reports (one summary report (by 1 August)/one final report) have to be prepared in the lifetime of the project. He underlined the importance that each partner uses the same format for financial reporting as Ulss20 Verona will submit a single summary report to the EC. Ulss20Verona will provide templates for financial reporting to each partner by email The main item under financial reporting will be personnel costs. It is necessary to have a copy of the employment contract and evidence of laws regulations etc. indicating the social charges in the partner country. It is necessary to complete also time sheets for each employee indicated in the final report. MB clarified that it is possible to change the category of person indicated in the contract and that it is possible to move funds between budget lines within a margin of 10%. MB also explained how to report travel expenditure. MB explain that overheads is a fixed percentage of 7% to cover costs that are difficult to determine. Budgets defined in the contract have to be defined.</p>		
Actions to be taken	Person Responsible	Deadline
-Send Financial Reporting Templates to each partner	MAB	13 April
-Send presentation concerning contract management to each partner	MAB	13 April
-Confirm agreement with content of partner agreement	Each partner	13 April

Topic 12– Any Other Business		Chairperson: Claudio Detogni
<p>Apologies: Region Miskolc Civil Protection sent their apologies for being unable to attend the meeting. They were involved in an international flood emergency exercise on the weekend previous to the meeting and their was insufficient time to reach Verona.</p> <p>Dissemination activities: partners should inform the coordinator of any local publications as the articles should be put in the reports submitted to the Commission.</p> <p>Logos: Ulss20 Verona will send the format of all the logos (EC, EC Civil Protection, Ulss20 Verona, FSD) to be used for dissemination/publicity.</p> <p>Next Meeting: As per contract – next meeting foreseen in Brussels – Provisionally May 2008</p>		