



RESILOC			
<i>Resilient Europe and Societies by Innovating Local Communities</i>			
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Abstract
This document describes the course of the Kick Off Meeting and summarizes the outcomes of the meeting.

ii. Document History

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i. List of Acronyms

Acronym	Meaning
GA	General Assembly
KOM	Kick Off Meeting
WP	Work Package

1 Executive Summary

This document covers part of the activities performed in the framework of WP1 (Project Management) and reports on the kick-off meeting of the RESILOC project. The KOM served also to kicking-off the activities of WP2 (Comparative analysis of resilience in societies and communities) and WP6 (Communication).

The Kick off Meeting took place in Frankfurt am Main, Germany from the 12th until the 13th of June 2019. The main objectives of the KOM were:

- Creating a common understanding of the concepts underlying the project
- Revising and sharing the Project concepts, expected outcomes and the work that needs to be done
- Setting the foundation of the project communication and dissemination strategies
- Forming the teams that will work together for the project lifetime
- Defining the procedures to produce the project deliverables
- Kick-off the activities of Work Packages 1, 2 and 6, identifying the actions for the next six months
- Plan the project meetings for the first 12 months

The outcomes of the meeting pave the way to a smooth start of the project activities, having defined the governing bodies of the project, the guidelines to produce the project reports and the meeting plan for the months to come.

2 Agenda of the Kick-off meeting

Table 1: Agenda of the Kick-off meeting

Day 1 - 12.06.2019	
08:30	Arrival at HOLM – Room „Gottlieb Daimler“ – 6th Floor
09:00	Welcome and round-table
10:00	Discussion of resilience - Creating a common understanding of “Resilience”
11:00	Coffee Break
11:15	Continue discussion of resilience & possible scenarios
13:00	Lunch
14:00	Introduction to RESILOC – Creating a common understanding of the Project
14:30	Work Packages 2 – 5 (Research activities) and their objectives and relations
16:00	Coffee Break
16:15	WP 2 in detail
17:00	Producing actual work - Practical Deliverable Guidelines
17:30	End of Day 1
20:30	Group Dinner
Day 2 - 13.06.2019	
08:30	Arrival at HOLM – Room „Gottlieb Daimler“ – 6th Floor
09:00	General Assembly (restricted to the GA members)
10:30	WP 1 in detail
10:45	Coffee Break
11:00	Presentation from the Project Officer about the framework RESILOC will work in
11:30	Work Packages 6 – 9 (Impact activities) and their objectives and relations
13:00	Lunch
14:00	WP 6 in detail
14:30	Technology presentations (Software / Information management, Big Data, AI & Sensors, Sensors)
16:00	Coffee Break
16:15	Discussion on the meetings plan
16:30	Summary (Final recap of actions) & next Steps for the next 6 months
17:15	Other business & closing
17:30	End of Kick-Off-Meeting

3 Kick Off Meeting: organisation and objectives

The RESILOC Kick Off Meeting took place in Frankfurt am Main, Germany from the 12th until the 13th of June 2019 and was organized by the Coordinator Fraunhofer IML. The Fraunhofer IML team around the Project Coordinator Prof. Dr. Uwe Clausen and the Project Manager Dr. Harald Sieke hosted it. The meeting facilities were located in the House of Logistics & Mobility (HOLM), where the coordinating department of the Fraunhofer IML has its offices.

The main objectives of the KOM were:

- Creating a common understanding of the concepts underlying the project
- Revising and sharing the Project expected outcomes and the work logic
- Setting the foundation of the project communication and dissemination strategies
- Forming the teams that will work together for the project lifetime
- Defining the procedures to produce the project deliverables
- Kick-off the activities of Work Packages 1, 2 and 6, identifying the actions for the next six months
- Plan the project meetings for the first 12 months

During the introduction to the meeting, it was agreed to keep the discussions on WP 3, 4, 5, 7 and 9 to the minimum, so that the team could make the best use of the available time for WP 1, 2 and 6 that had already started at the time of the KOM.



Figure 1: Consortium

The discussions/decisions carried out for each objective are described in the following sections 4-10.

Section 11 shows the list of actions agreed during the KoM and Section 12 provides a summary of the sessions.

4 RESILOC: Understanding Resilience

Further to the introduction to the Coordinator and the project partners, an interactive session about the concept of “resilience” was introduced and moderated by the representatives of RAN (Jon Hall, Rut Erdelyiova, Sjirk Meijer). Besides the general discussions about the definition of resilience, possible events the involved communities want to be resilient against were pointed out.

The objectives for this session were to create a common understanding of resilience throughout the consortium and to get an idea of scenarios that will be tackled in the RESILOC trials. The following topics have been explained, discussed and elaborated:

- Connect existing resilience initiatives, create a big hub and contribute to the output by combining research and practical experience
- Start of discussion about resilience: Which events drive the need for resilience?
Enumeration of events


The discussion started from the UN definition of resilience, corroborated by a presentation about the UN-Project UNDRR “Making Cities resilient” by Katja Banovec Juros (ACPDR).


UN DRR definition of RESILIENCE

Resilience

The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management. (2. February 2017)

<https://www.unisdr.org/we/inform/terminology.>





ADMINISTRATION

FOR CIVIL PROTECTION
AND DISASTER RELIEF

Figure 2: UN DRR definition of RESILIENCE

RAN collected different events the participants identified as relevant for being resilient against (Figure 4 and Figure 5). A specific focus was put on the psychological part of the project research activities: the perception of risk may alter the community resilience and may not necessarily be aligned with objective observations or data.

The main elements needed to assess the resilience of a community have been confirmed in: Hazards, Vulnerability, Exposed value and Perception. They are the subject of 4 specific tasks of WP2.

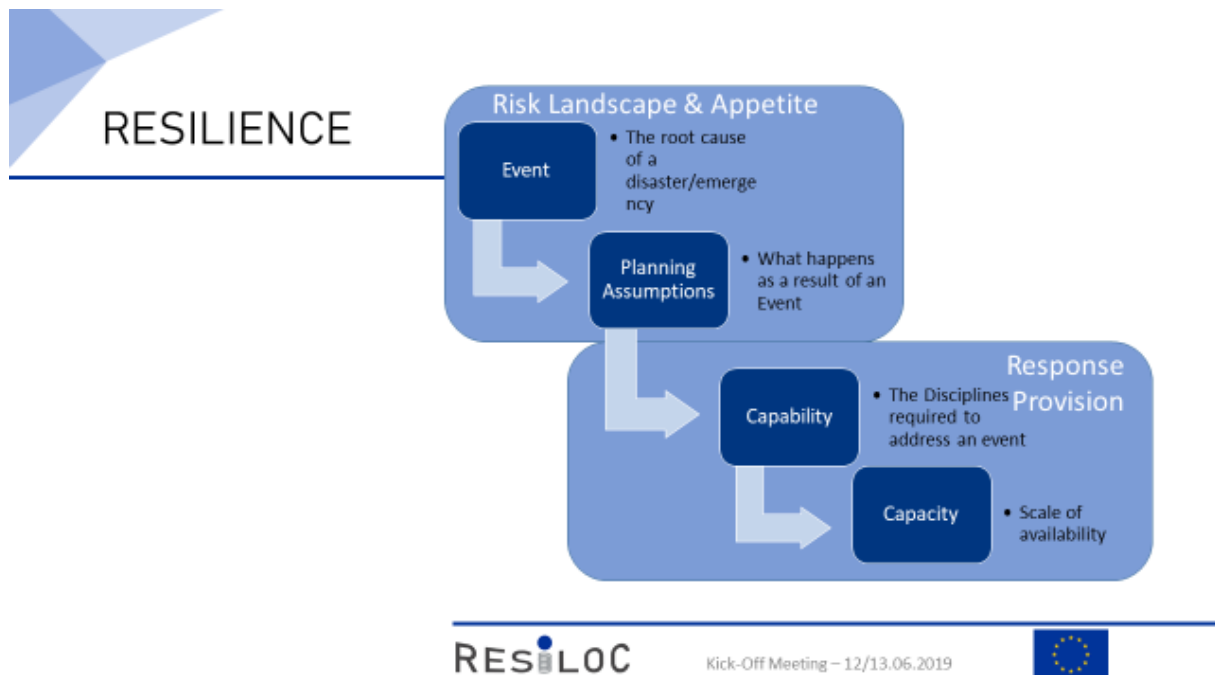


Figure 3: An Approach to RESILIENCE

Practical experiences/hazards were presented by representatives of local communities and expanded in brainstorming-fashion by the project partners. The challenges in addressing local peculiarities and adapting to the big differences between the specific places was identified and raised to the attention of WP2 leader.

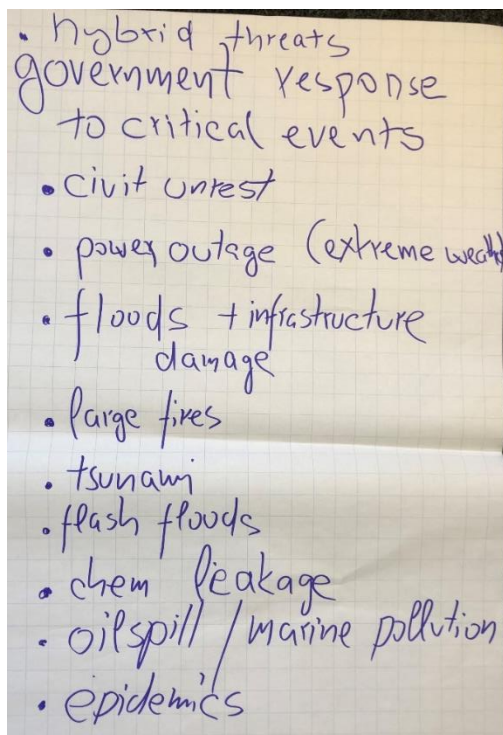


Figure 4: Events part 1 of 2

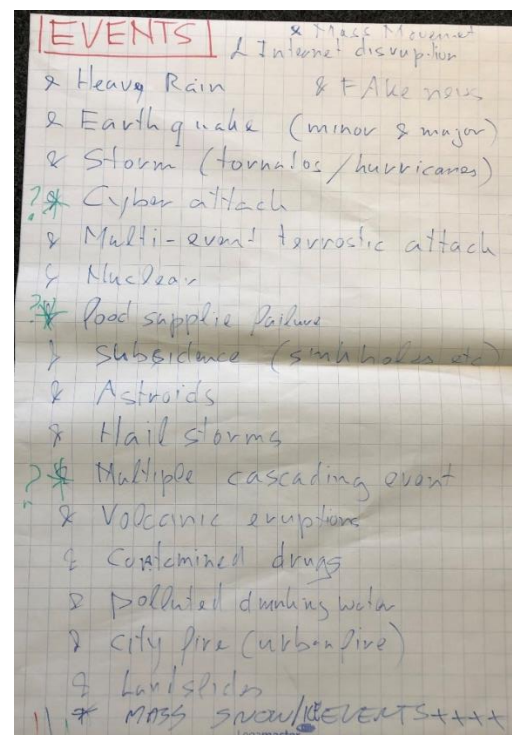


Figure 5: Events part 2 of 2

Practical experiences/hazards were presented by representatives of local communities and expanded in brainstorming-fashion by the project partners. The challenges in addressing local peculiarities and adapting to the big differences between the specific places was identified and raised to the attention of WP2 leader.

A definition of what “Exposed value” means for the Civil Protection experts (and therefore for the project) was agreed, as well as how the terms risk, safety, security, hazard and vulnerability will be used throughout the project.

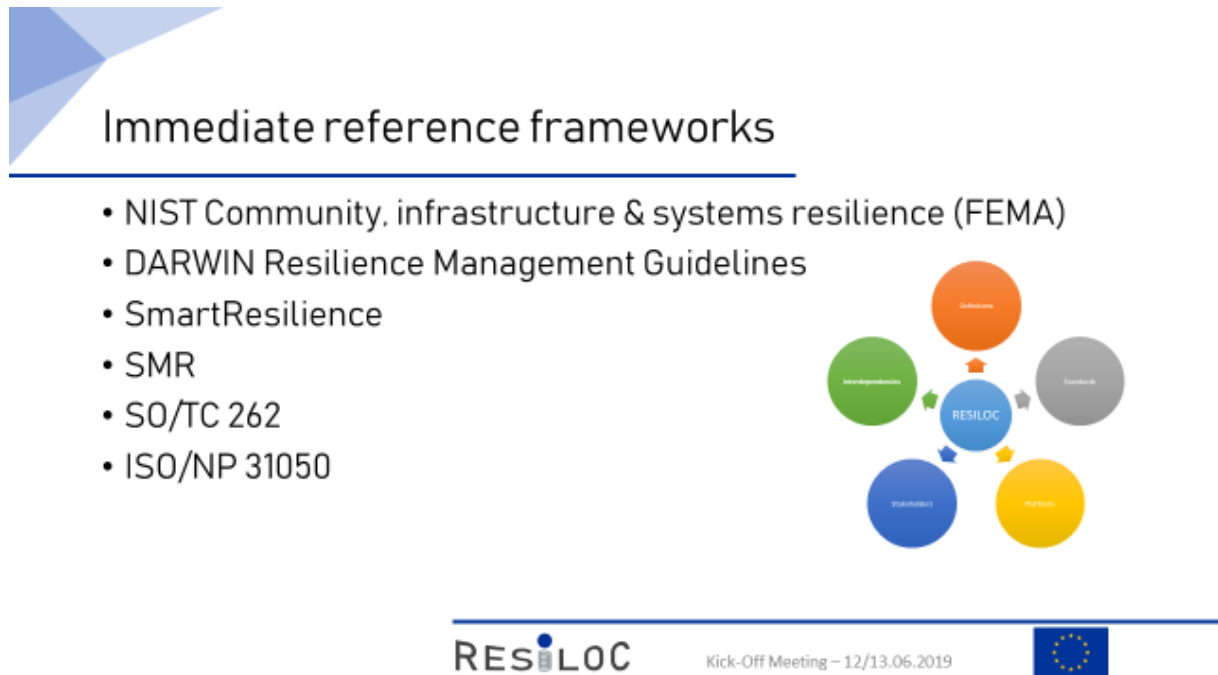


Figure 6: Immediate reference frameworks

Appropriate references to standardization (ISO standard on risk management providing basic vocabulary + ISO/NP 31050 guidance for managing emerging risks enhancing resilience) was made, along with the identification of relevant initiatives (including on-going and closed EC-funded projects) to be considered (see Figure 6).

The session ended with the clear mandate to Local community representatives to elaborate and report on a first draft of their more relevant scenarios (with particular reference to the hazards) under Task 2.4 of WP2.

5 RESILOC: Concepts and objectives

Further to the open session about resilience and related underlying concepts, Dr. Uberto Delprato (IES) went through the project concept and objectives, aiming at creating a common understanding of the interrelations between the project activities and how they fit one into each other.

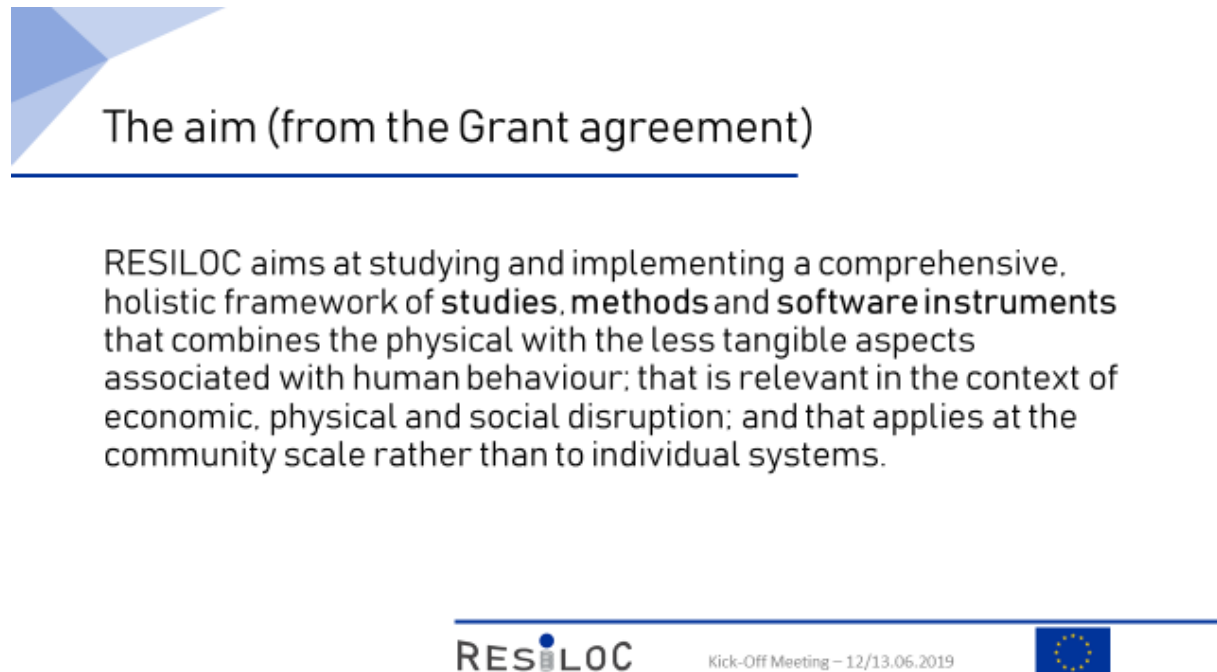


Figure 7: The aim

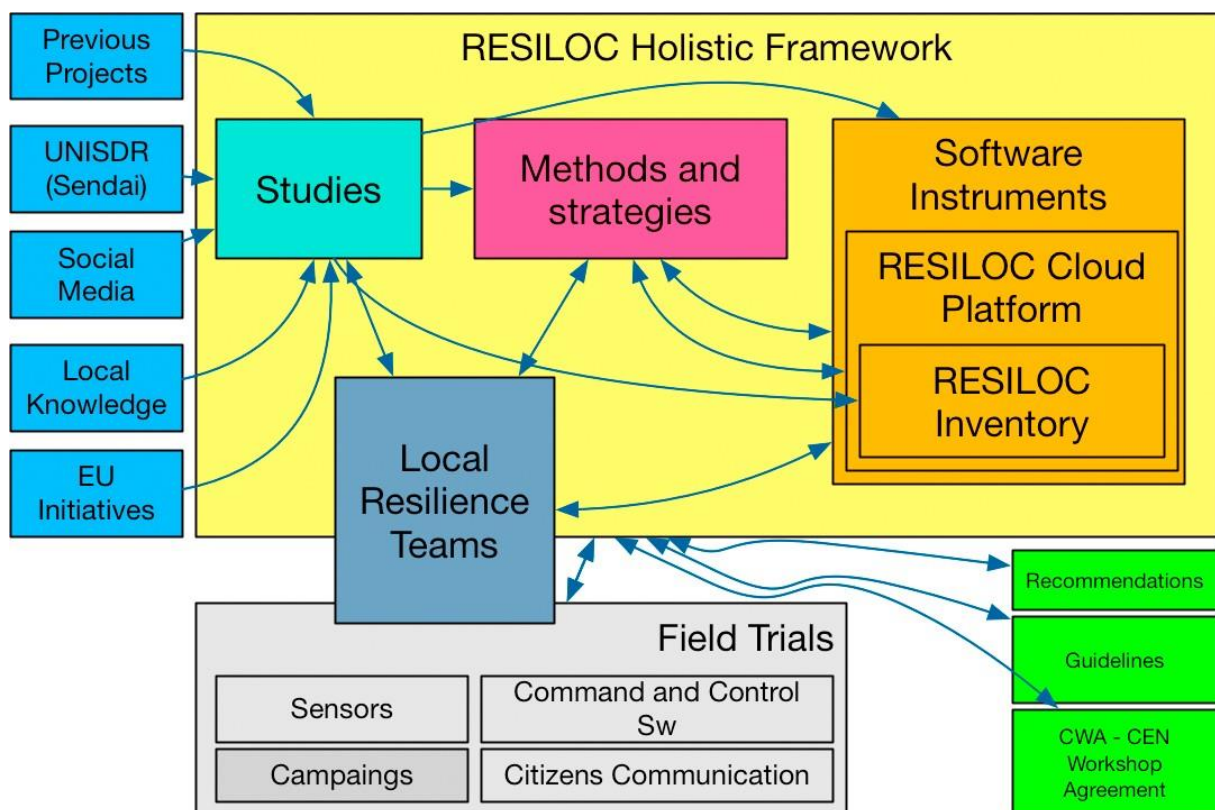


Figure 8: The objectives

5.1 The Concept

The RESILOC Holistic framework will be made available for free use by cities and regions and will be offered to the European Commission for further extension and use after the end of the project.

- The project starts with the “study” phase (WP2) producing the specifications for the RESILOC inventory very soon.
- The inventory is fundamental because it allows the population of the database of information and data on which all the indicators that are developed in the “method” phase of the research (WP3).
- Once the indicators are defined and the specification for the RESILOC platform are delivered, the project will enter the “software” phase (WP4) that ...
- ... is overlapped and will converge later into the “trial” phase (WP5).



Input and Phases: 0: Project Input 1: Study Phase 2: Methods Phase 3: Software Phase 4: Trial Phase

Outcomes: RESILOC Holistic Framework Other Outcomes

Figure 9: RESILOC Framework

5.1.1 Studies

- Collection and analysis of literature and stories from the many approaches to resilience adopted across Europe and all over the World
- Definition of a classification for the functions that are critical to resilience of communities, extending the realm currently adopted for measuring resilience in cities (...) including human aspects, such as risk perception and awareness
- Definition of terms, indexes and correlations between indexes (targeting the launch of a CEN Workshop Agreement to complement the existing ISO 22300:2018 “Security and resilience — Vocabulary”)

5.1.2 Methods and strategies

- Assessment of the resilience indexes of a community, together with simulations on the “what-if” certain measures are taken
- Identification of new and better approaches to (e.g.) communicate with citizens, reduce the vulnerability of infrastructures, launch awareness campaigns on risks and adopt technological solutions to improve the understanding and the monitoring of critical infrastructures
- Local Resilience Teams

5.1.3 Software Instruments

- the RESILOC inventory, a comprehensive, live, structure for collecting, classifying and using information on cities and local communities, implemented as a Software as a Service (SaaS). It will be a live tool for stakeholders willing to study and improve on resilience;
- the RESILOC Cloud-based platform for assessing and calculating the resilience indexes of any participating city or community, for developing localised strategies and verify their impacts on the resilience of the community. The Cloud platform, a combination of SaaS and PaaS, includes the RESILOC inventory as its main repository

5.2 Resilience

Resilience in terms of Resiloc is a combination of:

- Static elements (e.g. geography, land use, infrastructures, census...)
- Dynamic elements (e.g. events, weather, mobility...)
- Human elements (e.g. education, training, confidence, trust...)

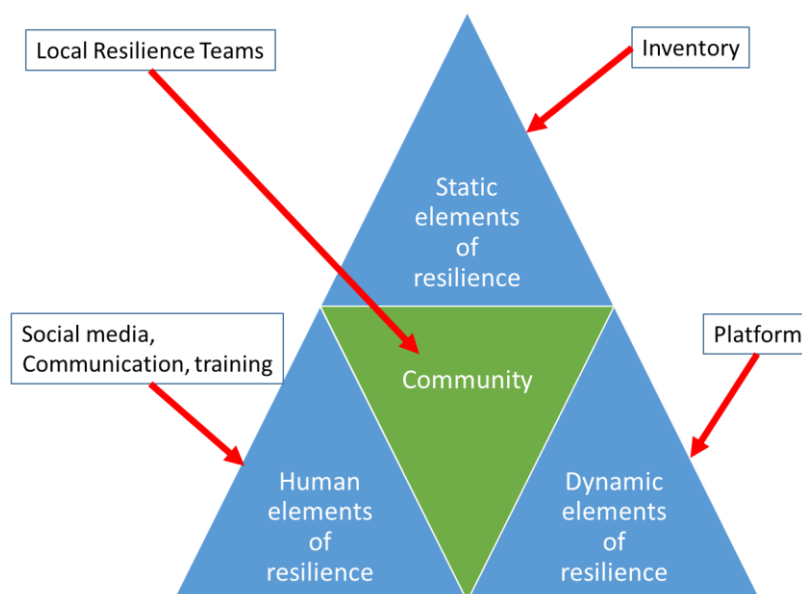


Figure 10: Community driven resilience understanding

5.3 The importance of the Local Resilience Teams

RESILOC believes that the knowledge at local level, from citizens to local authorities, is key for defining resilience and for evolve resilience assessment based on local events that may have an impact on the community.



A particular research effort will be devoted in converting tangible and intangible heritage and know how in resilience index that should work in local communities but should be ready to be exported in situations with the same community and land structure elsewhere in Europe.

In order to accomplish this task, local resilience teams will be involved to provide locally acceptable practices to access and valorise local knowledge and land use. Such team will be invited to contribute throughout the project (together with the project teams) to the validation of the results of each phase, to the approval of the field trials, and to the final recommendations.

6 RESILOC: Logic of work

In order to elaborate the previously discussed contents within the project phase, the work package structure from the grant agreement, as shown in Figure 11, was further confirmed by the consortium during the kick off meeting.

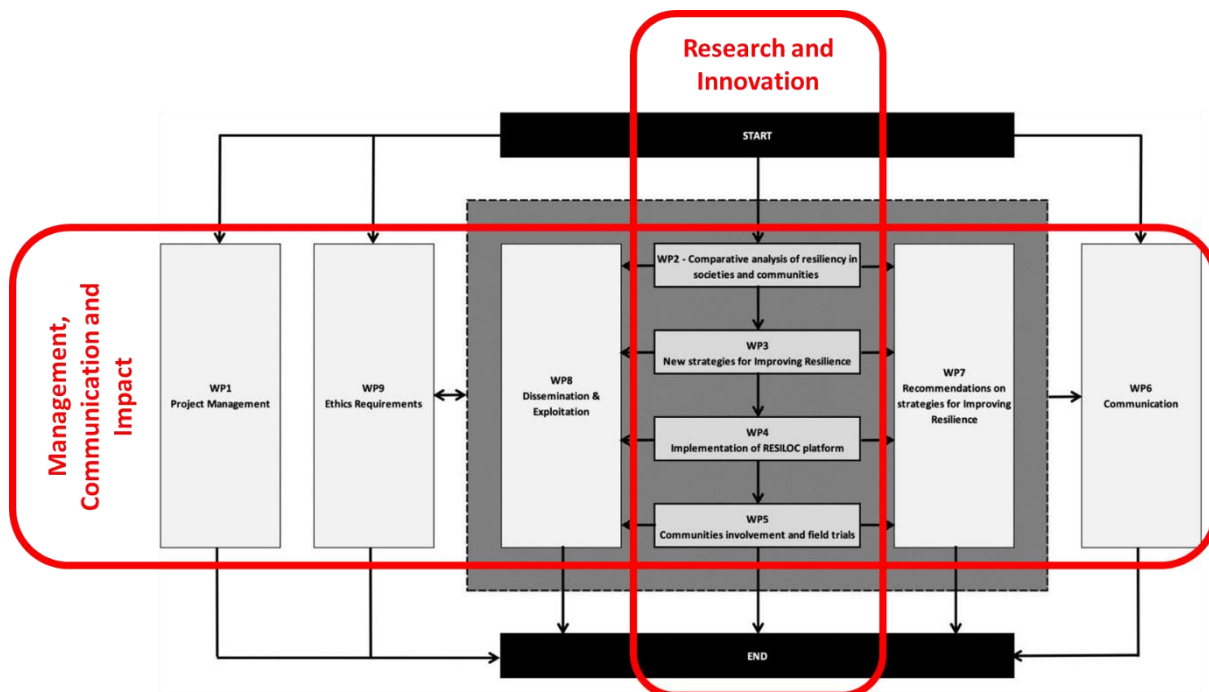


Figure 11 Workpackage structure

The Research and Innovation in order to achieve the desired outcomes will be done through WP 2 to WP 5. WP 1, 6, 7, 8, & 9 can be seen as the supporting structure that will assure a properly executed project that will be of use to the communities it is designed for.

6.1 Project phases

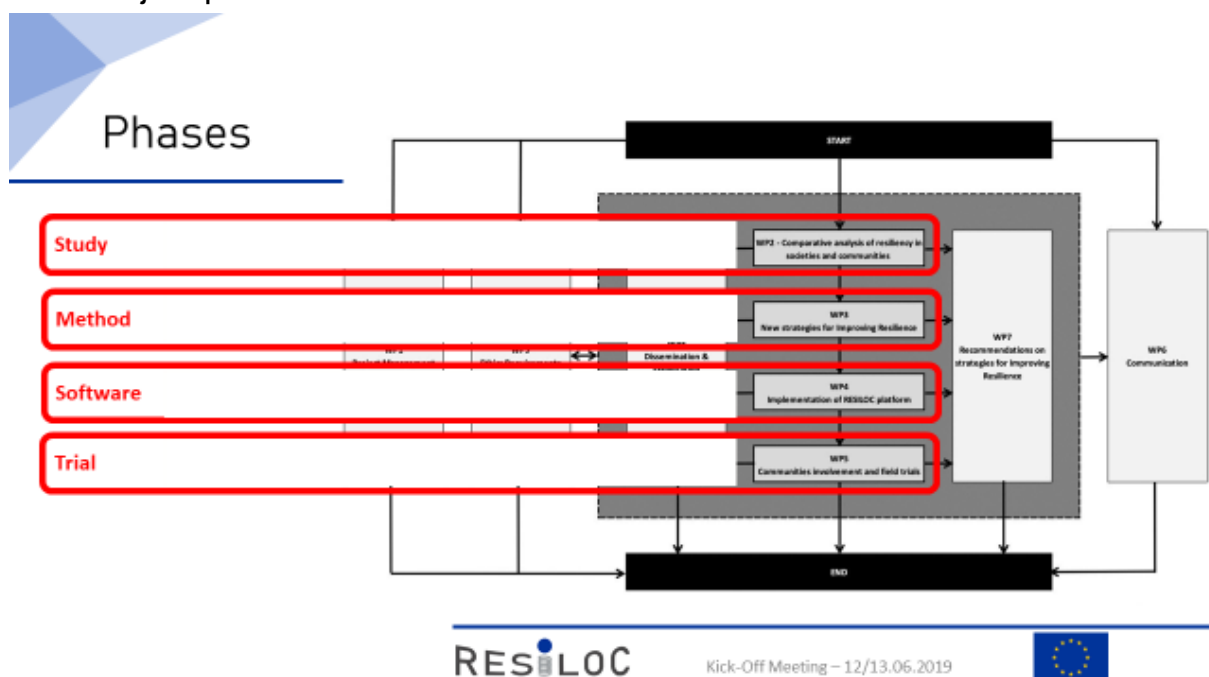


Figure 12: Project Phases

6.2 Project results and how to get there

The identified tangible results of the project will be the RESILOC inventory and the RESILOC platform. They all depend on the intermediate results (milestones) that each WP has to reach. The following slides were presented and commented to converge on an agreed approach and understanding.

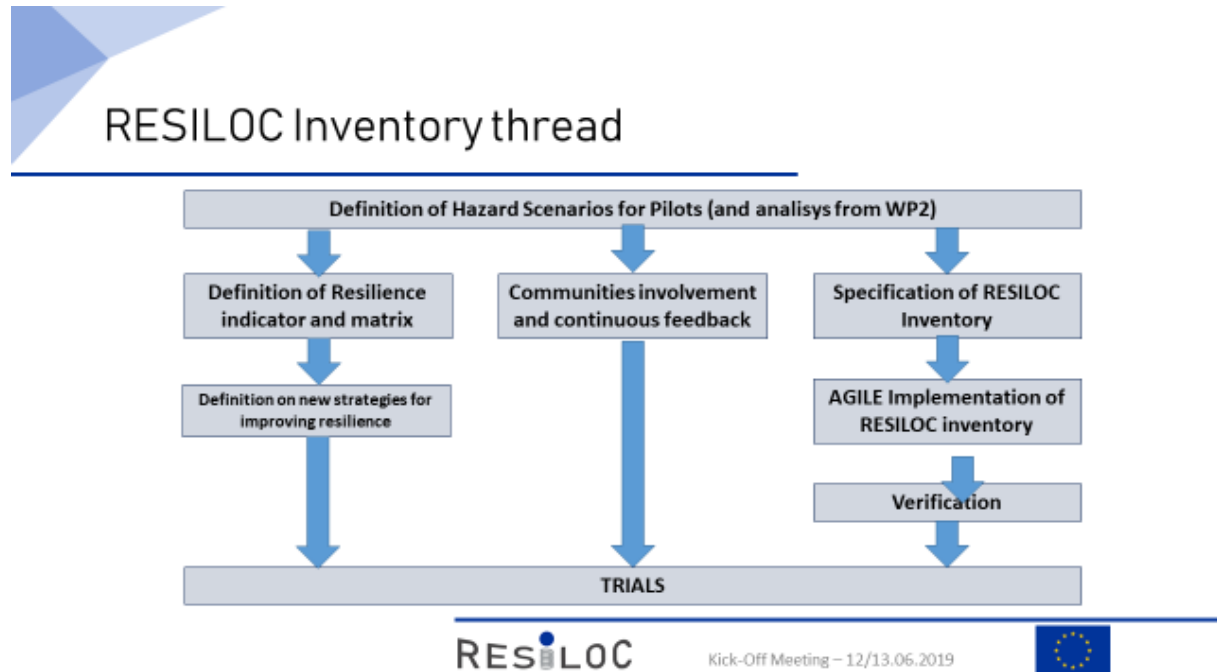


Figure 13: RESILOC Inventory thread

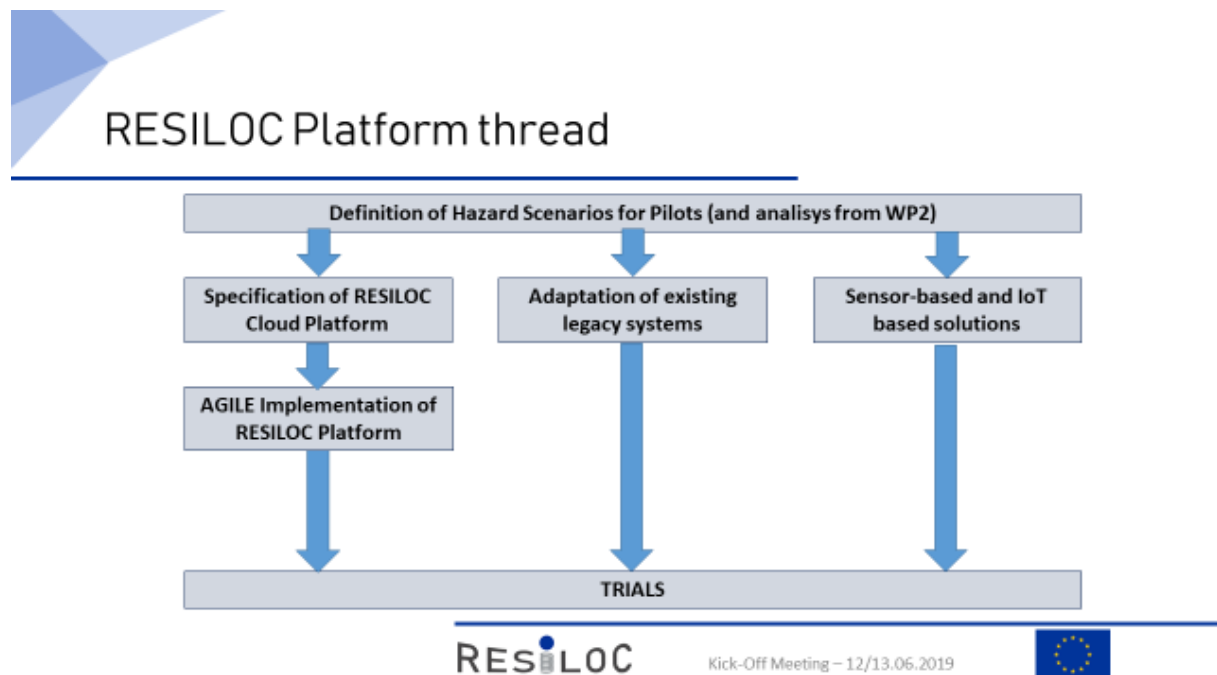


Figure 14: RESILOC Platform thread

7 RESILOC: Communication fundamentals

The session on Communication (WP6) was coordinate by Rut Erdelyova (RAN). The fundamentals of the communication plan (Target groups and identified tools) were shared.



Figure 15: Communication target groups



Figure 16: Communication plan

The Twitter (@resiloc) and Facebook account (@resiliencehub) were introduced (Figure 17).



Figure 17: RESILOC Social Media Presence

Additional dissemination channels on LinkedIn and YouTube were suggested. They will eventually be included in the forthcoming Dissemination Plan in WP8.

Since the Deliverable D6.1 (Communication Plan) is due at Month 3, a first teleconference was agreed for the 4th July, 2019.

8 RESILOC: The teams

Each partner leader of a Work Package nominated their leaders and proxy.

Dedicated mailing lists and repositories will be created by the Coordinator for each WP, with all partners contributing invited to send names and details of their involved personnel.

Moreover, the representatives of each partner have nominated the members of both the General Assembly and the Project Management Board.

9 RESILOC: How to produce the deliverables

The process for developing/approving deliverables has been agreed upon during the General Assembly:

- The work-package-leader will review the WP related deliverables.
- If the deliverable-leader is also work-package-leader the task of reviewing the deliverables will be delegated by the WP-leader to a fitting task-leader
- If workload is for a wp-leader too high due to multiple deadlines at the same or similar date (e.g. WP2) the WP-leader will delegate the task of reviewing the deliverables within the task-leaders of the WP

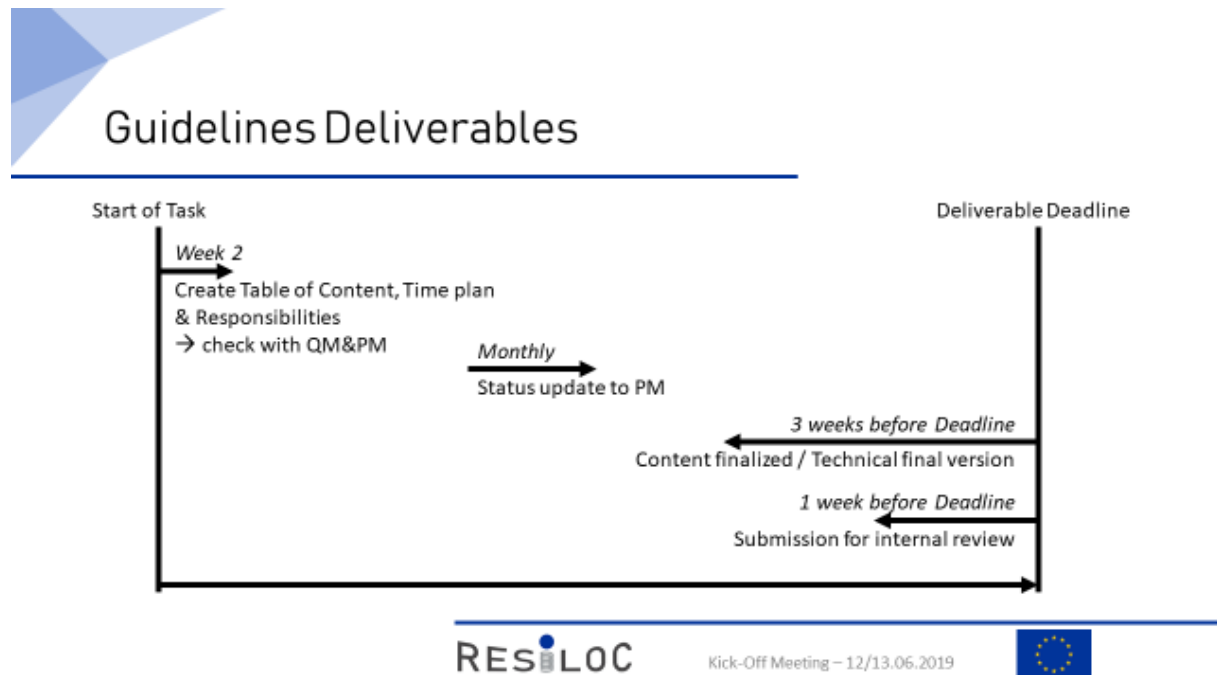


Figure 18: Timetable Deliverable Review

10 RESILOC: Next meetings

The meeting plan will be as shown in the following Figure 19.

- Next meeting (joint approach) is in 6 months (November) and will take place in Greece. The UoA offered to organize the meeting. The following meetings will take place:
 - Advisory Board Meeting
 - Project Management Board Meeting
 - Technical Meeting
 - WP 3,5,7 Meeting
- The next yearly meeting of the GA will be held in Norway, in June 2020

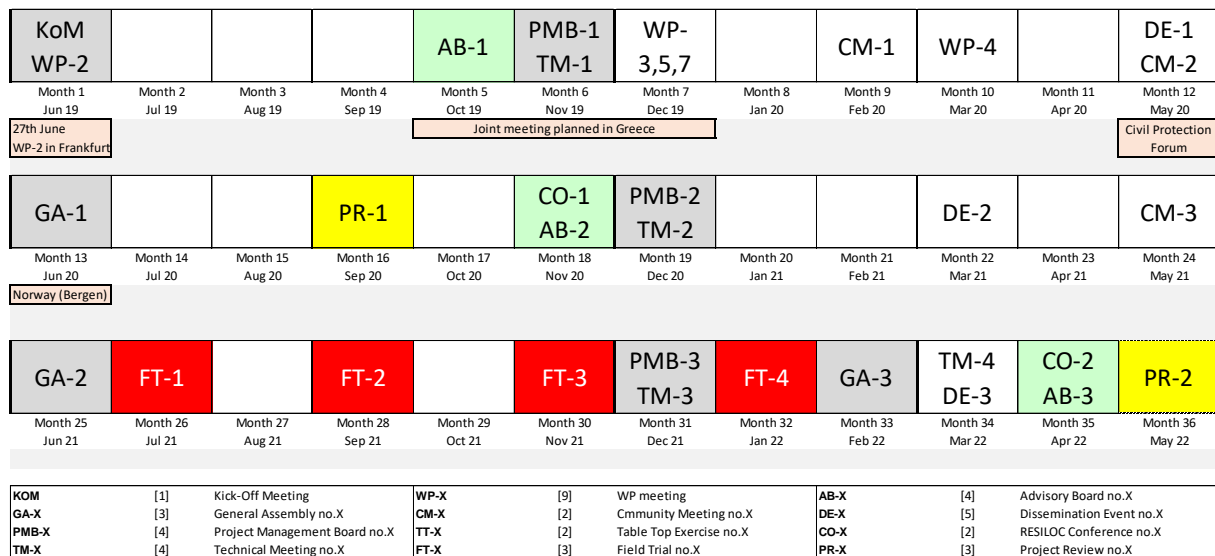


Figure 19: Meeting plan

11 Action list from the KOM

As a result of the KOM the following list of actions was created:

Table 2: Actions

What	Deadline / Status
Narrow down the list of events → Involve communities	27th June
Provide a list of projects & initiatives (incl. Acronym, URL, short comment)	27th June
Prepare / Think about possible scenarios → approx. 2-3 scenario ideas each → Provide your idea (e.g. write half a page)	Bring first ideas for 27th June
RAN offered to share a template for the communities to describe their scenarios	Best before 27th June
Create common understanding of the risk equation → Find document to share	Best before 27th June
Create glossary (agreeing on Resilience) → e.g. ISO standard as a starting point	In progress
Work on RESILOC Logo	asap
Finalize EAB composition → Collecting proposals → Validation & agreement on members	Finalized until end of M3
Translation of Software System	Within next 2 months
Setup a platform for sharing files	asap

The Meeting ended on the 13th of June at 17:30.

12 Summary

The main discussion points are summarized below:

1. For the round table, every participant introduced her/himself and her/his organization
2. Approval of Agenda
3. The discussion about the concept of “resilience” was introduced and moderated by the representatives of RAN (Jon Hall, Rut Erdelyiova, Sjirk Meijer). Besides the general discussions about the definition of resilience, possible events the involved communities want to be resilient against were pointed out. Detailed scenarios descriptions should be prepared in the next weeks
4. The Quality Manager Uberto Delprato from IES introduced the setup of the project, going into the details of the connection of the Work Packages, Deliverables and Milestones
5. At the beginning of the second day of the KOM the 1st General Assembly (GA) was held. All Partners nominated their respective members for the General Assembly and the Project Management Board. The GA nominated the governing and steering project bodies. The minutes of the General Assembly are distributed only to the Members of the GA.
6. During the second day, Mr. Guillaume Lapeyre from the REA (Research Executive Agency of the European Commission) briefed the Consortium about the policy background to the topic addressed by RESILOC, the guidelines on reporting, obligations and information on communication, dissemination and exploitation and requirements for ethics and security.
7. Within the presentation and discussion on Work Package 6, the RESILOC Twitter (@resiloc) and Facebook (@resiliencehub) accounts were presented by RAN
8. In the session dedicated to the presentations about the technologies that will be used in RESILOC for implementing the RESILOC platform, all developing partners introduced the available tools and their potential in RESILOC.
9. The process for developing/approving deliverables agreed during the General Assembly was presented to all partners.
10. Throughout the two days the timing of different meetings and their locations have been agreed upon
 - a. The Advisory Board Meeting, the Project Management Board Meeting the Technical Meeting and the WP 3,5,7 Meeting will be held in Greece in November.
 - b. The next yearly meeting of the GA will be held in Norway in June 2020
11. The first meeting for WP 2 was decided to take place in Frankfurt at 27.6.2019. The first meeting for WP 6 will take place on 4th of July via telco)

13 Conclusions

The RESILOC kick-off meeting was successfully organised, with the participation of the project partners and the attendance (during Day 2) of the Project Officer from the REA.

All objectives were reached, and a list of actions identified for the swift start of the project activities and the organization of work.