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DRAFT

Project Plan for the CEN-CENELEC Workshop on 'Guidelines for the evaluation of installed security systems, based on S-T-E-Fi criteria '

Workshop (to be approved during the Kick-off meeting on 2016-10-17)

1. Status of the Project Plan

This initial draft Project Plan is published to engage interested stakeholders to participate in the CEN-CENELEC Workshop and will be approved in the kick-off meeting of the Workshop. The draft Project Plan follows the requirements in CEN Guide 29.¹

2. Background to the Workshop: CRISP project

CRISP (Evaluation and Certification Schemes for Security Products)² is a three year research project funded by the European Commission³. The CRISP project mission is to develop an innovative evaluation and certification methodology for the CRISP certification scheme of security systems. The CRISP scheme will:

- Contribute to measures that increase citizen trust and confidence in security technologies through the evaluation of social and legal impacts of security systems and certification of systems;
- Facilitate a more harmonised playing field for the European security industry by providing pan-European certification for security systems. The scheme will be accepted across Europe, which will enhance competitiveness by reducing commercialisation costs for the industry;
- Support the goal to provide protection in an efficient manner.

The innovative part of the CRISP methodology for evaluation of security systems is the assessment against criteria in four different dimensions:

- **security** (the functionality of a security system in countering threats and reducing risks);
- **trust** (experiences and perceptions of the users of security systems, both employees and persons subject to scrutinizing, related to e.g. transparency, openness, fairness and accountability);

¹ ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Guides/29_CENCLCGuide29.pdf

² www.crispproject.eu

³ This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement no 607941.



- **efficiency** (economical dimension of the technology related to e.g. the product life cycle costs, such as the purchasing costs, the implementation costs, the operating costs);
- **freedom infringement** (impact of security systems on the freedoms and rights of persons, e.g. related to enhanced personal data collection, processing, sharing and retention).

These dimensions are referred to as the so-called (S-T-E-Fi) dimensions (Security, Trust, Efficiency and Freedom infringement) and the CRISP methodology integrates these in its evaluation stage. This is a highly innovative approach, as certification has, to date, primarily focused on the evaluation of technical requirements for security systems (the security dimension). This novel approach to the inclusion of social, legal and economic aspects in evaluation and certification methodology will first be piloted for video surveillance systems, to test and refine the approach. After the pilot phase, it is foreseen that the CRISP scheme can be extended to include other types of security systems.

The CRISP methodology will serve as the foundation of the CRISP certification scheme, which will, upon the completion of the CRISP project, be further developed by an interested organisation. The CRISP scheme will not redefine the technical requirements that are already in place (e.g. in European standards or existing certification schemes). Instead, the S-T-E-Fi dimensions will offer the inclusion of social, legal and economic assessment criteria in the certification of security systems; the scheme will contribute to the protection of fundamental rights and promote compliance with relevant EU laws, with a particular focus on the General Data Protection Regulation (GDPR) 679/2016.

Certification by the CRISP scheme will assure that a security system has been evaluated on the basis of the S-T-E-Fi dimensions and has been found to comply with the applicable assessment criteria for security, efficiency, trust and freedom infringement. It can be sought initially by both those who install and those who procure or run video surveillance systems on their premises.

The evaluation part of the CRISP methodology exists of two sub-parts: 1) configuration (collecting information) and 2) assessment by applying the S-T-E-Fi criteria. The S-T-E-Fi approach intends to integrate complex and multidimensional aspects of security systems into one assessment methodology, which unites the single perspectives of security, trust, efficiency, and freedom infringements in a systematic and systemic way. Herewith the four S-T-E-Fi dimensions address the perspectives of the diverse stakeholder community related to the operation of security systems.

3. Workshop proposers and Workshop participants

Proposers

The proposer of the Workshop is the Nederlands Normalisatie-Instituut – NEN, the Netherlands, in its role as coordinator of the CRISP project.

Associated CRISP partners include: Trilateral Research & Consulting, Technische Universität Berlin (Zentrum Technik und Gesellschaft, FG Innovationsökonomie), VICESSE (Vienna Centre for Societal Security), Vrije Universiteit Brussel, Universitat Jaume I de Castellon and Informaciski Pooblastenec Information Commissioner.



Participants

Participation in the Workshop is open to anyone, and the opportunity to participate is widely advertised in advance by its proposers and by CEN and CENELEC and their member bodies.

The CRISP project circulates the invitation to the kick-off meeting to identified stakeholders; including security industry manufacturers, installers, and associations, end users of video surveillance systems, consumer organisations, regulators and policy makers (including European Commission), certification bodies, standardisation bodies, accreditation bodies and data protection authorities. Simultaneously CEN and CENELEC publish the CWA Project Plan 'CRISP methodology for the evaluation of security systems' and invitation through the CEN and CENELEC channels.

4. Workshop scope and objectives

This Workshop aims to develop a CEN-CENELEC Workshop agreement consisting of:

- 1) adapted methodology for the evaluation process of the installed security systems
- 2) adapt and further refine the S-T-E-Fi criteria for the evaluation process of security systems, specifically for installed video-surveillance systems^{4,5}. The scope excludes the certification scheme itself.

5. Workshop programme

The working language during the Workshop is English. The CWA will be drafted and published in English.

The estimated duration of this workshop is 8-10 months. During the Workshop lifetime, several meetings are foreseen depending on the project evolution.

The programme to reach the CEN-CENELEC Workshop Agreement entails the following steps:

1. Organisation of the kick-off meeting

The CEN-CENELEC Management Centre (CCMC) will post the Project Plan, the invitation and the agenda for the kick-off meeting on the CEN Website for a period of 30 days. The interested parties will be able to register by email. In parallel, the invitation is forwarded to the CRISP stakeholders.

Participation in the development of the CEN-CENELEC Workshop Agreement is open to anyone, and the opportunity to participate will be widely advertised in advance by its proposers, the CRISP network and by CEN and its member bodies.

2. The kick-off meeting will be organized on **17 October 2016**, at the premises of NEN in Delft, to plan the CEN-CENELEC Workshop Agreement. The kick-off meeting will:

⁴ Definition for video-surveillance systems is in accordance with the definition as used in ISO 22311:2012, i.e. surveillance system comprised of cameras, recorders, interconnections and displays that are used to monitor activities in a store, a company or more generally a specific infrastructure and/or a public place (definition for CCTV system).

⁵ A system is seen as a combination of products which are connected with each other and operate together. (Personnel using the system on a daily basis are evaluated and certified according to CRISP in the foreseeable future.)



- approve the Workshop Project Plan;
 - discuss the first draft of outline of the CWA;
 - select the project team, Workshop chair and designate the secretariat;
 - solicit for source documents from the different participating countries.
3. In the preparatory meeting, the project team will review source documents, compare these with the results of the different work packages in the CRISP project and prepare the first draft for workshop consideration.
 4. The Workshop secretariat will organize the first **CEN-CENELEC Workshop plenary meeting** for all registered participants.
 5. An internal reviewing period will be carried out to allow for inclusion of comments from Workshop participants to ensure consensus is reached on the content.
 6. The proposers intend to organize a 60-day Public comment phase. In case consensus is reached on the content of the draft CWA after the internal reviewing period, the public comment phase will not be initiated.
 7. A second **plenary meeting** for registered Workshop participants will be organised for the resolution of the comments received during the 60-day public comment phase.
 8. The chairman will check by correspondence that a consensus has been reached on the final draft of the CWA.
 9. When the consensus is met, the CWA will be sent to the CEN-CENELEC Management Centre for publication.

Work in progress

	Activities	Deadline/date
1	Workshop Kick off meeting CWA open to any interested party	Tentatively 17 Oct 2016 Delft
2	Draft CWA 'CRISP methodology for the evaluation of security systems' for internal reviewing period	Dec 2016
3	CEN-CENELEC Workshop Plenary meeting for registered participants for resolution of comments	Jan 2017
4	Public comment phase on Draft CWA	Mid-Jan – Feb 2017
5	CEN-CENELEC Workshop Plenary meeting for registered participants for resolution of comments	March 2017
6	Publication CEN-CENELEC Workshop Agreement 'CRISP methodology for the evaluation of security systems'	

6. Workshop structure

The working language during the Workshop is English. The CRISP CWA will be drafted and published in English.



The CEN-CENELEC Workshop will operate under the CEN rules for the CEN-CENELEC Workshop Agreement.

The Chairman will be appointed at the kick-off meeting. The responsibilities of the Workshop Chair include the following tasks:

- To chair Workshop plenary meetings;
- To ensure that the Workshop delivers in line with its Project Plan;
- To manage the consensus building process.
- To draft the first draft CWAs and incorporating the comments to produce revision 2 documents.

The CEN-CENELEC Workshop Secretariat will support the agreed upon CEN-CENELEC Workshop activities. The Secretariat provides a professional management support in the form of administrative and operational.

The CWA will also be published by CEN and CENELEC and made publicly available through CEN and CENELEC and the different Standardization Institutes in the member states at normal costs in line with the guidelines in Guide 10:2015.⁶

7. Resource requirements

All costs related to the participation of interested parties in the Workshop's activities have to be carried by themselves. There is no fee for the registration to the workshop.

Participation to this workshop is open to all interested parties. All physical meetings will be located in Europe. Use of electronic meetings will be encouraged as much as possible.

The CRISP project (funded under the European Union Seventh Framework Programme (FP7-SEC-2013-1) will contribute to the drafting of the CWA.

NEN will provide the Workshop secretariat subject to formal approval of the Project plan at the kick-off meeting.

8. Further information

Further information on the CRISP project is available from <http://crispproject.eu/>

Further information on CEN and the CEN-CENELEC Workshop Agreement is available from <http://boss.cen.eu/developingdeliverables/CWA/Pages/default.aspx>

⁶ ftp://ftp.cencenelec.eu/EN/EuropeanStandardization/Guides/10_CENCLCGuide10.pdf



9. Contact points

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Annex A Template for the self-assessment

Title of the proposed CWA: 'CRISP methodology for the evaluation of security systems'

1. Does the proposed CWA conflict with an EN or an HD for CENELEC?

- NO
 YES **WARNING:** Work on the proposed CWA shall not be initiated.

2. Does the proposed CWA intend to define requirements related to safety aspects?

- NO
 YES -> Is the proposed CWA within the scope of
 CEN? The CWA proposal shall be submitted to CEN/BT for decision.
 CENELEC? **WARNING:** Work on the proposed CWA shall not be initiated.

3. Is the scope of the proposed CWA within the scope of an existing CEN/CENELEC technical body?

- NO
 YES • CENELEC/TC 79, CEN/TC 391 and CEN-CLC/JWG8 are consulted on the CWA proposal and have no objections.
• The CWA will manage the information/consultation flows in line with Guide 29.

4. Does the proposed CWA intend to define requirements related to management system aspects?

- NO
 YES -> The CWA proposal shall be submitted to the CEN/CENELEC BT(s) for decision.

5. Does the proposed CWA intend to define requirements related to conformity assessment aspects?

- NO
 YES -> CEN/CENELEC Internal Regulations - Part 3, 6.7 applies.

If all these questions are answered NO, the CWA proposal may be processed.
If not, special conditions apply as given above.