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PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

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1 INTRODUCTION

1.1 PROJECT SCOPE

The CHORIST project will propose solutions to increase rapidity and effectiveness of interventions following natural hazards and industrial accidents, in order to enhance citizens' safety and communications between rescue actors.

1.2 PURPOSE OF THE DOCUMENT

This document details the organisation and the operational procedures to be adopted by the Project CHORIST User Advisory Board to ensure that it can fulfil its role within the project.

1.3 DOCUMENT VERSIONS SHEET

Version	Date	Description, modifications, authors
1.0	30/10/06	Ken MOTT / Kevin ROBSON / Gianni PETITI

Table 1 : Document versions sheet

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2 REFERENCE DOCUMENTS

2.1 REFERENCE DOCUMENTS

- [1] Project CHORIST Description of Work
- [2] Project CHORIST Consortium Agreement
- [3] Project CHORIST EC Contract

2.2 DEFINITION

User Advisory Board	The body of expert users from public safety stakeholders
TIEMS	The International Emergency Management Society
EENA	European Emergency Number Association

2.3 ABBREVIATION

UAB	Project CHORIST User Advisory Board
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3 USER ADVISORY BOARD (UAB)

3.1 DEFINITION OF UAB PURPOSE

The Purpose of the Project CHORIST User Advisory Board is to co-ordinate and provide user requirement input at all stages of the Project and to provide user inputs and advice to validate the developments and outputs from the Project.

3.2 STRUCTURE OF UAB

An analysis of the ERM life cycle phases has identified four categories of user-type stakeholders:

- Public Safety organisations and Authorities, which have a pro-active role in defining and deploying crisis responses;
- Citizens and utility organisations (e.g., public transport), who must react to a crisis, either on their own initiative or with some guidance;
- Telecommunication and media operators that have a major role in rapid and efficient response implementation;
- Standardisation bodies that have an upstream role in contributing to provide solutions which can be used everywhere.

The CHORIST UAB will include representatives of the first three categories. The fourth category is strongly related to technological developments and innovation-related activities and will be addressed in a specific task within other areas of project.

The UAB will, therefore, be organised in three branches associated to the three member categories as follows:

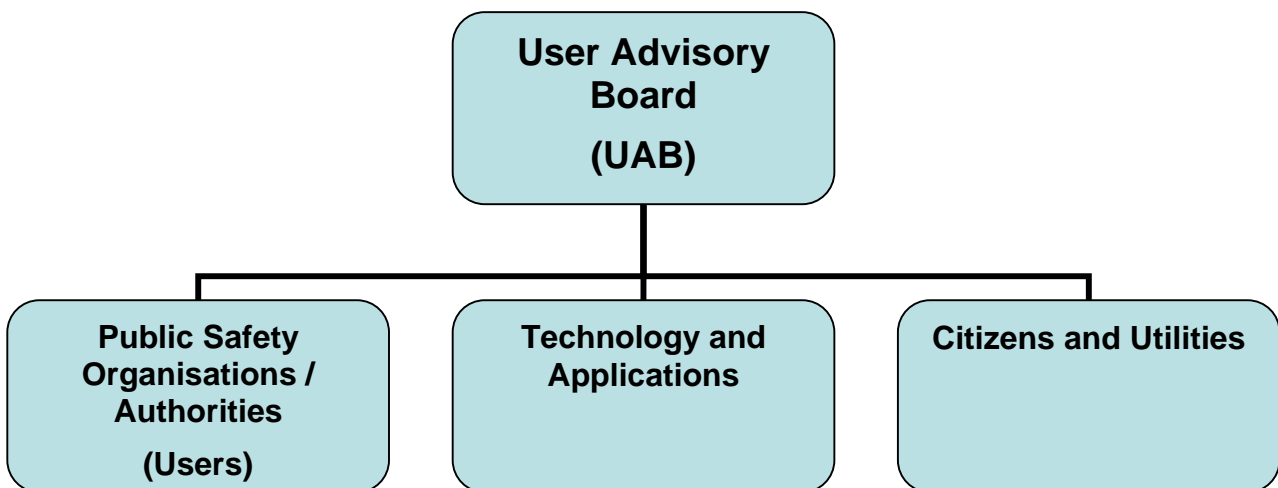


Figure 1: UAB Structure

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3.3 UAB MEMBERSHIP

Membership of the UAB will, initially, be by invitation from the ERM community within Europe. A list of those persons identified and to whom invitations have been issued is shown in Annex "A" of this report

At the time of preparation of this report The International Emergency Management Society (TIEMS) and the European Emergency Number Association (EENA) have been requested to provide lists of names from within their organisations that could be invited to be members of the Project UAB and responses from those two bodies are awaited.

Once appointed the UAB will identify other key players throughout Europe, particularly in those countries not represented in the first round of invitations or from other user organisations that are not fully represented on the UAB, and those persons will be invited to join the UAB.

An important element of the ongoing work of the UAB, in addition to providing inputs to Project CHORIST as required in the Project CHORIST Description of Work, will be the development, in collaboration with Project NARTUS, of a pan European public safety communications and information systems management user forum in which it is proposed to have members from all stakeholders in each European nation. These members will, according to their expertise and the organisation to which they belong, also be members of one of the branches of the Project CHORIST UAB.

3.4 UAB GOVERNANCE

At the inaugural workshop of the UAB to be held in Helsinki on 24th November 2006 (in conjunction with the IST 2006 Conference), a Chair for the UAB is to be appointed from those persons accepting the initial invitations to be members of the UAB. Preferably this person should be from a nation within the European land mass and he/she and the UAB will then, with project management support supplied by BAPCO, be responsible for all future activities conducted by the UAB.

At a time when the three branches have sufficient members and are fully operational with clear lines of communication and consultative procedures, the UAB will become a co-ordinating authority that provides the point of communication and input to the project.

At this time each branch of the UAB will appoint a Chair and the respective branches will be responsible for liaison and consultation within that branch and the input of their requirements to the UAB.

A draft Charter for the UAB that will encapsulate the above outline Governance proposals is in the course of preparation and will be presented to the inaugural workshop delegates for their consideration and comment on 24th November 2006.

3.5 UAB CONSULTATIVE PROCESSES

The UAB will conduct its consultation processes by:

- Close co-operation with all Project Work Packages
- Collaboration with Project NARTUS
- Interactive Web Bulletin Board
- Discussion papers
- Newsletters
- Meetings
- Workshops
- Conferences

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- Co-operation with other Projects.

The UAB will also be active in the innovation-related activities of the project concerning information dissemination, impact analysis and perspective assessment.

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ANNEX I : PROJECT CHORIST/PSCE FORUM UAB INVITEES

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