European Forum *for* Urban Security

# Factsheet N°4

## Conducting a Vulnerability Assessment

PRoTECT

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As mentioned in the factsheet N°2 “Preparing a vulnerability assessment”, we recommend that the vulnerability assessment be carried out in a workshop format. The factsheet N°3 “How to use/fill in the record template” explains the steps needed to conduct a vulnerability assessment, while this factsheet guides you through the preparation of the workshop and the methodology to carry it out.

## BEFORE THE WORKSHOP

Before the workshop takes place, there are a number of tasks that need to be completed. We recommend that this happens according to the following timeline:

- **Week 1:** PSOI identification and constitution of the team of experts.
  The Managing Body will identify the site and its surrounding sites and will retrieve an accurate map of the area as well as other municipal actors to be involved in the vulnerability assessment. It is important also to identify the main areas of expertise needed from the key stakeholders that will be involved in the assessment (Factsheet N.1).
  **> Collection and analysis of useful information (Factsheet N°2)**

- **Week 2:** Managing body members meet to familiarise themselves with the tools presented in the factsheets (in Annex 2 you can find a fictional scenario aimed at illustrating the use of the EU Vulnerability Assessment Tool Manual for the identification of vulnerabilities of soft targets in case of a terrorist attack)
  **> Identification of key stakeholders who will integrate the team of experts (Factsheet N°1)**
  **> Collection and analysis of useful information (Factsheet N°2)**
  **> Define the role of each member of the team of experts and assess whether you have the necessary expertise among the members**

- **Week 3:** Visit to the PSOI + phases identification
  **> Collection and analysis of useful information (Factsheet N°2)**
  **> Pre-fill the record template**

- **Week 4:** Methodology selection for the workshop
  **> Send invitations to the team of experts and the agenda**

- **Week 5:** other logistical organisation

## DURING THE WORKSHOP:

- Start the session with a visit to the PSOI. Select a reporter (someone to fill in the record templates) for each working group from the team of experts, then present the objectives of the session, development of the day, contents of each participant's folder, role of each moderator and the workshop methodology. Present the PSOI, then participants will discuss, analyse and finalise the phase identification, before working in groups according to the selected methodology, analysing the results and deciding on the next steps.

## SUGGESTED METHODOLOGY FOR THE WORKSHOP:

- World café:
  - A structured conversational process intended to facilitate open and intimate discussion, and link ideas within a larger group to access the "collective intelligence" or collective wisdom in the room;
  - Participants move between a series of tables where they continue the discussion in response to a set of questions, which are predetermined and focused on the specific goals of each World Café;
  - Small groups of 4-5 discuss an open-ended question around a table for a set amount of time. Notes and drawings are often made on the paper tablecloths
  - Participants switch tables after a set amount of time, where if present a "table host" at the new table fills them in on the key points of the previous discussion.

### How to use during the assessment

Once they have identified the relevant phases for the site, participants should be equally distributed into groups, with each group having someone, ideally from the managing body, who is familiar with the tool and the manual. Each group should analyse a specific phase of those identified, for 40-50 minutes, after which they change tables. Each working group should appoint someone to fill in the record template. Please follow the sequence proposed in the factsheet N°3 "How to use/fill in the record template" when conducting the assessment.

### How to set up the working groups

The number of phases to be analysed depends on the number of sites identified, i.e. there can be more than one site attributed to one phase. This can hinder or lengthen the working session as this methodology calls for participants to change tables, participating in different stages (that we call rounds). Be careful to ensure that participants are put into small groups and that people are not always working in the same groups for the entire session.

- Once the groups have filled in the record template for each phases identified, the vulnerability assessment has now been completed. The last part of the session consists of reflecting on the type of actions that can be taken with the information gathered during the assessment. Although the vulnerability assessment does not intend to list the actions that should be taken, suggested short, medium and long-term measures can be formulated.

## WHAT NEXT?

Once an overall insight into the vulnerabilities of the PSOI is available, follow-up actions can be taken such as:

- The team of experts can suggest mitigation options for some or all of the attack scenarios to the management body;
- Using the results from the vulnerability assessment the managing body can evaluate the risks, decide which risks to mitigate and how (in part based on the options provided by the team of experts) and which risks to accept;
- Getting the measures implemented;
- Informing and involving the stakeholders.

## PROJECT PARTNERS

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