Interreg Co-funded by the European Union

Italy – Croatia

Digital Plan

Project DIGITAL PLAN

Training set

Deliverable no. D.1.5.3.

Done by PP7 FESB



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1. Introduction

The Digital Plan project supports the digital transformation of civil protection planning through the development and use of an IoT Decision Support System platform. The platform has been designed to facilitate access to civil protection plans, improve the usability of territorial and emergency-related information, and support the operational use of digitalised planning data by public authorities, civil protection operators and other relevant stakeholders.

Civil protection plans are often available as extensive PDF or paper-based documents. Although such documents contain essential information, their use in operational contexts may be limited by the time needed to search, interpret and extract relevant data. The Digital Plan platform responds to this challenge by enabling civil protection planning information to be structured, georeferenced, visualised and, where applicable, connected with sensor-based data and alarm functionalities.

Within this context, the in-presence or online training session represents an important element of the project's training set. It complements the technical and user manual, the recorded webinar and the operational training materials by providing a structured learning environment in which participants can become familiar with the platform, test its main functionalities and discuss its practical application in their own institutional and territorial context.

These guidelines provide a methodological framework for organising such in-presence or online training sessions. They define the purpose of the training, the expected target group,



the recommended structure and duration, the content to be covered, the training methodology, and the documentation to be collected for reporting and follow-up purposes.

2. Purpose and scope of the training

The main purpose of the training session is to enable participants to understand and use the Digital Plan platform as a tool for accessing, managing and operationalising digitalised civil protection planning information.

The training should not be understood only as a technical demonstration of a software tool. Its broader purpose is to support the practical uptake of the Digital Plan methodology and to strengthen the capacity of local and regional stakeholders to work with digitalised civil protection plans. In this sense, the training connects the platform functionalities with the wider objectives of the project: harmonised digitalisation of civil protection plans, improved accessibility of critical information, better coordination among relevant institutions, and more efficient use of data in preparedness and response activities.

The session should therefore combine three dimensions. First, it should introduce the logic and purpose of civil protection plan digitalisation. Second, it should provide a clear explanation of the platform functionalities available to public and authorised users. Third, it should offer practical exercises through which participants can explore the platform in relation to realistic operational needs.

The training is primarily linked to Deliverable D.1.5.3, which concerns the preparation of training materials and guidance for platform use. It also supports the implementation of



subsequent capacity-building and operational training activities, where partners are expected to use the prepared materials to train local stakeholders and beneficiaries.

3. Target groups

The training session is intended for stakeholders who are involved in the preparation, management, updating or operational use of civil protection plans. The composition of the group may vary depending on the institutional context of each project partner, but the session should primarily involve participants who can either use the platform directly or support its future institutional application.

The core target group includes civil protection officers, emergency operators, staff of local and regional authorities, representatives of public services and emergency response organisations, technical and GIS staff, IT support staff, and project partner representatives involved in pilot activities or platform testing.

Particular attention should be given to ensuring that the selected participants reflect both the operational and technical dimensions of civil protection planning. The presence of civil protection officers and emergency management stakeholders is important for validating the relevance and practical usability of the information displayed through the platform. At the same time, the participation of technical staff is useful for understanding data preparation, georeferencing, layer management, user roles and platform maintenance.

Where possible, each partner should include at least five participants from relevant institutions and services. This is consistent with the project's capacity-building approach,



where local and training activities are expected to involve beneficiaries from the partner territories.

4. Recommended format and duration

The recommended format is an in-presence or online workshop lasting one working day. A full-day format allows sufficient time for introduction, demonstration, practical exercises, discussion and feedback. In cases where institutional or logistical constraints do not allow a full-day session, the training may be adapted to a half-day format, provided that the essential platform functionalities are still covered.

The preferred duration is approximately five to six hours, excluding or including short breaks depending on local arrangements. The session should be organised in a training room equipped with stable internet connection, projector, presentation screen and, where possible, individual laptops or workstations for participants. If individual devices are not available, participants may work in small groups.

The training should be delivered in the national language of the participating institutions, while the platform terminology and training materials may remain aligned with the English version of the project documentation. Since the platform is available in Italian, English and Croatian, trainers should also demonstrate how the language interface can be changed and how this supports wider cross-border usability.

The session should be facilitated by a trainer familiar with the Digital Plan platform and supported, where appropriate, by a local project partner representative who can relate the platform functionalities to local civil protection planning practices.

5. Training approach and methodology

The training methodology should be practical, participatory and oriented towards the real use of the platform in the field of civil protection. The purpose of the training is not only to present the platform as a technical tool, but to enable participants to understand its logic, test its main functionalities and consider how digitalised civil protection planning information can be used in everyday work, preparedness activities and possible operational situations.

The training should begin with a short contextual introduction to the Digital Plan project and to the purpose of civil protection plan digitalisation. This part should explain why the transition from traditional PDF or paper-based plans towards structured digital data is relevant for faster access to information, better overview and more effective use of planning data. The introduction should also clarify the basic difference between public access to the platform, which allows users to consult available information without login, and authorised access for project partners and users with assigned permissions.

After the introductory part, the trainer should provide a guided demonstration of the platform. The demonstration should follow the same logic used in the recorded webinar and in the platform manual, in order to keep all training materials mutually consistent. It is recommended that the demonstration starts with the public part of the platform, including



the available languages and the sections Risks and Alarms, Map Consultation and Plan Documents, and then continues with authorised access and the functionalities intended for partners and administrators. This sequence allows participants to first understand what is available to the general public, and then to understand the additional possibilities linked to user permissions and administrative functions.

It is particularly important that the demonstration does not remain a passive presentation only. After the trainer presents individual functionalities, participants should be involved in practical work on the platform. Participants may work individually or in smaller groups, depending on the available equipment and number of user accounts. Practical exercises should include simple and clearly guided tasks, such as changing the interface language, opening the public map, selecting a plan, filtering points of interest, displaying elements on the map, consulting risks and alarms, and reviewing available plan documents.

For authorised users, the practical part may also include work with the administrative sections of the platform, in line with their assigned permissions. Depending on the level of access and the state of the platform at the time of the training, participants may become familiar with Plan Management, Plan Documents, Catalog Management, Digitalise Plan, Configure DSS and Users. These activities should be carefully guided, especially if the functionalities used may modify or add data. In such cases, it is recommended that the trainer prepares an example or a test environment in advance, or that participants follow the procedure through demonstration if direct data editing is not appropriate.



The training methodology should also include a problem-based or scenario-based approach. In the final practical part, participants may be presented with a simplified scenario related to preparedness or an emergency event, such as heavy rainfall, possible flooding, fire risk, or the need to identify relevant evacuation areas, infrastructure or other points of interest. Based on such a scenario, participants use the platform to find relevant information, display appropriate layers, consult sensor data or alarms where available, and discuss how such information could support coordination, preparedness or decision-making.

Discussion with participants is also an important methodological element. The training should allow exchange between technical and operational users, since this is where it becomes possible to assess whether the information displayed through the platform is understandable, useful and connected to the actual needs of civil protection stakeholders. Participants may identify unclear functionalities, missing data, the need for additional layers or documents, as well as possible improvements in the way the platform is presented and used.

The training should end with a short summary and collection of feedback. Feedback may be collected through a moderated discussion, a short questionnaire or notes prepared by the organising partner. Its purpose is not only to formally close the training, but also to support further improvement of the training materials, the platform manual and the platform itself. If technical issues, unclear elements or suggestions for improvement are identified during the training, the organising partner may summarise them and forward them to the relevant project or technical partners.



6. Training content

The content of the training should be structured around the main functionalities of the Digital Plan platform and the needs of stakeholders involved in the planning, updating or operational use of civil protection plan information. The training should cover both the basic user level, available to the public, and the more advanced level intended for authorised users and project partners. In this way, participants gain a complete understanding of how the platform works, what its main possibilities are and how it can be used in different institutional and operational contexts.

The first part of the training should introduce the Digital Plan project and the purpose of civil protection plan digitalisation. Participants should understand that the platform is not intended only as a place for storing documents, but as a tool that enables the structuring, searching, mapping and operational use of planning information. It is particularly important to explain why traditional PDF or paper-based plans may be impractical in situations where specific information has to be found quickly, and how digitalised data can facilitate access to relevant content.

The second part should be dedicated to public access to the platform. Public access allows users to consult available information without logging into the system and without the possibility of modifying data. In this part, the trainer presents the available platform languages, the view-only mode and the main sections accessible through the public interface. These include Risks and Alarms, where available sensor data are displayed; Map Consultation, where users can consult spatial information and points of interest; and Plan



Documents, where publicly available documents related to civil protection plans can be reviewed. Participants should be shown how information can be filtered by plan, theme or class, and how individual elements are displayed on the map.

The third part should focus on map consultation and work with points of interest. Participants should understand how different civil protection elements can be displayed through the platform, including spatial data represented as points, lines or polygons. The trainer should show how to select a specific plan, how to use drop-down menus and filters, and how selected elements can be displayed or hidden on the map. In this part, a practical example may be used, such as displaying specific categories of points of interest in a selected area, in order to help participants understand the link between the digitalised plan and its cartographic representation.

The fourth part should present authorised access to the platform. Unlike public users, authorised users log in with their credentials and may access additional functionalities, depending on their assigned permissions. This part should explain the basic user roles, such as Super Admin, Admin and Partner, and emphasise that user permissions determine what each user can view, add, modify or delete. This is important so that participants understand the difference between consulting information and actively managing data within the platform.

The fifth part should cover the management of civil protection plans and related documents. In the Plan Management section, authorised users may view the list of available plans, use search filters, add a new plan, and, where permissions allow, edit or delete existing plans.



When adding a new plan, the platform requires the plan name and allows the upload of the relevant plan file. The trainer should explain that these functions are intended for authorised users only and should be used carefully, since they affect the structure and availability of civil protection planning information within the platform.

The Plan Documents section should also be presented as part of the authorised user workflow. Participants should be shown that documents are linked to a selected plan and can be organised through filters such as theme and class. Where documents are available, they may be selected from the document structure and displayed in the preview area. This functionality supports easier access to plan-related documentation and helps connect uploaded documents with the corresponding digitalised plan elements.

The sixth part should focus on the Digitalise Plan functionality, which represents one of the central parts of the platform for working with digitalised civil protection plan data. In this part, participants are introduced to the selection of plans, filtering by themes and classes, displaying points of interest and using map tools. The trainer should explain that digitalised plan elements may represent different types of information relevant for civil protection, such as risk areas, buildings, infrastructure, operational resources or other spatial elements. Displaying these elements on the map enables a clearer overview and an easier connection between planning information and the actual territory.

The seventh part should explain Catalog Management and the use of support layers. Support layers may be used as additional spatial or thematic context supporting the interpretation of civil protection plans. They are not necessarily a mandatory part of every plan, but they



can be useful for displaying additional information, such as strategic buildings, infrastructure or other relevant territorial data. The trainer should show how a new layer can be added, named and described, how it is linked to the appropriate thematic category and class, and how the corresponding layer file is uploaded into the platform.

The eighth part should be dedicated to Configure DSS, namely the configuration of sensors, thresholds and alarm notifications. This part should be presented carefully and clearly, because it relates to functionalities directly connected with data monitoring and decision support. Participants should understand that sensors continuously measure specific values, while thresholds represent predefined values or conditions whose exceedance may trigger an alarm notification.

The trainer may use a simple example, such as flood risk related to cumulative rainfall within a defined period, to explain the logic of setting a threshold. The threshold configuration should be presented through the main fields visible in the platform, including the threshold name, risk type, sensor, formula and interval values. The trainer should also explain that intervals may include minimum and maximum values and may be visually marked through a selected colour.

The alarm notification configuration should then be presented as a related step. Participants should be shown how an alarm notification is connected to a selected threshold and threshold interval, how the communication channel is selected, and how the active period of the notification is defined. The trainer should also explain the use of the enabled/disabled



option, mailing list and message field, since these elements determine whether the notification is active, who receives it and what information is communicated.

The ninth part should cover Users Management. Participants should understand how users are listed, searched, added, edited or deleted, depending on the permissions of the logged-in account. The trainer should explain the relationship between project partners, user accounts and user permissions, as well as the importance of responsible platform access management. The platform allows users to be filtered by criteria such as name, surname, email or partner, while the user list displays key information such as first name, last name, email, user type and associated partner. This is particularly important because different roles, such as Admin and Partner, and where applicable Super Admin, carry different levels of authorisation. Proper maintenance of user permissions contributes to the security, accuracy and responsible use of data.

The final part of the training content should connect all previously presented functionalities through a practical or scenario-based exercise. Participants should have the opportunity to apply what they have learned through an example that links map consultation, points of interest, plan documents, sensor data and possible alarms. This approach helps participants understand the platform not only as a technical system, but as a tool that can support preparedness, coordination and access to relevant information in the field of civil protection.

7. Proposed agenda

The proposed agenda may be adapted by each partner according to local needs, availability of participants and the level of platform maturity at the time of training.



09:15 – 09:30 | Registration and coffee break

Participants arrive, register and receive the training materials. This informal introductory moment also allows trainers and participants to briefly introduce themselves before the formal start of the session.

09:30 – 10:00 | Introduction to Digital Plan and civil protection plan digitalisation

The session introduces the Digital Plan project, the purpose of the IoT DSS platform and the added value of digitalising civil protection plans. It explains the transition from traditional PDF-based plans towards structured, georeferenced and more easily accessible planning information.

10:00 – 10:45 | Public access to the platform

The trainer presents the public interface of the platform, including language selection, view-only mode, Risks and Alarms, Map Consultation and Plan Documents. Participants are shown how public users can consult available information without login credentials.

10:45 – 11:30 | Authorised access and platform management functionalities

This session introduces the login procedure and the additional sections available to authorised users. The trainer explains user roles, Plan Management, Plan Documents, Catalog Management and Digitalise Plan, using practical examples from the platform.

11:30 – 12:15 | Practical exercise: map consultation and digitalised plan dana

Participants explore the platform by selecting plans, filtering points of interest, displaying elements on the map, using map tools and reviewing the structure of digitalised plan information.



12:15 – 13:00 | Break / lunch

Participants take a lunch break before continuing with the practical and DSS-related part of the training.

13:00 – 13:45 | Practical exercise: plan documents, support layers and data management

This session focuses on the relationship between plan documents, support layers and digitalised plan data. Where user permissions allow, participants may also test how documents or support layers are added, classified and linked to the relevant plan.

13:45 – 14:30 | Configure DSS: sensors, thresholds and alarms

The trainer presents the DSS configuration logic, explaining the role of sensors, measured values, thresholds and alarms. A simple operational example, such as rainfall or flood risk, may be used to demonstrate how thresholds and alarm rules are configured.

14:30 – 15:00 | Scenario-based exercise

Participants work through a simplified emergency or preparedness scenario and use the platform to identify relevant map layers, points of interest, plan information, sensor values or alarm-related data.

15:00 – 15:20 | Discussion and feedback

Participants discuss the usefulness of the platform, possible difficulties, missing data, additional needs and suggestions for improvement. Feedback may be collected through a short questionnaire and/or moderated discussion.



15:20 – 15:30 | Conclusions and next steps

The trainer summarises the key learning points, reminds participants of the available materials, including the manual and recorded webinar, and provides information on further support or follow-up activities.

8. Expected learning outcomes

After completing the training, participants should have a clear understanding of the Digital Plan platform and its role in supporting the digitalisation and operational use of civil protection plans.

They should be able to distinguish between public and authorised access, navigate the platform interface, use available languages, consult risks and alarms, display information on the map, filter points of interest and understand the structure of plan documents. Authorised users should also understand the basic principles of managing plans, documents, support layers, digitalised plan elements, DSS configuration and users, within the limits of their permissions.

More importantly, participants should understand how the platform can support practical civil protection tasks. This includes faster access to relevant information, better visualisation of territorial and emergency-related data, clearer organisation of planning elements, and improved connection between planning information, sensor data and operational decision-making.



9. Organisational preparation

The quality of the training depends significantly on preparation before the session. The organising partner should define the date, venue, trainers and participants in advance. The training room should be tested to ensure stable internet connection and appropriate presentation equipment. If hands-on work is planned, laptops or workstations should be available for participants.

Access credentials should be prepared before the session for all authorised users who are expected to test non-public functionalities. The trainer should also test the platform before the training, including login, language selection, public map access, plan filters, available points of interest, document sections, support layers and DSS functionalities.

The organising partner should prepare an attendance list, agenda, feedback form and, where relevant, a short exercise sheet. It is recommended to use a local or pilot-area example during the training, because participants are more likely to understand the platform if they can connect it to familiar territory, risks or institutional responsibilities.

10. Documentation and reporting

Each training session should be properly documented. Documentation is important not only for project reporting, but also for improving the training methodology and supporting future use of the platform.

The organising partner should keep the final agenda, signed attendance list, training materials used during the session, and a short summary of the training. Where appropriate,



photographs or screenshots may be collected as supporting evidence. Feedback forms should be analysed and summarised, especially if participants identify technical issues, missing data, unclear functionalities or additional training needs.

A short training report should be prepared after the session. The report should include the date and location of the training, organising partner, trainers, number and profile of participants, main topics covered, exercises implemented, feedback received and any recommendations for follow-up. This report may be used as supporting documentation for capacity-building and operational training activities.

11. Complementary training materials: webinar and training modules

The training session forms part of the broader Digital Plan training package developed to support different learning formats and user needs. In addition to the present training guidelines and the platform manual, the package includes a recorded webinar and five thematic training modules.

The recorded webinar webinar_Digital_Plan provides a standardised introduction to the Digital Plan platform and its main functionalities. It can be used as a stand-alone online learning resource, as preparatory material before an in-presence or online training session, or as a reference resource after the training. The webinar is available through the link included in the training materials.



The training package is further complemented by five thematic modules, which provide structured learning content that can be used individually or as part of a complete training programme. The modules allow trainers and participants to address the main aspects of the Digital Plan methodology and platform in a progressive and flexible manner. Depending on the target group and available time, the modules may be delivered sequentially or selected according to the specific needs of participants.

Together, the webinar, training modules, platform manual and practical training activities provide a coherent set of resources supporting self-learning, trainer-led sessions and practical application of the Digital Plan platform. This combination ensures that users can first become familiar with the platform through standardised materials and subsequently deepen their knowledge through practical exercises and direct interaction with trainers.

11. Supporting templates and annexes

To facilitate the organisation, implementation, evaluation and reporting of training activities, three supporting templates have been prepared as part of the training set.

Annex 1 – Platform Evaluation Questionnaire is intended to collect structured participant feedback on platform usability, relevance for civil protection work, individual functionalities and the overall user experience. It combines rating-based questions with open questions on useful or unclear functionalities, technical issues and suggestions for future improvements.

Annex 2 – Minutes of Meeting Template provides a common structure for documenting each training or capacity-building session. It includes information on participants, topics covered,



platform functionalities demonstrated or tested, main discussion points, questionnaire results, conclusions and follow-up actions.

Annex 3 – Attendance List is provided for registering participants and documenting their institutional affiliation, contact information, signature and relevant GDPR consent related to project communication, photographs and reporting requirements.

These annexes should be used, where applicable, by project partners when organising local capacity-building or operational training activities. Their use supports consistent documentation across partner territories and facilitates the collection of evidence and feedback required for project reporting and future improvement of the training approach.

12. Final remarks

These guidelines provide a methodological framework for organising training sessions. They define the purpose of the training, the expected target group, the recommended structure and duration, the content to be covered and the proposed training methodology, while also indicating possible supporting documentation that partners may use for reporting and follow-up purposes.

Project partners may therefore adjust the proposed agenda, duration, examples and practical exercises according to their needs, provided that the core objective of the training is preserved: to enable relevant stakeholders to understand and use the Digital Plan platform for accessing, consulting and, where authorised, managing digitalised civil protection



planning information. Any supporting materials used during the session, such as attendance lists, presentations, feedback forms or short training reports, may be prepared by the organising partner in line with its usual reporting and documentation practices.

In this way, the guidelines ensure a common training logic across the partnership, while allowing the online or in-presence sessions to remain practical, locally relevant and directly connected to the operational needs of the participating institutions.