

Justice Programme &

Rights, Equality and Citizenship Programme

Standard template

JUST-REC-AG

**Progress Report**

**Version 0.1**

**07 November 2018**

**Justice Programme &**

**Rights, Equality and Citizenship Programme**

# PROGRESS REPORT

## COVER PAGE

|  |  |
| --- | --- |
| **PROJECT** | |
| **Project number:** | 769138 |
| **Title:** | Support Training Activities on the data protection Reform |
| **Acronym:** | STAR |
| **Coordinator contact:** | Prof. Paul De Hert, VUB |
| **Starting date:** | 01/11/2017 |
| **Duration:** | 24 |
| **Amendments:** | not applicable |
| **Project website:** | <http://www.project-star.eu> |

|  |  |
| --- | --- |
| **PERIOD COVERED**  cid:image001.png@01D0B99B.7C10A740 *Please note that this is only a progress report. The information in this report must also be included in the next periodic report/final report.* | |
| **Period (from last periodic report)**: | from [01/11/2017] to [31/10/2018] |

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## 1. DELIVERABLES, MILESTONES & CRITICAL RISKS

|  |  |
| --- | --- |
| **Deliverables, milestones & critical risks** | **YES/NO** |
| We confirm that we updated the following PP/SyGMa Continuous Reporting screens:   * Deliverables * Milestones * Critical risks | YES |

## 

## 2. OVERVIEW OF THE PROGRESS & ACTIVITIES

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| --- |
| **WORK PACKAGES** |

### *Work package 1*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package 1** **Management and Coordination of the Project** | | | |
| **Activities**  *Report on the implementation status of the activities that were to be implemented during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.* | | | |
| Task number  (numbering Annex 1 GA) | Task name | Implemented?  (Yes/No/Partially) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future) |
| A1.1 | Launch of the action (kick-off meeting) [M1] |  |  |
| A1.2 | Project coordination [M1-M24] |  |  |
| A1.3 | Financial management [M1-M24] |  |  |
| Other issues  *Mention and explain unforeseen events and adjustments that had to be made. Explain impact on other tasks, available resources and planning.* | |  | |
| **Milestones & deliverables**  *Report on the implementation status of the milestones and deliverables that were due during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.*  *Ensure consistency with the SyGMa Milestones and Deliverables screens.* | | | |
| Deliverable number  (numbering SyGMa) | Deliverable name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| D1.1 | Progress report |  |  |
| D1.2 | Kick-off meeting |  |  |
| D1.3 | First coordination meeting |  |  |
| D1.4 | Second coordination meeting |  |  |
| D1.5 | Third coordination meeting |  |  |
| D1.6 | Final, wrap-up meeting |  |  |
| Other issues | |  | |

### *Work package 2*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package 2: Scoping and stakeholder engagement** | | | |
| **Activities**  *Report on the implementation status of the activities that were to be implemented during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.* | | | |
| Task number  (numbering Annex 1 GA) | Task name | Implemented?  (Yes/No/Partially) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future) |
| A2.1 | Training requirements capture with EU DPAs |  |  |
| A2.1.1 | Interview all (the majority of) EU DPAs |  |  |
| A2.1.2 | Maintain dialogue with DPAs |  |  |
| A2.2 | Training requirements capture with other stakeholders |  |  |
| A2.2.1 | Identification of stakeholders |  |  |
| A2.2.2 | Interview a representative list of stakeholders |  |  |
| A2.2.3 | Maintain dialog with DPOs and other stakeholders |  |  |
| A2.3 | Critical review and identification of best practices from other data protection training material |  |  |
| A2.4 | Defining and delineating the “Training Materials” |  |  |
| Other issues  *Mention and explain unforeseen events and adjustments that had to be made. Explain impact on other tasks, available resources and planning.* | |  | |
| **Milestones & deliverables**  *Report on the implementation status of the milestones and deliverables that were due during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.*  *Ensure consistency with the SyGMa Milestones and Deliverables screens.* | | | |
| Milestone number  (numbering SyGMa) | Milestone name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| MS1 | Questionnaires developed |  |  |
| MS2 | Interviews conducted and reported |  |  |
| MS3 | Requirements for training materials defined |  |  |
| Deliverable number  (numbering SyGMa) | Deliverable name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| D2.1 | Questionnaires |  |  |
| D2.2 | Reports for the findings of the interviews |  |  |
| D2.3 | DPOs and other stakeholders contact list |  |  |
| D2.4 | List of Training Materials and associated report |  |  |
| Other issues | |  | |

### *Work package 3*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package 3: Development of the Training Materials** | | | |
| **Activities**  *Report on the implementation status of the activities that were to be implemented during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.* | | | |
| Task number  (numbering Annex 1 GA) | Task name | Implemented?  (Yes/No/Partially) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future) |
| A3.1 | Development of Training Material for use by DPAs |  |  |
| A3.1.1 | Development of training scenarios |  |  |
| A3.1.2 | Development of the Training Materials for the training of DPA personnel |  |  |
| A3.1.3 | Development of the Training Materials for the training of DPOs |  |  |
| A3.1.4 | Development of the Training Materials for the training of judges and lawyers |  |  |
| A3.1.5 | Development of the Training Materials for the training of civil servants and public sector employees |  |  |
| A3.1.6 | Development of the Training Materials for the training of the private sector |  |  |
| A3.2 | Development of training material for use by DPOs |  |  |
| A3.2.1 | Development of training scenarios |  |  |
| A3.2.2 | Development of the Training Materials to be used in the public sector |  |  |
| A3.2.3 | Development of the Training Materials to be used in the private sector |  |  |
| Other issues  *Mention and explain unforeseen events and adjustments that had to be made. Explain impact on other tasks, available resources and planning.* | |  | |
| **Milestones & deliverables**  *Report on the implementation status of the milestones and deliverables that were due during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.*  *Ensure consistency with the SyGMa Milestones and Deliverables screens.* | | | |
| Milestone number  (numbering SyGMa) | Milestone name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| MS4 | Training materials for DPAs and DPOs drafted |  |  |
| Deliverable number  (numbering SyGMa) | Deliverable name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| D3.1 | Draft Training materials for use by DPA |  |  |
| D3.2 | Draft Training materials for use by DPO |  |  |
| Other issues | |  | |

### *Work package 4*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package 4: Testing and validation** | | | |
| **Activities**  *Report on the implementation status of the activities that were to be implemented during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.* | | | |
| Task number  (numbering Annex 1 GA) | Task name | Implemented?  (Yes/No/Partially) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future) |
| A4.1 | Validation of the Training Materials |  |  |
| A4.1.1 | Validation of the Training Materials with DPAs |  |  |
| A4.1.2 | Validation of the Training Materials with DPOs and other stakeholders |  |  |
| A4.2 | Testing of the Training Materials |  |  |
| A4.2.1 | Testing of the Training Materials with DPAs |  |  |
| A4.2.2 | Testing of the Training Materials with DPOs and other stakeholders |  |  |
| Other issues  *Mention and explain unforeseen events and adjustments that had to be made. Explain impact on other tasks, available resources and planning.* | |  | |
| **Milestones & deliverables**  *Report on the implementation status of the milestones and deliverables that were due during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.*  *Ensure consistency with the SyGMa Milestones and Deliverables screens.* | | | |
| Milestone number  (numbering SyGMa) | Milestone name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| MS5 | Training materials validated |  |  |
| MS6 | Training materials tested |  |  |
| MS7 | Training materials finalised |  |  |
| MS10 | Pilot events for DPAs |  |  |
| MS11 | Pilot events for other stakeholders |  |  |
| Deliverable number  (numbering SyGMa) | Deliverable name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| D4.1 | Web-based questionnaire |  |  |
| D4.2 | Finalised training materials |  |  |
| D4.3 | Feedback forms |  |  |
| Other issues | |  | |

### *Work package 5*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package 5: Dissemination and outreach** | | | |
| **Activities**  *Report on the implementation status of the activities that were to be implemented during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.* | | | |
| Task number  (numbering Annex 1 GA) | Task name | Implemented?  (Yes/No/Partially) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future) |
| A5.1 | Create and keep up to date the project website |  |  |
| A5.1.1 | Create and expand the project’s website |  |  |
| A5.1.2 | Maintain the project’s communication tools (social media accounts) |  |  |
| A5.2 | Journal articles and trade press articles |  |  |
| A5.3 | Dissemination of the Training Materials among EU DPAs, DPOs and other stakeholders |  |  |
| A5.3.1 | Set-up and hosting of invited webinars |  |  |
| A5.4 | Drafting of D5 report |  |  |
| Other issues  *Mention and explain unforeseen events and adjustments that had to be made. Explain impact on other tasks, available resources and planning.* | |  | |
| **Milestones & deliverables**  *Report on the implementation status of the milestones and deliverables that were due during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.*  *Ensure consistency with the SyGMa Milestones and Deliverables screens.* | | | |
| Milestone number  (numbering SyGMa) | Milestone name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| MS8 | Project's website & communication tools launched |  |  |
| MS9 | Journal articles prepared and submitted for consideration/ publication |  |  |
| MS12 | Weminars |  |  |
| Deliverable number  (numbering SyGMa) | Deliverable name | Achieved?  (Yes/No) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate new timing) |
| D5.1 | STAR on-line communication tools (website, social media accounts) |  |  |
| D5.2 | Journal article |  |  |
| D5.3 | Press releases |  |  |
| D5.4 | Trade press articles |  |  |
| D5.5 | Dissemination report |  |  |
| D5.6 | Webinars |  |  |
| Other issues | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable**  *Report on deviations from the description of the action (DoA) in Annex 1 GA.*  *Fill in the planned implementation in beige and the deviations in red. Repeat lines/columns as necessary.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | | | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **M 13** | **M 14** | **M 15** | **M 16** | **M 17** | **M 18** | **M 19** | **M 20** | **M 21** | **M 22** | **M 23** | **M 24** |
| **Activity 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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## 3. BUDGET IMPLEMENTATION

|  |  |  |
| --- | --- | --- |
| **Budget implementation —****Use of resources** | | **YES/NO** |
| We confirm that the overall budget consumption is in line with the advancement of the activities.  *If there are major deviations, identify them and explain the reasons why.* | |  |
|  | |
| Indicate the amounts spent by the consortium on each budget category since the beginning of the project. | | |
| Budget category | Total amount  (EUR) | |
| A. Direct personnel costs |  | |
| B.1 Direct travel costs |  | |
| B.2 Direct subsistence costs |  | |
| C. Direct subcontracting costs |  | |
| D. Direct costs of financial support to third parties | Not applicable | |
| E. Other direct costs |  | |

***]***

## ANNEXES

**LIST OF ANNEXES**

***NA***

|  |  |  |
| --- | --- | --- |
| HISTORY OF CHANGES | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 06.12.2017 | Initial version |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |