**NOTES**

**STAR II partners meeting**

**25/07/19**

* STAR II progress report due 31 Aug 2019. NAIH will prepare and circulate to partners for input which is mainly financial.

CPDP 2020, 22-24 Jan, Brussels:

* VUB proposal (on behalf of STAR II) was accepted in principle and asked to make a further joint proposal for an event at CPDP 2020 in Brussels on 22 January 2020 with SMOOTH project.
* Event is entitled *‘Untangling SME Compliance Hurdles’*. Design of event is likely to follow this structure:
	+ Needs of SMEs
	+ Assistance provision (with a realistic expectation) from DPAs
	+ AI solutions (to be run by SMOOTH)
	+ Perspective of an SME owner.

Discussion on Handbook & Guidance (PM VUB – 5; TRI – 2; NAIH – 2):

* Both docs due in draft by end November 2019 and in final form May 2020.
* Due to have a validation workshop in Brussels between Dec 2019 and April 2020.
* We should aim to have workshop as soon as draft deliverables ready. February 2020 was identified as an appropriate target. Possibility to coordinate validation workshop with CPDP event – Either by hosting a side event (though this is not a preferred option due to event potentially being overwhelmed by CPDP event) ***or*** by organising event one or two days earlier than our CPDP event, i.e. 20th or 21st January. Or simply just aiming for Feb 2020.
* The agreed best idea for Handbook is as a **risk assessment tool**.
* Jasmina on our advisory board did her thesis on a framework for risk. VUB has this. Might be useful. Just one approach of many.
* Lina to draft outline and share by end August.
* On Guidance, NAIH have ideas and can draft an initial outline, to share by mid-September.
* Will include information on how to operate hotline and communication with SMEs generally, i.e. will build on findings in WP2 as well as NAIH hotline experience.
* Some thought should be given to our mode of communication for both handbook and guidance. Audience for one is SMEs, audience for other is DPAs. What form does each respond best to?
* Short videos (1 minute) can be helpful. See ICRC Handbook on Data Protection example.

Two newsletters in progress by NAIH:

* NAIH currently working on 2 newsletters:
	+ One on Dublin workshop – a summary and key findings
	+ One on NAIH hotline
* These should be sent to Chambers of Commerce.
* When draft complete, partners will be asked to circulate.

Website:

* VUB have internal approval to contract an external provider to develop the STAR and STAR II website.
* Now need approval from P.O. to hire external company. This is what is currently happening. Expectation of approval is high as not asking for extra funds. Internal skill set is not available in VUB presently.
* TRI has a staff member who is a website developer as a back-up option.

Trade Press Articles:

* Due by end of project.
* May be good to draft an input for use in Chambers of Commerce/SME association newsletters
* Suggested ideas:
	+ One after CPDP ***or*** sooner on STAR II project generally
	+ One on handbook at the end of the project
* Some discussion on how we ensure articles are of interest to SMEs. Perhaps chose an SME focused newsletter and also an SME association focused newsletter. If both articles will instead target SMEs, we need to be conscious of the benefit/interest for SMEs before approaching newsletter providers.

Academic Article:

* Targeted journals:
	+ OUP Journal on Data Protection
	+ International Data Privacy Law
	+ European Data Protection Law Review
* Avoid overly quantitative journals. We will focus on data gained from qualitative interviews.
* Focus of article should be on the challenges faced by SMEs as perceived by DPAs/SMEs/SME associations – Little out there with this focus
* We should be aware of current academic debates on dp as it pertains to SMEs so we can speak to these where possible.
* VUB prepared a similar style article in 2018. Lina will share (?)

**ACTIONS:**

NAIH:

* Prepare and circulate STAR II progress report. *(asap)*
* Follow up with P.O. on whether STAR II WP2 deliverables have been approved by EC and notify partners (for placement on web and circulation to interviewees). *(asap)*
* To draft outline of Guidance and to share *(mid Sept 2019)*

VUB:

* Circulate newsletters from NAIH with relevant persons *(when complete)*
* Inform partners whether approval granted from P.O. for website *(when P.O. responds)*
* To share academic article prepared in 2018 of a similar style to STAR II one proposed. (?)
* To draft outline for handbook and share *(by end Aug 2019)*

TRI:

* Circulate newsletters from NAIH with relevant persons *(when complete)*
* DBW to share with VUB the STAR training material on risk. *(asap)*
* Leanne to update excel sheets with 3 post-workshop interviews and share *(asap)*

**NEXT CALL:**

* **6th September (morning) – Time tbc – Suggest 11am CET?**
* We will arrange at this time a further call to discuss Handbook and Guidance outlines and dissemination/communication modes.