

Petty cRiminality diminution through sEarch and Analysis in multisource video Capturing and archiving plaTform **Phase**

WP1 - Project Management



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Quality Policy

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Document Control

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0.3	02/05/2014	Alexandros Kyriakides	Includes partner feedback
0.4	05/05/2014	Alexandros Kyriakides	Major additions to Dissemination and Reporting sections, and minor additions/modifications to other sections
0.5	06/06/2014	Alexandros Kyriakides, Juan Arraiza Irujo, Nikolaos Koutras	Addition of Section 6 (Quality Management) Completion of Table 1 (Deliverable Owners and Reviewers) Updated Section 4.4 (Document versions)
0.6	11/06/2014	Alexandros Kyriakides, Juan Arraiza Irujo, Nikolaos Koutras	Minor corrections. Minor updates and clarifications to Section 6 (Quality Management). Re-assignment of Deliverable Reviewers (Table 1).



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0.7	12/06/2014	Juan Arraiza	Added the Ethical Approvals section's first draft. Section numbers changed after including Ethical Approvals section at the same level as Quality Policy and within Quality Policy all previously existing sections.
0.8	18/06/2014	Juan Arraiza	Added notification receipt from Spanish Data Protection Agency
0.9	25/06/2014	Juan Arraiza	Added notification letter submitted to the Irish DPA
1.0	30/06/2014	Juan Arraiza	Final version submitted to the EC (note: no changes other than the version number)
1.1	25/07/2014	Juan Arraiza	Minor updates (removed DRAFT watermark on Data Protection Agencies notification letter template; and final response from Cyprus DPA)
1.2	03/12/2014	Juan Arraiza	Minor updates/improvements:

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1. Overview

This document includes two distinctive parts. The first one describes the Quality Policy that will be applied in the P-REACT project. The second part describes what the project will do to get the ethical approvals.

The Quality Policy section is designed to facilitate the co-operation in the P-REACT project by defining rules and standards for work scenarios. The intention is that all project beneficiaries have the same point of reference and a common understanding of the methods and procedures. If used with discipline, these guidelines with reduce project overhead, alleviate project management for all beneficiaries, and increase the efficiency and quality of the work carried out. It is thus critically important that all P-REACT beneficiaries are aware of this document, and understand and use the rules, suggestions and standards that are specified.

The Quality Policy section consists of sub-sections specifying quality policies on Communication, Reporting, Documents, Deliverables, Quality Management, and Dissemination. Document standards and templates are also included.

Of particular importance is Section 2.4.1 which explains how to prepare a Deliverable Development Plan and the quality control procedures that are active to ensure that released documents have gone through an appropriate level of assessment. To ensure the quality of the project product, each project deliverable or public document has to pass a quality assurance and assessment procedure defined in Section 2.5.3.

On the second part of the document it is described what has been done in order to notify all Data Protection Agencies (DPA). Although some responses are still pending, those that have been received so far are also included in this section.



2. Quality Policy

2.1. Communication

2.1.1. Language and Time zone

All communication for the P-REACT project must be in English (British spelling). All times will be communicated using Central European Time (CET). All beneficiaries must ensure that automaticallygenerated emails, such as meeting invitations, adhere to these rules.

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2.1.2. Website

The project website, repositories, and collaboration tools will be set up and maintained by the Lead Beneficiary of the Website Deliverable (D6.1 – FINT). A more detailed description of the project website (and collaboration tools) is included in D6.1.

The website should be up and running for the duration of the project (2 years) and, also for at least 10 years (preferably more) after the end of the project.

Information about P-REACT will be available on a website with URL http://p-react.eu/. The website will be set up and maintained by FINT.

The website shall consist of a public section and a private section.

The public section is targeted to the public at large. Its purpose it to support external communication about the project and for dissemination purposes. The site will be kept updated and improved along the project lifetime, adding new content when necessary, under the responsibility of the Dissemination and Exploitation Work Package Leader (WP6 – ADITESS). See Section 2.6.1 for a more detailed description of the public section of the website.

The private section will be available to the project beneficiaries only, by a secure authentication method, using username and password. Secure communication protocols must be used (HTTPS, SFTP). Please note the recent HeartBleed vulnerability found for OpenSSL which requires updating of OpenSSL libraries. The private area will provide access to project management tools, such as a document repository, source code repository, and all other tools and software required for collaboration between the beneficiaries.

The private area of the website contains:

- Detailed information about the progress for the project, provided as a reference for all the participants, providing the latest, officially released versions of all documents and contracts.
- Contact information for all project participants (Full Name, E-mail address, Skype username if available)
- Templates for documents
- Contractual documents
- Financial information

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- Meeting minutes
- Deliverables
- Dissemination information

2.1.3. Electronic Mail

Electronic mail will be an important means to exchange information in the P-REACT project. However, for exchanging documents, the project's document repository will be preferred, especially for large files.

All communication will be in English, both in the body (content) of the message and in the subject header. Participants should take care to set up their software so that automatically-generated content and headers are in English.

All e-mail subject headings must start with the text "[P-REACT]". Additional tags can be added to specify relevant work packages, tasks, and deliverables where appropriate, and if deemed useful. The tags should never contain spaces within the square brackets.

Some examples of email subject headings are:

- [P-REACT] [WP6] Dissemination work plan
- [P-REACT] [WP1] [Task1.2] [D1.4] Quality policy document
- > [P-REACT] [WP2] System design
- ➤ [P-REACT] [WP4] [Task4.3] Performance results

Mailing lists will be set up to accommodate the distribution of information to several participants at the same time. The main purpose of the mailing lists will be to:

- Advise participants of new information
- Schedule meetings (mainly teleconferences)
- Circulate agendas of the meetings
- Disseminate deliverables

The following mailing lists will be available:

- preact-all@p-react.eu (All members)
- preact-tech@p-react.eu (Technical)
- preact-pm@p-react.eu (Project management)
- preact-wp1@p-react.eu (all wp1 partners)
- preact-wp2@p-react.eu (all wp2 partners)
- preact-wp3@p-react.eu (all wp3 partners)
- preact-wp4@p-react.eu (all wp4 partners)

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- preact-wp5@p-react.eu (all wp5 partners)
- preact-wp6@p-react.eu (Dissemination and Exploitation)
- preact-PMT@p-react.eu (all Project Management Team members)
- preact-GA@p-react.eu (all General Assembly members)
- preact-MB@p-react.eu (all Management board members)
- preact-EAB@p-react.eu (all Ethical Advisory board members)
- preact-EUAB@p-react.eu (all EUAB members)
- preact-WPL@p-react.eu (all Work Package leaders + Project Coordinator)

FINT will set up a system which allows subscription to the mailing lists to be handled automatically and on an individual basis. That is, each participant will be able to subscribe/unsubscribe from the lists using an automated procedure, either via a web interface or by sending a specially-formatted email to the mailing list management system.

Using the mailing lists is strongly encouraged. The usage of person-to-person private emailing should be limited. It is not recommended to send e-mails with attached documents to the mailing lists. Files should be uploaded to the project's file repository and links (URLs) to the relevant files should be included in the email message. In the rare case where an attachment has to be added to an email, it should never exceed the maximum size of 10 Mbytes. It is recommended, as much as possible, to use plain text in email messages (not HTML rich formatting) in order to be compatible with most email clients.

2.1.4. Skype

It is recommended that each participant uses the Skype service for voice and fast messaging communication. The use of Skype should be limited to short conversations for fast co-ordination. Any communication which involves participants who are not present in the Skype call should immediately be distributed to those participants via email after the call. The Skype usernames of participants will be available in the contact information list in the private section of the website.

2.1.5. Conference Calls

Conference calls will be scheduled on a bi-weekly basis, every second Tuesday at 11:00 CET. These tracking meetings will have maximum duration of 60 minutes. Other conference calls can also be scheduled when needed. The software tools chosen for conference calls are Citrix GoToMeeting and Cisco WebEx.

The following guidelines will help in order to organize successful meetings:

- 1. The call should not exceed 12 participants
- 2. The date, time, expected duration, agenda, and name of participants should be communicated in advance, together with all required documents. The time will be clearly specified using Central



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European Time in the description/agenda of the meeting.

- 3. All participants must make sure that they will not be disturbed during the teleconference meeting and that they join the meeting on time.
- 4. The participant organizing/hosting the meeting should send out a reminder email 1 hour prior to the meeting to all participants in order to confirm that the meeting is taking place as scheduled.
- 5. At the end of each meeting, the organizer/host of the meeting will write the minutes of the meeting (using the provided template) and upload it to the file repository.

2.1.6. Fax communication

Fax communication should be avoided. If paper communication is necessary, standard mail can be used if it is not urgent. Otherwise, for urgent communication, a scanned copy can be uploaded to the project file repository and the recipient notified via email.

2.1.7. Online collaboration tools

Citrix GoToMeeting and Cisco WebEx collaboration tools will be used for desktop sharing in remote meetings.

FINT will set up the Redmine software. Redmine is a web-based tool which will be used for project management, collaborative document system, and information sharing tool. The specific software is very powerful for dealing with a wide variety of uploaded files, tasks and information tracking. Among the features of Redmine to assist in tracking edits is the changes feature that provides a list of recent edits. This list contains basic information about those edits such as the editing user, the edit summary and the page edited. Also each logged-in user has a watchlist to which the user can add whatever pages he or she wishes. A document version tracking feature is also included. Each user will have specific credentials for accessing the tool while work package leaders and the project coordinator will be the platform moderators.

2.1.8. Source code management

Bitbucket will be used as a web-based hosting service for code hosting and code management. Through this tool the project can use either the Mercurial or Git revision control systems. FINT will set up and maintain the Bitbucket system.

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2.2. Reporting

2.2.1. Reporting Principles

Reports contain information on the status of the P-REACT project and the work done by each beneficiary. All beneficiaries must keep timesheet records of who is involved in the P-REACT project. These can follow the normal practice of the beneficiary concerned, but must track, month for month, who worked on what part of the project. The information stored should be at a Work Package level for every person concerned.

For travel costs, again the normal practices of the organisation concerned shall be used. Thus if itemised travel costs are normally kept, then the total cost of the travel for each person involved should be reported in the management reports. If, on the other hand, a default daily reimbursement is used (irrespective of the real costs involved), then these default values can be reported for every person involved. Please note that all travel costs must be specified per beneficiary for every person who travelled. Please do not group travel costs together – they must be specific costs per person. Also, receipts must be kept, as the EC may want to see them.

2.2.2. Periodic and Final Activity Report

A Periodic Activity report about the progress of the project will be produced by the Project Coordinator at the end of the first 12 months of the project, containing an overview of the activities carried out at the project level, highlighting the objectives, the relation to the state of the art, and potential risks. A Final Activity Report will be produced at the end of the project.

2.2.3. Work Package Leaders' reports

The Work Package Leader's interim report will be provided every 3 months, giving a summary of the Work-package results that will be collected to be part of a larger document required by the Commission Activity Report. The report will be sent to the Quality Manager and to the Project Coordinator.

For each Work Package, the following information will be presented:

- An Introduction specifying the general project objectives, the work package objectives, and starting point of work at the beginning of the reporting period
- A Progress report specifying tasks worked on and achievements made with reference to planned objectives
- > Deviations from the project work programme and corrective actions taken/suggested. Identify the nature and reason of the problem.
- Explanation of the reasons for failing to achieve critical objectives and/or not being on schedule and the impact on other tasks. Highlight deviations between actual and planned person-months.
- > List of deliverables including due date and actual/foreseen submission date. List all deliverables for the work package.

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- List of milestones, including due date and actual/foreseen achievement date. List all milestones for the deliverable.
- Activities performed during the period
- An Action Item list
- Foreseen activities for the next month

2.2.4. Consortium Progress Meeting reports

Consortium Progress Meetings, namely General Assembly Meetings and Executive Board meetings, will be held periodically and a report will be produced by the Project Coordinator at the end of each meeting.

The report shall possibly include the following information:

- 1. A brief description of the work performed by each beneficiary during the period. This should be addressed at the work package level and the work specification description should be detailed enough to justify the resources employed, e.g. "Developed the xxx module in work package X".
- 2. Explanatory note on any major cost items such as important equipment purchases, major travel costs, large consumable items, justifying their necessity to the project.
- 3. A tabular overview of budgeted and actual costs, by beneficiary.
- 4. A tabular overview of budgeted person-months and actual person-months, by beneficiary and by work package.

A summary financial report will be produced by the Consortium at the end of the reporting periods and will be included in the Periodic and Final Activity reports.

2.2.5.Internal Reports

2.2.5.1. Progress Report

Every 6 months, a monitoring Progress Report will be provided by each beneficiary to the Project Coordinator, containing the following information:

- Major achievements during the reporting period
- Major problems identified
- Deviations from the project plan
- Corrective actions taken
- Effort spent during the period
- > Status of the deliverables

Each beneficiary will have to send the report by email to the Project Coordinator within the two weeks after the end of each six-month reporting period.

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2.2.5.2. Financial Progress Report

Every 6 months, a Financial Progress Report will be provided by each beneficiary to the Project Coordinator within one month after the end of the six-month reporting period, containing all relevant financial data.

2.3. Documents

Most documents are written with contributions from several beneficiaries. In order to minimize the effort for handling such documents, it is important for all participants to follow agreed standards for formats and tools to be used in document editing and exchange. Every document must include an Overview section, a Table of Contents, and a Conclusion section.

2.3.1. Document header

For documents intended for internal use, a document header page will be used which specifies the following:

- Document Title
- Document Version
- Date of last update
- Lead Author/Main contributor
- Dissemination level (See Section 2.3.6)
- Relevant Work Package (optional)
- Relevant Task (optional)
- Relevant Deliverable (optional)
- Relevant Milestone (optional)
- Document Control

2.3.2. Document standards

All the documents to be made public or with external visibility (e.g. papers, presentations) as well as the final versions of all deliverables of the project must be released in Portable Document Format (PDF). The exchange of documents to and from the European Commission will be done using PDF format, unless MS Office is required. For the internal exchange and editing of documents between beneficiaries, it was decided at the Kick Off Meeting that MS Office 2007 format will be used.

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2.3.3. Nomenclature

File names should be as descriptive as possible, without being too long. Spaces must not be used in filenames. Where needed, instead of space, an underscore character should be used (" "). All filenames must begin with "P-REACT".

2.3.4. Document versions

Each document will have a main number and a sub-number separated by a dot. When a document is issued for the first time, it should be defined as a draft with the main number set to zero (v0.x). Usually the approval process requires that a document be circulated for comments among the interested beneficiaries. Upon receiving comments by the specified deadline, the author will make the proper modifications, therefore changing the version sub-number, without affecting the main number. Each document might have several contributing authors, but a Main Author must be clearly defined for each document. The online collaboration tool does not support document versioning and therefore the version numbers will be updated manually by the Main Author.

2.3.5. Document guidelines

2.3.5.1. Fonts and Language

Prefer to use 11pt size fonts, and either Arial or Times New Roman. The Language of the document should be set to "English (UK)" for the whole document.

2.3.5.2. Logo

The logo of the P-REACT project is shown on the title page of each document. It is available for download from the file repository and is also included in all document templates.

Templates 2.3.5.3.

The following 9 templates and basic models for production of official project documentation will be available:

- Generic documents
- Generic reports
- Deliverables
- Deliverable Development Plan (DDP)

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- Deliverable Review Form
- Progress report
- Meeting agenda and minutes
- Presentations
- Financial progress report

The templates will be available for download from the online file repository which can be accessed through the private area of the project website. They are also included at the end of this document in Annex II.

2.3.5.4. **Acronyms**

When using an acronym, the words should be written out in full when the acronym appears for the first time in the document. Alternatively, if many acronyms are used, a list of acronyms and their explanation should be provided at the end of the document. Although some acronyms are very common in certain fields, they should still be explained because readers with different backgrounds might not be familiar with those acronyms.

2.3.6. Dissemination Levels

Dissemination levels are indicated by one of the following codes:

PU = Public

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).

2.3.7. Nature

For deliverables, the nature is indicated using one of the following codes:

R = Report, P = Prototype, D = Demonstrator, O = Other

2.4. Deliverables

Each deliverable has a Deliverable Leader who will coordinate the production of the document, interacting as necessary with the beneficiaries involved. Before starting on the production of a

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deliverable, the Deliverable Leader will define the document structure and the contributions expected from each beneficiary. This is done in a document named the DDP (Deliverable Development Plan) and will propose the calendar for the meetings (teleconferences) that may be necessary.

Upon receiving the inputs from different contributors for the deliverable, the Deliverable Leader will merge them into a single document. This first draft will then be circulated and asked for comments. Each beneficiary will check its consistency with the plans and give their feedback and approval. This iterative procedure will continue until all involved beneficiaries give approval. The Deliverable Leader will then prepare the final draft of the deliverable (version 1.0).

The final draft will then be sent to the Work Package Leader, to the Project Coordinator, and to the Quality Manager. The deliverable will then undergo a Quality review process detailed in Section 2.4.2 below. Once the Work Package Leader, Project Coordinator and Quality Manager have agreed on the Deliverable, the Project Coordinator will send the requested number of copies to the European Commission.

2.4.1. Deliverable Development Plan (DDP)

The DDP is issued by the Deliverable Leader in order to clarify the main objectives of the Deliverable and to assign specific tasks to the different contributors. Its purpose is to provide a detailed plan on how the Deliverable will be completed successfully and on time. The DDP must sketch the structure of the future Deliverable, and therefore must contain a clear indication of:

- 1. Person responsible for the deliverable
- Persons in charge of each section/task
- 3. A timetable for the deliverable development, setting deadlines for:
 - a. Submission of contributions
 - b. Production of first draft (version 0.1)
 - c. Internal review (beneficiaries' comments)
 - d. Productions of further draft versions (versions 0.x)
 - e. Production of first complete version (version 1.0)
 - f. Delivery to the Project Coordinator and Work package Leader

The Deliverable Leader can request the guidance of the Quality Manager for producing the DDP. Once the DDP is complete, it is sent to the Project Coordinator, the Quality Manager, and to all beneficiaries who are assigned with responsibilities in the DDP.

2.4.2. Deliverable Quality Process

The main technique that will be used for the document revision process is Peer Review. The Peer Review technique requires project team members to review each other's work. This technique is known to increase the level of quality of deliverables. It will also enable quality issues to be identified earlier in the project execution phase, and therefore increase the likelihood of quality issues being solved earlier.

In those cases where the whole consortium members are involved in the deliverable creation process, a third person will be responsible for developing the review.

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Peer Review policy description:

- 1. A list of peer reviewers for each deliverable will be created. Work Package Leaders, in coordination with the Quality Manager, will assign a reviewer for the deliverables within their work packages.
- 2. Reviewers will document the results of each peer using the Deliverable Review Form
- 3. Deliverable responsible partners will integrate the suggested quality improvements in the deliverable final versions.

The table below shows the names of all deliverable owners and reviewers.

ID	Deliverable Name	Owner	Other Contributors	Reviewers
D1.1	Project Management Plan	VICOM		ADI
D1.2	Periodic Report: Technical, Administrative, Ethics and Societal Issues	VICOM	KEMEA,SRM	KS
D1.3	Final Report: Technical, Administrative, Ethics and Societal Issues	VICOM	KEMEA, SRM	ADI
D1.4	Quality Policy and Ethical Approval	VICOM	ADI, KEMEA	KS
D1.5	Privacy Impact Assessment	KEMEA	SRM	KS
D1.6	Guidelines for Ethical, Privacy and data protection issues	KEMEA	SRM	ADI
D2.1	Petty Crimes Analysis and Initial Glossary	KEMEA	SRM	FINT
D2.2	P-REACT Local Embedded framework and system on the cloud requirements	VICOM	KS,FINT,ADI,CERTH	SRM
D2.3	P-REACT Conceptual Architecture	CERTH	VICOM,FINT,ADI,KS	SRM
D3.1	Embedded device for sensor management, pre- processing and networking	FINT	VICOM,ADI	CERTH
D3.2	Cloud infrastructure, DBMS, archiving, APIs and search system and report	ADI	FINT,KS, CERTH	VICOM
D3.3	Video analytics software for embedded subsystem and cloud and report	CERTH	FINT, KS, ADI, VICOM	KEMEA
D3.4	Overall system framework and management	KS	FINT, ADI, VICOM	CERTH
D4.1	Integrated P-REACT solution and functional validation	KS	VICOM, CERTH, FINT, ADI	KEMEA
D5.1	Trials Scenarios	KEMEA	VICOM, ADI, CERTH, SRM	FINT
D5.2	Trials results evaluation	KEMEA	VICOM, ADI, KS, FINT, CERTH, SRM	CERTH
D6.1	Website	FINT	VICOM	KEMEA
D6.2	Dissemination plan	KEMEA	SRM,ADI	FINT

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ID	Deliverable Name	Owner	Other Contributors	Reviewers
D6.3	Preliminary Exploitation Plan	ADI	KEMEA,KS,SRM	VICOM
D6.4	Final Exploitation and Standardization Plan	ADI	KEMEA,KS,SRM	VICOM

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Table 1 - Deliverable Owners and Reviewers

Once each deliverable has a clear owner for content preparation as well as the reviewers identified, the review process timeline will be as follows:

- 1. At least six weeks before the deliverable's deadline the owner of that deliverable will distribute a draft of the document with the proposed sections, requested contributions from other partners.
- 2. All contributors (including the owner of the deliverable) will prepare the content and pass it to the deliverable owner, who will consolidate, review and harmonise if needed.
- 3. At least four weeks before the deliverable's deadline the owner of the deliverable will distribute the first draft of the deliverable to the peer reviewers.
- 4. At least two weeks before the deliverable's deadline peer reviewers will review and provide feedback to the deliverable owner. Feedback will be provided using the Deliverable Review Form.
- 5. At least one week before the deliverable's deadline the deliverable owner (with the assistance of other contributors as needed) will update the deliverable taking into account the reviewers' feedback.
- 6. At least three days before the deliverable's deadline the deliverable owner will distribute the final version of the document to the Quality Manager and to the Project Coordinator.
- 7. At least one day before the deliverable's deadline the Quality Manager and to the Project Coordinator will provide their comments/feedback.
- 8. The <u>day before</u> the deliverable's deadline the owner will make whatever final modifications might be needed (if any) considering the feedback provided by the Quality Manager and the Project Coordinator.
- 9. The day of the deliverable's deadline, the Project Coordinator will submit to the Project Officer the final version of the deliverable.

2.4.3. Deliverable Quality Checklist

The reviewers will use the Deliverable Review Form (template provided) which includes a checklist of items. These are shown in the following table.

Check Point	Yes/No	Observations
-------------	--------	--------------

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Check Point	Yes/No	Observations
Does the deliverable include an initial overview or executive summary section that is self-explanatory and easy to understand by all readers with a maximum length of 2 pages? Does this initial section describe what the reader will find in the rest of the document?		
Does the deliverable include a final conclusions section which lists the most remarkable things included in the document?		
Does the deliverable mention explicitly when it includes content copy-pasted from other documents? (Note: when the copy-pasted content is lengthy it is highly recommended to include just a summary of it on the document and then a reference to the original document)		
Does the document cover the objectives and task description stated in the DoW taking also into consideration the overall project vision?		
Is the Executive Summary in publishable form?		
Are the structure and appearance (layout, images, etc.) compliant with the Quality Plan		

Table 2 - List of check points

2.5. Quality Management

Quality management is an aspect of project management that normally differentiates three different aspects:

- Quality Planning: This is basically the identification of quality goals, and identification of the metrics that will be used to control the quality.
- Quality Control: This determines how and when quality checks and controls will take place to collect data related to the quality metrics identified, and who will perform these checks.
- Quality Assurance: This basically determines who/how/when will monitor if the quality goals that have been set are being met or not and to seek for continuous improvement.

2.5.1. Quality Planning

Quality planning in this project is reflected in this document as it specifies quality policies on the topics



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that have been identified as most important for this project, namely Communication, Reporting, Documents, Deliverables, and Dissemination. In this document, for each of the aforementioned topics quality goals are set and the process to control and assure that those goals are met are defined.

As there is always a need to find the appropriate balance between cost and benefit, in this project the quality goals (and therefore the metrics associated to them) have been identified taking into account among other things risks and expected benefits.

The goals and associated metrics that have been chosen for the topics listed before are:

- Communication (COMM),
 - Goal1: Having efficient and well managed project meetings.
 - Metric(s):
 - COMM-G1-M1: all formal meetings should have an agenda prepared and distributed with sufficient time in advance so that all invited people know what the goal of the meeting is, what is expected from them and so that they can be able to prepare the meeting appropriately.
 - COMM-G1-M2: all formal meetings should have the minutes prepared and submitted within 24 labour hours, using the approved template for minutes, and uploaded to the collaboration tool.
 - Goal2: Establishing and maintaining good communications with other related projects
 - Metric(s):
 - COMM-G2-M1: Number of related projects contacted.
 - COMM-G2-M2: Frequency of the coordination meetings between P-REACT and other related projects.
 - Goal3: Setting up and maintaining efficient and easy-to-use collaboration tools
 - Metric(s):
 - COMM-G3-M1: To have private collaboration tools set up and ready to be used before M3 (as defined in DoW).
 - COMM-G3-M2: Number of complaints from team members with regard to the appropriateness of the collaboration tools.
- Reporting (REP),
 - o Goal1: Meeting EC related reporting requirements in time and with no issues.
 - Metric(s):
 - REP-G1-M1: Number of issues related to reporting to the EC
 - Goal2: Meeting internal reporting policy (see section 2.2.5) in time and with no issues.
 - Metric(s):
 - REP-G2-M1: Number of issues related to internal reporting

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- Documents (DOC),
 - Goal1: To follow agreed standards for formats and tools to be used in document editing and exchange as described in section 2.3.
 - Metric(s):
 - DOC-G1-M1: 6 monthly audit of a sample of the documents generated by the project to check if they have followed the quality policy as described in section 2.3 (before the Management Board in which quality assurance will take place).
- Deliverables (DEL),
 - Goal1: to assure that the deliverables produced in the project are of high quality and that they have followed the deliverables preparation policy as described in section 2.4.
 - Metric(s):
 - DEL-G1-M1: 6 monthly audit of a sample of the deliverables generated by the project to check if they have followed the quality policy as described in section 2.4 (before the Management Board in which quality assurance will take place).
- Dissemination (DISS).
 - Goal1: To have the project's website up and running before M3 and updated on a regular basis.
 - Metric(s):
 - DISS-G1-M1: To have the public website up and running before M3 (as described in the DoW)
 - DISS-G1-M2: Audits every 3 months to check that the public website is updated with the relevant information.
 - Goal2: To organise at least two end-user workshops (as defined in the DoW) and if possible more in which to successfully engage end-users of different profiles (LEA, public transport infrastructures operators, shop owners, security companies, etc.)
 - Metric(s):
 - DISS-G2-M1: workshop minutes and conclusions reports

2.5.2. Quality Control

The Project Management Team of the project will be responsible to put in place and run the quality control mechanisms needed for the project.

The quality control mechanisms that will be put in place are as follows:

Communication (COMM),



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- Goal1: Having efficient and well managed project meetings.
 - Metric(s):
 - COMM-G1-M1: all formal meetings should have an agenda prepared and distributed with sufficient time in advance so that all invited people know what the goal of the meeting is, what is expected from them and so that they can be able to prepare the meeting appropriately.
 - Quality control mechanism: 6 monthly audits run by the Quality Manager and the Project Coordinator.
 - COMM-G1-M2: all formal meetings should have the minutes prepared and submitted within 24 labour hours, using the approved template for minutes, and uploaded to the collaboration tool.
 - Quality control mechanism: 6 monthly audits run by the Quality Manager and the Project Coordinator.
- Goal2: Establishing and maintaining good communications with other related projects
 - Metric(s):
 - COMM-G2-M1: Number of related projects contacted.
 - Quality control mechanism: Verification of the existence of minutes or formal documents that reflect the contacts that have taken place.
 - COMM-G2-M2: Frequency of the coordination meetings between P-REACT and other related projects.
 - Quality control mechanism: Verification of the existence of minutes or formal documents that reflect the contacts that have taken place.
- Goal3: Setting up and maintaining efficient and easy-to-use collaboration tools
 - Metric(s):
 - COMM-G3-M1: To have private collaboration tools set up and ready to be used before M3 (as defined in DoW).
 - Quality control mechanism: Email from the Project Coordinator announcing the opening of the collaboration tools to all team members.
 - COMM-G3-M2: Number of complaints from team members with regard to the appropriateness of the collaboration tools.
 - Quality control mechanism: Emails or notes in meeting minutes reflecting those complaints.
- Reporting (REP),
 - o Goal1: Meeting EC related reporting requirements in time and with no issues.
 - Metric(s):



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- REP-G1-M1: Number of issues related to reporting to the EC
 - Quality control mechanism: Emails with the submission of the reports and/or with issues raised by the EC.
- o Goal2: Meeting internal reporting policy (see section 2.2.5) in time and with no issues.
 - Metric(s):
 - REP-G2-M1: Number of issues related to internal reporting
 - Quality control mechanism: Emails or notes in meeting minutes reflecting those issues.
- Documents (DOC),
 - Goal1: To follow agreed standards for formats and tools to be used in document editing and exchange as described in section 2.3.
 - Metric(s):
 - DOC-G1-M1: 6 monthly audit of a sample of the documents generated by the project to check if they have followed the quality policy as described in section 2.3 (before the Management Board in which quality assurance will take place).
 - Quality control mechanism: verification that audit reports are uploaded to the collaboration tool.
- Deliverables (DEL),
 - Goal1: to assure that the deliverables produced in the project are of high quality and that they have followed the deliverables preparation policy as described in section 2.4.
 - Metric(s):
 - DEL-G1-M1: 6 monthly audit of a sample of the deliverables generated by the project to check if they have followed the quality policy as described in section 2.4 (before the Management Board in which quality assurance will take place).
 - Quality control mechanism: verification that audit reports are uploaded to the collaboration tool.
- Dissemination (DISS).
 - Goal1: To have the project's website up and running before M3 and updated on a regular basis.
 - Metric(s):
 - DISS-G1-M1: To have the public website up and running before M3 (as described in the DoW)
 - Quality control mechanism: Email from the Project Coordinator to the Project Officer announcing the existence of the project website.
 - DISS-G1-M2: Audits every 3 months to check that the public website is



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updated with the relevant information.

- Quality control mechanism: verification that audit reports are uploaded to the collaboration tool.
- Goal2: To organise at least two end-user workshops (as defined in the DoW) and if possible more in which to successfully engage end-users of different profiles (LEA, public transport infrastructures operators, show owners, security companies, ...)
 - Metric(s):
 - DISS-G2-M1: workshop minutes and conclusions reports
 - Quality control mechanism: Verification that workshop minutes and conclusion reports are generated and uploaded to the collaboration tool.

A Quality Control audit report will be prepared by the Quality Manager and the Project Coordinator before P-REACT Management Board meetings (where quality assurance will take place). A Quality Control audit report template has been prepared for this purpose.

2.5.3. Quality Assurance

In order to assure that quality goals are met and that a continuous improvement philosophy is followed the project Management Board will meet and include in their meetings a session to review quality control outputs and to assess whether quality goals are being met or not and whether mitigation or contingency plans need to be put in place to tackle some quality aspects.

P-REACT Quality Manager – Dr. Alexandros Kyriakides (from ADITESS), will be responsible for preparing and chairing the Management Board session related to Quality Assurance.

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2.6. Dissemination

Dissemination of the project results will include participation in conferences, submission of papers to journals, and white papers and public reports made available through the project's website.

2.6.1. Website

The website (http://p-react.eu/) will be the most important means of dissemination and therefore its quality (presentation and availability) must be of high standard. It will be updated periodically. The website will be available throughout the duration of the project, and at least for 10 years after the end of the project. At any time, the complete website will be available for download (in one easy step into a single archive) so that it can easily be transferred and hosted on another web server if needed. This is to allow each of the beneficiaries to have a copy of the complete website, after the end of the project, so that they can archive and reference it on their own web servers if needed.

The website will have the following public information:

- Project description (including description of work packages)
- Project duration (start and end dates)
- Description of partners with links to their websites
- Links to relevant R&D projects of beneficiaries
- A library of downloadable material relevant to the project
- Demonstrational Videos
- Photographs from events (workshops, etc.)

2.6.2. Newsletter

Periodic newsletters will be produced every six months and posted on the website. The newsletter will also be distributed at major events, conferences, exhibitions and workshops. Newsletters will provide information about the project progress, outcomes, and any other relevant information that applies at the time of publication. The target size of the newsletter ranges from 2 to 4 pages of A4 size paper and will be distributed in electronic form on the website, and printed when necessary in order to be distributed at events. The material costs for printing will be covered by KEMEA and SRM (see Section 2.4.3 of the DoW).

2.6.3. Workshops

During the project life-cycle, several workshops will be organised. The exact date and time of the workshop will be decided at least one month in advance to the workshop. Material advertising the workshop (emails, flyers) as well as invitation letters will be distributed at least two weeks before the date of the workshop. The advertising will be both in the English language and in the local national language where the workshop will be taking place (if this language is not English).

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3. Ethical Approvals

3.1. Ethical Advisory Board

During April and May the consortium agreed the process and criteria to subcontract external experts for the Ethical Advisory Board (EAB). In May the Project Coordinator formalised the contracts with the external experts and on May 28th the P-REACT EAB hold its Kick-off meeting in which goals, responsibilities, and plan of action were reviewed and commented.

The ethical external experts that have been subcontracted are:

- Emma Teodoro (coordinator)
- Lilian Mitrou
- Alfonso Alfonsi

The EAB will take care of all ethical considerations for all relevant stakeholders. It will meet regularly and at least two times face-to-face.

The EAB will meet early July 2014 to review the preliminary version of the P-REACT Architecture definition, which will be validated by the technical team in its meeting in Dublin at the end of June 2014. The objective of this review of the preliminary version of the architecture is to assess it in order to provide guidance/advice related to privacy and ethical aspects that should be taken into account before the final version of the architecture is completed.

The first face-to-face EAB workshop will take place in M6 (September 2014), and it will be part of the project plenary meeting that will take place in Athens.

The deliverables in which the EAB will put special focus are:

- D1.5 Privacy Impact Assessment
- D1.6 Guidelines for Ethical, Privacy and data protections issues
- D2.3 P-REACT Conceptual Architecture
- D5.1 Trials Scenarios
- D5.2 Trials results evaluation

3.2. Data Protection Agencies

By the time of writing this document (June 2014), all appropriate Data Protection Agencies (DPA) of the countries of the partners belonging to the P-REACT project have been notified (Greece, Italy, Cyprus, Spain, Ireland, UK). However, only the Hellenic, Italian, Spanish and Cyprus DPAs have provided some sort of formal response and for the rest we are still awaiting their response. ANNEX I includes the notification receipts received so far.

The following introductory letter has been prepared and used by the P-REACT partners to approach their local DPAs.



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To whom it may concern,

The purpose of this letter is to inform you of the start of an European Collaborative Applied Research Programme under the European Commission's and in compliancy with the Framework Programme Model grant Agreement Special Clause 15 which require projects to notify their competent national authorities of the existence and purpose of applied research projects which may have the requirement to properly address the requirements of national data protection laws.

It should be noted as part of the project proposal evaluation and selection process the project was subjected to an Ethical and Security Scrutiny with an additional written defence on the measure to be adopted to comply with European Data Protection legislation and ensure compliance with the EU Charter on Fundamental Human Rights.

The project consists of a consortium of seven institutions from six different countries, amongst which Spain is one of them.

The goal of the project is the development of a prototype platform for intelligent video surveillance based on low-cost, off the shelf, technologies whose main focus is to combat petty crime and petty delinquency. The focus of the project is on small businesses.

During the project duration publicly available scientific databases will be used for the development and adaptation of technologies that make up the platform. For example, the iLIDS data set provided by the United Kingdom's Home Office CAST group. This dataset includes the appropriate authorisations and clearances from a legal, data protection and privacy perspective and is extensively used by the research community.

Additionally two pilots will be conducted in representative real world scenarios to test the platform on which CCTV footage will be processed. One pilot will take place in Italy and the other Greece. During the pilot trials, all the test subjects will be volunteers and will be informed and requested to provide consent.

Personal data of participants will be strictly held confidential at any time of the research. No personal or sensitive data will be centrally stored. In addition, data will be encrypted, obfuscate, dissociated and anonymised in a manner that will firstly ensure privacy and secondly the validity of the scientific experiments. As the project progresses changes or modification to the work plan that may impact the scope of data protection and privacy aspects of the research plan will be notified to the component agencies as part of the notifications renewals process.



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All data collected and the results of its analysis will not be utilised, by any means, outside the scope of P-REACT project or for any other secondary use. Project Coordinator will ensure that all this data will be successfully and permanently erased after project's completion and that the project will be carried out in compliance with the principals of EU Directive EC/98.

The project includes and external and independent ethical and legal committee to ensure compliance with both legal requirements and ethical recommendations. This committee is composed of recognised experts and will report independently to the European Commission's Research Executive Agency in the framework of the European Union and the countries represented by the institutions of the consortium.

Vicomtech-IK4, as project coordinator is the Projects Data Controller. The names Point of Contact for the Data Controller is Dr. Oihana Otaegui.

Might you require any further information on the project, it's objectives and measures to be included to ensure privacy, please do not hesitate in contacting me at your convenience.

Yours sincerely.

[Signature]



Figure 1 Sample introductory letter provided by Vicomtech-IK4 to all other P-REACT partners so that they could use as a template if needed when contacting their national Data Protection Agencies



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WP1 - Project Management

4. Conclusion

This document includes two distinctive sections, one to describe the P-REACT project's Quality Policies, and another one to describe how Ethical Approvals will be managed for the project.

The Quality Policy section forms a list of rules and guidelines whose purpose is to ensure that project activities and deliverables conform to high standards. It should be read and adhered to by all project beneficiaries. The Quality Policy was developed under Task1.2 of Work Package 1, and will form part of Deliverable D1.4.

The Ethical Approvals section describes the steps already taken towards obtaining approvals from Data Protection Authorities and to manage ethical and legal aspects within the P-REACT project. It also describes the status of the Ethical Advisory Board (EAB) kick-off, including the subcontracting that has taken place of external ethical experts, the kick-off meeting that took place in May 28th. The main goals for the EAB, and the next steps for the upcoming months.

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ANNEX I. Data Protection Agencies notification receipts

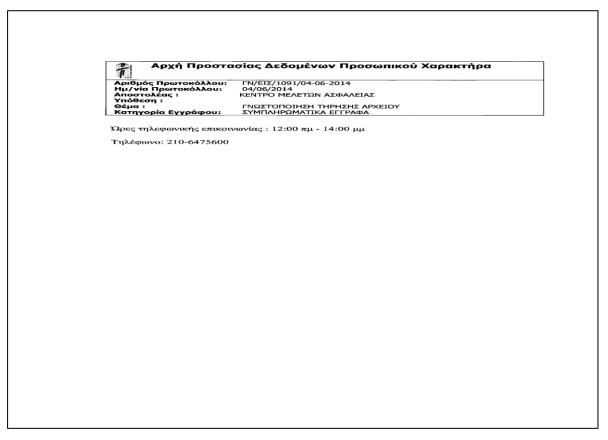


Figure 2 - Helenic DPA notification receipt



Phase

WP1 - Project Management

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eti e Mobilità Srl genzia per la mobilità e il trasporto pubblico locale cietà soggetta a direzione e coordinamento di Comune e Provincia di Bologna

Bologna, 06 Giugno 2014

Spett.le Garante per la protezione dei dati personali . Piazza di Monte Citorio, 121 00186 Roma

c.a. Membri dell'organo collegiale

p.c. **Dott. Giuseppe Busia** Segretario Generale

Prot. n. 230/2014

Oggetto: Progetto europeo P-REACT per un sistema innovativo di videosorveglianza Comunicazione di avvio attività e richiesta di eventuale necessità di ulteriori azioni.

Ill.mo Presidente, Gentili membri dell'organo collegiale,

con la presente si informa dell'avvio nel mese di aprile 2014 del progetto di ricerca P-REACT (http://p-react.eu), finanziato dalla Commissione Europea attraverso il Settimo Programma Quadro - Programma di Cooperazione per la Ricerca, nell'ambito del quale la Società Reti e Mobilità - SRM (Agenzia per la mobilità e il trasporto pubblico locale di Bologna) partecipa in qualità di partner in un consorzio transnazionale formato da sette soggetti aventi sede in sei diversi Paesi, tra cui l'Italia.

L'obiettivo del progetto è lo sviluppo di una piattaforma tecnologica intelligente e a basso costo per la videosorveglianza, finalizzata al contrasto degli atti di microcriminalità e vandalismo che possono avvenire, in particolare, presso le piccole aziende e le aree sensibili delle infrastrutture afferenti al trasporto pubblico.

afferenti al trasporto pubblico. Il progetto è stato sottoposto a una verifica degli aspetti legati all'etica e alla protezione dei dati già nella fase di valutazione della proposta svolta nell'ambito della procedura di selezione da parte della Commissione Europea, con una nota specifica sulle misure che verranno adottate perché il progetto rispetti la legislazione europea per la protezione dei dati e rientri nei principi della Carta dei diritti fondamentali dell'Unione Europea.

Nell'ambito del progetto verranno utilizzate banche dati pubbliche allo scopo di sviluppare e adattare le tecnologie e i dispositivi che comporranno la piattaforma. Verrà utilizzata, ad esempio, la banca dati iLIDS (Imagery Library for Intelligent Detection Systems) gestita dal CAST (Centre for Applied Science and Technology) del Regno Unito, molto utilizzata in ambito scientifico, e che rispetta i requisiti relativi agli aspetti legali e legati alla privacy e alla protezione dei dati.

Due sperimentazioni verranno realizzate sul campo (una in Italia, l'altra in Grecia) per testare la validità della piattaforma P-REACT, durante le quali verranno effettuate riprese video mediante un

via A. Magenta, 16 - 40128 Belogna I Registro Imprese Bo n. 02379841204, c.s. 9.871,300,00 curo, i.v. PI/CF 02379841204 tel 091,361328 fax 091,361420 I smm@rmbologna.ut i smbologna@ore, it i swww.smbalogna.ut i

Reti e Mobilità Srl Agenzia per la mobilità e il trasporto pubblico locale Agenzia per la mobilità e il trasporto pubblico locale

Societtà soggetta a divezione e coordinamento di Comune e Provincia di Bologna sistema a circuito chiuso che verranno poi utilizzate nell'ambito del progetto. Tutte le persone sistema a circuito chiuso che verranno poi utilizzate nell'ambito del progetto. Tutte le personale coinvolte nelle sperimentazioni saranno comunque volontarie, verranno preventivamente informate e verrà chiesto loro di esprimere il consenso all'utilizzo dei loro dati. I dati personali del partecipanti verranno trattati in maniera strettamente riservata per tutta la durata della ricerca. Nessun dato personale o sensibile verrà conservato in banche dati accessibili a terzi. Essi saranno a disposizione dei soli partner di progetto e per il tempo tecnico strettamente necessario per le sperimentazioni previste. Inoltre, i dati verranno criptati, dissociati e resi anonimi in modo da assicurare il rispetto della privacy da una parte e la validità scientifica della ricerca dall'altra. Eventuali modifiche o variazioni rispetto alle attività già programmate che dovessero avere ricadute nell'ambito della privacy e della protezione dei dati verranno comunicate.

Tutti i dati raccolti e i risultati delle conseguenti elaborazioni non verranno utilizzati per nessun motivo al di fuori degli scopi del progetto P-REACT.

Il progetto ha istituito un comitato di soggetti esterni e indipendenti che ne assicuri il rispetto dei requisiti e delle raccomandazioni etiche e legali. Tale comitato è composto da esperti e fornirà rapporti indipendenti all'Agenzia per la ricerca *Research Executive Agency* (REA) della Commissione Europea.

Commissione Europea.

Il progetto P-REACT è coordinato dal partner spagnolo Vicomtech-IK4 (www.vicomtech.org), che ha quindi in carico anche il controllo dei dati di progetto (Project Data Controller). Il responsabile e punto di contatto per il controllo dei dati è la Dott.ssa Oihana Otaegui (email: votaegui@vicomtech.org). Il coordinatore del progetto assicura che le attività saranno condotte nel rispetto dei vincoli posti dalla legislazione europea e che tutti i dati raccolti verranno cancellati in modo permanente alla conclusione del progetto.

Dato lo scopo di ricerca del progetto P-REACT e la natura sperimentale dei test che verranno svolti su strada, con il solo coinvolgimento di personale volontario cui verrà chiesto il consenso all'utilizzo dei dati, si ritiene non necessaria l'attivazione della procedura di notifica telematica del trattamento dei dati personali (ex artt. 37 e 38 d. lg. 30 giugno 2003, n.196). Si rimane comunque a disposizione per ogni ulteriore informazione sul progetto e i suoi obiettivi, e per ogni comunicazione su altre eventuali misure che dovessero rendersi necessarie per garantire il rispetto della privacy. Si riportano quindi di seguito i contatti della persona di riferimento che segue direttamente per la SRM le questioni legate al progetto:

Dora Ramazzotti Società Reti e Mobilità SRM Bologna Via Magenta, 16 - 40128 Bologna Tel.: 051 361328 - Fax: 051 361260 Email: dora.ramazzotti@srmbologna.it

Distinti saluti,

l'Amministratore Unico Silvano Cavaliere

via A. Magenta,16 - 40128 Bologna | Registro Imprese B@ n. 02379841204, c.s. 9.871.300,00 euro, i.v. PI/CF 02379841204 tel 051.361328 fax 051.361260 | srm@srmbologna.it | srmbologna@pec.it | www.srmbologna.it |

Figure 3 - Italian DPA notification receipt



Petty cRiminality diminution through sEarch and Analysis in multisource video Capturing and archiving plaTform Phase

WP1 - Project Management



ΓΡΑΦΕΙΟ ΠΡΟΣΤΑΣΙΑΣ ΔΕΔΟΜΈΝΩΝ ΕΛΗΦΘΗ

29 MAI, 2014

Commissioner for Personal Data Protection 1 Iasonos Street 1082 Nicosia

P.O. Box 23378, CY-1682 Nicosia Tel. +357 22 818 456; Fax +357 22 304 565

28th May 2014

Subject:

P-REACT Project Notification

Programme:

FP7 SEC-2013.7.6-1

Project Acronym: Proposal Title:

P-REACT
Petty cRiminality diminution through sEarch and Analysis in multi-source video

Capturing and archiving plaTform

Grant Agreement:

607881

Dear Sir/Madam,

ADITESS Advanced Integrated Technology Solutions and Services has been eligible for funding under the 7 th Framework Programme of the European Commission for the development of the above referenced research project coordinated by FUNDACION CENTRO DE TECNOLOGIAS DE INTERACCION VISUAL Y COMUNICACIONES VICOMTECH (VICOM), established in Spain.

The European Commission DG Enterprise and Industry requested from all consortium members to comply with the notification requirements of the respective National Data Protection Authorities in order to achieve awareness of the project by the National Data Protection Authority.

Please find attached a summary of the P-REACT project for this purpose.

Should you need any further clarification or information, please do not hesitate to contact me directly.

Best regards,

Dr. Alexandros Kyriakides

Tel: +357 22 876379 email: alex@aditess.com

Diogenous 1, Block A, 2404, NICOSIA, CYPRUS www.aditess.com

Figure 4 - Cyprus DPA notification with entry registry stamp



Petty cRiminality diminution through sEarch and Analysis in multisource video Capturing and archiving plaTform **Phase**

WP1 - Project Management





Αρ. Φακ.: 12.03.003 Αρ. Τηλ: 22 818456 Αρ. Φαξ: 22 304565

18 Ιουλίου 2014

ADITESS Advanced Integrated Technology Solutions & Services Διογένους 1 Εμπορικό Κέντρο Κύκκου, Μπλοκ Α 4ος Όροφος 2404 Έγκωμη

Θέμα: Petty criminality diminution through sEarch and Analysis in multi-source video

Capturing and archiving plaTform

Έχω οδηγίες να σας πληροφορήσω ότι έχουμε λάβει την επιστολή σας ημερομηνίας 28/5/2014 με την οποία μας ενημερώνετε σχετικά με το πιο πάνω έργο.

Μυτομητίδης) για Επίτροπο Προστασίας Δεδομένων

Προσωπικού Χαρακτήρα

Iάσονος 1, 2ος Όροφος, 1082 ΛΕΥΚΩΣΙΑ / Τ.Θ. 23378, 1682 ΛΕΥΚΩΣΙΑ – ΚΥΠΡΟΣ, Τηλ. +357 22818456, Φαξ +357 22304565 E-mail: commissioner@dataprotection.gov.cy, Website: http://www.dataprotection.gov.cy

Figure 5 - Final response from Cyprus DPA

A G F N C I A I STAÑOLA DE PROTECCIÓN

WP1 - Project Management

Petty cRiminality diminution through sEarch and Analysis in multisource video Capturing and archiving plaTform

FFMADD ELETTRICKHOAVENTE por 17, porda e banka de Potécción de Datos. A feche 19406-2014 CSA7 IDT. COT: AFRES AGOSTABLER I INZERPACIOS SA Electromento carácico cumbon di Apoltos. Página 1 de 3. AGENCIA ESPAÑOLA DE PROTECCIÓN DATOS



FUNDACION CENTRO DE TECNOLOGIAS DE INTERACCION VISUAL Y DOMUNICACIONES PASEO MIKELETEGI 57 PARQUE TECNOLÓGICO DE BAN SEBASTIAN 20009 BAN SEBASTIAN GUIPUZÇOA

Nº Registro Salida: 163925/2014

El Director de la Agencia Española de Protocción de Datos, a propuesta del Registro General de Protección de Datos, ha acordado en virtud de les competencias que la atribuyen los artículos 60 y 61 del Reglamento de desarrodo de la Ley Orgánica 15/1999, da 13 de diciembre, de Protección de Datos de Carácter Personal, aprobado por Real Decreto 1720/2007, de 21 de diciembre y el artículo 12.2.a del Real Decreto 428/1993 de 26 de merzo, vigente de conformidad con lo dispuesto en la Disposición Transitoria Tercera de la citada Ley Orgánica 15/1999, proceder a la/e siguiente/s inscripción/as en el Registro General de Protección de Datos correspondiente/s al/los fichero/s en el/los que figura como responsable FUNDACION CENTRO DE TECNOLOGIAS DE INTERACCION VISUAL Y COMUNICACIONES:

CÓDIGO INSCRIPCIÓN	NOMBRE FICHERO	OPERACIÓN	
2141622615	PROYECTO P-REACT	ALTA	

Las inscripciones en el Registro General de Protección de Datos únicamente acreditan que se ha cumpildo con la obligación de notificación dispuesta en la Lay Orgánica 15/1999, sin que de asta anotación se pueda desprender el cumplimiento por parte del responsable del fichero del resto de las obligaciones provistas en dicha Ley y demás disposiciones reglamentarias (estas obligaciones se pueden consultar en www.agpd.es/portalwebAGPD/Daberes.html). De conformidad con lo dispuesto en el artículo 58 del citado Reglamento, la Inscripción del fichero deberá encontrarse actuelizada en todo momento.

Contra esta Resolución, que pone fin a la via administrativa, podrán interponer, potestativamente, recurso de reposición ante el Director de la Agencia Española de Protección de Datos en el plazo de un mes a contar desde el día eiguiente a la notificación de esta resolución, o, directamente recurso contencioso-administrativo ante la Sala de lo Contencioso-Administrativo de la Audiencia Nacional con arreglo a lo dispuesto en el articulo 25 y en el apartado 5 de la disposición adicional cuarta de la Ley 29/1999, de 19 de julio, reguladora de la Jurisdicción Contencioso-Administrativa, en el plazo de dos meses a contar desde el dia siguiente a la notificación de este acto, de conformidad con lo previsto en el artículo 46.1 de: referido lexto legal.

> El Director de la Agencia Española de Protección de Datos, José Luis Rodrigusz Álveréz.

Ci Jorge Alan 6 20001 - Madnd

Figure 6 - Spanish DPA notification receipt



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WP1 - Project Management

e info@kinesense-vca.com tile: +353 (0) 16624546 tile: +44 (0) 207 0961 550

Data Protection Commissioner Canal House Station Road Portarlington Co. Laois Ireland.

26th May 2014

Dear Data Protection Commissioner.

The purpose of this letter is to inform you of the start of a European Collaborative Applied Research Programme under the European Commission's Framework Programme called P-REACT. Special Clause 15 of the Agreement requires projects to notify their national data protection authorities of the existence and purpose of the research project.

Furthermore, when the project proposal was under evaluation it was subjected to Ethical and Security Scrutiny to comply with European Data Protection legislation and ensure compliance with the EU Charter on Fundamental Human Rights.

The project consists of a consortium of seven institutions from six different countries, amongst which Ireland is one of them.

The goal of the project is to develop a prototype platform for intelligent video surveillance utilising low-cost, off the shelf, technologies whose main focus is to combat petty crime. The focus of the project is on small businesses and transit locations.

During the project duration, publicly available scientific databases will be used for the development and adaptation of technologies that make up the platform. For example, the iLIDS data set provided by the United Kingdom's Home Office CAST group. This dataset includes the appropriate authorisations and clearances from a legal, data protection and privacy perspective and is extensively used by the research community.

Additionally two pilots will be conducted in representative real world scenarios to test the platform on which CCTV footage will be processed. One pilot will take place in Italy and the other Greece. During the pilot trials, all the test subjects will be volunteers and will be informed and requested to provide consent. The Railway Procurement Agency in Dublin has also expressed an interest to be involved in the project.

Personal data of participants will be strictly held confidential during the research. No personal or sensitive data will be centrally stored. In addition, data will be encrypted and anonymised in a manner to ensure privacy. As the project progresses changes or modification to the work plan that may impact the scope of data protection and privacy aspects of the research will be notified to you.

Directors: M Sugrue, 5 Doyle, E Butler, E Sugrue Company registration no.: 475397

Registered office: 79 Merrion Square, Dublin 2, Ireland



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WP1 - Project Management

kinesense

All data collected and the results of its analysis will not be utilised, by any means, outside the scope of P-REACT project or for any other secondary use. Project Coordinator will ensure that all this data will be successfully and permanently erased after the project's completion and that the project will be carried out in compliance with the principals of EU Directive EC/98.

The project includes an external and independent ethical and legal committee to ensure compliance with both legal requirements and ethical recommendations. This committee is composed of recognised experts and will report independently to the European Commission's Research Executive Agency in the framework of the European Union and the countries represented by the institutions of the consortium.

Vicomtech-IK4, as project coordinator is the Projects Data Controller. The named Point of Contact for the Data Controller is Dr. Oihana Otaegui.

Might you require any further information on the project, it's objectives and measures to be included to ensure privacy, please do not hesitate in contacting me at your convenience.

Yours sincerely.

00/

Sarah Doyle Managing Director Kinesense Ltd

Figure 7 - Irish DPA notification letter (receipt not received yet)



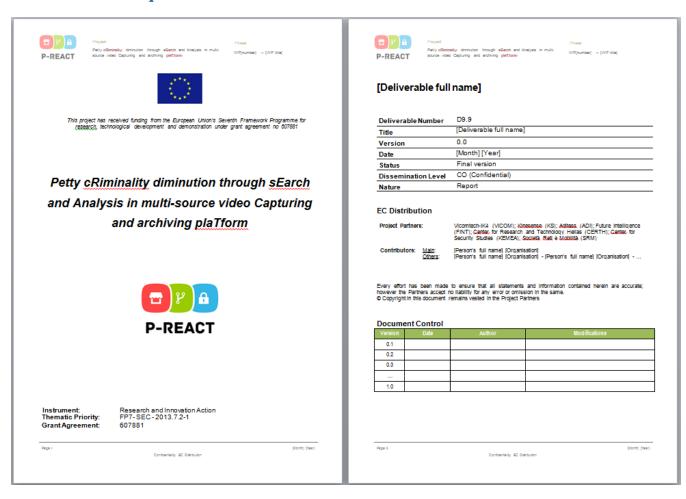
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Phase

WP1 - Project Management

ANNEX II. Document Templates

Deliverable template





Phase

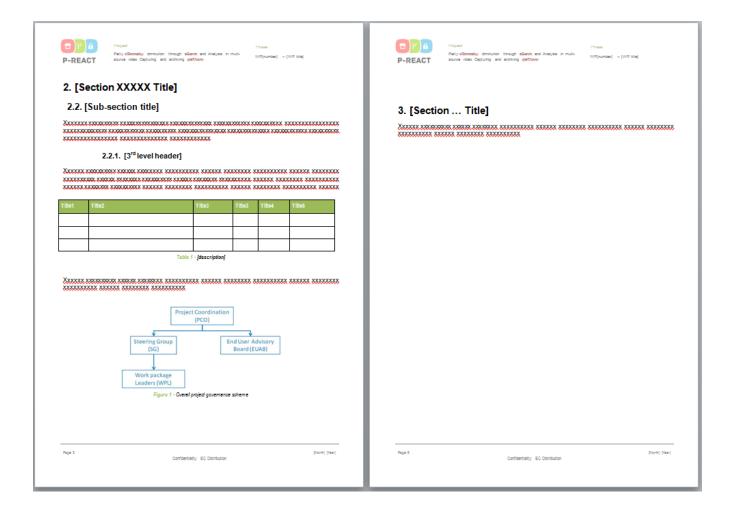
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Table of contents	1. Overview
1. OVERVIEW	The DoW describes this deliverable as:
2. [SECTION XXXXXX TITLE] 5 2.2. [Sub-section Title] 5 2.2.1. [St ² (evel header] 5	D9.9] Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
3. [SECTION TITLE]	The aim of this document is to
4. CONCLUSION	This document includes the following sections:
	Section XXXXX: In this section Section YYYYY: In this section
ANNEX II. [ANNEX TITLE] 6 Tables	
TABLE 1 - [DESCRIPTION]	
Figures	
FIGURE 1 - OVERALL PROJECT GOVERNANCE SCHEME	
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Phase

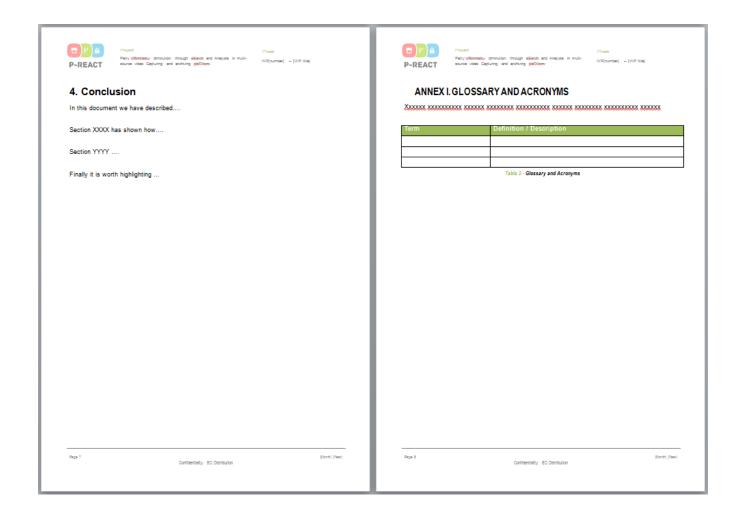
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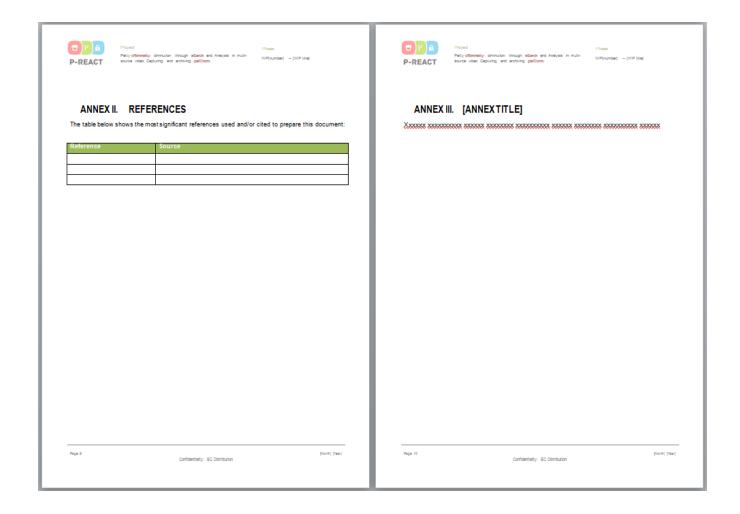
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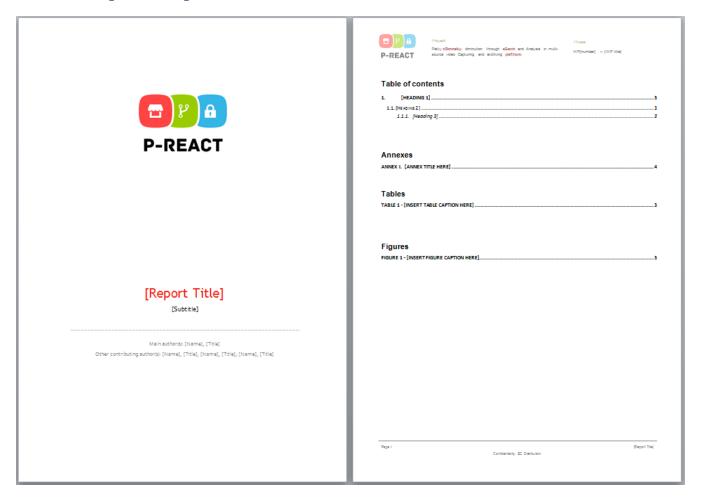


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Phase

WP1 - Project Management

Generic Report template

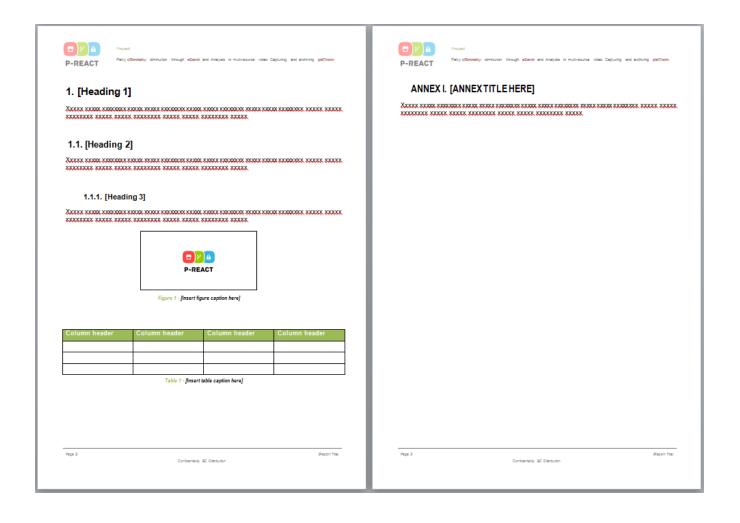




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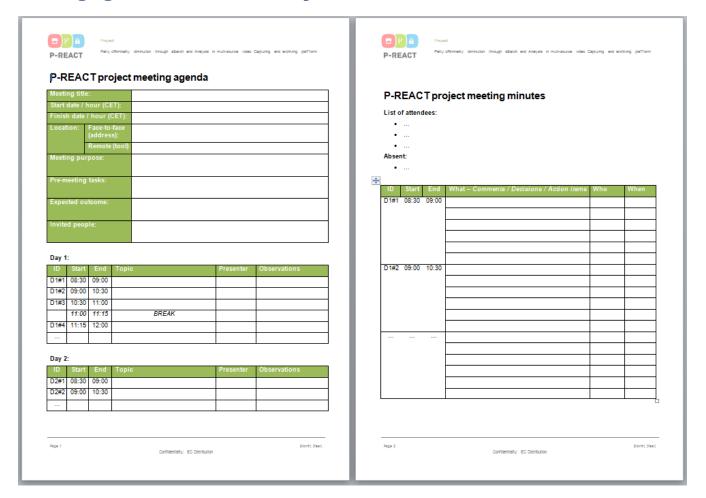


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Phase

WP1 - Project Management

Meeting Agenda and Minutes template





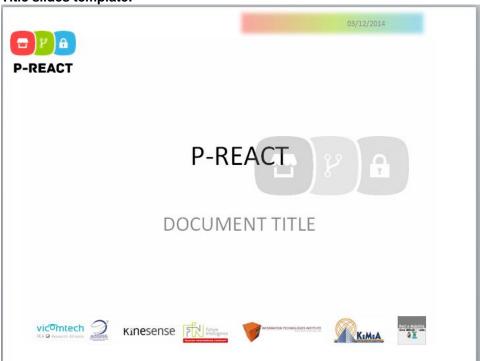
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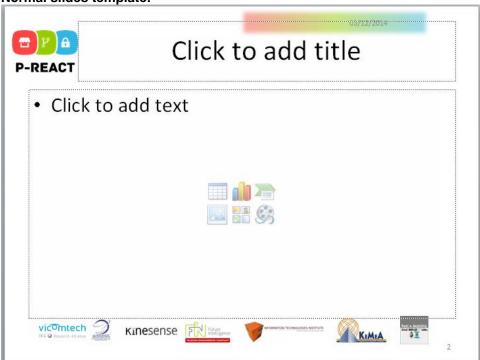
WP1 - Project Management

Presentation template

Title slides template:



Normal slides template:





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Phase

WP1 - Project Management

Deliverable Development Plan template



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Research and Innovation Action FP7-SEC-2013.7.2-1 607881

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[D9.9] Deliverable Development Plan

Deliverable Title	[Deliverable Title]
Version	0.0
Date	[Day][Month] [Year]
Deliverable Leader	[Organization]

EC Distribution

Vicomtech-IK4 (VICOM); Kinesense (KS); Aditass, (ADI); Future Intelligence (FINT); Cartier, for Research and Technology Hellas (CERTH); Cartier, for Security Studies (KEMEA); Società, Reti e Mobilità (SRM)

[Person's full name] [Organisation] [Person's full name] [Organisation] - ...

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Document Control

Version	Date	Author	Modifications
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0.2			
0.3			
1.0			

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Phase

WP1 - Project Management

1. Aim

The aim of this document is to define the responsibilities and timetable for the production of D9.9.

2. Description

D9.9 is the outcome of Task 9.9. They are described in the DoW as follows.

2.1 Deliverable Description

2.2 Task Description

[Include PM's per partner]

3. Objectives

[Deliverable leader describes what are the objectives, how they will be met, and how success will be measured].

4. Responsibilities

[Short description of responsibilities]

Section	Section title	Responsibility
1	Executive summary	Name (Organization)
2	Introduction	Name (Organization)

Table 1 - Responsibilities

Page 3

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5. Development Timetable

Action	Due Date	Leader
Production of first draft	99/99/9999	Name (Organization)
Final submission	99/99/9999	

able 2 - Timetable

6. Relevant Information from other Work Packages and Tasks

[References or material from other deliverables]

7. Additional tasks for partners involved in Task 9.9

[Tasks which are not explicitly described in the \mbox{DoW} but are needed in order to complete the deliverable]

8. Suggestions and Guidelines

[Overall suggestions on how to successfully complete the deliverable, what could go wrong, risks, and how to handle such cases]

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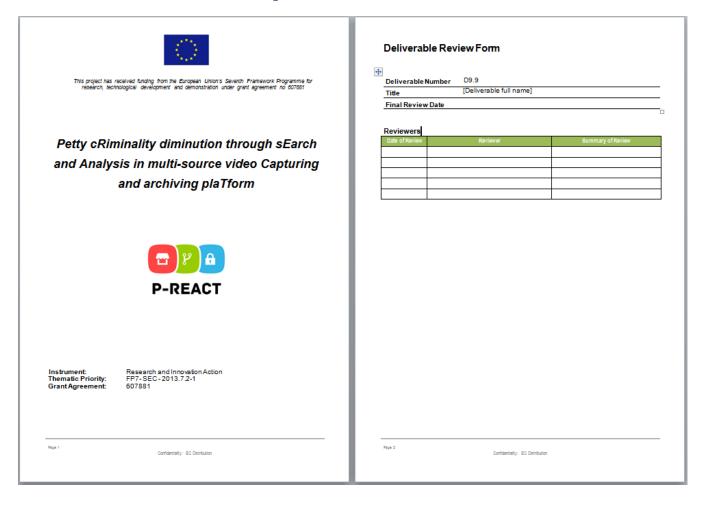


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Phase

WP1 - Project Management

Deliverable Review Form template





Phase

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	Does the document cover the objectives and task description stated in the DoW, taking also into consideration the overall project vision?
A. Check Points Each question is first answered with a single Yes or No, and then clarifying comments are provided. 1. Does the deliverable include an initial overview or executive summary section that is self-explanatory and easy to understand by all readers with a maximum length of 2 pages? Does this initial section describe what the reader will find in the rest of the document?	Comments:
Comments:	
	5. Are the structure and appearance (layout, images, etc.) compliant with the Quality Plan?
2. Is the Overview or Executive Summary in publishable form?	Comments:
Comments:	
3. Does the deliverable include a final conclusions section which lists the most remarkable	6. Does the deliverable mention explicitly when it includes content copy-pasted from other documents? (Note: when the copy-pasted content is lengthy it is highly recommended to include just a summary of it on the document and then a reference to the original document)
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Phase

WP1 - Project Management

Progress Report template

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Phase

WP1 - Project Management

Financial Report template

