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Partners

The University of Salford; DSP-Groep BV; Rijksuniversiteit Groningen; The National Police of The Netherlands; Greater Manchester Police; Politsei- ja Piirivalveamet; Câmara Municipal de Lisboa; Landeskriminalamt Niedersachsen; Departament d'Interior - Generalitat de Catalunya; DPT - Deutscher Präventionstag; Forum Europeen pour la Sécurité Urbaine; LOBA

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Partners

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1. Summary

This Project Inception report covers months 1 and 2 Cutting Crime Impact (CCI)—a 36-month project. CCI is enabling LEAs and security policy makers to adopt a preventative, evidence-based and sustainable approach to tackling high-impact petty crime, through development and implementation of Toolkits tailored to their needs. Toolkits will be developed, promoting: (i) predictive policing; (ii) community policing; (iii) crime prevention through urban design and planning; and (iv) measuring and mitigating citizens' feelings of insecurity. CCI is encouraging wider EU adoption of effective approaches to safety and security and will therefore develop an extended European Security Model that includes high- impact petty crime and citizens' feelings of insecurity

In October (month 1), the CCI consortium kick off meeting and Advisory Board meeting was held at MediaCityUK in Salford (UK). This was attended by over 30 participants, including the EU Project Officer. The meeting comprised workshops and presentations by partners, including LEA practitioners.

The task and deliverables due 30 November 2018 are all on track. The Glossary of terms will be submitted (D1.2) 30 November 2018. The online survey of key publications informing LEA and security policy maker practice has been administered (Task 1.2). LEA partners and security practitioners have started to identify tools currently in use (Task 2.2). Previous EU-funded projects relevant to CCI have been reviewed by EFUS and an interview format drafted for further development by USAL (Task 2.1).

The CCI visual identity has been developed (D10.2 submitted 29.11.18), and the content and design of the website is on track for delivery end of December. The launch of the CCI website is scheduled early January 2019.

CCI partners have produced press releases and participated in events to publicise the CCI project, as well as gain information about the CCI four focus areas.

Ethics deliverables have been produced including: Informed Consent forms and information sheets in different languages. USAL's ethics committee has reviewed the application for ethical approval. The updated ethics deliverables will be submitted at the end of December 2018.

Various management reports have been produced, namely this Project Inception Report, the Quality Plan and Innovation Management Report. Steering Committee meetings have been held via Skype every two weeks. CCI is being managed with support from the CCI Project Officer employed by USAL. USAL's finance officer continues to support the whole CCI consortium.

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2. CCI project objectives

Cutting Crime Impact (CCI) addresses high-impact ‘petty crime’—non-organised crimes against persons and property that take place in towns and cities. Petty crime has a significant negative impact on European citizens’ quality of life, community cohesion and the safety and security of the urban environment. Those from deprived neighbourhoods and vulnerable groups are most seriously affected. In some instances, petty crime is linked to radicalisation or organised crime. Prevention is the optimum approach for reducing harm, resulting in less victims of crime, fewer individuals introduced to offending behaviour and less demand on criminal justice systems—especially Law Enforcement Agencies (LEAs)—and on other public authorities.

- The first objective of CCI is to enable LEAs and security policy makers to adopt a preventative, evidence-based and sustainable approach to tackling high-impact petty crime, through development and implementation of toolkits tailored to their needs.
- The second objective is to enable LEAs and relevant security policy makers to advance knowledge and practice across key responsibilities and operations. Toolkits will be developed, promoting: (i) predictive policing; (ii) community policing; (iii) crime prevention through urban design and planning; and (iv) measuring and mitigating citizens’ feelings of insecurity.
- The third objective is to demonstrate the value of a practitioner-led approach to innovation in solution development. Using innovation methods and tools from the design industry, CCI will support LEA practitioners and end users in requirements capture, problem framing, ideation, concept generation, solution design and prototyping.
- The fourth objective is to encourage wider EU adoption of effective approaches to safety and security and will therefore develop an extended European Security Model that includes high-impact petty crime and citizens’ feelings of insecurity.

CCI will result in greater openness to innovation and design approaches amongst LEAs and security policymakers across Europe, as well as demonstrate the value of practitioner-led approaches to EU-funded research and innovation projects.

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3. Summary of project consortium meetings (including Advisory Board)

Since the project started on 1 October 2018, CCI has held the following consortium meetings during October and November 2018:

- Consortium kick off meeting, MediaCityUK, University of Salford, UK – 24 October 2018
- Advisory Board meeting, MediaCityUK, University of Salford, UK – 25 October 2018
- Five Steering Committee meetings via Skype.

Advisory Board support for CCI

Advisory Board members expressed their willingness to actively support CCI, including helping to engage key stakeholders in the project. In addition, the CCI Advisory Board shared information with the CCI consortium regarding relevant EU-funded projects and publications, including:

– De Waard, Jaap (October 2017). What Works?: A systematic overview of recently published meta evaluations / synthesis studies within the knowledge domains of Situational Crime Prevention, Policing, and Criminal Justice Interventions, 1997 – 2017. The Hague: Dutch Ministry of Security and Justice.

– The College of Policing (UK) What Works Centre for Crime Reduction, available for download:

http://whatworks.college.police.uk/Partnerships/Knowledge-Fund/Pages/PKF_Collaborations.aspx

Individual meetings have also been held between USAL and task leaders, including EFUS, DSP, LOBA and GMP. In addition, several members of the consortium met in June 2018 in Hanover, Germany to prepare for the project start (USAL, DSP, LKA and DPT) and meet with key stakeholders such as CEPOL.

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4. Explanation of work carried out & overview of progress

4.1 Explanation of the work carried out per WP

4.1.1 WP1: Consortium integration and innovation support

The objectives of WP1 are:

- To ensure a shared understanding of key concepts relevant to the project amongst CCI consortium partners.
- To clarify the way in which methods from design and innovation disciplines will inform the project
- To develop a collaborative innovation support instrument — the DesignLab — that increases consortium innovation capacity and maximises end user acceptance
- To facilitate five DesignLabs that enable innovation in PIM Toolkit framing, design and development.

Task 1.1: Develop common language and understanding around CCI project concepts

This task will develop the consortium's shared understanding of key concepts related to the Prevention, Investigation and Mitigation (PIM) of high impact petty crime.

As planned, a task 1.1 workshop was held with consortium partners in Month 1 (as part of the first scheduled consortium kick off meeting, 24 October 2018) to begin to define key terms and formulate common communication concepts, methods and tools around: (i) predictive policing; (ii) community policing; (iii) Crime Prevention through Urban Design and Planning (CP-UDP); and (iv) measuring and mitigating citizens' feelings of insecurity.

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CCI Kick-off event – Workshop 1

Task 1.1: Developing common language and understanding

Caroline L. Davey & Andrew B. Wootton (USAL), 24 October 2018

Task 1.1 In the workshop, participants were divided into four groups comprising of a mix of LEAs, researchers and NGOs. The group were instructed to consider each of the CCI focus areas in turn (10 minutes each focus area). The participants were asked to answer two questions:

1. What are the words and concepts you most associate with this focus area?
 - Short, one- or two-word concepts
 - Think: negative as well as positive
 - Think: old as well as new or emerging
2. To what extent are these words / concepts country-specific?
 - Different concepts / perspectives in different EU contexts?

Each group recorded answers on a flip chart and a spokesperson fed back the results in the plenary session. The flip charts were collected, and the results written up by USAL.

The results of the 1.1. workshop were developed and expanded on by USAL and DSP, to create an outline CCI Glossary of Terms, which was refined and validated by all consortium partners via email and teleconference in Month 2 (27.11.18). This task resulted in draft 1 of the CCI Glossary of Terms (D1.1), which will be extended and updated as appropriate throughout the project and the final version published in Month 36.

The glossary of terms has been developed in Excel format. Listed in alphabetical order, the terms relate to: 1. The CCI project; 2. Ethics, legal and social issues; and 3. Design. In sheet 3, the references / sources are listed for each term. The glossary, which is in English, highlights language differences between terms and concepts in use in other European countries. In addition, examples of glossaries in various European languages have been collected CCI partners—including: German and Estonian.

Task 1.2: Compile directory of key texts and concepts informing practice

An online survey has been developed to identify key texts informing LEA and security policy maker practice in the four focus areas covered by CCI: (i) predictive policing; (ii) community policing; (iii) CP-UDP; and (iv) measuring and mitigating citizens' feelings of insecurity. The aim of this survey is to help

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the consortium create a bibliography of key publications informing practice related to the CCI areas of focus. This will be a valuable contribution to knowledge, developed from the perspective of police and public security practitioners.

The survey was administered to CCI partner organisations (26 November 2018), and is being administered to partners wider network up until 26 December 2018, as well as practitioner and expert networks to which the consortium has access (n = 1,000+), including: EFUS; EU COST Action TU1203; E-DOCA & ICA networks; ENLETS; DPTI; and CEN TC 325 (working on European crime prevention standards in the 14383 series).

Developed by DSP and USAL, and improved with feedback from all CCI partners, the online survey has been designed to be easy to complete. Informed consent is being obtained from respondents prior to their completion of the survey. After reading the aims of CCI and the survey, potential respondents are asked to confirm that they are aged 18 years or older and voluntarily agree to take part in the research survey.

In December 2018, survey results will be analysed to identify the key texts, approaches (including 'emerging' concepts) and guidance informing the thinking and practice of LEAs, and security policy makers around tackling high impact petty crime. Results will be compiled to create a directory of the 'most cited' texts and 'emerging' concepts (D1.2).

4.1.2 WP2: Review of relevant tools in current practice and 'what works'

The objectives of WP2 are:

- To ensure that the CCI project builds on (i) knowledge developed by EU-funded security research projects; and (ii) good practice by LEAs across Europe, including consortium LEA partners, on tackling high impact petty crime
- To develop a comprehensive understanding of what tools are available to prevent, investigate and mitigate high impact petty crime in the four CCI focus areas. This involves developing an inventory of toolkits developed through previous research and reviewing existing toolkits in use by LEAs
- To understand the state of the art and 'what works' across a range of criteria —including practicality, appropriateness and acceptability (including ethical considerations). This involves: conducting interviews with key stakeholders and identified experts to understand the extent to which existing toolkits are implemented and useful (35 interviews); and reviewing academic literature on improving LEA performance in the four CCI focus areas.
- To identify factors to improve end-user adoption of toolkits developed by the CCI project.

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The consortium is reviewing methods to prevent, investigate and mitigate high impact petty crimes relevant to law enforcement agencies (LEAs) and security policy makers—from toolkits, through practical guidance to the key texts informing practice. The review activity centres on the areas of focus of the proposed PIM-Toolkits: predictive policing, community policing, Crime Prevention through Urban Design and Planning (CP-UDP) and measuring and mitigating citizens feelings of insecurity.

Task 2.1: Review of relevant EU-funded research projects that have produced toolkits

Using the CORDIS database, relevant EU security programme-funded projects (FP6, FP7, Horizon 2020, COST Actions and CEN standards in the 14383 series) related to high impact petty crime have been identified. From the analysis of the CORDIS database, EFUS identified over 40 research projects relevant to CCI funded under Framework 5, 6 and 7 or Horizon2020. Using an Excel spreadsheet, each EU-funded research project was described in terms of: name; funding; date of completion; coordinator; and objectives. The EU-funded projects were also analysed against key concepts identified in Task 1.1. including: theme; crime focus; development of toolkits and guidelines; and target audience / end users.

Based on this desk research, EFUS ranked the research projects in terms of relevance to CCI research and toolkit development. EFUS ranked the projects in terms of: their relevance to the CCI project topic; production of a tool, toolkit or methodology; and involvement of end users. Based on this information, EFUS and USAL identified 22 EU-funded projects for further research.

The outcome of any tools or toolkits resulting from such projects will be tracked through phone interviews with associated LEA end users. Barriers and enablers to implementation will be identified, and end user feedback on toolkit adoption and impact estimated. Interviews in English will be conducted by USAL; German by LKA; French by EFUS; Spanish by INT; and Dutch by DSP. Interviews with East European end users will be conducted by PJP. EFUS has developed a draft interview format, which is being further developed into an interview guide and template by USAL.

Toolkits identified from the research will be analysed against key criteria, including: (i) Crime focus of tool; (ii) Target end user / audience; (iii) Intervention strategy; (iv) Ethical guidelines; (v) Format (internet-based, paper, etc); (vi) Technology employed in tool delivery; (vii) Scope of dissemination (local / national / EU-wide / international). Toolkit analysis will be informed by the work of EFUS on classifying security tools in use by local authority policy makers. The findings of this task will be collated into a report: 'Inventory & review of toolkits developed through EU-funded research' (D2.1), which will include information on toolkit integration into LEA operations.

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Task 2.2: Review of existing toolkits in use by LEAs and security policymakers

CCI consortium LEA partners will collect examples of practical toolkits used by LEAs and or security policymakers to prevent, investigate and/or mitigate high impact petty crimes. This task will involve each LEA partner contacting relevant LEA staff and managers, and (where necessary) national LEA and security policy maker networks (e.g. EFUS). Collected toolkits will be analysed against criteria established in Task 2.1. Findings of this task will result in a report: 'Inventory & review of existing PIM toolkits in use by LEAs & security policy makers' (D2.2), which will identify strategies for the maximising the uptake and utility of toolkits developed to support LEA practice.

Work on Task 2.2 began in month one. Tools / toolkits currently in use by CCI partners were identified in the Task 2.2 workshop during the consortium kick off meeting (24.10.18) and collated by USAL (see box below). Further insight into the extent to which approaches and tools inform LEA practice was gained from presentations to the CCI Consortium and Advisory Board (25.10.18). LEA presentations addressed the four CCI focus areas as follows:

- Predictive policing – LKA and NPN
- Community Policing – GMP and CML
- Crime Prevention through Urban Design and Planning – PJP and GMP
- Measuring and mitigating citizens' feelings of insecurity – INT and LKA

DSP, in collaboration with USAL, is developing a template to enable further information about toolkits in use by LEAs and/or security policy makers to be collected.

CCI Kick-off event – Workshop 2

Task 2.2: Review of existing tools / toolkits in use by LEAs and security policy makers

Paul van Soomeren and Bram van Dijk (DSP), 24 October 2018

The participants divided into four groups to answer the question: "What toolkits are used in each of the four CCI focus areas by a) LEA partners and b) security policy makers?"

- Predictive Policing
- Community policing
- CP-UDP
- Measuring and mitigating feelings of insecurity

The groups also had time to reflect on the meaning of "tool or toolkit".

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4.1.3 WP3: Enabling Requirements Capture for Partners

The objectives of WP3 are:

- To enable LEAs consortium partners to investigate the needs, requirements and constraints of end-user and the multi- agency partnerships in which they operate and ensure PIM Toolkits can be tailored to their needs and policy contexts. — To research and design requirements capture research methods and tools for use CCI consortium
- To develop and deliver training in requirements capture research methods and tools to the CCI consortium.

Requirements capture is recognised as critical to ensuring the appropriateness and end user acceptability of tools developed by the CCI project. WP3 seeks to develop methods and tools, as well guidance in their application. This will support partner LEAs in gaining insight and understanding relating to the approaches to the prevention, investigation and mitigation of high impact petty crime.

Task 3.1: Research and design CCI requirements capture research methods and tools

USAL has started to research requirements capture research methods and tools for use by CCI consortium partner LEAs (D3.1). Research methods have been obtained from a variety of sources: previous research with LEAs; design literature on topics such as co-design and ‘design thinking’. In addition, USAL has participated in GMP meetings (11 November 2018; 27 November 2018) on the CCI project and focus areas to gain insight into the LEA’s priorities and concerns.

4.1.4 WP4–7: Development of PIM Toolkits

Task 4.1, 5.1, 6.1. 7.1 Review of ethical legal and social issues impacting the four focus areas. The ethics expert partner, RUG, prepared and delivered a presentation on ethical issues relevant to CCI at the kick off meeting (24.10.18). This highlighted the changing nature of public space due to: CCTV; technologies that facilitate data collection from citizens; privatisation of public space; and digitalisation. RUG reflected upon the nature of public space and upon ethical frameworks for considering ethical issues such as privacy.

4.1.5 WP10: Dissemination, Communication and Exploitation

The aims of WP10 are:

- To develop consortium website and project identity

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- To maintain project website and engage with social media
- To develop and deliver presentations and publications for academics and practitioners — Project final PIM conference event

Task 10.1: Develop strategy for project communication activities

Communication actions will be oriented to: (i) Increase visibility of CCI related security issues and show their importance to key stakeholders; (ii) Affect perceptions of security issues and who is seen as responsible; (iii) Increase knowledge about solutions proposed by security research; (iv) Affect criteria used to judge policies and policymakers in security research; and (v) Engage and mobilise constituencies to action. Appropriate approaches will be defined according to good practices for communication strategies addressed to practitioners. Different information points will be considered and clustered as appropriate, depending on the engagement strategy employed. In month 5, Communication Strategy Report (D10.1) will be delivered.

LOBA, DPT and USAL have already met face-to-face to discuss the strategy and action plan (24.10.18). In addition, CCI consortium partners have already identified or undertaken communication actions. Guided by EFUS' research and supported by the CCI Advisory Board, links have been established with relevant EU-funded research projects and networks including: iLEAD and MARGIN. The LKA and DSP have engaged key stakeholders in CCI, including CEPOL. USAL is in the process of identifying relevant conferences and events. Upcoming dissemination opportunities are being communicated at the CCI Steering Committee meetings, which take place every two weeks. DPT plans to establish a digital calendar of events.

Task 10.2: Develop CCI project visual identity

LOBA, in collaboration with USAL, has created a CCI project logo, as well as branding guidelines. This was presented to the CCI consortium and Advisory Board (24–25 October 2018). LOBA also prepared: a Presentation Template; and Deliverable Template.

USAL prepared a CCI project Overview in PowerPoint, which was presented to GMP and shared with the CCI consortium (This will be used to develop a brief project presentation in English and other language version if wished). USAL also produced an extended presentation, which will be usable when the project needs introduction at greater length. This was presented to the CCI consortium and Advisory Board (24–25 October 2018).

USAL prepared information about CCI for the CORDIS database. This was a two-page article covering the followings: Contract number; Project name; Priority /Priority Component (e.g. Strategic Objective,

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etc.), List of participants (organisation name, country); Total cost (€); Commission funding (€); Expected achievements/impact; and Coordinator contact details. CCI partners have given feedback information provided for project summaries on Cordis and for use with research participants.

LOBA and USAL are currently working on promotional materials, namely: (i) Project flyer; and (ii) Project poster. Once complete, a poster (in German) developed by the LKA to publicise its involvement in CCI (June 2018) will be transferred into the new format.

Task 10.6 Design, create and manage CCI project website

The structure and design of the CCI website has been developed by LOBA, in consultation with USAL. Together with CCI partners, USAL has drafted website content. The website content will be ready by the end of December 2018—and will be launched January 2019. The project website aims to be a straightforward tool with the most relevant information provided from CCI project. The project's website will be permanently linked and publicised with other relevant websites. There will also be a referencing and Link Exchange Strategy in order to register the major and sectorial search engines and directories (e.g. Efus; E-DOCA; ICA; EUROPOL; ENLETS; etc.). The CCI project website (D10.6) will constantly be updated with information on the project's on-going activities and results.

Task 10.8: Participate in events for LEAs, security policymakers and civil society organisations

Petty crime is addressed in partnership with a range of stakeholders including local authorities, businesses, civil society organisations (CSO) and citizens. CCI consortium members will participate in events across Europe involving key stakeholders on themes relevant to the project, including: community policing; feelings of insecurity; migration; crime prevention; urban security; ethics and security technologies. Some will be organised by consortium members and other will be organised by third parties. These activities will be summarised in a report on participation in events (D10.8). CCI partners began to participate in events relevant to CCI from June 2018 onwards.

EFUS was invited to participate in a predictive policing workshop, hosted at the University of Twente, in the Netherlands, 25th and 26th predictive policing workshop. RUG was able to participate in this workshop on behalf of CCI. The event included a number of LEAs.

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USAL presented at the LKA Niedersachsen Symposium “Two Worlds: Scientific knowledge in police strategy and practice”, 13 June 2018. Wootton & Davey presented on its partnership with GMP. The LKA’s exhibition included a poster publicising CCI.

DSP is presenting on CPTED—the commonly-used term for CP-UDP—at CEPOL. Material for the presentation was provided by USAL and GMP.

CEPOL Webinar, 3 December 2018

Crime Prevention Through Environmental Design

Paul van Soomeren, DSP-groep

Paul van Soomeren (DSP) is giving a general introduction to CPTED (termed CP-UDP in CCI) via CEPOL webinar. The presentation will present the focus areas: predictive policing; community policing; CP-UDP; and measuring and more or less as one. Prevention relies on covering all four focus areas. The talk will be illustrated with examples from: ESSP France, Estonia/Baltic, Dutch Police label and Manchester’s Design for Security service—including the Manchester Crime Impact Statement. The presentation will highlight GMP *Design for Security* as an adaptation / improvement of the UK’s standard ALO approach.

Task 10.9: Participate in relevant international conferences, including papers and information stands

To increase the profile and coverage of the CCI project, its results and findings, presentations on the project activities will be given to the most important international conferences. Participation will be ensured in at least 5 European events bringing together LEAs and relevant security policy-makers. These activities will be summarised in a report on participation in events (D10.9).

Conference 1: “The 24th German Congress on Crime Prevention with the 13th Annual International Forum will take place on 20/21 May 2019 in Berlin. The main topic is "Prevention & Democracy Promotion". It is organised by DPT, in collaboration with EFUS.

The LKA has applied to participate in the congress with a presentation on “Sicherheit und Vielfalt im Quartier” (Security and Diversity in local neighbourhoods) (deadline 15 October 2018). The LKA aims to present on police involvement in the planning process in Lower Saxony, Germany. This will relate to CCI’s focus area: Crime Prevention Through Urban Design and Planning. The LKA will have an exhibition booth and is planning to develop content for a CCI poster and distribute CCI leaflets.

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USAL has applied for participation in the congress with lecture (deadline 15 October 2018), see box below for details.

Cutting Crime Impact through evidence-based design thinking

Abstract submitted to DPT conference 2018

Andrew B Wootton & Professor Caroline L. Davey, University of Salford

Crime has a significant negative impact on citizens' quality of life, community cohesion and the safety and security of the urban environment — key requirements of a functioning democracy. The aim of the EU-funded Cutting Crime Impact (CCI) project is to enable Law Enforcement Agencies (LEAs) and security policymakers to adopt a preventative, evidence-based and sustainable approach to tackling high-impact crime and protecting citizens' way of life. Tailored to the needs of end-users, CCI will research, design, develop and demonstrate four toolkits covering: (i) predictive policing; (ii) community policing; (iii) crime prevention through urban design and planning; and (iv) measuring and mitigating citizens' feelings of insecurity. Using social science methods and innovation tools from the design industry, CCI aims to support LEAs in researching and innovating practical, evidence-based tools that meet end-users needs and operational contexts. 'Requirements capture' involves gaining a rich understanding of user needs, contexts, priorities and potential problems, and is key to the success of new products and services. This presentation will explain the thinking behind CCI, and show how the project will provide LEAs with valuable experience in requirements capture, problem framing, ideation, concept generation, solution design and prototyping that is transferable to other areas.

Details of the Congress available here:

<http://www.praeventionstag.de/nano.cms/international>

Paper 1: RUG has published a paper relevant to CCI on the ethical, legal and social issues relating to the use of apps to report feelings of insecurity.

Mobile devices as stigmatizing security sensors

Various smartphone apps and services are available which encourage users to report where and when they feel they are in an unsafe or threatening environment. This user generated content may

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be used to build datasets, which can show areas that are considered ‘bad,’ and to map out ‘safe’ routes through such neighbourhoods.

Despite certain advantages, this data inherently carries the danger that streets or neighbourhoods become stigmatised and already existing prejudices might be reinforced. Such stigmas might also result in negative consequences for property values and businesses, causing irreversible damage to certain parts of a municipality. Overcoming such an ‘evidence-based stigma’ — even if based on biased, unreviewed, outdated, or inaccurate data—becomes nearly impossible and raises the question how such data should be managed.

Source: Oskar Josef Gstrein and Gerard Jan Ritsema van Eck. Mobile devices as stigmatizing security sensors: the GDPR and a future of crowdsourced ‘broken windows’. *International Data Privacy Law*, 2018, Vol. 8, No. 1. Available at: <https://gerardrve.wordpress.com>

4.1.6 WP 11: Project Coordination (including Advisory Board)

The objectives of WP11 are:

- To establish a professional and efficient project management process
- To establish an innovation management process to exploit project outputs
- To ensure regular interface with the EC officers and handle EC requests
- To communicate effectively with partners and other stakeholders on the project’s progress
- To ensure that completed actions are focused on achievement of the project’s objectives
- To ensure deliverables are submitted on time and meet agreed quality standards

Task 11.1 General coordination

Effort is being undertaken to ensure the optimal execution of the project in terms of time, resources, deliverables and quality — including deployment of a web-based knowledge and document management tool. Activities of this task include: internal meetings between partners—via teleconference calls and face-to-face meetings; and regular communication exchanges by e-mail.

Each project management Steering Committee meeting involves the dispatch of preparatory documentation (agenda; presentations; reference material) and the drafting of post-meeting minutes (D11.2); disseminated to all involved parties. Information concerning meetings will also be uploaded to the project’s website to ensure transparency, visibility of the project and support participation in

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ongoing project discussions and encourage interest and attendance at the final project event. Five meetings have been held:

Meeting 1 – 2 October 2018

Meeting 2 – 16 October 2018

Meeting 3 – 30 October 2018

Meeting 4 – 13 November 2018

Meeting 5 – 27 November 2018.

Task 11.2 Liaison with European Commission

In addition to the contractual deliverables, regular reporting to the Commission is occurring to share and discuss project results. This will enable the EU Commission to provide real-time direction based on findings that emerge throughout the duration of the project. Two reporting periods (1–18 and 19–36) are defined, when related tentative technical reviews (Part 1 – 18 and Part 2 – 36) will take place.

In month 2, the EU Project Officer presented at the CCI kick-off event. This presentation emphasised that CCI should draw on previous EU-funded projects relevant to the project, as well as key EU policy documents. It was also recommended that CCI produce a policy briefing document for EU policy makers.

Task 11.3 Innovation Management

Innovation management is assigned to USAL (Andrew Wootton), and will be a standing item on every project Steering Group monthly meeting agenda from February 2018 onwards—when the requirements capture research will begin. The Innovation management plan (D11.5) is being delivered at the end of month 2 and will be updated as the project progresses.

Task 11.4 Quality Management

This task is dedicated to the definition and implementation of the quality plan and control. Quality control mechanisms were set out in the Consortium Collaboration Agreement. These outline a process for the review and approval of all project deliverables and provide guidance of presentation (including branding). The Project Plan covers: (i) Project overview; (ii) work package responsibilities; (iii) Quality

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(iv) Quality principals, processes and controls; (v) Management of risks; and (vi) Quality Control Indicators. The Quality Plan (D11.4) was submitted 30 November 2018. The Quality Manager, LOBA (Alexander Almeida) is managing this task.

The Quality Plan includes a risk management plans to assess potential risk and identify actions to mitigate the risk (via Action Plans). The Action will be instigated by the Work Package Leaders and Project Coordinator, on identification of a risk. Identified risk and planned mitigating actions are documented in the Risk Management Plan—Summary Table in the Quality Plan. When a risk is identified, consortium partners will report project risks to the Work Package Leader in the first instance. If the risk cannot be adequately addressed, the Work Package Leader will report the risk to the Project Coordinator and Project Manager. The Quality Manager will also verify that corrective actions are implemented whenever necessary and appropriate.

4.1.7 WP12: Ethics

The 'ethics requirements' that the project must comply with are included as deliverables in this work package. The deliverable submission date was extended to 30 December 2018. This WP identifies two deliverables:

D12.1: H – Requirement No. 2 [1]

1. The templates of the informed consent/assent forms and information sheets (in language and terms intelligible to the participants) have been submitted as a deliverable. All consortium languages, as follows:

- English
- Dutch
- French
- German
- Portuguese
- Estonian
- Spanish
- Catalan

2. The opinions/approvals by ethics committees and/or competent authorities for the research with humans will also be submitted as a deliverable. USAL's Ethics Committee have reviewed the Ethical Approval Submission form and provided feedback. RUG is also seeking ethical approval from its newly formed departmental ethics review committee. The remaining partners do not have ethical review

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procedures for research in place. Consequently, USAL's Ethics Committee will be asked to review and provide approval for the whole consortium.

D12.2: POPD – Requirement No. 3 [1]

- Each beneficiary involved in collecting and/or processing of personal data nominated a Data Protection Officer.
- The concerned beneficiaries checked if a declaration on compliance and/or authorisation is required under national law for collecting and processing personal data as described in the proposal. If yes, copies of the declaration on compliance and/or authorisation were submitted as a deliverable. If no declaration on compliance or authorisation is required under the applicable national law. A statement from the designated Data Protection Officer that all personal data collection and processing will be carried out according to EU and national legislation was submitted as a deliverable. Details of the DPO have been obtained for all 12 partners, and ten Declarations of Compliance to date.
- Via the Steering Committee meetings, 2 October 2018 and 16 October 2018, CCI partners were informed that about ethics requirements 3 and 5.
- In case personal data are transferred from/to a non-EU country or international organisation, confirmation that this complies with national and EU legislation, together with the necessary authorisations must be submitted as a deliverable.
- In case of further processing of previously collected personal data, relevant authorisations must be submitted as a deliverable.

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5. Progress on current deliverables

Table 1: Progress on current deliverables

Task / Deliverable	DETAILS	LEAD	DEADLINE	PROGRESS
D12.1	Informed consent and information sheet.	USAL	30/12/18	Submitted 31 October 2018. Updated version to be submitted end of December 2018.
D12.2	D12.2 Protection of Personal Data	USAL	30/11/18	Submitted 31 October 2018. Updated version to be submitted end of December 2018.
D1.1	Glossary of terms	USAL	30/11/18	To be submitted 30 November 2018
D1.2	Directory of key texts and concepts informing LEA practice in Europe.	DSP	30/1/19	Online survey for LEAs and security policy makers developed, and emailed to CCI partners for a) completion and b) forwarding to wider network
D2.1	Inventory and review of existing toolkits developed through EU-funded research projects.	EFUS	31/12/18	Over 40 EU-funded projects relevant to CCI identified from Cordis—22 of which to be researched further. Interview questions being developed.
D2.2	Inventory and review of existing toolkits in use by	DSP	28/1/19	Workshop at kick off meeting identified toolkits in use by LEAs. Further information about toolkits

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	LEAs and security policy makers			to be obtained December 2018 to January 2019.
D10.2	CCI Visual identity	LOBA	30/11/18	Submitted 29 November 2018
D10.3	Website	LOBA	20/12/18	To be completed end of December 2018, and formally launched January 2019.
D11.1	Project inception report	USAL	30/11/18	Being submitted 30 November 2018
D11.2	Innovation Management Plan	USAL	30/11/18	To be submitted 30 November 2018
D11.3	Quality Plan	LOBA	30/11/18	Being submitted 30 November 2018

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