



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE

Directorate A
Unit A4: Programme management

ANNEX

JUST/2014/ACTION GRANTS

ANNEX 1

PROJECT DESCRIPTION AND IMPLEMENTATION

<u>Name of the Applicant organisation</u>	Bundesministerium für Justiz
<u>Project Title</u>	Multi-aspect Initiative to Improve Cross-border Videoconferencing
<u>Priority reference</u>	e-Justice Action Plan Project 30 Videoconference (Category A)

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Union grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

Part 1 – General Description of the project and applicant organisation

1.1. Summary of the project (*max. 4000 characters*)

Describe briefly the project's objectives, its activities, the type and number of persons who will benefit from the project, the expected results and the type and number of outputs to be produced.

This should be identical to the summary contained in section 4 of the *Grant Application Form*.

Note: You are requested to include information under all headings mentioned below and to respect the limit of 4000 characters indicated above.

Objectives

Objective of the project "Multi-aspect initiative to improve cross-border videoconferencing" is to promote the practical use of and to share best practice and expertise on the organisational, technical and legal aspects of cross-border videoconferencing (VC) in order to help improving the overall functioning of e-Justice systems in Member States and at European level. The sub-goals are:

- Improve organising and running cross-border videoconferences between the EU Member States by providing VC users enhanced guidelines and step-by-step protocol for typical cross-border VC use-cases.
- Enhancing the technical interoperability for videoconferencing by doing practical VC connection tests between the participating MS.
- Create an improved version of a form for requesting / confirming a videoconference together with static public information to be published on the European e-Justice Portal.

Activities

- Identify judicial use cases which would benefit most from increased and better use of cross border VC;
- Develop a step-by-step protocol with instructions for typical cross-border VC use cases;
- Perform practical testing of point to point and multi point VC between different Member States;
- Summarise recommended technical standards from a practical perspective;
- Develop a form to request and/or confirm a cross-border VC between Member States in conjunction with public and static parameters to be published on the European e-Justice Portal.

Type and number of persons benefiting from the project

Judges and prosecutors from the judiciaries of the Member States, who are involved in cross-border cases with remote hearings via VC, as well as the technical staff supporting VC operations will benefit from the results of this project.

In addition also the external VC partners of the courts and prosecution offices e.g. witnesses, external experts, (vulnerable) victims, police, penitentiaries, lawyers, defense agents and community centres will benefit from smoother videoconferencing.

Since several hundred thousands of VC are already done by the European judiciaries per year and around 15% of them are cross-border, several tens of thousands of European citizens will benefit from the project results in addition to judges, prosecutors, legal professionals and external partners engaged in cross-border VC.

Expected results

- Guideline document on civil and criminal use-cases, which can achieve high benefit from cross-border VC
- Guideline document with improved step-by-step instructions ("protocol") for typical VC use-cases, which combines technical (e.g. starting, accepting a call) and judicial (e.g. identify witnesses, experts, suspected and accused persons) and organisational elements (e.g. requesting/confirming the detail parameters for the VC)
- Practical technical VC connection tests between the participating MS
- Documentation on test results (working parameters, failures, recommendations)
- Guideline document summarizing the recommended technical standards from a practical perspective and with practical tips to make VC work
- Improved form for requesting/confirming a VC containing the variable and/or confidential parameters for the videoconference and recommendations for the public and static VC parameters to be published on the European e-Justice Portal.

Type and number of outputs to be produced

All above documents describing the project results will be produced in electronic format (Microsoft word or in PDF format) and are intended to be shared via the EU COM CIRCABC repository and re-used by the Member States and the Commission.

1.2. Definition of the problem and objectives of the project (*max. 4000 characters*)

What are the problems and/or the current situation? Which are the needs that the project aims to address?

In relation to these problems, what are the major objectives that the project should attain? Who are the target group(s) of your activities and why were they chosen?

Problem:

At the national level videoconferencing is used in most Member States as a well established tool of the judiciary, which can be applied in all kinds of judicial proceedings – e.g. in criminal and prosecution, but also in civil/commercial matters – depending on the national law and the priorities of the specific Member State.

Typical VC use-cases in criminal and prosecution proceedings are:

- Avoiding the transport of persons in custody by hearing them via videoconference.
- Take witness testimony
- Hearing expert's opinion via VC
- Suspects and accused person's statement

Typical VC use-cases in civil/commercial are quite similar (Taking of evidence):

- Take witness testimony
- Hearing of expert / interpreter
- Hearing of party or representative of the party

Most Member States with VC installed for national use also do cross-border VC, **but MS notice that a cross-border videoconference adds additional levels of complexity which must be overcome:**

- **Organisational**
 - Finding the right contact-point or contact-person in the foreign country to organize, setup and start the cross-border videoconference.
- **Language**
 - Already when organising a videoconference the contact-person in the foreign country might neither understand your language nor English.
 - The need for translation during a videoconference hearing – with the interpreter either physically present near the judge, physically present at the site of the foreign witness/(party), or by connecting the interpreter over an additional videoconferencing link by doing a "multipoint videoconference".
- **Technical**
 - The partners must follow the **recommended technical standards** to enable cross-border VC (see chapter about recommended technical standards or the e-Justice Portal information pages on videoconferencing).
 - The partner-network will be protected by fire-walls and you need to use gateway solutions or "virtual rooms".
 - The partners must exchange the technical parameters for starting the videoconference, e.g.: Type of connection (IP or ISDN, ISDN-Number or IP-Address, parameters for bandwidth to be used, parameters for quality of video- and audio, passwords for gateway-solutions
 - And the partners need to have some flexibility on the technical level and a good national technical support to achieve fitting technical parameters allowing to start the cross-border video-conference with sufficient video and audio quality.
- **Legal framework**
 - The formal process for cross-border mutual legal assistance, which has to be done in order to get permission for VC in the specific case, can take too long (can be a month!)
 - National laws can forbid or limit the use of VC for specific proceeding types or for specific use-cases.

Objectives:

The objective of this project is to promote the practical use of and to share best practice and expertise on the organisational, technical and legal aspects of cross-border videoconferencing (VC) in order to help improving the overall functioning of e-Justice systems in Member States and at European level:

- **Improve organising and running cross-border videoconferences between the EU Member States by providing VC users enhanced guidelines and step-by-step protocol for specific judicial use-cases.**
- **Enhance the technical interoperability for videoconferencing by doing practical VC connection tests between the participating MS.**
- **Create an improved version of a form for requesting / confirming a videoconference together with static public information to be published on the European e-Justice Portal.**

The work of the Informal Working Group on cross-border videoconferencing identified several specific project-ideas for improving cross border videoconferencing. This project aims to implement the following subset of these project ideas, which can be immediately started without further dependencies:

- **Identify judicial use cases which would benefit most from increased and better use of cross border VC;**
- **Develop a step-by-step protocol with instructions for specific cross-border VC use cases;**
- **Perform practical testing of point to point and multi point VC between different Member States;**
- **Summarise recommended technical standards from a practical perspective;**
- **Develop a form to request and/or confirm a cross-border VC between Member States in conjunction with public and static parameters to be published on the European e-Justice Portal**

1.3. Relevance and justification (*max. 4000 characters*)

How does your project address the call priority under which you are applying? What is the project's contribution in this area?

How was the concept of the project developed and what preparations have been made so far for it? Briefly refer to the current state of knowledge and explain how you will build on it.

If the project is the continuation of a previous activity or project, how is the project intended to build on the results of that project or activity?

What are the innovative aspects of the project?

In a broad transnational partnership this project specifically supports the implementation of the e-Justice Action Plan project number 30 “Videoconference” (Category A).

By following the suggestions of the “Informal Working Group on cross-border videoconferencing” and building on other work-results and experiences from the Commission, Eurojust and the Member States, this project aims to support and improve the following sub-goal of project nr. 30 “Videoconference”:

- Organising and running cross-border videoconferences (in all MS)
- Enhancing Interoperability for videoconferencing
- Form for requesting/confirming a cross-border
- Exchange of experience and sharing best practice on videoconference – including materials (e.g. improved step-by-step “protocol” for VC in typical judicial use-cases), that can be re-used later (after translation and national customization) by the Member States for better training of their VC users.

The innovative aspect to address the problems with cross-border videoconferencing is to combine organisational, legal and technical view in the same project in order to substantially improve the use of cross-border videoconferencing between the judiciaries of the Member states. Hence, the innovation is the enabling of the usage of the VC technology and thus increasing the number of VC cross border.

1.4. Expected results (max. 4000 characters)

What are the expected results of the project? Who will benefit from these results and how?

How will the target groups of the project benefit concretely from the project results and what shall change for them?

How will these results contribute to achieving the objectives of the call priority under which you are applying?

Note: Results are immediate changes that arise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness), not activities or outputs.

Expected results from the project are:

1. **Guideline document on civil and criminal use-cases which can achieve high benefit from cross-border VC**
2. **Guideline document with improved step-by-step instructions ("protocol") for typical VC use-cases, which combines technical (e.g. starting, accepting a call) and judicial (e.g. identify witnesses, experts, suspected and accused persons) and organisational elements (e.g. requesting/confirming the detail parameters for the VC)**
3. **Practical technical VC connection tests between the participating MS**
4. **Documentation on test results (working parameters, failures, recommendations)**
5. **Guideline document summarizing the recommended technical standards from a practical perspective and with practical tips to make VC work**
6. **Improved form for requesting/confirming a VC containing the variable and/or confidential parameters for the videoconference and recommendations for the public and static VC parameters to be published on the European e-Justice Portal.**

Target groups of the above guideline documents 1 and 2 are the legal professionals of the courts and prosecution offices (e.g. judges and prosecutors) who are engaged in cross-border videoconferencing. They will gain better information on which typical judicial use-cases videoconferencing can be applied with high probability for benefits. The enhanced step-by-step protocol for typical judicial VC use-cases will guide them in the practical application of a cross-border videoconference.

The outcomes of the practical systematical videoconferencing connection tests (3) between pairs of the participating Member State in point-to-point and multi-point configuration (e.g. using support and multi-point control units from Eurojust) will be summarised in a documentation of the test results (4). This document will help ease the task of the technical VC support staff of the Member States in finding a set of practically working technical parameters for a videoconference between two specific Member States, and help increase the percentage of successful cross-border videoconferences with sufficient video and audio quality like "business as usual" national videoconferences.

Guideline document 5 summarises the recommended technical standards from a practical perspective. It shall help all Member States when planning their VC-infrastructure and guide the technical staff of the MS on the technical standards to follow when planning and setting up a cross-border videoconference.

The enhanced form for requesting/confirming a videoconference (6) shall act – in conjunction with the public and static parameters to be published on the European e-Justice Portal – as further harmonisation and standardisation of the way cross-border videoconferences shall be organised between EU MS.

Together the project results shall help increase the total number of cross-border videoconferences and increase the percentage of successful cross-border videoconferences. Better reliability of cross-border VC will also motivate and encourage legal professionals from the courts and prosecution offices to apply this technology in more cross-border cases.

1.5. European added value (*max. 2000 characters*)

What is the project's added value at European level?

How likely is it that the project methodology and/or outputs and/or results will be transferable at European level?

Note: European added value of actions, including that of small-scale and national actions, shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law, and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to contribute to the creation of minimum standards, practical tools and solutions that address cross-border or Union-wide challenges.

Improving cross-border videoconferencing can only be done in a close co-operation between Member States. Existing work already done by the Commission (e.g. videoconferencing pages on the European e-Justice Portal), work-results from other completed or running projects (e.g. AVIDICUS projects, “True to live VC”) and the VC experience and know-how from the project partners and Eurojust will be used as the starting point for further improvement of cross-border videoconferencing.

This project will be delivered by a large transnational partnership of Member States and institutions (all except one of them participated in the Informal Working Group on cross-border videoconferencing), who rate the value of this project high enough to invest their own resources and funds. This includes also 3 associate partners:

- UK (England and Wales) – Ministry of Justice,
- UK (Scotland) – Scottish Government,
- Latvia – The Court Administration,

who will contribute to this project without any EU funding and fund 100% of their effort and costs themselves!

Although eleven Member States are participating in this project, the results will be available to and valuable for all Member States!

In addition Eurojust values the project high enough to bring in its own experience and know-how with cross-border VC. Eurojust will support this project within Eurojust's normal role of supporting the judiciaries of the Member States. This support is formally documented by a "Letter of support" from Eurojust.

By having a broad number of MS involved and by optimizing the VC methodology, which is the core goal of the project, our results will be of significant value to any MS of the European Union. This major initiative will establish a best practice for the cross-border VC through the partners involved which can be applied and used by all MS.

1.6. Methodology (max. 4000 characters)

Outline the approach and methodology. Explain why this is the best approach to attain the objectives and the proposed results.

Explain the structure and complementarity of the workstreams.

Work-stream 1 of the project will deal with 2 major activities:

- **Identify typical judicial use-cases with high benefits from cross-border VC**
- **Develop a step-by-step protocol with instructions for doing a cross-border VC** containing a combined view of technical, judicial and organisational elements to be performed

Work-stream 2 deals with the **practical testing of cross-border VC connections between pairs of the participating MS and documentation of the test-results**

- Each participating MS shall carry out tests with up to 10 other MS (starting with neighbour countries)
- The test shall be tried in different configurations depending on the capabilities of the MS doing the tests, e.g.
 - IP or ISDN
 - Point-to-point VC,
 - multi-point VC e.g. using Eurojust as third partner
- Results of the test will be documented, e.g. working parameters, failures, practical hints and tips to make the connection work.

Work-stream 3 shall **summarize the recommended technical standards from a practical perspective**, based on existing work, which is to be enhanced by outcomes of the VC connection tests done in WS2.

Work-stream 4 shall **define an improved form for requesting/confirming a videoconference**. This activity is to be seen in the context of public and static VC parameters, which are to be published on the European e-Justice Portal. The form is intended to transmit the variable and/or confidential parameters (e.g. passwords for gateways or "virtual rooms"), which are required to start an individual videoconference.

This structure was chosen to test and produce results across a range of key considerations which must be considered when doing cross-border VC. As the (intermediate) results of each work-stream might influence the work of the other work-streams, the project management work-stream 0 foresees quarterly face-to-face meetings and monthly videoconferences in order that the work-streams can be aligned and coordinated in an effective way.

1.7. Timeline by workstream (max. 2000 characters)

Provide in a structured manner the timing of the activities per Workstream by using, for instance, a Gantt chart.

Apart from Work-stream 0 the project has 4 independent work-streams which will be delivered in parallel.

Hence we have the following plan for the work-streams:

Work-stream 0: months 1 to 12

Work-stream 1: months 1 to 12

Work-stream 2: months 1 to 12

Work-stream 3: months 1 to 12

Work-stream 4: months 1 to 12

The planned total project duration is estimated to be 12 months.

1.8. The partnership and the core project team (if applicable) (max. 4000 characters)

Describe the partnership of organisations implementing the project (applicant, partners, associate partners). Explain how the partners and associate partners were selected, and why is this partnership the best to attain the objectives of the project. Describe the value of the partnership, its strengths/weaknesses, the organisational arrangements within the partnership and how you will ensure coordination within the partnership.

Introduce the persons of the core project team and list the CVs (to be attached to the application) of the key people working in the project (project manager, financial manager and the key experts).

The project will be implemented by **12 partners** (including the applicant) and **3 associate partners** giving the **total of 15 organisations involved** in the project from **11 different Member States**.

Applicant:

Austria – Federal Ministry of Justice

Partners:

CCBE – Council of Bars and Law Societies of Europe

CZ – Ministry of Justice

EE – Centre of Registers and Information Systems

HR – Ministry of Justice

IT IRSIG – Research Institute on Judicial Systems

IT MoJ – Ministry of Justice

NL – Ministry of Security and Justice

PL – Ministry of Justice

SE – National Courts Administration

SI – District Court in Kranj

SI – Ministry of Justice

Associate partners:

LV – The Court Administration

UK (England and Wales) – Ministry of Justice

UK (Scotland) – Scottish Government

In addition the project will be **supported by Eurojust** in its normal role as EU institution supporting the judiciaries of the Member States.

The partners and associate partners of this project have already worked together in the Informal Working Group on cross-border videoconferencing and share the strong view that this project is useful and necessary to improve the use of cross-border VC.

The partners and associate partners bring tremendous experience and know-how in videoconferencing to the table – both from national and cross-border use of VC, e.g.:

- The judiciaries of UK (England and Wales) and UK (Scotland) together are doing several hundred thousand videoconferences each year.
- Netherlands is a VC thought leader with regard to top end judicial use-cases with “true-to-live videoconferencing” and brings in experience of other projects (e.g. AVIDICUS projects).
- Poland has invested in the newest VC technology and can share a lot of experience including recording of court hearings.
- As a consequence of the long distances within the country, Sweden is a high experienced VC user.
- Many countries like Italy want to include external users in VC
- CCBE brings in considerations like equality of arms and fundamental rights of the defendant, which also need to be protected when increasing the use of VC.
- All the other countries share the vision of digitization and dematerialization of judicial use-cases and the usage of VC as proven tool to increase the efficiency of the judiciary.

Overall the partnership has a good mixture of very large countries like Italy and United Kingdom, large and mid-size countries like Poland, Netherlands, Sweden and smaller countries like Estonia, Croatia, Czech Republic, Latvia, Slovenia and Austria.

Because of the large group, the project management work-stream 0 foresees quarterly face-to-face meetings in addition to monthly coordination videoconferences for all project partners, which will be done with the help of and using capable multi-point VC infrastructure (e.g. multi-point control units) from Eurojust.

AT: Applicant, Federal Ministry of Justice

Mag. Peter Bauer, Judge, Project Manager

DI Johann Kickinger, Technical Expert, Coordination of work-streams

DI Robert Behr, Financial Manager

Dr. Martin Schneider, Legal Expert

Dr. Peter Hubalek, Legal Expert

Erwin Pecker, Technical Expert

Christian Vyhnalek, Technical Expert

Dr. Thomas Gottwald, Legal Expert

DI Ferdinand Rödlich, Technical Expert

Partners:

CCBE:

Simone Cuomo, Legal Expert

Alonso Hernandez-Pinzon, Legal Expert

CZ-MoJ:

Robert Svihalek, Technical Expert

Martina Lickova, Legal Expert

EE:

Elen Kraavik, Legal Expert

Kaupo Karuse, Technical Expert

HR-MoJ:

Anja Sršek Crnkovic, Legal Expert

Tanja_Magdic, Technical Expert

IT-MoJ:

Giulio Borsari, Technical Expert

IT-IRSIG:

Davide Carnevali, Scientific Expert

Marco Velicogna, Scientific Expert

NL-MoS&J:

Willem Waslander, Legal Expert

Ronald van den Hoogen, Legal Expert

PL-MoJ:

Robert Typa, Legal Expert

Dariusz Maslak, Technical Expert

Rafal Reiwer, Legal Expert

SE-SNCA:

Ulf Berggren, Technical Expert

Adnan Duzel, Technical Expert

Anna Nerhammar, Technical Expert

SI-MoJ

Branko Cvikl, Legal Expert

Sabina Klanecek, Legal Expert

SI-Court Kranj

Janja Roblek, Legal Expert

Associate Partners:

UK (England and Wales)-MoJ:

Alan Hutchings, Legal Expert

UK (Scotland)-MoJ:

Cara Archibald, Technical Expert

Neil Watt, Legal Expert

LV:

Dace Eceriete, Legal Expert

Voldemars Kizino, Technical Expert

1.9. Subcontracting (max. 2000 characters)

If applicable, explain the reasons for any subcontracting in your project.

Note: On the definition of subcontracting please read carefully section V.1.5.3 of the Guide for Action Grants.

The tasks envisaged in the project in the different work-streams usually have a legal as well as a technical part which need to be addressed. The partners involved can cover the legal questions by their own staff. However, the technical part is often done by sub-contracting partners who can provide the necessary technical expertise. This is the reason why parts of the project are proposed to be sub-contracted.

1.10. Monitoring of the project implementation; risks and measures to mitigate them (max 2000 characters)

How will you ensure that the project is implemented as planned and what methods will you use to monitor its progress?.

What are the potential risks and what action do you plan to undertake to mitigate them?

Monitoring:

Work-stream 0 deals with project management and risk mitigation. Work-stream 0 intends to monitor project progress and to apply corresponding measures for potential deviations from the intended project objectives.

Tangible deliverables are defined for each work-stream, enabling the project participants to check for timely delivery and quality of the results.

Risks and mitigation:

1.) Risk: European dimension of the solution needs significant discussion with other MS and EC and could cause delays.

Mitigation: a) Closely align key decisions with EC. b) Use existing mechanisms for informing and discussions with other MS, e.g. e-Justice Portal expert's group.

2.) Risk: Work-stream 2 defines the effort estimated for practical technical tests of videoconferences. This effort includes some risks which might be faced when doing such tests, since the tests are done with multiple partners and cross-border. Consequently, if we encounter more obstacles than expected we might exceed the estimated effort. Mitigation: carefully plan and carry out the tests, and strictly monitor the effort spent during the tests. If we exceed the effort we might have to interrupt the tests with the result at this point. 1.11. Evaluation of the project activities, outputs and results (*max. 2000 characters*)

How will the project activities, the outputs and the results be evaluated?

Explain how you plan to organise feed-back mechanisms during and after the implementation of the activities (satisfaction surveys, evaluation forms, etc), which information you plan to collect and how you will use the feed-back received.

Explain which quantitative and qualitative indicators you propose to use for the evaluation of the project results.

Note: For the evaluation of the activities you will be requested to use the participation evaluation questionnaire to be provided by the Commission.

You must identify which indicators you will use from the list provided in section 5 of the Grant Application Form and include them in the indicators of your project. You will be asked to report on those indicators as part of the project's Final Report.

Where relevant, data must be disaggregated by gender and by age.

The final result of the project comprises multiple parts. All outputs shall address the optimization of cross-border videoconferences. We intend to provide a guideline for preparing and carrying out a videoconference together with improved forms for requesting a videoconference.

Beyond that the project success can be measured by counting the number of cross-border VCs.

When delivering the project the partners will use project internal feedback (e.g. by reviews etc.) to get good quality results. The usage of the material provided by the project can be checked to a certain extent in the course of the project. However, the most impact of the project will be on completion of the project, when all potential users of cross-border videoconferencing can use the project results. The partners also propose to monitor this issue in the periodic Council Working Party for e-Justice.

1.12. Dissemination strategy and communication tools (*max. 2000 characters*)

How do you plan to disseminate (actively spread) information about the project, its activities and its results? How will you reach your target group with the information and knowledge that you produce? Which communication tools will be used and how they will ensure effective dissemination of the project results?

How will your dissemination strategy facilitate further use and transferability of the project results?

Results of this project are targeted to EC and all other MS. During project execution, all documents containing major deliverables of our work-streams will be available in electronic form and will be distributed not only to EC but also the other MS in order to allow early information of other MS. The project co-ordinator also intends to provide periodic reports on the project in the Working Party e-Law (e-Justice).

For sustainability of the project the results can be re-used by other Member States when organizing and making cross border video conferences. It is also planned to make the project results available via the circa server <http://circa.europa.eu/Public/irc/SITE/Home/main?index> of the European Commission.

1.13. Sustainability and long-term impact of the project results (max. 2000 characters)

What is planned as follow-up of the project after the financial support of the European Union has ended? How will the sustainability of the project's results be assured? Are the project results likely to have a long-term impact? How?

Note: In this part you should not list activities or outputs of your project, but you should focus on the expected long-term impact of your project. The long-term impact refers to long-term socio-economic consequences that can be observed after a certain period following the completion of the project and may affect either the target groups of the project or other groups falling outside the boundary of the project, who may be winners or losers.

For sustainability of the project the results can be re-used by other Member States when organizing and making cross border video conferences. The partners expect to reach an optimization of the tasks needed for preparing and making a videoconference. We also expect the increase of the usage of videoconferencing for cross border situations. This goes in line with the increase of the number of successful cross-border VCs, which will result in an increased confidence of VC usage.

1.14. Ethical issues related to the project (max. 2000 characters)

Describe any ethical issues which you could come across during the implementation of your project, including with regard to interactions with target groups or persons benefiting from the project, and present your strategy to address them.

Videoconferences are used more and more by courts in order to save time and money.

However, this means they must be applied in a way that e.g. the rights of the defendants are still ensured.

The jurisprudential principle of the equality of arms has to be considered here in any case. The deliverables we are producing within the context of this project have to be considered under these aspects as well in order not to violate any of them. This aspect can be covered by the know-how of our partners, especially by the CCBE.

1.15. Description of intellectual property rights for projects intended to be integrated into the European e-Justice Portal (max. 2000 characters)

If you plan your project to be integrated into the European e-Justice Portal you must indicate how you intend to handle any intellectual property rights on the results of the project, or the usage of any licensed pre-existing software, in order to ensure that the Commission can evaluate how the results may be re-used on the European e-Justice Portal without excessive financial consequences for the Commission

The project partners will grant all EU institutions including the Commission and EU agencies and all government and judicial bodies of the EU Member States a non-exclusive usage right on the results of this project. This will enable the Commission to re-use and publish the results from this project on the European e-Justice Portal and enable all EU MS to benefit from the project results and to re-use the project results.

Part 2 – Description of workstreams and activities

In Part 2 describe in detail the activities that you will undertake in order to achieve the objectives you described in Part 1 of this document. This section is divided into several Workstreams (WS), i.e.: set of activities leading to a specific output that you wish to produce.

Any project will have a minimum of two WS: Workstream 0 with the management and coordination activities and Workstream 1 with outputs related to the objective of your project. (This does not imply that a project with just two WS will necessarily score low). The division should be logical and guided by the different identifiable results of an activity. The application form contains boxes for projects with up to 5 Workstreams (including management and coordination). If you think your project has more than 5 WS, please try to group them to be able to present them in the space provided.

Under each WS you should then enter an objective, list specific activities that you will undertake and list the expected outputs.

► **Workstream 0 - Management and Coordination of the Project**

Workstream 0 is intended for all activities related to the general management and coordination of the project (kick-off meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific workstream. In such case, instead of splitting them across many workstreams, please enter and describe them in workstream 0. For this reason this workstream has a different layout, where you do not have to enter objectives and duration. Nevertheless, it will have its own outputs and corresponding budget.

I. Description of the work (activities)

Be specific, give a short name for each activity and number them.

Indicate for each activity the partner, who will be responsible for its implementation.

No.	Name and description of the activity	Partner
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1	Project Management: project co-ordination with the project partners, project reporting and monitoring	Co-ordinator	
2	Quality Management: making review cycles, check of quality gates	Co-ordinator	
3...	Coordination with EC: clarifications with the EC with regards to project and budget execution	Co-ordinator	
<p>II. Output(s) of this workstream</p> <p>List the outputs to be produced by this workstream. Outputs of your planned activities can be intangible (e.g. conferences, seminars, trainings, events, professionals trained) and tangible (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers. Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.</p>			
No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1	Kick Off Meeting	Initial meeting for project setup for the whole project team, result are the minutes of the meeting	All project partners
2	Quarterly face-to-face Meetings	Periodic meetings for project co-ordination and synchronisation, project reporting and monitoring, result are the minutes of the meeting	All project partners All project partners
3	Monthly videoconferences	The project partners will do their monthly coordination meetings in the form of a multi-point videoconference by using VC infrastructure and support from Eurojust (e.g. multi-point control units)	All project partners
4	Coordination with EC	project reports, budget and project modifications if needed and agreed with the EC, results might amendments of the grant agreement	Co-ordinator, project partner concerned
5	Project close down (3 meetings done in AT, 1 in SI, 1 NN)	project close down with a look at the project results, result of the meeting are the minutes of the meeting	All project partners

<p>➤ Workstream 1: Title: Identification of typical judicial use-cases with high benefit from cross-border VC and development of an enhanced step-by-step protocol for these use-cases</p>		
Duration in months: 12	Leading partner: PL - Ministry of Justice ("protocol"), NL - Ministry of Security and Justice ("use-cases")	
<p>I. Objective(s) of this workstream</p>		
<p>First objective is to identify typical judicial use-cases, which can achieve high benefits from using cross-border VC. The goal is to get the overall picture where MS can achieve advantages from cross-border VC. This analysis shall be done by gathering the typical VC use-cases from the participating MS and analysing existing statistics from the MS on legal mutual assistance requests</p> <p>Second objective is to develop an enhanced step-by-step protocol for doing cross-border videoconferences in the typical uses-cases, in order that the VC users on both sides can follow a predefined common step-by-step protocol. Existing protocols from the MS and from the e-Justice Portal shall be used as starting point</p>		
<p>II. Description of the work (activities)</p> <p>Be specific, give a short name for each activity and number them. Indicate for each activity the partner, who will be responsible for its implementation.</p>		
No.	Name and description of the activity	Partner
1	Identify typical judicial uses-cases with high benefit from cross-border VC	(According to partner-declaration and budget-forecast)
2	Develop enhanced step-by-step protocol with instructions for doing cross-border VC in typical criminal and civil/commercial use-cases	<p>Active Partners: AT-MoJ, CCBE, IT-IRSIG, IT-MoJ, NL-MoS&J PL-MoJ, SI-Court Kranj, UK-E&W, UK-Scotland</p> <p>Observers: HR-MoJ, SE-SNCA, SI-MoJ, LV-TCA</p>

III. Output(s) of this workstream

List the outputs to be produced by this workstream.

Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.

Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.

No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1	Guideline document on recommended cross-border VC use-cases	Electronic document in English	VC users of the Member States, Commission
2	Guideline document on recommended step-by-step protocol for typical cross-border VC use-cases	Electronic document in English	VC users and technical VC support staff of the Member States, Commission
3	2 meetings (1 work-shops in PL, 1 work-shop in UK Scotland)	1 to 2 participants from each partner/associate partner involved in this activity	Involved project partners

➤ **Workstream 2:** Title: **Practical testing of cross-border VC connections**

Duration in months: **12**

Leading partner: **NL - Ministry of Security and Justice**

I. Objective(s) of this workstream

The objective is to enhance the technical interoperability for videoconferencing by doing practical VC connection tests between the participating MS and to document the test-results – especially the working parameters to make as successful VC connecton between two specific MS.

Each participating MS shall do tests with up to 10 other MS (starting with neighbour countries). The tests shall be tried in different configurations depending on the technical capabilities of the MS doing the tests, e.g.:

- IP or ISDN
- Point-to-point VC,
- Multi-point VC, e.g. using Eurojust as third partner

Test-results shall be documented, e.g.: Working parameters for the connection, failures, including practical hints and tips to make the connection work.

II. Description of the work (activities)

Be specific, give a short name for each activity and number them.

Indicate for each activity the partner, who will be responsible for its implementation.

No.	Name and description of the activity	Partner
1	Testing cross-border VC connections: Each participant shall test VC connections with up to 10 other MS	<p>(According to partner-declaration and budget-forecast)</p> <p>Active partners : AT-MoJ, CZ-MoJ, EE-CRIS, IT-MoJ NL-MoS&J, PL-MoJ, SE-SNCA, SI-MoJ, LV-TCA, UK-E&W, UK-Scotland</p> <p>Observers: HR-MoJ</p>

III. Output(s) of this workstream

List the outputs to be produced by this workstream.

Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.

Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.

No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1	VC connection tests	Practical connection tests: Each participant shall test VC connections with up to 10 other MS	Participating partners
2	Documentation on test results of the VC connection tests	Electronic document in English	Technical VC support staff of the MS, Commission
3	3 Meetings (work-shops for evaluation of test results: 1 in NL, 1 in AT, 1 in NN)	2 persons for each partners (the meetings can be organized for regional clusters of countries, but other countries can also attend for exchange of experience and sharing of knowledge)	All WS2 partners

➤ **Workstream 3:** Title: **Summarize recommended technical standards**

Duration in months: **12**

Leading partner: **SE - Swedish National Courts Administration**

I. Objective(s) of this workstream

Objective of this work-stream is to summarize the relevant technical standards from a practical perspective and to include also practical hints on problems and tips to make VC work (gained from the VC connection tests from work-stream 2).

II. Description of the work (activities)

Be specific, give a short name for each activity and number them.

Indicate for each activity the partner, who will be responsible for its implementation.

No.	Name and description of the activity	Partner
1	Summarize recommended technical standards from a practical perspective	(According to partner-declaration and budget-forecast) Active partners: AT-MoJ, IT-IRSIG, NL-MoS&J, PL-MoJ, SE-SNCA SI-MoJ, Observers: IT-MoJ, UK-E&W, UK-Scotland

III. Output(s) of this workstream

List the outputs to be produced by this workstream.

Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.

Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.

No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1	Guideline document summarizing the recommended technical standards	Electronic document in English	Technical staff of the MS, Commission
2	1 Meeting (1 workshop in SE)	2 persons from each involved partner	All participating WS3 partners

➤ **Workstream 4:** Title: **Improve form for requesting/confirming a cross-border videoconference**

Duration in months: **12**

Leading partner: **EE - Centre for Registers and Information Systems**

I. Objective(s) of this workstream

Objective is to create an improved version of a form for requesting/confirming a cross-border videoconference. This form has to be seen in context with the static public VC information to be published on the European e-Justice Portal.

The improved form for requesting/confirming a VC shall contain the variable and/or confidential parameters (e.g. passwords for gateways or “virtual rooms”) for a specific videoconference. In addition this work-stream shall develop recommendations for the public and static VC parameters to be published on the European e-Justice Portal.

II. Description of the work (activities)

Be specific, give a short name for each activity and number them.

Indicate for each activity the partner, who will be responsible for its implementation.

No.	Name and description of the activity	Partner
1	Develop an improved form for requesting/confirming a cross-border videoconference	(According to partner-declaration and budget-forecast) Active partners: AT-MoJ, EE-CRIS, IT-IRSIG, NL-MoS&J, PL-MoJ, SI-MoJ Observers: IT-MoJ, SE-SNCA, SI-Court Kranj, LV-TCA, UK-E&W, UK-Scotland

III. Output(s) of this workstream

List the outputs to be produced by this workstream.

Outputs of your planned activities can be **intangible** (e.g. conferences, seminars, trainings, events, professionals trained) **and tangible** (manuals, reports, leaflets, webpages, articles, training material packages, books). Limit their number and do not include minor sub-items or internal working papers.

Be specific as to the scope and level of ambition and use a quantitative description where applicable, e.g.: X regional seminars; X participants.

No.	Output	Characteristics (e.g. for meetings/trainings: number of participants) (e.g. for publications, documentation: format (printed/electronic); language)	Target group
1	Form for requesting /confirming a cross-border VC	Electronic document in English	Member States, Commission
2	Recommendations which public and static VC parameters should be published on the e-Justice Portal	Electronic document in English	Member States, Commission
3	2 Meetings (1 work-shop in EE, 1 in SI)	2 persons from each involved partner	All WS4 Partners