



# MINUTES OF THE FINAL MEETING

16/02/2019



## Best practices for EUROpean COORDination on investigative measures and evidence gathering



**EUROCOORD**

**Version** 1st version

**Preparation date** 16/02/2019

**Deliverable** D.1.6

**Work Package** WP1

**Authors:** Prof. Mar Jimeno

**Approved by Coordinator on:** XX/XX/2017

**Dissemination level:** CO

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## Abbreviations and Acronyms

UBU	Universidad de Burgos
UCM	Universidad Complutense de Madrid
UNIPA	Università degli Studi di Palermo
UJ	Jagiellonski Uniwersytet
WS	Work Stream
DoA	Description of Action ( <i>Referred to Annex I Grant Agreement</i> )

## 1. Meeting information

<b>Date</b>	16 February 2019
<b>Time</b>	09:00 – 14:00
<b>Location</b>	<i>Universidad Complutense de Madrid</i>

### Participants

<b>Name</b>	<b>Institution</b>
Mar Jimeno	Universidad de Burgos
Julio Perez Gil	Universidad de Burgos
Félix Valvuela	Universidad de Burgos
Annalisa Mangiaracina	Università degli Studi di Palermo
Lorena Bachmaier	Universidad Complutense de Madrid
Serena Sabrina Immaoclata Cacciadore	Universidad de Burgos
Krzysztof Michalak	Jagiellonski Uniwersytet

## 2. Agenda

**Venue:** Faculty of Law, Universidad Complutense, 5th Floor new building. Meeting Room.

**Main objectives:**

1. To reflect on the conference delivered the previous day
2. To review the work of the project during the last two years
3. To reflect on the results of the project
4. To discuss the dissemination and valorisation of the project outputs
5. To discuss the final steps and work to be done until project ends.

<b>Time</b>	<b>Item</b>	<b>Speaker</b>
09.00 - 09:30	Welcome and reflection on the Final Conference	Lorena and Mar
09.30- 10.15	WS2 <i>"Comprehensive research on legal protection in the EU Member States under the EIO provision"</i> <b>Results achieved and final steps</b>	Julio Pérez Gil Serena Cacciatore
10:15-11:00	WS3 <i>"Proposal of a Code of Best Practice: enactment, debate and training"</i> <b>Results achieved and final steps</b>	Lorena Bachmaier, UCM
<b>11.00 -11:45</b>	<b>Coffee break</b>	
11:45 – 12:30	WS4 <i>"Training and Dissemination"</i> <b>Results achieved and final steps</b>	Prof. Michalak, Jagiellonian University All
12:30 – 13:00	The final report: dissemination and other relevant data and evidence needed for the final report	UBU, KVelocity
13:00-13:30	Discussion about dissemination and valorization of the project outputs	Mar Jimeno Bulnes
13:30-14:00	General questions and doubts: <i>Closing the project</i>	All participants

### 3. Welcome and reflection on the Final Conference

EUROCOORD partners remarked the following points about the Final Conference:

- People were very satisfied with the final conference
- Academia and practitioners joined together in order to share experiences and thoughts about EIO.
- Missing more time for discussion.
- Non-payment for the registration as advantage.
- The topic was very interesting for the attendees.
- Due to the location of the conference outside Madrid allowed people from all over Spain to come.
- Just half of registered people (around 90) were attending at the end (40-50 people)

### 4. WS2 “Comprehensive research on legal protection in the EU Member States under the EIO provision”

Serena presented the Work done and the achievements performed in WS2 during the last 6 months. They are specified in Annex I WS2 presentation.

Some remarks regarding D3.3:

Each partner should review D3.3, to check if everything is correct.

UBU will require to UJ the final inputs to add it in the D3.3 as far as Polish report does not follow common methodology provided under D2.3.

D3.3 should be ended and submitted before project ends.

### 5. WS3 “Proposal for a Code of Best Practice: enactment, debate and training”

Prof. Bachmaier as WS3 leader presented draft D4.1 of the Code of Best Practices.

Now they are working on D4.2, D4.3 and D4.4.

The final conference allowed to disseminate and discuss the draft of the Code of Best Practices. It was an interesting interaction between all stakeholders involved in EIO such as national judicial authorities, police officers, researchers, academia, procedural law and criminal law practitioners. This activity corresponds to the discussion group (T.2). The results of this activity together with the feedback for the project partners will be reported in the Deliverable D4.2, open debate and training.

According to its written in DoA regarding D4.3 and D4.4 it looks there is an overlap between both of them, but the difference is that D4.4 is the electronic publishable version.

Some remarks regarding D3.3. final version and Code of Best Practices and scientific content is carefully discussed. Prof. Bachmaier gave instructions about what is needed to close the document.

## 6. WS4 “Training and Dissemination”

Prof. Michalak representing UJ, university which is the leader of WS4, presented his thoughts regarding training and dissemination activities foreseen in the project.

Prof. Jimeno presented her idea about how the training materials should follow the agreement (as she claims) reached in Krakaw’s meeting by all attendees; in this context she specifically reminded all partners how UJ was in charge of preparing the methodological part of the training, ie, general rules related to presentations (approximated extension, structure...) and questionnaires (format eg. Test, short questions and approximated number of them). Also a presentation letter should be prepared for 3 different types of audiences (judges/prosecutors/defence lawyers, policy makers and NGOs). Last Prof. Jimeno remembered that the training courses’ content is related to same different WS and for this reason each partner should specifically prepare each respective WS, ie, WS1 by UOP, WS2 by UBU and WS3 by UCM.

Training will be hosted in the project website, preferably before the project end with the letter of training materials presentation prepared by UJ.

Important, deliverables that’s should be prepare and submitted before project ends:

Deliverable Number	Deliverable Title	WS numb	Lead Beneficiary	Type	Dissemination Level	Due Date	Date
D5.1	Social media: presence, communication and debate	WS4	4-UJ	Other	Public	24	nov-18
D5.2	Consolidation of European Observatory on EIO	WS4	4-UJ	Other	Public	24	nov-18
D5.3	Scientific dissemination	WS4	4-UJ	Other	Public	24	nov-18
D5.5	Training courses materials	WS4	1-UBU	Website, patetns filling, etc	Public	24	nov-18
D5.7	Report on dissemination activities, participation in events, articles published, etc.	WS4	4-UJ	Report	Public	24	nov-18

UJ is responsible of D5.1, D5.2, D5.3 and D5.7.

UBU is responsible of D5.5

## 7. OVERALL PROJECT

Prof. Jimeno introduced the overall project results. They are specified in Annex I presentation.

Suggestion: the European observatory included in WS4 shall be posted at a whole in project web site once the projects ends as far as DoA specifically foresees that an “European Observatory on EIO will be developed and deployed”, ie, after the project ends as far as prior study on judicial practices, EIO context and enactment of CBP is necessary, which were the objectives of project itself. The aim of this observatory is to raise awareness for all target groups and society about the Code of Best Practices and also related information of EIO (legislation, case law and literature).

Also Prof. Jimeno pointed out the deliverables pending for submission before the project ends and its partner responsibility.



In relation to training materials Prof. Jimeno reminded all partners their tasks according to agreement reached in Krawaw, ie, UJ has the task to send presenting letter to different target groups and methodological rules as prior described while UOP, UBU and UCM have the task to prepare content of presentations and questionnaires related to each respective WS in order to be posted at project website before the project ends.

## 8. WSO “Management and Coordination of the Project”

Sandra Vilaplana from K-veloce, supporting UBU in the managing part presented WSO. They are specified in Annex I presentation.

She remarked the situation of the project: deliverables, milestones, activities done and that one’s still pending).

Besides, the instructions about the final report were explained to all partners. Specifically, the technical reporting and financial parts. Both of them are not yet ready in the participant portal electronic tool but shall be starting March. Once they are ready UBU and Kveloce will send instructions to complete each part with deadlines. Also, respective instructions shall be delivered to administrative staff of each partner by UBU.

## 9. Other points

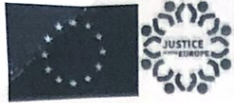
More points arise within meeting:

D2.4 → EC asked for linguistic revision. Such requested review only should address the specific comments asked with necessary updating but not introduce new content. Although the PO asked for linguistic revision, the message content only refers to reviews/comments on scientific approach. Nevertheless, Kveloce shall ask to the officer if also is needed a linguistic revision, just to be sure.



**EUROCOORD**

## Annex I: Presentations & attendance list



# EUROCOORD

Best practices for EUROpean COORDination on investigative measures and evidence gathering

## Final Meeting

February 16<sup>th</sup> 2019

Organized by: Universidad Complutense Madrid

Venue: Faculty of Law, Universidad Complutense, 5th Floor new building,  
Meeting Room. Avda. Complutense s/n, Ciudad Universitaria  
Madrid 28040

## ATTENDANCE LIST

ATTENDEE	PARTNER	SIGNATURE
Kryztof Michalak	UJ Kraków	
Felix Kälbrenz	UBU	
Julio Perez Gil	UBU	
SERENA SABRINA MITACOLATA GARCIADE	UBU	
ANNAUSA MANGARACINA	UNIPA	
Van Lino Buhay	UBU	
L. Becken	UBU	

This project is funded by the EU's Justice programme. JUST-2015-JCOO-AG-1 n° ref. 723198





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# “Best practices for European Coordination on investigative measures and evidence gathering”

## Final Meeting

February 16th 2019

Universidad Complutense de Madrid (Spain)

WP1 “Management and Coordination of the Project”

*Presented by Sandra Vilaplana (K-veloce I+D+i)*

Partners:





# Table of the contents

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- *Task list*
- *Milestones*
- *Deliverables*
- *Activities done*
- *Future activities*
- *Final report: technical and financial report*
- *Financial part*
  - *Payments*



# Task List & Gantt Diagram (updated)

UPDATED 15/12/2017		GANTT																											
		Year 1												Year 2															
Lead Organisation		dic-16	ene-17	feb-17	mar-17	abr-17	may-17	jun-17	jul-17	ago-17	sep-17	oct-17	nov-17	dic-17	ene-18	feb-18	mar-18	abr-18	may-18	jun-18	jul-18	ago-18	sep-18	oct-18	nov-18	dic-18	ene-19	feb-19	
<b>Work Package 1 (Management and Coord.)</b>		UBU																											
1 Brussels Kick-off meeting	UBU	x			x																								
2 Project kick-off meeting	UBU	x		x																									
3 2nd Project meeting	UOP						x		x																				
4 3rd Project meeting	UCM											x		x															
5 4th Project meeting	IU																			x									
6 Final Project Meeting	UBU																												
7 Project monitoring and steering committee	UBU		D		x								D				x												
8 Administrative and financial management	UBU																												
9 Ethics management	UBU																												
10 Preliminary and final evaluation	UBU					x																							
<b>Workpackage 2 (National and European legislation)</b>		UOP																											
1 Comparative research methodology	UOP																												
2 Jurisprudence analysis	UOP. All partners																												
3 Interviews	UOP. All partners						D																						
4 Analysis and assessment of the results	UOP								D																				
<b>Work package 3 (legal protection)</b>		UBU																											
1 Qualitative research methodology	UBU																												
2 Interviews and focus groups	UBU, UCM, UOP, UJ																												
3 Comprehensive and qualitative analysis	UBU, UOP, UJ												D																
<b>Work package 4 (Code of Best Practises)</b>		UCM																											
1 First draft	UCM																												
2 Discussion groups	UCM. All partners																												
3 Final version	UCM																												
4 Training courses planning and syllabus	UBU																												
<b>Work package 5 (Dissemination and training)</b>		JU																											
1 Main website and updates	UBU		D																										
2 Online debate and communication	UJ								D																				
3 Offline communication campaigns	UJ																												
4 Training courses and resources	UBU																												
5 European Observatory for the EIO	UJ, UBU, UOP																												
6 Dissemination to policy makers	UJ, UBU, UOP																												
7 Scientific dissemination	UJ, UBU, UOP																												
8 Events and conferences	UCM																												



# Milestones

MILESTONES							
Milestones number	Milestone title	WS number	Lead Beneficiary	Due Date	Date	Means of verification	Achieved
MS1	Project Kick-off meetings (Brussels and Burgos)	WP1	1-UBU	1	dic-17	Two kick-off meetings will take place: the first session will be organised in Brussels, joining the entire consortium and the European Commission (Project Officer). The second one will be held at Burgos.	yes
MS2	Preliminary evaluation	WP1	1-UBU	3	feb-17	Introductory research into the current situation regarding the EIO application and standard practices, state of the art, main communication and networking strategies and channels, adequateness of the workstream and timestream, etc.	yes
MS3	Dissemination and Communication strategy, plan and implementation	WP2	4-UJ	4	mar-17	Plans developed, and Targeted audience reached through the specific and planned activities. Establishment of presence, communication and debate. At least, four peer-reviewed articles should be published. It includes online and offline activities.	yes
MS4	Final data collection and comparative research into the EOI judicial framework, legal protection and analysis of the current situation from stakeholders	WP2,W P3	3-UNIPA	9	ago-17	Interviews addressed to judicial authorities, practitioners, and any other stakeholder involved (e.g., NGOs, police officers, etc.). Analysis of the national legislation on the implementation of the EIO, legal cooperation practices, EU legal instruments, the intervention of the leading institutions, etc.	Delayed set 18



# Milestones (II)

MILESTONES						
Milestones number	Milestone title	WS number	Lead Beneficiary	Due Date	Date	Means of verification
MS5	Long-life training: courses and seminars implementation	WP5	1-UBU	27	nov-18	Introduce and assess the online courses, their syllabus, resources and seminars in the field of the European Investigation Order.
MS6	Development of a Code of Best Practices and Evaluation report on the first draft and final version	WP4	2-UCM	27	nov-18	Final analysis of stakeholders contribution. Focus groups and coordination to elaborate the first draft and the final version of the Code Of Best Practices, marking the beginning of the European Observatory
MS7	Launch of the European Observatory on EOI and beyond on criminal matters	WP5	4-UJ	27	nov-18	Open the debate about the EIO, involve the entire community of stakeholders and establish the conditions for a collaborative, scientific driven, networking approach and its success and sustainability over time
MS8	Final evaluation	WP1	1-UBU	27	nov-18	Plans to ensure the long-term viability of the European Observatory on EOI and to fix the potential gaps that have arisen within the project lifecycle





# Deliverables

Work package 1 (Management and Coord.)		
DELIVERABLES		
D1.01	Project Handbook Manual. UBU. Enero 2017	Submitted
D1.02	Project Meetings reports. UBU. Diciembre 2016	Submitted
D1.03	2nd Project Meeting report. UBU. Junio 2017	Submitted
D1.04	3rd Project Meeting report. UBU. Diciembre 2017.	Submitted
D1.05	4th Project Meeting report. UBU November 2018	
D1.06	Final report meeting report. UBU. Noviembre 2018.	
D1.07	First Annual Periodic Activities. UBU. Noviembre 2017	Submitted
D1.08	Second Annual Periodic Activities report (M24). UBU. November 2018	
D1.09	1st monitoring report by external evaluator. UBU. May 2017	Delayed
D0.10	2nd monitoring report by external evaluator. UBU. November 2017	Delayed
D0.11	3rd monitoring report by external evaluator. UBU. May 2018	Delayed
D0.12	4th monitoring report by external evaluator. UBU November 2018	



# Deliverables (II)

DELIVERABLES (WP2)		
D2.1	Compilation framework. UNIPA. Enero 2017	Submitted 7/09/2017
D2.4	National reports on EOI and common practices. UNIPA. Julio 2017	Rejected (linguistic review) 12/02/09
DELIVERABLES (WP3)		
D3.1	Current situation. UBU. Marzo 2017.	Submitted 12/9/2017
D3.2	Common practices related with EIO and evidence transfer in Spain, Italy and Poland. UBU. Noviembre. UBU. Octubre 2017	Submitted 17/9/2018
D3.3	National reports on EOI and common practices. UBU.	Delayed



# Deliverables (III)

DELIVERABLES (WP4)		
D4.1	First version of the Code of Best Practice. UCM. Abril 2018	
D4.2	Open debate and training. UMC. Julio 2018	
D4.3	Final version of the Code of Best Practice. UCM. Agosto 2018	
D4.4	Code of Best Practice for European investigation order in criminal proceedings. UCM. Noviembre 2018	

DELIVERABLES (WP5)		
D5.1	Social media: presence, communication and debate. UJ. February 2019	
D5.2	Consolidation of European Observatory on EIO. UJ. February 2019	
D5.3	Scientific dissemination. UJ. February 2019	
D5.4	Project Main website. UBU. Feb 2017	Submitted
D5.5	Training courses materials. UBU. February 2019	
D5.6	Dissemination and Exploitation plan. UJ. May 2017.	Submitted
D5.7	Report on dissemination activities, participation in events, articles published, etc. UJ. February 2019	



# Description of the work

N o	Name and description of the activity		Partner	Month
1	<b>Brussels Kick-off meeting with the Commission (M0).</b> Project coordinator and financial coordinator will attend one-day kick of meeting in Brussels with the Commission.	DONE	UBU	1 → 4
2	<b>Project kick- off meeting in Burgos (M1).</b> 2 people of each partner will meet in Burgos to discuss project outcomes and implementation.	DONE	UBU	1 → 3
3	<b>2<sup>nd</sup> project meeting in Palermo (M6).</b> 2 people of each partner will meet in Palermo to discuss project outcomes and implementation. Associated partners will be invited.	DONE	UOP	6 → 8
4	<b>3<sup>rd</sup> project meeting in Madrid (M12).</b> 2 people of each partner will meet in Madrid to discuss project outcomes and implementation.	DONE	UCM	12 → 13



# Description of the work

Nº	Name and description of the activity		Partner	Month
5	<b>4<sup>th</sup> project meeting in Poland (M18).</b> 2 people of each partner will meet in Poland to discuss project outcomes and implementation. Associated partners will be invited.	DONE	JU	18 → 22
6	<b>Final project meeting in Burgos (M24).</b> 2 people of each partner will meet in Burgos-Madrid to discuss project final results.	DONE	UBU	27
7	<b>Project monitoring and steering committee.</b> A monitoring strategy and steering committee will be established for a continued and informed steering of project implementation. This activity will be supported by an external evaluator.	DONE	UBU	4
8	<b>Administrative and financial management</b> (payments, financial statements and reporting)	In progress	UBU	
9	<b>Ethics management</b> The Ethical management will supports the Project Coordinator in ensuring the ethical procedures or the project.	In progress	UBU	
10	<b>Preliminary and final evaluation</b> (formative evaluation in order to assess adherence to objectives and results)	In progress	UBU	



# Actions already done

Nº	Name and description of the activity
1	<b>Drobox as repository tool. UBU in charge of manage it.</b>
2	Consortium Agreement → already signed and submitted on 13/07/2017 in electronic services (SyGMA)
3	Financial templates and instructions to complete them done by UBU
4	<b>Legal and financial instructions to report project costs on December 2017.</b> <u>Responsible:</u> UBU <u>Addressed to:</u> partners. <b>Specifically person in charge of European or international offices at universities.</b> <u>When:</u> November 2017. <u>Description:</u> to give indications and instructions to fulfil with legal and financial issues related with project and Justice programme
5	Organization of two teleconferences to monitor project activities: June 11th and July 9th.
6	Amendment session management
7	Monitor project activities and its results
8	Final project meeting organisation



# FUTURE ACTIONS

Nº	Name and description of the activity	
1	To prepare final report Collect technical and financial information	UBU
2	Monitor deliverables submission	UBU



# FINAL REPORT

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## Article 15.4 Grant agreement

The coordinator must submit – within 60 days following the end of the reporting period – a final report, which includes the request of payment of the balance. **29/04/2019**

The **final report** must include the following:

- (a) a **final technical report** containing
- An explanation of the work carried out by the beneficiaries;
  - An overview of the implementation of the action, including milestones and deliverables identified in Annex 1
  - A summary for publication by the Commission





# FINAL REPORT (II)

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(b) A **final financial report** containing:

(i) An individual financial statement from each beneficiary, for the reporting period. The individual financial statement must detail the eligible costs (actual costs and flat-rate costs; see Article 6) for each budget category (see Annex 2).

The beneficiaries must declare all eligible costs, even if — for actual costs and flat-rate costs — they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts which are not declared in the individual financial statement will not be taken into account by the Commission.

The individual financial statements must also detail the **receipts of the action** (see Article 5.3.3).

Each beneficiary must **certify** that:

- the information provided is full, reliable and true;
- the costs declared are eligible (see Article 6);
- the costs can be substantiated by adequate records and supporting documentation (see Article 13) that will be produced upon request (see Article 12) or in the context of checks, reviews, audits and investigations (see Article 17), and
- that all the receipts have been declared (see Article 5.3.3);

(ii) an **explanation of the use of resources** and the information on subcontracting (see Article 10) from each beneficiary, for the reporting period concerned;

(iv) a **'final summary financial statement'**, created automatically by the electronic exchange system, consolidating the individual financial statement(s) for the reporting period and including the **request for payment of the balance**;



# FINAL TECHNICAL REPORT

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- Template will be available in Dropbox folder [FINAL TECHNICAL REPORT](#)
- Based on first annual periodic activities report (D1.7)
- Should be completed in cooperation and collaboration of beneficiaries

## **Planning**

- March, 1. UBU will send all beneficiaries 1 draft, to collect their contributions.
- March, 8. Deadline to receive partner contributions
- March, 11-15. UBU working on the technical report first version
- March, 15. First version shared with all beneficiaries for its review.
- March, 22. Deadline to receive first version reviews by all partners.
- March, 28. UBU working on the final version.



# FINAL FINANCIAL REPORT

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Kind remind: C.A. page 7.

## **Article 11 – Reports**

1. The **Beneficiaries** shall provide the **Coordinator** with any information and document required for the preparation of the Final report, with certified copies of all the necessary supporting documents *completed and signed by the legal representative* by 31/12/2017, 30/04/2018 and by **28/02/2019**, at the latest.

## **Timesheets**



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Kind remind: C.A. page 7.

## **Further and final steps:**

1. Update & finalise Timesheets. Signed, dated & stamped.
2. Update & finalise sygma financial reporting tool.
3. Update & gather all proof documents supporting personnel costs and expenditure costs. D.G Justice may ask for them. Have them at hand.
4. Send final financial report to Kveloce&UBU for review and consolidated statement **no later than 15 March**.
5. 18-22/03 Kveloce&UBU will send back the results of review.
6. Individual financial report will be uploaded by each entity in the EU online platform.
7. Each entity should have an ECAS account for that purpose
8. EU will send an email indicating that session is opened for reporting by end February.

Task to be performed by each Beneficiary

Periodic Reporting  
REP-781643-1 - period  
07/2015 > 03/2016

04 Mar 2016 ▶ 03 May 2016 (19/60 days)

Draft Submitted Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting Lock for review

Periodic Report composition Submit to EU

Process specific documents

Process specific communication

Grant Management Project Periodic Report

781643 (781643 REPA) CSA Beneficiary 1: shortname for 966984368  
 Legal Name: ROOD WIT BLAUW WATER SERVICES BV  
 PIC: 966984368 Status: VALIDATED  
 Legal Address: AMBACHTSTRAAT 20, 7609 RA, ALMELO Netherlands

Period No: 1 Duration (months): 8  
 Reporting Period : [04 Jul 2015 - 03 Mar 2016]

Financial Statement

Financial information from contact

No contribution requested?  Yes  No

Financial Statements

Period	Adjustment	Requested Contribution
04/07/2015 - 03/03/2016 (Period No '1')	No	126,674.00 €

Financial Statement for period '1' (04/07/2015 - 03/03/2016)

Eligible costs:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				100,000.00 €	<input type="text"/>
b) Direct personnel costs declared as unit costs (average cost)				40.00 €	<input type="text"/>
▼ c) Direct personnel costs declared as unit costs				339.20 €	
c1) SME owner/Natural person costs	33.92 €	x 10	=	339.20 €	
d) Direct costs of subcontracting				1,000.00 €	
e) Direct costs of providing financial support to third parties				200.00 €	
f) Other direct costs				0.00 €	<input type="text"/>
h) Indirect costs (= 0.25 * (a + b + c + f - o))				25,014.00 €	
i) Total costs (= a + b + c + d + e + f + h)					

Validate



Task to be performed by each Beneficiary

Periodic Reporting  
REP-781643-1 - period  
07/2015 > 03/2016

04 Mar 2016 03 May 2016 (19/60 days)

Draft Submitted Paid

Financial Statement shortname for 966984368 [PIC 966984368] drafting **Lock for review**

Periodic Report 1 composition **Submit to EU**

Process specific documents

Process specific communications

Periodic Reporting  
REP-781643-1 - period  
07/2015 > 03/2016

04 Mar 2016 03 May 2016 (19/60 days)

Draft Submitted Paid

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator **Unlock to draft** **Sign & Submit**

Financial Statement shortname for 966984368[PIC 966984368]  
PR\_FINANCIAL\_STATEMENT\_PARTNER\_966984368\_1

Progress status for this type of task:  
shor...84368

Periodic Report 1 composition **Submit to EU**

Process specific documents

This action will freeze the data (prevent changes) and generate a PDFdocument

Task to be performed by PFSIGN of each Beneficiary

**Periodic Reporting**  
REP-781643-1 - period 07/2015 > 03/2016

04 Mar 2016 **Draft** | 03 May 2016 (19/60 days) **Submitted** | **Paid**

Financial Statement shortname for 966984368[PIC 966984368] signature and submission to coordinator

**Unlock to draft** **Sign & Submit**

The Project Financial Signatory is invited to electronically sign the financial report and submit it to the Coordinator who may on his turn include it in the periodic report.

**Financial Statement shortname for 966984368[PIC 966984368]**

PR\_FINANCIAL\_STATEMENT\_PARTNER\_966984368\_1

Progress status for this type of task:  
shor...84368

Periodic Report 1 composition

Process specific documents

Process specific communications

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

Ok Cancel





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Kind remind: C.A. page 7.

## **Reporting:**

- Scan documentation from the beginning of the project.
- Establish a periodicity of documentation collection (quarterly, for example).
- Update the template with the expenses executed quarterly.
- Fill in the Timesheet monthly.
- Monitoring and scanning of Trips-docs and invoice<sup>c</sup>

## **UPLOAD IN DROPBOX**





# OVERALL BUDGET

	[A] Direct Personnel Costs (€)	[B.1] Direct travel costs (€)	[B.2] Direct subsistence costs (€)	[C] Direct costs of subcontracting (€)	[D] Direct costs of providing financial support (€)	[E] Other direct costs	[F] Indirect costs (€) Max 7% of direct costs (sum of budget categories A-E)	[G] Total costs (€) (A)+(B)+(C)+(D)+€+(F)	[H] Receipts	[I] Other Income (G-H-J)	[J] Requested grant
UBU	128.000 €	4.300 €	3.400 €	16.000 €	0 €	22.500 €	12.194 €	186.394 €	0 €	37.279 €	149.115 €
UCM	100.000 €	2.400 €	1.800 €	0 €	0 €	500 €	7.329 €	112.029 €	0 €	22.406 €	89.623 €
UOP	86.400 €	4.800 €	3.000 €	0 €	0 €	1.500 €	6.699 €	102.399 €	0 €	20.480 €	81.919 €
UJ	<b>76.000 €</b>	6.000 €	3.000 €	0 €	0 €	1.500 €	<b>6.055 €</b>	92.555 €	0 €	<b>18.511 €</b>	74.044 €
	390.400 €	17.500 €	11.200 €	16.000 €	0 €	26.000 €	32.277 €	493.377 €	0 €	<b>98.675 €</b>	394.702 €



# Payments

Payments:

	Date of transmission to the coordinator of the evidences	Date of payment after validation by the coordinator	Percentage of the paid subsidy	Amount
	<b>DONE</b>	At the signature of the Consortium Agreement	30%	73.675,80 €
<b>Next one:</b>	31 December 2017 Subject to having used around 50% of the budget allocated and subject to the receipt of financial and technical documents. The Beneficiary must have fulfilled all his obligations in the Grant Agreement on time	15/02/2018 <b>DONE</b>	25%	61.396,50 €
	30 April 2018 Justification of around 85% of the expenses. Breakdown of the amounts claimed Technical report providing details of the implementation and results of the actions. The Beneficiary must have fulfilled all his obligations in the Grant Agreement on time	15/06/2018 <b>Poland-UBU for update and evaluation</b>	10%	24.558,60 €



# Payments

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Payments:

**Poland-UBU for update and evaluation**

**After review of Poland declaration of costs UBU will proceed with the transfer pending , if Poland comply with the requirements.**



## Beneficiaries (partners)

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Each beneficiary must:

- (i) keep the information stored in the Participant Portal Beneficiary Register (via the electronic exchange system) up to date (in particular the data regarding its name, address, legal representatives, legal form and organisation type);
- (ii) inform the coordinator immediately of any events or circumstances likely to affect significantly or delay the implementation of the action;
- (iii) submit to the coordinator in good time:
  - individual financial statement(s) for itself and, if required, certificates on the financial statement(s);
  - the data needed to draw up the technical report(s);
  - any other documents or information required by the Commission under the Agreement, unless the Agreement requires the beneficiary to submit this information directly.

## Checks, reviews and audits – GA – art. 17

- Checks: to check the proper implementation of the action and compliance with the obligations under the grant, including assessing deliverables and reports.  
Example: after receiving the reports, the Commission checks the different documents (explanation of the work carried out, overview of the progress, explanation of the use of resources, etc.) for consistency with the description and work plan. Also, the Commission regularly performs double-funding and plagiarism checks on documents submitted by consortia.
- Reviews: (on-the-spot) reviews normally refer mainly the technical implementation of the project (i.e. its scientific and technological relevance), but may also cover financial and budgetary aspects or compliance with other obligations under the GA. Reviews may be started up to 5 years after the payment of the balance and may include on-the-spot visits or review meeting (on Commission premises or anywhere relevant for the project). On the basis of the review findings, a review report will be prepared.
- Audits (on the proper implementation of the action and compliance with the obligations under the Agreement): up to 5 years after payment of the balance.



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¿Questions?



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# “Best practices for European Coordination on investigative measures and evidence gathering”

## Final Month Project Meeting

February 16 th 2019

Universidad Complutense Madrid

WS2 “Comprehensive research on legal protection in the EU Member States under the EIO provision”

*Julio Pérez Gil and Serena Cacciatore (UBU )*

Partners:







# WS2. TABLE OF CONTENTS

---

- *Summary*
- *Workstream objectives*
- *Task List*
- *Work Description (activities)*
- *Outputs of WS*
- *Work done*
- *Achievements*
- *Next steps*



# SUMMARY

<b>Work stream Number: 2</b>	<b>Workstream name:</b> Comprehensive research on legal protection in the EU Member States under the EIO provision				
<b>WS Leader</b>	UBU	<b>Start date</b>	3 feb. 17	<b>End date</b>	12 (nov-17) now feb 28th, 2019
Person-months per participant	UBU	UCM	UOP	UJ	
	8	2	2	2	



# *Workstream Objectives*

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The Report aimed to compare Italian, Spanish and Polish Reports. It is mainly based on gathering information through direct encounters with professionals of the judiciary and judicial institutions, including judges, prosecutors, defence lawyers and other interested parties.

## **FIRST OBJECTIVE:**

**To identify practical problems in each national system resulting from the implementation of Directive 2014/41/EU of the European Parliament and of the Council of 3 April 2014, regarding the European Investigation Order in criminal matters.**

## **SECOND OBJECTIVE:**

**To find out the current state of cooperation in order to draw up a common schedule for all States belonging to the European Union.**



# *Task List*

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The initial scheme on which the content of this document was developed, did not underline that the Directive in question had been implemented by the legal systems.



Discrepancy between the information we are looking for and the collected interviews results from this factor



# Description of the work

N o	Name and description of the activity	Partner	Month
1	<b>Qualitative research methodology</b> The coordinator will state a common methodology to ensure all information is provided in a scientifically adequate approach	UBU	3 feb 2017
2	<b>Interviews and focus groups:</b> Phase 1) Professionals of the legal system, judicial institutions, experts, lawyers... Phase 2) Police officers, NGOs members and volunteers and anti-discrimination experts	UBU, UCM, UOP, UJ	4 – 10 From Mar to Sept 17)
3	<b>Comprehensive qualitative analysis of the data collected</b>	UBU	Gen 2019



# Outputs

Nº	Output	Characteristics	Target group
1	Current situation	In order to ensure the information about national practices, a framework with specific items interview protocols will be stated.	Partners (CO)
2	Common practices related with EIO and evidence transfer in Spain, Italy and Poland	Analysis of practices in the countries of the Consortium (desk research and unstructured).	Partners (CO)
3	<b><u>DELIVERABLE</u></b> National reports on EIO application and practices	Electronic deliverable (English, Spanish, Italian and Polish) It will compile the common practices in these countries	Academia, Juridical Authorities defence lawyers and legal aid lawyers, law enforcement officers and NGOs (PU)



# Future actions

Nº	Name and description of the activity	Partner
1	Qualitative research methodology	UBU



# Work done

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## **TARGET SUBJECTS. POSITION: THE INTERVIEWEES**

SPAIN→twenty-four people (12 judges, 6 prosecutors, 6 lawyers). Judges assigned to the National Court (Audiencia Nacional), an organ that has a prominent role in the matter, either as Magistrates of the Criminal Chamber (Sala de lo Penal) or as Central Investigation Judges (Jueces Centrales de Instrucción). Prosecutors have a long professional career, with extensive experience in international judicial cooperation, within institutions such as the Special Anti-Drugs Office of the Public Prosecutor. The lawyers are specialists in Criminal Law and work normally in legal offices of small size (3-5 associates).

ITALY→ 3 Public Prosecutors, 4 Judges (difficult to find in matching defence lawyers with a specific experience in the field of judicial cooperation; the lack of knowledge of another language and, in particular, of the English language, can be assumed as an obstacle for lawyers).

POLAND→ interviews conducted by lawyers of Warsaw, Kraków and other smaller towns, show the difficulty of the research of Public Prosecutors .





# Achievements

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**Spain, Italy and Poland have drawn the same conclusions regarding the excessive length of procedures.**

The EIO would come to suppose an advantage in this respect, by standardizing the procedures; this is one of the crucial points of the judicial cooperation based on mutual assistance Conventions.

**Spain:**

Judges and Prosecutors: optimistic, hopeful and positive for the implementation of the EIO Directive;

Lawyers: critical because of the decrease in the threshold of protection of human rights.

**Italy:**

Following the application of DEIO in Italy it will not be possible to use the “intradamento” procedure for the interceptions of telecommunications without technical assistance

**Request of Office of the Public Prosecutors composed by a group of persons with specific competences in the area of judicial cooperation and with the knowledge of foreign languages.**

**Poland:**

a positive attitude to EIO instruments. Common conclusion indicates the individual need of upgrading the own knowledge in this area.



# Next steps

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To ensure that practitioners are made aware of the further development of this instrument, the organization of training sessions is essential. → Training course for judges, prosecutors, lawyers

The necessity of Guidelines both at EU level and at National level; EIO electronic model forms and training for practitioners. (the proposal of Spain).

There should be common guidelines regarding the distribution of the economic costs of cooperation.



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End of the project: 28-02-2019



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# “Best practices for European Coordination on investigative measures and evidence gathering”

## FINAL PROJECT MEETING

16<sup>th</sup> February 2019, UCM Madrid

WS4 “DISSEMINATION” and other activities

Partners:





# WS4. TABLE OF CONTENTS



- 
- *Preface*
  - *Objectives of this workstream*
  - *Task List (scheduled and already made)*
  - *General description of the work (activities)*
  - *Outputs of WS4*
  - *Other inquiries/matters*
  - *Summary*



# WS4. TABLE OF CONTENTS



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*General remarks*

*Overview of last activities in WS4*

*Last deliverables*

*Consideration on done and pending activities*

*Dissemination after formal closing of the Project*



# SUMMARY



<b>Work stream Number: 4</b>	<b>Workstream name: Training and Dissemination</b>				
<b>WS Leader</b>	JU, Adam Górski	<b>Start date</b>	1 (1 Jan 2017)*	<b>End date</b>	24 (1 Jan 2019)
<b>Person-months per participant</b>	<b>UBU</b>	<b>UCM</b>	<b>UOP</b>	<b>UJ</b>	
	5	4	4	6; for details see. GA pp. 21	



# WS 4 ACTIVITIES



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→ Due to its perpetual duration activities in WS4 are not divided in phases (see: General Agreement, PART B - SUBMISSION TEMPLATE PROJECT DESCRIPTION AND IMPLEMENTATION, description of WS and Activities pp. 21 - 23, and compare to pp. 18 – 19)

**Dissemination activities description:**

**General:**

**Web page**

**Social media campaign**

**Leaflets**

**Participation in international events**

**Workshops**

**Local events**

**Other**

**For details see: “dissemination plan” in Dropbox**





# WS 4 ACTIVITIES



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**Detailed** (Dossier for main aims, tools, responsible person, aims achievements and other):

Website (till January 2019)

MOODLE (learning platform) module of the WEB Site for training courses and materials;

Dissemination of research achievements take place in social medias such as: Twitter;

Involvement of relevant stakeholders with the competencies and protocols needed in order to make easier the cooperation and admissibility of evidence across different countries

Aim is also to rise awareness, disseminate knowledge generated and train professionals with a multiplying potential



# WS 4 ACTIVITIES



- 
- **agreements and intent letters with NGOs and public institutions;**
  - **interviews with law professionals;**
  - **EU – funding visibility logo;**
  - **websites;**
  - **publications;**
  - **social media campaign;**
  - **other;**



# WS 4 ACTIVITIES



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## Agreements and intent letters with NGOs and public institutions:

- Commissioner for Human Rights in Poland (Ombudsman)



# WS 4 ACTIVITIES



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## Publications:

- Publications in widely read press such as „Rzeczpospolita”, about polish legislative undertakings in implementation of EIO;
- (Professor A. Górski, PhD A.Falkiewicz)



# Description of the work



N o	Name and description of the activity	Partner	Month
1	<p><b>Qualitative research methodology</b></p> <p>The coordinator will state a common methodology to ensure all information is provided in a scientifically adequate approach</p>	UBU	3 Feb 17
2	<p><b>Interviews and focus groups:</b></p> <p>Phase 1) Professionals of the legal system, judicial institutions, experts, lawyers...</p> <p>Phase 2) Police officers, NGOs members and volunteers and anti-discrimination experts</p>	UBU, UCM, UOP, UJ	4 – 10 From Mar to Sept 17)
3	<p><b>Comprehensive qualitative analysis of the data collected</b></p>	UBU, UOP, UJ	8 – 12 From July to Nov 17



Nº	Output	Characteristics	Target group
1	Current situation	In order to ensure the information about national practices, a framework with specific items interview protocols will be stated.	Partners (CO)
2	Common practices related with EIO and evidence transfer in Spain, Italy and Poland	Analysis of practices in the countries of the Consortium (desk research and unstructured).	Partners (CO)
3	<b><u>DELIVERABLE</u></b> National reports on EIO application and practices	Electronic deliverable (English, Spanish, Italian and Polish) It will compile the common practices in these countries	Academia, Juridical Authorities defence lawyers and legal aid lawyers, law enforcement officers and NGOs (PU)



# Future actions



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Nº	Name and description of the activity	Partner
1	<b>Qualitative research methodology</b>	UBU



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Thank for your attention





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# “Discussion about dissemination and valorization of Project outputs”

Final Project meeting  
MADRID  
**16 February, 2019**

*Mar Jimeno Bulnes  
Universidad de Burgos  
Grupo de investigación: CAII*

Partners:





# SUMMARY

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- Introduction
- Common evaluation of the Eurocoord project
- An agreement on further dissemination of Eurocoord project outputs
- State of play and pending activities:
  - Deliverables
  - Training courses
  - European Observatory on EIO
- Concluding remarks



# Introduction

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- Methodological and not scientific presentation, which shall be completed with feedback by partners
- Guidelines in order to proceed by all partners:
  - A common evaluation of the Eurocoord project
  - An agreement on further dissemination of Eurocoord project outputs
- Project deadline: 28 February 2019
  - Which pending activities must be done
  - Which activities can be postponed after deadline
- Possible further applications to EU funding



# Common evaluation of the Eurocooord project

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- Evaluation of partnership at a whole:
  - Fulfilment of different activities by each partner
  - Fulfilment of deadlines and/or reasons for delay
  - Evaluation of mutual cooperation between partners
- Evaluation of activities and outputs:
  - In relation with fulfilment of proposal's objectives
  - Which are done and which one are pending:
    - Done, eg, international conference: evaluation
    - Pending: training and European EIO Observatory, how and when?



# An agreement on further dissemination of Eurocooord project outputs

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- Maintenance of webpage <http://www.eurocooord.eu>
  - Who and how much time
  - Content: information and/or documentation
- Maintenance of common dropbox folder: *idem*
- Further dissemination:
  - Common publication by all partners: options
    - Options: content of international conference/deliverables
    - Scientific and linguistic review, editor, date and publisher
  - Other activities and information:
    - Different proposals by partners
    - Partners involved and timing



# State of play and pending activities

- Which activities have been done:
  - Submission of deliverables (D2.1, D2.4, D3.1 and D3.2)
  - Eurocoord webpage coordinated by UBU including deliverables, activities, events and other information provided by partners
  - International conference prepared by UCM: evaluation
  - Other dissemination: comments on prior publications, conferences...
- Which activities are pending:
  - They must be done before 28 February 2019:
    - Submission of pending deliverables: D3.3 and all from WS3 (fix how many)
    - Training courses should be posted at Eurocoord webpage
  - They can be postponed if they are done: European Observatory on EIO



# Deliverables:

- Extension of WS1 and WS2 till 30 September 2018 joint with suppression
- WP 2/WS 1 Desk study on evidence gathering and EIO led by UNIPA:
  - Compilation framework and/or methodology led by UNIPA (D2.1): submitted
  - Research at EU level with interviews (D2.2): suppressed due to overlapping with WS 2
  - Current legal situation on EIO (D2.3): suppressed due to overlapping with WS1 (D2.4)
  - National reports on EIO and common practices (D2.4): submitted but new submission
- WP 3/WS 2: Analysis of current judicial practices led by UBU:
  - Current situation according to both interviews' models addressed to practitioners (D3.1): submitted
  - Common practices methodology in order to elaborate national assessment (D3.2): submitted
  - National reports on EIO application and evidence gathering practices (D3.3): pending
- WS 3: Proposal for a Code of Best Practices: number of deliverables and when

- WS 4: Information, dissemination and training. Deliverables??  
EUROCOORD -JUST-2015-JCOO-AG-1 n° reference 723198



# Training courses

- According to Project description in WP5, “3 specific targeted online courses and 4 webinars courses will be deployed” in charge of UJ, UBU and UOP (UNIPA)
- In Krakaw meeting last 2 November 2018 (see minutes) was agreed the following only in relation to online courses:
  - To elaborate presentation and questionnaire of WS1, WS2 and WS3 by respective partner (UNIPA, UBU and UCM)
  - In general same content for different 3 target groups (judges/prosecutors and lawyers) but with different presenting letter and maybe specific content especially in last case
  - Presenting letter and common guidelines to be provided by UJ, especially:
    - extension and model for presentation
    - number and form of questions (test or short questions)
- Training courses shall be posted at Eurocoord webpage <http://eurocoord.eu>
- Deadline: 28 February 2019 if possible due to commitment of partners with EU
- What about webinars? Should be included in training materials posted at webpage?





# European Observatory on EIO

- According to Project description in WP 5, “a European Observatory will be developed and deployed encouraging Best Practices (WP 4) proposed... It will include 4 online seminars as webinars through the website Moodle” in charge of UJ, UOP (UNIPA) and UCM
- Nothing is discussed till now; besides WP 4/WS 3 must be finished
- For this reason suggestion of postponement after deadline 28 February 2019
- Agreement if 4 webinars can be the 4 training webinars not at the moment neither developed nor foreseen; who and how shall be done?
- Discussion on European Observatory on EIO:
  - Where to be posted: Eurocoord webpage <http://eurocoord.eu> ?
  - Who manages? Which university/partner and staff?
  - Which content besides Code of Best Practices as deliverable? Legislation/case-law/literature?



# Concluding remarks

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- General evaluation of Eurocooord project:
  - Partnership and outputs
  - Technical support by UBU and Kveloce
  - Other comments and/or discussion
- Possible further applications to EU funding:
  - DG Justice calls or others, which ones?
  - Topics: judicial cooperation in EU, procedural safeguards, e-evidence...
  - Leadership and partners
- Other questions and doubts