Draft

IT Users Expert Subgroup meeting
17 January 2019, Brussels, Montoyer 30

1. General information and adoption of the agenda

The draft agenda was adopted.

2. IMI - Changes proposed by SAs (rapporteur: EC DG GROW)

Since the last subgroup, there were was only one new enhancement request submitted. However, this request arrived the day before the meeting and was thus is yet to be reviewed.

DG Grow presented the state of play of the changes/enhancements previously discussed. Four items are in "Work in Progress" status due to be resolved in the next couple of months. An outlook on future upgrades of IMI functionality was given. Currently, a new version of the system adding functionalities and a new interface is scheduled to be in production during the summer. A review of all the enhancements will be done at the October meeting after few months of use of the new interface.

The participants were invited to continue to provide feedback and improvement suggestions and to use the agreed form for this purpose. As also interaction with other systems was raised, the participants of the expert subgroup were invited to also provide concrete cases in this regard to the EDPB IMI Helpdesk.

3. IMI - Identified problems with the use of IMI

The Coordinator explained the functioning of the EDPB IMI Helpdesk and how the Helpdesk monitors the use of the system. The Coordinator reminded that users should follow the user guide as it contains the procedures agreed by the Future User group. These procedures can be changed if the majority of SAs wish to do so. If there is any uncertainty, the participants are invited to contact the EDPB IMI Helpdesk for assistance.

The Coordinator presented the common problems found and proposed solutions. Some of these problems have already been successfully tackled by contacting the SAs e.g. the file title naming convention. In regards to this point, it was agreed to add a reminder in the system with the file title naming convention.

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4. IMI - Best practices and Q&A morning session:██████████████

████████████ each presented an overview of their SA's organisation and detailed their processes on using IMI in their day to day operations.

5. Collaborative tool - Confluence

The Secretariat presented a potential collaborative tool, Confluence. SAs were invited to provide feedback on the tool including any information that they may deem beneficial in its future use.

The SAs agreed on the implementation of confluence and it will be presented at the Plenary for final approval. The Secretariat will also present the solution to all other Expert Subgroups. Implementation is envisioned for Q2 2019.

6. Art. 70 Consultation in Confluence

After presentation of IMI as a potential solution at the previous subgroup, a solution in Confluence was presented. There was discussion around the functionality of automatic data versioning and the locking of the document for editing.

Participants agreed that a pilot should take place for article 70 consultation. Approximately 10 volunteers will be required for the testing exercise.

7. Written procedure - Implications of Access to Documents legislation

Information on the legal basis and rules on access to documents was given by the Secretariat. A quick review of the IMI solution for a written procedure was given and an agreement was reached on the use of IMI for written procedures. This will be presented to the next Plenary and moved into implementation phase.

8. IMI - Law Enforcement Directive

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9. Videoconferencing - state of play

An update on the implementation of the Jabber system was provided. EU accounts are in the process of being created and implementation is envisioned for March. 10 volunteers will be required for testing the application.

To-do/Next steps

- Coordinators to provide a discussion paper on Article 56 and grouping of data processing activities
- Secretariat to investigate addition of deadline/please reply by dates to IMI search results
- **Article 70 consultation** - Volunteers required for pilot
- **Video Conferencing** - Volunteers required for testing
- **Any other enhancements and feedback** to be sent to the EDPB IMI Helpdesk ███████ ████████████████ using the new Change Request form distributed before the meeting.

Annex: Attendance List

SAs:

AT, BE, BG, CZ, DE, ES, FI, FR, GR, HU, IE, IT, LU, NL, PL, PT, RO, SE, UK

EEA SAs:

NO

- European Commission

- EDPB Secretariat