IT Users Subgroup meeting

11th October, 2018, EDPB premises, 30 Rue Montoyer, 1000 Brussels

1. General information and adoption of the agenda

The agenda was adopted.

The coordinators shared with the subgroup information on:

- EDPB IMI Helpdesk and number of helpdesk requests;

- Monitoring of the system done by the EDPB IMI Helpdesk as result of the Plenary decision giving access to the cooperation procedures of the IMI;

- Preliminary findings on common problems concerning different procedures and the possible work of the Cooperation subgroup on some procedural issues, including check lists and translations;

- Secretariat's intention to prepare analysis of identified problems for next the subgroup meeting;

- Statistics which will be regularly shared with users;

- Tips and practical solutions concerning use of different workflows will be provided by the Secretariat and added in a separate part/chapter of the User Guide.

2. IMI - Changes proposed by SAs

The procedure on the change management in IMI was presented by the Secretariat and DG GROW,

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3. IMI - Proposals of the new workflows

- GDPR Consultation - a demonstration of the GDPR Consultation proposal in IMI was given and members provided their comments on the workflow, including necessity and usability of such workflow. The possibility of a trial period in the training environment was discussed as well.

  The data structure for GDPR consultation workflow will be updated after receiving written feedback from SAs.

- Written Procedure - demonstration of the GDPR Consultation proposal in IMI was given and its implications discussed and members provided their comments on the workflow, including necessity and usability of such workflow. The question of visibility of voting records of each SA was discussed as well.

  Additionally ▇ asked to have a separate field on EEA positions.

4. IMI - Data structure of the meeting register

A brief explanation of the data structure of the meeting register which should replace CIRCABC was provided. Due to lack of time the data structure was not discussed in details and members were asked to provide written contributions. Demonstration of new workflow will be done during next subgroup meeting.

5. Law Enforcement Directive

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6. Other IT tools to be used by the EDPB

- Collaboration tool - An overview about a potential solution for an EDPB collaboration tool (Confluence, provided by the Commission) was presented including the features. Further information to be presented at the next subgroup.
- Videoconferencing system - An overview about a potential solution for EDPB video conferencing (CISCO Jabber, provided by the European Parliament) was presented including the features and problems encountered during testing phase. The Secretariat will do further investigation and present further information at the next subgroup.

7. Any Other Business

During the next subgroup meeting, SAs may share their internal organisation, distribution of roles and best practices on their IMI use. Before the next subgroup meeting, the Secretariat will ask SAs to volunteer for such presentation.

The next Subgroups will take place on the 17th January and 23rd May 2019.

8. To-do/Next steps

- Secretariat to provide written information about: **Allocation** in the context of request workflows and **procedure to be used to send documents to LSA**
- **GDPR Consultation data structure** - all remaining comments and feedback to be provided to the Secretariat by the **19th October**
- **Written Procedure data structure form** - all remaining comments and feedback to be provided to the Secretariat by the **19th October** including feedback on the visibility of voting records of each SA
- **Meeting Register data structure form**- all remaining comments and feedback to be provided to the Secretariat by the **19th October**

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- **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, DK, GR, ES, FI, FR, HU, IE, IT, LU, NL, PL, PT, RO, SI, SK, UK, EDPS

EEA:

NO

Further attendees:

- European Commission

- EDPB Secretariat