

**RAMSES**



# **RAMSES**

**Internet Forensic platform for tracking the money flow of financially-motivated malware**

**H2020 - 700326**

---

## **D1.2 RAMSES Sub Committees**

---

**Lead Author: Tatiana Silva**

**With contributions from: All partners**

Deliverable nature:	R
Dissemination level: (Confidentiality)	PU
Contractual delivery date:	30/09/2016
Actual delivery date:	31/10/2016
Version:	0.5
Total number of pages:	14
Keywords:	RAMSES; H2020, sub committees, management

---

*Abstract*

This deliverable, which is fundamentally based on the Consortium Agreement and the Grant Agreement, describes the RAMSES' management structure and defines the project sub committees: Steering Board, Scientific and Technical Steering Committee, Innovation and Dissemination Committee, Ethical, Societal and Legal Committee, Security Advisory Board, Stakeholders and End-users network and the External Advisory Board.

---

## **Executive summary**

This deliverable describes the actions carried out under task T1.2 “Establishment of RAMSES sub Committees and Advisory Board” – part of Work Package 1 “Project Management and coordination”.

After a brief introduction, the report details the roles of the partners and the representatives that are involved in RAMSES. This is thought to help the reader to understand the responsibilities that are assumed by each participant. The members of the different committees – Steering Committee, Scientific and Technical Steering Committee, Innovation and Dissemination Committee, Ethical, Societal and Legal Committee, Security Advisory Board, Stakeholders and End-users network and the External Advisory Board – as well as the project coordinator, the technical manager and the work package leaders are identified.

## Document Information

<b>IST Project Number</b>	700326	<b>Acronym</b>	RAMSES
<b>Full Title</b>	Internet Forensic platform for tracking the money flow of financially-motivated malware		
<b>Project URL</b>	http://www.ramses2020.eu		
<b>Document URL</b>			
<b>EU Project Officer</b>	Nada Milisavljevic		

<b>Deliverable</b>	<b>Number</b>	D1.2	<b>Title</b>	RAMSES Sub Committees
<b>Work Package</b>	<b>Number</b>	WP1	<b>Title</b>	Project Management and Coordination

<b>Date of Delivery</b>	<b>Contractual</b>	M01	<b>Actual</b>	M02
<b>Status</b>	version 0.5		final X	
<b>Nature</b>	prototype <input type="checkbox"/> report X demonstrator <input type="checkbox"/> other <input type="checkbox"/>			
<b>Dissemination level</b>	public X restricted <input type="checkbox"/>			

<b>Authors (Partner)</b>				
<b>Responsible Author</b>	<b>Name</b>	Tatiana Silva	<b>E-mail</b>	tatiana.silva@treelogic.com
	<b>Partner</b>	Treelogic	<b>Phone</b>	+34 910 05 90 88

<b>Abstract (for dissemination)</b>	This deliverable, which is fundamentally based on the Consortium Agreement and the Grant Agreement, describes the RAMSES' management structure and defines the project sub committees: Steering Board, Scientific and Technical Steering Committee, Innovation and Dissemination Committee, Ethical, Societal and Legal Committee, Security Advisory Board, Stakeholders and End-users network and the External Advisory Board.
<b>Keywords</b>	RAMSES; H2020, sub committees, management

<b>Version Log</b>			
<b>Issue Date</b>	<b>Rev. No.</b>	<b>Author</b>	<b>Change</b>
1/09/16	0.1	Tatiana Silva	Skeleton
17/09/16	0.2	Tatiana Silva	Initial version
27/09/16	0.3	Tatiana Silva	First draft available
15/10/16	0.4	All partners	Some changes in the suggested
31/10/16	0.5	Tatiana Silva	Final version available

## Table of Contents

Executive summary .....	3
Document Information .....	4
Table of Contents .....	5
Abbreviations .....	6
1. Introduction .....	7
2. Management structure and procedures .....	8
2.1 Management structure .....	8
2.1.1 Steering Board .....	8
2.1.2 Scientific and Technical Committee (S/T Committee).....	9
2.1.3 Innovation and Dissemination Committee.....	9
2.1.4 Ethics, Social and Legal Committee .....	10
2.1.5 Stakeholders and End-users network .....	11
2.1.6 Security Advisory Board .....	11
2.1.7 Work Package leader .....	11
2.1.8 External Experts Advisory Board.....	12
3. Conclusions .....	13
4. References .....	14

## Abbreviations

A list of abbreviations in alphabetical order is strongly recommended. See the following example.

**DoA:** Description of the Action

**ICT:** Information and Communication Technologies

**LEAs:** Law Enforcement Agencies

**S/T:** Scientific and Technical

# 1. Introduction

RAMSES is a H2020 project that started in September 2016.

The overall objective of RAMSES is to design and develop a holistic, intelligent, scalable and modular platform for Law Enforcement Agencies (LEAs) to facilitate digital Forensic Investigations. The system will extract, analyse, link and interpret information extracted from Internet related with financially-motivated malware.

In order to achieve all the objectives and deliver all the deliverables with the expected high-quality and on time, a cooperation between partners while at the same time maintaining a strict control over the progress, risks and achievement, is need. For that, the management structure needs to be defined.

Most of the management structure were already envisioned in the Description of the Action (DoA), nonetheless, some of them have been extended or redefined in a more detailed manner in the following section.

## 2. Management structure and procedures

The management structure was defined in the DoA and have been considered to ensure the smooth running of the project, so that all relevant actors can analyse, take and adopt decisions concerning their roles in due time without producing an adverse impact on other areas.

### 2.1 Management structure

The management structure (Figure 1) where a distinction between decision-making/consultative bodies (dotted line) and the organisation of daily operations is apparent – has been proposed with the aim of facilitating the cooperation between partners at the same time a strict control over the progress, risks and achievements are maintained. Likewise, this structure is deemed to be appropriate for a three-year project with a multidisciplinary consortium consisting of thirteen partners.

The management structure proposed for the project aims at facilitating the co-operation between partners and while maintaining a strict control of gradual achievements of the project objectives.

RAMSES follows an interdisciplinary approach, bringing together partners and contributions from different perspectives, especially societal, ethical and legal issues, scientific and technical knowledge, data privacy and security, impact assessment and end-users and stakeholder involvement and innovation and market capacity. These aspects are taken into account for the creation of the project's governance bodies.

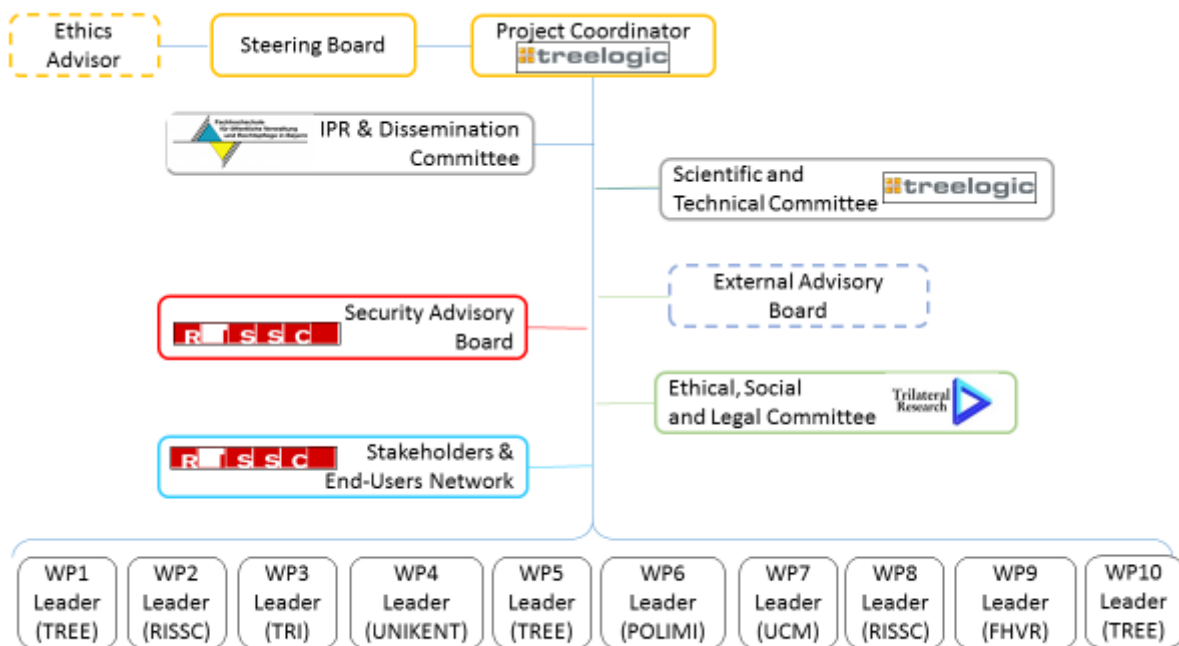


Figure 1 RAMSES management structure.

#### 2.1.1 Steering Board

Chaired by the Project Coordinator, Ms. Tatiana Silva, and consisting of the Partners' team leaders, the Steering Board will be responsible for:

- Monitoring of project progresses, achievements and costs.
- Preparation of contract changes (budget, resources, plans, etc.).



- Solution of problems that have a potential impact on project strategies, resources and achievement of planned objectives, definition of the necessary contingency plans.
- Review the declaration of know-how and/or knowledge
- Conflict resolution on issues that have an impact on strategies, medium-long term objectives, resources and the project roll-out strategies

Within the Steering Board, conflict resolution will be handled and solved by consensus. Should the consensus not be achievable, a majority vote will be used: each member will hold one vote. Quorum limits will be set by the Steering Board and a quorum limit of 2/3 of the members is suggested.

Members of the Steering Board:

- Tatiana Silva, TREE
- Berta Santos, MJ
- Julio Hernandez-Castro, UNIKENT
- Velentina Scioneri, RISSC
- Javier García Villalba, UCM
- Holger Nitsch, BayFHVR
- Anna Donovan, TRI
- Stefano Zanero, POLIMI
- Jeffrey Vincent, BFP
- Christian Rossow, USAAR
- Alejandro Gonzalez, MI

### **2.1.2 Scientific and Technical Committee (S/T Committee)**

The S/T Committee will be chaired by the Scientific Manager, Alejandro Prada, from Treelogic. This Board shall assist the Steering Board and Project Coordinator. The technical partners compose it. Its functions include the management of dependencies between technical tasks, coordination of technical work, review and approval of technical reports and deliverables, and resolution of problems of a technical nature. Other duties include:

- Monitoring the general scientific and technological community in those research areas tackled by the project to determine the state-of-the-art and industry evolution.
- Keeping abreast of industry technological trends.
- Monitoring of the progress of scientific research and technological developments.
- Coordination of scientific meetings and the preparation of consequent reports.
- Liaison between this project and related projects, networks of excellence, standardisation bodies and in general with adjacent research communities.

The representatives of the Scientific and Technical Committee are:

- Alejandro Prada, TREE
- Julio Hernandez-Castro, UNIKENT
- Javier García Villalba, UCM
- Stefano Zanero, POLIMI
- Christian Rossow, USAAR

### **2.1.3 Innovation and Dissemination Committee**

This body is chaired by the Innovation and Dissemination Manager. Holger Nitsch from BayFHVR and formed by a representative from academics and Law Enforcement Agencies.

This body has knowledge in IPR and technology transfer and will seek for dissemination opportunities, respecting IP rights. The committee is in charge for decisions to be taken by the participants individually or

as a consortium. . These tasks include protection of the background and also foreground, dissemination of data, access rights for third parties, joint ownership management, licensing agreements, protection of results or confidentiality, and market approach strategy, among others

In particular, on the dissemination side, the special attention will be paid to:

- Being in touch with the Project Coordinator, Technical Manager, End-user Manager and WP Leaders to keep updated the information on the progress of the project for its public release.
- Coordinating dissemination in the media, using the available tools, social media and other resources.
- Encouraging the participation in workshops, conferences, scientific magazines, etc.
- Promoting the collaboration with other related projects and assuming the representation of RAMSES in front of them.
- Listing and contacting potential end users from European LEAs (T9.2) and inviting them to the training sessions in task T8.2.

The members of this Board are:

- Holger Nitsch, BayFHVR
- Mario Recio, TREE
- Ana Sandoval, UCM
- Berta Santos, MJ
- Darren Hurley-Smith, UNIKENT

#### **2.1.4 Ethics, Social and Legal Committee**

The Ethical, Social and Legal Committee provides guidance on the project's activities and their adherence to the relevant European regulation. The Committee will be chaired by the Ethical Manager, Ana Donovan from Trilateral Research. Trilateral are experts in ethics and surveillance, tracking, and monitoring.

The Committee comprises representatives of the end-user partners, the Ethical Manager and experts from partner institutions who are experts on tracking ethics, data protection and relevant technical infrastructures.

In particular, the Committee has the following functions:

- To examine the yearly Work Plan for ethical or legal questions;
- To monitor and review project deliverables where ethical questions arise;
- To monitor upcoming ethical implications;
- To propose solutions to legal and ethical questions coming from the participants;
- To ensure the approval of ethical procedures by the competent legal local/national Ethics Boards/Bodies/administrations in the countries where the different end users validation will take place (i.e. Portugal, Spain, Belgium).

The representatives of the Ethical, Social and Legal committee are:

- Ana Donovan, TRI
- Gonçalo Ribeiro, MJ
- Alejandro González, MI
- Holger Nitsch, BayFHVR
- Vincent Jeffrey, BFP
- Mara Mignone, RISSC

### **2.1.5 Stakeholders and End-users network**

In order to assure links of the project with on-going research in the field, as well as taking into account relevant opinions from members outside the consortium, and extending impact beyond participating partners, a network of stakeholders and end-users has been created, formed by interested associate partners.

An End-User Coordinator (RISSC) has been appointed as the one in charge of managing stakeholders and the end-users network (as the leader of WP2 and WP8). BayFHVR, as dissemination manager will also have an important role dealing with stakeholders. Functions include:

- To create a stakeholder contact list identifying relevant stakeholders and end-users.
- To initiate and continue to build the stakeholder and end-users network.
- To coordinate engagement and liaison of stakeholders during the different phases of the project.
- To ensure that the work fulfils the end-users expectations and needs, also with the aim to maximise its impacts in terms of dissemination/diffusion and further exploitation.

### **2.1.6 Security Advisory Board**

As identified before in the DoA, the Security Advisory Board is chaired by the Security Officer, Mara Mignone, from RISSC, and formed by consortium members with sufficient knowledge of security issues.

This body is in charge of managing security-sensitive data at all phases of the project, assuring that the maximum standards are met. In addition, the SAB will be assessing the sensitivity of every output from the project and assuring they are compliant with relevant regulation, and that no sensitive information is being released, made public, or disseminated beyond the corresponding authorised group (considering that the project is managing security-sensitive information).

Members of the Security Advisory Board are identified below:

- Mara Mignone, RISSC
- Carla Faria, MJ
- Jean-Jacques Dequévy, BFP
- Javier Sánchez, MI
- Francisco Gonzalez Arias, PMM

### **2.1.7 Work Package leader**

Each work package is led by one partner. Their activities are:

- Coordinating tasks, activities, and their leaders towards the WP objectives.
- Ensuring a smooth running and coordination with other work packages.
- Monitoring of the tasks progress with respect to task goals, milestones, and adequacy of results.

Reporting to the Steering Board any possible deviations identified due to scheduling, unsuitability or risks affecting the quality of project results and/or objectives.

### 2.1.8 External Experts Advisory Board

The members of the External Advisory Board will provide guidance and advise the consortium along the project life. If available, they will participate in some project meetings, keeping updated about the progresses of the project and giving their view about the consortium proposals. Several members are identified in the table below.

No	Name/Entity	Expertise, experience, role
1	<b>Mr. Francisco González Arias/Municipal Police of Madrid (PMM)</b>	Head of IT department on Municipal Police of the Madrid Council. Mr. Francisco is well placed to advise the RAMSES consortium on how best to bring research and innovation to operational reality.
2	<b>Mr. Olivier Burgersdijk/Europol</b>	Head of Strategy of European Cybercrime Centre. He will bring operational experience and contacts with several LEAs all over Europe.
3	<b>Mark Stirling/National Crime Agency (NCA)</b>	Mark is an extremely experienced investigator currently leading on the NCA's response to banking Trojan DRIDEX, which makes him particularly relevant to RAMSES's case studies.
4	<b>Johann Wagner/ United Nations Counter Terrorism Centre (UNCCT)</b>	Senior Border Expert at the UN headquarters in New York, he will bring experience in the field of law, police management and operations and flight against organised crime.
5	<b>Francesca Bosco / United Nations Interregional Crime and Justice Research Institute (UNICRI)</b>	As Project Officer at UNICRI, Francesca will bring expertise on fighting cyber threats and she will help in the dissemination at UNICRI's international events, widening the stakeholder network.

### **3. Conclusions**

In this deliverable the RAMSES sub committees were defined and the roles of each partner were explained. Complying with the described actions will lead to an efficient execution of the project, avoiding misunderstandings and, as a consequence, saving time.

## 4. References

- [1] <http://www.ramses2020.eu>