prisma cloud

Privacy and **S**ecurity **Ma**intaining Services in the **Cloud**

Contract Number: 644962
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Deliverable D9.8

USER ADVISORY BOARD

COMMUNICATION SUMMARY **1**

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1. Executive Summary

The User Advisory Board Communication Summary 1 deliverable presents the User Advisory Board (UAB) members, summarises the UAB communication strategy of the PRISMACLOUD project and the UAB activities carried out during the first year of the project. The PRISMACLOUD UAB is composed of experts from academia and industry and from different fields, such as cloud providers, end users, policy makers, exponents from legislation and standardisation bodies, and other stakeholders. Having all these experts in the UAB guarantees the PRISMACLOUD project's success.

In order to convey the project status, recent advancements and innovations in the project are communicated to the UAB members on a regular basis in workshops and teleconferences, as well as through the UAB mailing list and the regular newsletter. The feedback from the UAB supports the continuous quality control by the project management and enables an efficient steering of the project.

In the first year of the project, two events were organised in order to meet the UAB members in person and to attract other possible participants to the board. The goal of the "The Future of Cloud" event, organised together with the EU projects CREDENTIAL and SECCRIT, and EUROCLOUD Austria, was to present the project specifically to industry and to attract industry members. Besides, the goal of the IFIP Summer School was to meet the UAB members and to collect their feedback and elicit requirements regarding the use cases, which at that moment were in the development phase, and the technologies applied in the project, and to present the project to the scientific community. Moreover, the 1st PRISMACLOUD Newsletter was distributed to the UAB members.

2. Abbreviations and acronyms

BMLVS	Bundesministerium für Landesverteidigung und Sport (Federal Ministry of Defense and Sport)
IFIP	International Federation for Information Processing
NDA	Non-Disclosure Agreement
PRISMACLOUD	Privacy and Security Maintaining Services in the Cloud
UAB	User Advisory Board

3. Introduction

PRISMACLOUD is an EU Horizon 2020 research project of 42 month duration (February 2015 – July 2018) developing the next generation of cloud security technologies. With a budget of 8.5 Million Euro over 3.5 years, the project brings together leading European companies, universities and research institutes with strong expertise and experience in the fields of cryptography, and information security and in the field of cloud computing.

As the use of cloud computing is increasing constantly, the traditional computing paradigm is experiencing a fundamental shift. Organisations relying on cloud computing services do no longer completely control their own data, but hand them over to external, potentially untrusted parties, i.e., cloud service providers, for processing and storage. Currently there exist no satisfactory approaches to protect data during its lifetime in the cloud from unwanted access by cloud providers and other users of the cloud. PRISMACLOUD will develop innovative security solutions for cloud computing, based on efficient cryptographic techniques. These techniques aim at improving the security of data at rest, data in move, and data in use, as well as the privacy of cloud users.

The project brings novel cryptographic concepts and methods to practical application and makes them usable for providers and users. The main idea and ambition of PRISMACLOUD is to enable end-to-end security for cloud users and to provide tools to protect user privacy with the best technical means possible - by cryptography.

To make this vision come true, PRISMACLOUD plans innovations in the fields of verifiability of data and infrastructure use, user privacy and anonymisation, as well as innovations for securing data at rest. The project will enable secure and efficient implementations and provide the methodology, tools and guidelines for a fast adoption of project results.

The consortium with 16 partners from 7 different EU member states and two associated countries (Switzerland and Israel) is led by AIT Austrian Institute of Technology (Vienna, Austria) as project coordinator, and IAIK-TU Graz - Graz University of Technology (Graz, Austria) as Technological Manager. Further partners include Atos Spain, S.A. (Spain), CEA - Commissariat à l'énergie atomique et aux énergies alternatives (France), TUDA - Technische Universität Darmstadt (Germany), ETRA - ETRA Investigación y Desarrollo S.A. (Spain), FCSR - Fondazione Centro San Raffaele (Italy), IBM - IBM Israel Science & Technology Ltd. (Israel), IRT - Interoute S.p.a. (Italy), KAU - Karlstad University (Sweden), LISPA - Lombardia Informatica S.p.A. (Italy), MPL – MikroPlan GmbH (Germany), UNEW - University of Newcastle upon Tyne (UK), UNIL - Université de Lausanne (Switzerland), UNI PASSAU - Universität Passau (Germany), XiTrust – XiTrust Secure Technologies GmbH (Austria). Furthermore, PRISMACLOUD has initiated a User Advisory Board which consists of end-user organizations and (Cloud) security experts.

In addition to the consortium partners themselves, the PRISMACLOUD project has an extended User Advisory Board, consisting of experts, representing different areas and nations that are interested in the research results of the project. PRISMACLOUD UAB members will advise the consortium with additional requirements and other feedback during the different project phases. A User Advisory Board communication strategy has been established from an early project stage.

4. User Advisory Board (UAB)

It has been an explicit goal of the project to establish an external expert advisory group to be actively involved in the evaluation of preliminary results and ongoing work throughout the project. Already during proposal preparation, experts from different fields were contacted and consented on being part of PRISMACLOUD's UAB. However, after the project start, even more experts from fields relevant to the project's domain could be won for the user advisory board. Particularly we organized two events aimed at finding new members for the UAB from both industry and academia. The final UAB was established during the first project year and is now composed of 18 experts from various domains. Due to the excellence of the candidates in our UAB, we expect to get valuable and relevant feedback throughout the upcoming project period. The goal of PRISMACLOUD is to actively involve the UAB and feedback their advice to the ongoing project work. The broad spectrum of the expertise in our user advisory board will generate the valuable feedback we are not able to produce within the consortium.

In order to optimize the collaboration between the project and the UAB, a non-disclosure agreement negotiated in case confidential information has to be shared with the UAB members.

4.1. Role of the UAB

The role of the UAB is to help and guide the project in an unbiased and complementary way and to discuss with the consortium members the next steps in the project, as well as the opportunities and the challenges arising during project implementation The UAB specifically will:

- provide high quality advice and feedback from an expert's and a user's perspective on project developments and innovations;
- engage in valuable peer dialogue with consortium members;
- influence on the project's scientific direction;
- assist the consortium members in dissemination and communication activities;
- increase prospects for exploitation;
- assess and refine the further specification of use cases;
- advise on legal issues, which may possibly arise;
- comment on updated project summaries, press releases, papers, presentations, deliverables, and drafts provided by the PRISMACLOUD consortium whenever deemed necessary.

The user advisory board members will meet physically around three times during projects duration. Conditions of reimbursement for the travel expenses and the daily allowance can be found in Annex I UAB Invitation Letter - Non-Disclosure Agreement and Conditions for Reimbursement.

4.2. PRISMACLOUD UAB Members

The UAB consists of 18 external individuals from academia and industry which are working in fields related to emerging ICT technologies in general, or cloud computing in particular. They are from organisations in the private and public sector and coming from over 9 different European countries. Although in the field of cloud computing the percentage of females is quite low, in the PRISMACLOUD UAB five of the members are females.

The UAB is designed to provide early feedback on the PRISMACLOUD project from different viewpoints, considering the overall value and potential use of the PRISMACLOUD project results. Together with the PRISMACLOUD consortium, the UAB will help to organise the transfer of project results to industry and standardization organizations. The size of the UAB was chosen in a way to be effective and to cover all possible fields in the project.

The PRISMACLOUD UAB is formed by the following seventeen members:

- Robert Basmadjian – One Logic – Germany
- Ian Brown - Oxford Internet Institute - United Kingdom
- Jan Camenisch - IBM Research Zurich – Switzerland
- Anton Dollmaier – Aditsystems – Germany
- Johannes Goellner – BMLVS – Austria
- Marit Hansen - Schleswig Holstein - Germany
- Tobias Hoellwarth – EuroCloud – Luxembourg
- Jaap-Henk Hoepman - Radboud University Nijmegen – Netherlands
- Kuan Hon - kuan0.com - United Kingdom
- Georg Markus Kainz – Quintessenz – Austria
- Els Kindt - KU Leuven – Interdisciplinary Centre for Law and ICT (ICRI)/CIR/KU Leuven – Belgium
- Alain Pannetrat – Cloud Security Alliance - Greece
- Siani Pearson - Secure and Cloud Lab Hewlett-Packard Laboratories – United Kingdom
- Charles Raab - School of Social and Political Science University of Edinburgh - United Kingdom
- Antonio Samaritani - Regione Lombardia – Italy
- Linda Strick – FOKUS Fraunhofer – Germany
- Herbert Taucher – Siemens AG – Austria
- Kai Rannenberg - Goethe University Frankfurt - Germany

Profiles covered:

- Industry: One Logic, Siemens AG, Aditsystems
- Academia: Radboud University Nijmegen, KU Leuven, University of Edinburgh, Oxford Internet Institute, Queen Mary University of London, Goethe University Frankfurt
- Applied Research: IBM Research Zurich, Secure and Cloud Lab Hewlett-Packard Laboratories, FOKUS Fraunhofer
- Non-profit organisations: Cloud Security Alliance, EuroCloud
- Governmental organisation: BMLVS, Regione Lombardia

Skills covered

- Legal and social sciences
- Data protection
- IT Security
- Privacy
- Cryptography
- Cloud Computing & Security

Figure 1: Geographical distribution of PRISMACLOUD UAB members

5. User Advisory Board Communication Strategy

In order to convey the project status, as well as advancements and innovations to UAB members efficiently, and to collect the UAB feedback a UAB communication strategy was designed at the start of the project. This strategy will be reassessed and refined during the course of the project, should that be necessary. In the following, the communication strategy is presented.

Mailing list

A mailing list dedicated to the UAB was set up to support effective communication and exchange of information with the UAB. The mailing list represents the preferred communication path to the UAB.

Teleconferences

The PRISMACLOUD User Advisory Board Members will be invited to participate in about one teleconference per year, in order to discuss current project topics with project consortium members.

Newsletters

Newsletters containing information about project activities, achievements and innovations will be published whenever deemed necessary and will point the reader towards the relevant events, publications and data that might be available.

Web presence

UAB members will be informed about project developments through the project's public web presence, webpage and social media accounts.

Workshops

A one or two-half days workshop per year, which will be held in a different city each time, will be organised where feedback from UAB members will be gathered and ideas between the consortium partners and the UAB members will be exchanged. In between the workshops, further information exchange and collaboration will be facilitated over the mailing list and through the teleconferences. For these workshops, professional booklets will be produced containing summarised research output tailored to suit the UAB.

6. User Advisory Board Communication Report Year 1

During project's first year, a first interaction with the UAB was made during a meeting with several UAB members during the IFIP Summer School in Edinburg, as well as by informing them via newsletter about the project progress.

6.1. The future of Cloud, 17 June 2015, Vienna, Austria

In order to attract more people from industry to our UAB and to inform them about our goals and planned work, we organized a workshop together with partner projects (SECCRIT, CREDENTIAL) and the EuroCloud organisation, an already committed user advisory board member.

The workshop was themed "The Future of Cloud" (www.thefutureofcloud.org). It took place on the 17th of June 2015. The event was hosted by AIT and organized together with EuroCloud Austria at the TechGate venue in Vienna.

The event was centred on two panel discussions, which focused on the following topics:

- Getting a clearer picture of how the cloud will develop over the next few years
- Taking a look at the future from different perspectives to be able to form one's own opinion and make one's own decisions.
- Presenting complex research topics in an innovative and exciting manner in an overall context

Figure 2: The Future of Cloud Event

In addition, a poster session was held, in order to explain the research topics in detail.

6.2. IFIP Summer School 2015, 16-21 August 2015, Edinburg, Scotland

Interesting and fruitful discussions took place during IFIP Summer School 2015 in Edinburg where several members of the consortium had the chance to meet some of the UAB members and receive feedback regarding the PRISMACLOUD use cases, which at that time were still in the development process. The PRISMACLOUD project hosted two workshops dedicated to the use cases and to the technologies applied in the project.

One two half-day workshops in the form of introductory presentations and expert focus group discussions was conducted consisting of experts in the field of privacy and security. The use case scenarios in the areas of E-health, E-government, and Smart Cities developed in PRISMACLOUD were used in the workshop in order to give context of use for the cryptographic tools of the project. The aim of the focus group discussions was to explore end user and HCI challenges of the case scenarios and further elicit requirements in regards to usability, trust, and privacy.

The workshop consisted of informative and interactive parts, which took place at the IFIP summer school. In total 25 participants with different research level and background, coming mainly from

Europe, Asia, and the Middle East, formed five interdisciplinary focus groups. The informative part consisted of a brief introduction to PRISMACLOUD, the three use-case scenarios, and a technical overview of signatures schemes covering malleable and functional signatures in preparations of the focus group tasks and discussions. Each group had a moderator who was guiding the group through tasks, brainstorming activities, discussions, and feedback throughout the interactive session. The interactive session consisted of three parts: (a) An introduction to the workshops agenda, materials, group forming, and group members' introductions. (b) Discussions about case scenario selections and related cryptographic primitives and tools, and further the implications and features of those primitives and tools in regards to usability, privacy, and trust. For this, participants first wrote short notes on opportunities and concerns that they see in regard to the selected case scenarios on post-it notes that were assembled on a poster (c) Requirements elicitation of cryptographic primitives and tools from part (b) to enhance usability, privacy, and trust in the Cloud. Results from the focus group sessions were documented as summaries by the moderator of each group. The results of the discussions in the workshop are presented in detail in "D2.1 Legal, Social and HCI Requirements".

In the second workshop, selected cryptographic technologies were presented and new potential use cases were discussed in the plenary.
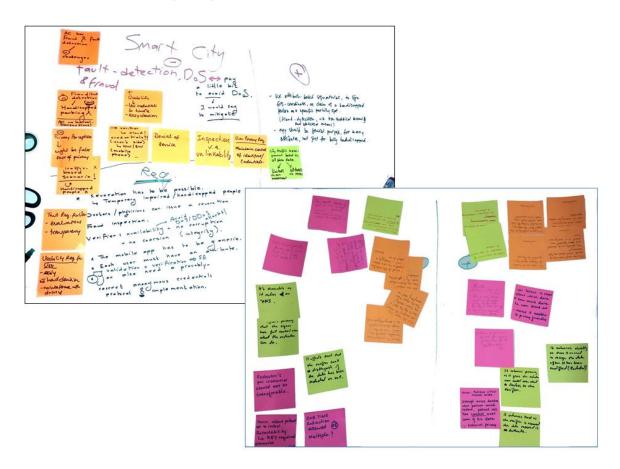

Figure 3: IFIP Summer School

In summary, the PRISMACLOUD participation in the IFIP summer school was very successful. A large audience attended the workshops and actively participated in the discussions, as can be seen from the working papers above.

6.3. 1st PRISMACLOUD Newsletter – January 2016

In January, the 1st PRISMACLOUD newsletter (https://prismacloud.eu/index.php/newsletter-2/) containing a project overview and the expected results, the project status and achievements for the

first year, the dissemination and communication activities carried out, as well as the established liaisons with other projects relative to the PRISMACLOUD has been distributed to the UAB.

Figure 4: PRISMACLOUD Newsletter - January 2016

7. Upcoming Workshop

During the preparation of the current deliverable, a UAB workshop has been organised on 16th February 2016 in Frankfurt. The preliminary agenda includes presentations of the three use cases e-Health, Smart City and e-Government, the developed technologies and the findings and results until now.

The purpose of this meeting is to gather expert feedback on use cases and the technologies, to discuss other possible collaborations, dissemination and exploitation opportunities, and to examine, refine and exchange views on the project's direction for the second year. More information about the results of this workshop will be presented in the next deliverable covering UAB communication D9.9 "User advisory board and communication summary 2".

The workshop will specifically focus on:

- The presentations of identified research areas and recent results;
- The PRISMACLOUD use cases;
- Future research directions;
- Opportunities for dissemination and exploitation of results.

The preliminary agenda for the first workshop is structured as follows:

16th February 2016

Time	Item
09:30 – 10:00	Arrival of workshop participants
10:00 – 10:15	Presentation of the UAB Members – To know us better!
10:15 - 10:30	Welcome and introduction to the PRISMACLOUD project *Thomas Loruenser (AIT)*
10:30 – 12:00	Technology developments (WP4 and WP5) – 15min per technology *Daniel Slamanig (TU Graz), Denise Demirel (TUDA), Boris Rozenberg (IBM), Henrich Poehls (UNI PASSAU), Thomas Loruenser (AIT), Thomas Gross (UNEW)*
12:00 – 12:45	Discussions of technology developments
12:45 – 13:45	Lunch
13:45 – 14:30	Requirements findings (WP2 and WP3) – 15min per task *Simone Fischer-Hübner (KAU), Manuel Perez (ATOS), Thomas Laenger (UNIL)*
14:30 – 15:15	Discussion of requirements findings
15:15 – 15:45	Coffee break
15:45 – 16:30	Use cases – 15min per use case Smart City |e-Government | e-Health *Santiago Cáceres (ETRA), Marco Decandia (LISPA), Marco Mosconi (FCSR)*
16:30 – 17:15	Discussion of use cases and technologies
17:15 – 18:00	Discussion of Dissemination, Exploitation and Standardization opportunities
18:00 – 18:30	Feedback and recommendations from the UAB members

Annex I UAB Invitation Letter - Non-Disclosure Agreement and Conditions of Reimbursement

Invitation Letter

RESEARCH & INNOVATION
Horizon 2020

prisma cloud

Privacy and Security Maintaining Services in the Cloud

Contract Number: 644962

Call: H2020-ICT-2014-1

Invitation Letter to PRISMACLOUD User Advisory Board

Dear,

On behalf of the PRISMACLOUD Consortium this letter is to cordially confirm our invitation to you, the undersigned invitee ("PRISMACLOUD Member"), to take part in the PRISMACLOUD User Advisory Board.

1. Purpose

PRISMACLOUD is an EU Horizon 2020 research project of 42 month duration, (1st February 2015 – 1st August 2018) developing the next generation of cloud security technologies. The project brings novel cryptographic concepts and methods to practical application to improve the security and privacy of cloud based services and make them usable for providers and users. The main idea and ambition of PRISMACLOUD is to enable end-to-end security for cloud users and provide tools to protect their privacy with the best technical means possible - by cryptography.

The objectives of PRISMACLOUD are:

- Development of cryptographic tools to protect the security of data during its lifecycle in the cloud
- Development of cryptographic tools and methods to protect privacy of users
- Creation of enabling technologies for cloud infrastructures
- Development of a methodology for secure service composition
- Experimental evaluation and validation of project results

The User Advisory Board is designed to provide early feedback on the PRISMACLOUD Project results from different viewpoints, considering the overall value and potential use of the PRISMACLOUD project results. As such, it will provide advice to the PRISMACLOUD project, focusing on its scientific direction and its prospects for exploitation and research in the mid and long terms. Moreover it will provide specific requirements tailoring PRISMACLOUD approach to a more practical focus. Together with the PRISMACLOUD Participants, the PRISMACLOUD User Advisory Board prepares the transfer of its results to industry and standardization organizations.

2. Tasks

The PRISMACLOUD User Advisory Board Members will be invited to participate in a one or two-half days workshop and in one Teleconference per year in the duration of the project. The workshop may be located in different cities every time. Between the workshops further information exchange and collaboration will be done by mailing lists, an own discussion area on the PRISMACLOUD web page as well as telephone or video conferences when needed.

The PRISMACLOUD User Advisory Board will be regularly updated by the PRISMACLOUD Consortium on necessary results and plans of the PRISMACLOUD and will be invited to participate in selected outreach activities. Where appropriate the PRISMACLOUD Consortium will provide updated project summary, press releases, papers, presentations, deliverables, and drafts to the PRISMACLOUD User Advisory Board Members to comment on such material.

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3. Duration

The membership in the PRISMACLOUD User Advisory Board starts on 1st February and ends at the latest when the PRISMACLOUD project ends or is stopped. The regular duration of the PRISMACLOUD is 1st February 2015 to 31st July 2018.

Both, the PRISMACLOUD Consortium and the PRISMACLOUD User Advisory Board Member may terminate the PRISMACLOUD UAB Member's membership in the PRISMACLOUD UAB for convenience by written notice. The PRISMACLOUD Consortium will address such notice to the address indicated in this invitation letter. The PRISMACLOUD UAB Member shall address the notice to:

DI Thomas Loruenser
Department Digital Safety & Security
AIT Austrian Institute of Technology GmbH
Donau-City-Strasse 1
1220 Vienna
Austria

4. Compensation

The PRISMACLOUD Consortium shall,

- reimburse the PRISMACLOUD UAB Member part of her or his travel expenses that are claimed and proven and
- provide a daily allowance for attending the PRISMACLOUD UAB workshops. The PRISMACLOUD UAB Reimbursement Conditions are disposed for this. Compensations which exceed these guidelines can be approved only in exceptional cases.

These compensations and payments are subject to the compliance with the "Conditions of Reimbursement of PRISMACLOUD User Advisory Board Members" attached to this letter.

No other payment (e.g., for hours of work, equipment) shall be made by the PRISMACLOUD Consortium to PRISMACLOUD UAB Members.

5. Legal aspects

Confidential Information: No information which is confidential to the PRISMACLOUD Consortium shall be accessed by the PRISMACLOUD UAB Members. The PRISMACLOUD UAB Member have - in regards to the confidential information received in their function as Member of the UAB -to sign the standard non disclosure agreement as attached to this letter in dublicate and will receive one countersign document.

The parties will be free to use and disclose for any purpose any information provided by the PRISMACLOUD UAB Member to the PRISMACLOUD Consortium, subject to valid patents and copyrights.

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Intellectual Property: The PRISMACLOUD UAB Member shall not acquire any intellectual property rights by this letter agreement or by virtue of the membership in the PRISMACLOUD UAB. The PRISMACLOUD UAB Member assigns to, and the PRISMACLOUD Consortium will become the owner of, all copyrightable material, including software, furnished or developed by the PRISMACLOUD UAB Member for the PRISMACLOUD Consortium.

Warranty: All material furnished or developed by either party within the scope of this letter agreement are provided "as is" without any warranty.

Liability: Except for damages caused by fraud; death injury to natural persons; or damage to real or immovable property caused by negligence or willful act, neither the PRISMACLOUD Consortium nor the PRISMACLOUD UAB Member shall be liable for any direct or indirect damages to the fullest extent permitted by applicable law.

Decision power: For the avoidance of doubt, the PRISMACLOUD UAB Member has no vote within the PRISMACLOUD Consortium.

Applicable law and jurisdiction: Belgian law will apply to this letter agreement without regard to Belgian law rules of conflict of laws. The PRISMACLOUD UAB Member will comply with all export laws and regulations of the European Union and of other relevant States. Disputes arising out of this agreement letter shall be subject to the jurisdiction of the competent court in Brussels.

By signing below you indicate your acceptance and signify your concurrence with the above.

Sincerely,

Acting as Coordinator of the PRISMACLOUD
Consortium by proxy on behalf of each partner
of the PRISMACLOUD Consortium:

AIT Austrian Institute of Technology GmbH

Date:

Accepted and agreed to: (please fill in your address and organization)

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Name:

Address:

Organisation:

_____

Name:
Organisation:

Date:

Non Disclosure Agreement

Effective Date: 01.07.2015

Duration of information exchange: 37 months

(01.07.2015 to 31.07.2018)

End of confidentality obligations:

31.07.2018

NON DISCLOSURE AGREEMENT

This non disclosure agreement (hereinafter referred to as the "Agreement") is made by and between:

AIT Austrian Institute of Technology GmbH (Coordinator)

Acting on its behalf and on behalf of the other members of the Consortium PRISMACLOUD,

And

XXX………………….., born the Month day, year, at place of birth, personal address, professional address and function hereinafter referred to as "User Advisory Board Member",

Hereinafter called individually the "Party" and together the "Parties".

WHEREAS the members of the Consortium PRISMACLOUD (H2020) have agreed on a Consortium Agreement, which took effect on 1st February 2015, for the execution of the Project PRISMACLOUD ("Privacy and Security Maintaining Services in the Cloud").

WHEREAS the advisory board of the Consortium PRISMACLOUD is composed of third parties who shall contribute to the visibility of the PRISMACLOUD Project.

WHEREAS the advisory board members will have access to confidential information, and notably results of the Project, of the Consortium PRISMACLOUD.

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NOW THEREFORE, the Parties hereto agree as follows:

All information in whatever form or mode of transmission, which is disclosed by the Coordinator to the User Advisory Board Member during the execution of the Agreement, is "Confidential Information".

This Agreement governs communication of Confidential Information from July 1st, 2015 (hereinafter referred to "the Effective Date") for a 37 month duration. At the end of this period it shall automatically terminate unless renewed by mutual consent in writing.

The User Advisory Board Member hereby undertakes for a period of 5 years after the end of the Agreement:

- not to use Confidential Information;

- not to disclose Confidential Information to any third party without the prior written consent of the Coordinator;

- to return to the Coordinator all Confidential Information which has been supplied to or acquired by the User Advisory Board Member including all copies thereof and to delete all information stored in a machine readable form.

The above shall not apply for disclosure of Confidential Information, if and in so far as the User Advisory Board Member can show that:

- the Confidential Information becomes publicly available by means other than a breach of the User Advisory Board Member's confidentiality obligations;

- Coordinator subsequently informs the User Advisory Board Member that the Confidential Information is no longer confidential;

- the Confidential Information is communicated to the User Advisory Board Member without any obligation of confidence by a third party who is in lawful possession thereof and under no obligation of confidence to Coordinator;

- the Confidential Information was already known to the User Advisory Board Member prior to disclosure;

- the User Advisory Board Member is required to disclose the Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order.

If User Advisory Board Member becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so, prior to any such disclosure

- notify the Coordinator, and

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- comply with Coordinator's reasonable instructions to protect the confidentiality of the information.

Nothing in this Agreement shall be construed as compelling the Coordinator to disclose any Confidential Information to the User Advisory Board Member.

This Agreement is personal to the Parties (« intuitu personae ») and User Advisory Board Member undertakes not to assign nor transfer its rights or obligations under this Agreement to any third party.

Any dispute arising in connection with this Agreement which cannot be amicably settled within the sixty (60) days following its occurrence shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one arbitrator appointed in accordance with those Rules. The arbitration proceedings shall take place in Paris (France). The language to be used in the arbitral proceedings shall be English.

The applicable law shall be the Belgian Law under which the dispute, controversy or claim referred to arbitration shall be decided.

Executed in two original counterparts, one for each Party:

User Advisory Board Member	Coordinator
Date:	Date:
Signature:	Signature:
Name:	Name:
Title	Title

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Conditions of Reimbursement

RESEARCH & INNOVATION
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prisma cloud

Privacy and Security Maintaining Services in the Cloud

Contract Number: 644962

Call: H2020-ICT-2014-1

Conditions of Reimbursement of PRISMACLOUD User Advisory Board Member

All information requested in the reimbursement claims form must be given in full and written clearly in capital letters.

All supporting documents must be attached to the form.

The PRISMACLOUD Consortium shall,

- reimburse the PRISMACLOUD UAB Member part of her or his travel expenses that are claimed and proven and
- provide a daily allowance for attending the PRISMACLOUD UAB workshops. The PRISMACLOUD Consortium shall not be liable for any material, non-material or physical damage suffered by PRISMACLOUD User Advisory Board Members or those responsible for accompanying a PRISMACLOUD UAB Member in the course of their journey to or stay in the place where the workshop is held, unless such harm is directly attributable to the PRISMACLOUD Consortium. In particular, PRISMACLOUD UAB Members who use their own means of transport for travelling to such workshops shall be entirely liable for any accidents that they might cause.

Travel Expenses

PRISMACLOUD UAB Members shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the workshop, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

Because of a limited budget of the PRISMACLOUD UAB the full reimbursement of travel costs from outside of Europe is not always possible. In those cases please contact the PRISMACLOUD coordinator (admin@prismacloud.eu) **before booking the journey** for a negotiation of how much of the travel expenses can be reimbursed.

If travel expenses for attending one meeting will exceed 1000€ please contact the PRISMACLOUD coordinator (admin@prismacloud.eu) before booking the journey.

Travel expenses shall be reimbursed on presentation of proof of the expense and supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.

The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.

If the route is not served by train, the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.

Only necessary taxi fares shall be reimbursed. The necessity has to be explained in the reimbursement form.

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Daily Allowances

If indicated in the invitation letter, a fixed daily allowance shall be paid for the workshop duration. The daily allowance paid for each day of the workshop is a flat rate to cover all expenditure at the place where the workshop is held including, for example meals as well as travel and accident insurance.

The daily allowance shall be EUR 80.00. The cost of meals offered may be deducted from this amount.

An additional daily allowance may, exceptionally, be paid if prolonging the stay would enable the PRISMACLOUD UAB Member to obtain a reduction in the cost of transport worth more than the allowance.

Payments

All reimbursement of travel expenses and daily allowances shall be made to one and the same bank account.

PRISMACLOUD UAB Members must provide PRISMACLOUD project's coordinator with the documents necessary for their reimbursement by letter postmarked no later than 30 calendar days after the final day of the workshop or attached to an e-mail.

Unless the PRISMACLOUD UAB Member can provide a proper justification that is accepted by reasoned decision by the responsible authorizing officer, failure to comply with the submission deadline shall absolve PRISMACLOUD project from any obligation to reimburse travel expenses or pay any allowances.

Travel expenses shall be reimbursed in Euro, where appropriate at the rate of exchange applying on the first day of the workshop.

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