



Minutes

**GPEN Development Board
Inaugural Formal Meeting
Bahrain 19 – 20 January 2010**

1: Attendance and apologies

Attendees:

Nicholas Cowdery, Ali AlBuainain, Han Moraal, Rory Field, Seong Jin Choi, Henk Marquart Scholtz, Elizabeth Howe, Esther George, Janne Holst Hübner.

Apologies for absence:

Apologies had been received from Gerrit L. Roberts, Carla Verissimo De Carli, Eileen Creedon, Robert Doyle and Morag McLaughlin.

Based on suggestions made by absent Board members it was discussed whether substitutes should be allowed to attend Board meetings. **It was agreed** that substitutes should not attend Board meetings, appointments to the Board being in a personal capacity and participation being personal (and not representative). Members who cannot attend in person should endeavour to attend by video link if that facility is able to be made available.

2. Welcome

Ali AlBuainain welcomed the Board members, the secretariat, Mr. Henk Marquart Scholtz and Janne Holst Hübner to Bahrain and expressed the importance of this first official meeting of the Development Board.

3. Opening, including summary report from informal meetings held in Kiev in September 2009.

Nick Cowdery opened the meeting and thanked all attendees for taking time to take part in this first official meeting of the GPEN Development Board. He offered his thanks on behalf of all attendees to Ali AlBuainain for hosting the meeting and the great facilities and technical assistance provided for the meeting.

Recognizing GPEN cannot run by itself, **Nick Cowdery** expressed special gratitude for all the work done by the creator of GPEN, Esther George.

Nick Cowdery briefly reported on the Kiev Meeting Summary Report.

4. Any additional items for the agenda

No additional items were added to the agenda.

5. Industry Reports

Microsoft representatives did not attend the meeting

6. GPEN Governance Framework

Nick Cowdery referred to the Commissioning Document and noted the need for the Board to address governance issues included there and otherwise relevant and incorporate them into a final Governance Document.

Nick Cowdery highlighted the following six focus areas the Board should touch on during the Bahrain meeting:

1. Governance – identifying the foundation on which the Board should function and the relevant structures and reporting lines
2. Website – getting full value
3. Relations with industry
4. Relations with law enforcement
5. Funding (identify funding opportunities)
6. Workplan

Nick Cowdery especially referred to the paper by Han Moraal on the development of GPEN; Rory Field's paper on industry; and a paper by Gerrit Roberts on his contact with GPEN representatives.

7. Governance Documentation

It was agreed to prepare a Governance Document, consistent with the IAP objects, clarifying the relationship between the IAP and GPEN and describing how GPEN operates within the IAP, for submission to the IAP Executive Committee in Prague in March 2010, based on the following overall perspectives and agreements:

- GPEN is “owned” by the IAP. The Crown Prosecution Service (CPS) passed ownership of GPEN to the IAP during the 13th Annual Conference in August 2008 in Singapore. GPEN is now mentioned in the IAP Business/Work Plan.

Agreements/principles:

- The Chair must be approved by the IAP Executive Committee.
- The GPEN Development Board should be adopted as a Committee of some kind to the IAP Executive Committee or the IAP.
- The GPEN Development Board will approve membership of the Board, taking into account the global nature of GPEN. Organisational members can nominate a member of staff to join the Board and individual members may nominate themselves. Board members, including the Chair, need not be IAP Executive Committee members.
- The financial resources of GPEN will be managed by the IAP Secretariat and money should be allocated from the IAP budget for GPEN projects including training seminars.
- Sponsorship can be obtained as long as it is consistent with the IAP Sponsorship Protocol. GPEN sponsorship money will go into the IAP accounts.

Esther George was asked to become a Board member and expressed doubts about this. The CPS have strongly supported GPEN but Moira Andrews (CPS) and Elizabeth Howe took a decision early on that the CPS would not be on the Board in order to prevent it being too UK-centric, as the CPS initiated the project. **Elizabeth Howe** was of the view that the situation has moved on as we now have an international Board.

Action: Esther will discuss this with the CPS.

8. Commissioning Document:

Elizabeth Howe clarified the status of the Commissioning Document [prepared by Esther George and Elizabeth Howe]. It was intended to merely set the basic functions of the Board and is flexible. A discussion of the "Commissioning Document for the Development Board" then followed.

The Following specific aspects of the document were agreed:

Regarding outcomes:

It was agreed to include a paragraph regarding contact with industry and law enforcement.

Terms of reference:

Elizabeth Howe suggested that Board members be appointed for at least three year terms.

Meetings:

It was agreed to hold a half to one day meeting before the IAP Annual Conference (on registration day). The second GPEN Development Board meeting should therefore be held on the registration day of the IAP Annual Conference in The Hague in September 2010. After that a meeting would be desirable at the time of the Executive Board northern spring meeting and that pattern may be appropriate for the first few years.

Membership of GPEN Development Board:

- Optimal number of board members should be 12 but not less than 8 members.
- The members of the Development Board will nominate one of the Board members to be the Chair of the Board. The IAP Executive Committee must approve the appointment of the Chair of the Board.

8. A: GPEN Website

GPEN website:

Han Moraal spoke to his paper regarding development of GPEN, especially the use and knowledge of the present website. It was agreed that it would be extremely difficult to raise 200.000 EUR to create a new website and that the function and use of the present website should be more effective and updated. On behalf of the Dutch Board of Prosecutors General, **Han Moraal** will financially support GPEN with 10,000 EUR for 2010 with option to renew in 2011.

Elizabeth Howe explained about the need to maintain the unbreakable connection between the IAP member database and the GPEN website – as the access to GPEN is created through a shared username and password system (a connected whole).

Esther George presented and explained about the structure of the GPEN website. She further explained about present difficulties uploading documents on the GPEN website which it was agreed needed to be solved quickly through ECRU (see Work Plan 2010).

Esther's list of what to do with the website:

- Policy Directorate agreed that they will have their own Strategic Planning Group which will comprise those whom we want to contribute to what the UK will do for GPEN.
- In the UK the Home Office are looking at how to tackle crime on the internet and have drafted a strategy that is being reviewed. This is a global problem and they are doing work on policy and examining the legislation we have to ensure that it is appropriate. The Home Office is engaging with law enforcement and prosecutors and they recognise the need to work with others such as industry and non-governmental organisations.
- The UK Attorney General recognises the importance the Quintet countries attach to tackling cyber crime. GPEN programme is important as in partnership with the Council of Europe cybercrime convention, it supports those countries whose legislative frameworks may be less well developed in respect of tackling e-crime. GPEN needs to assess where they think capacity building would be most helpful and where they feel there are some best practice examples that could be shared and make this a priority in their programme for the year.
- Industry's contact details to be added to the GPEN contacts database.
- GPEN should hold a webinar or have a forensic expert etc. guest spot bi-monthly on the forum.
- I am presently unable to upload on GPEN large files and audio and video files.
- We should ask new people to the forum to introduce themselves and state what their interests are.
- We should add a "read this section" to the pages on training, forum and the library. This will explain to users how to use the site.
- We should send invitations to others to contribute /participate.
- Statistics to be gathered as to who is viewing site and which parts.

Janne Holst Hübner very briefly explained about the difficulties working with two completely different administration systems (IAP asp administration versus GPEN e-bulletin). She suggested that the way forward could be to sign on a student who is familiar with the e-Bulletin Administration system, to upload documents on to the GPEN website. **It was agreed** that Esther George should contact ECRU to ask for

potential candidates. **It was further agreed** that Esther George should quality assure documents, files or articles before they are uploaded.

Janne Holst Hübner spoke about the latest IAP administrative initiative which includes a new generation website administration system that offers the opportunity to produce Sister Sites with the exact same functions as the main IAP website. In future GPEN may be transferred and that would make it possible for GPEN to be administered by the IAP.

It was agreed to continue with the present GPEN Website until the IAP Sister Site project has been thoroughly tested on the International Criminal Justice Sister Site. Based on the outcome of the test-run of the International Criminal Justice Sister Site the Development Board will, during the next meeting in the Hague, re-consider the future of the GPEN website.

Gerrit Robert's Paper: work into work plan that GPEN Contact Persons send all material to Esther.

8. B: Strategy Document

This may be subsumed, for now, in the Governance Document and annexures. GPEN strategy will be addressed by the Board in an ongoing fashion.

8. C: Development Board Membership

This will be covered in the Governance Document.

8. D: Reporting to the IAP Executive Committee

The Governance Document should include a paragraph regarding reporting to the Executive Committee.

8. E: Key Performance Indicators

This needs to be looked into and suggestions made by Board members.

8. F: Finance

With the support of the Secretary-General of the IAP, Henk Marquart Scholtz, It was agreed to allocate some money for the northern spring meeting in the IAP budget to support travel expenses for members who are not financially supported by their organisation/association.

Henk Marquart Scholtz and **Rory Field** will prepare a paper dealing with financial issues.

8. G: Volunteers and provision of information

Esther George clarified the idea behind the suggested use of volunteers.

8. H: Communication

It was agreed to adopt a chapter regarding GPEN in the IAP Communication Strategy and to re-announce the GPEN project in the quarterly IAP newsletter and on the IAP website (see Work Plan). A re-launch and marketing of the GPEN website will take place immediately after the decision re the future of the website is made during The Hague meeting.

It was further agreed to update and re-print the CPS-produced GPEN leaflet folder as well as pursue a translation into Spanish, Portuguese, Arabic and Korean (see Work Plan)

Elizabeth Howe spoke about the possibilities of using the future World Summit/IAP Annual Conference for spreading knowledge about GPEN. She has been invited to deliver a presentation during the UN Congress in Brazil in April 2010. **Esther George** agreed to assist Elizabeth Howe draft a suitable speech and power point presentation.

Branding of GPEN was discussed and **it was agreed** to use both the IAP and GPEN logo on all documents, presentations etc.

8. I: Relationship with Law Enforcement agencies

It was agreed to contact Europol, FBI and other law enforcement agencies with a view to arrange shared training. GPEN should in the long term run its own training programmes, but it is suggested that it co-operate with law enforcement and do joint training. There should be involvement in training – somebody should contact Europol, etc.

It was briefly discussed whether law enforcement should be allowed access to GPEN at present; **it was agreed** that the situation will remain as it is at present.

8. J: Relationship with Industry

Rory Field described the challenge of making contact with the right person within industry to discuss GPEN and cybercrime. Even though some companies may be enthusiastic about engaging with GPEN we need to make sure that we are making contact with someone able to commit resources, etc to GPEN.

Rory Field urged the Board to produce a paper covering the following to clarify:

- What we want from industry - what does GPEN expect to achieve from engaging with industry [i.e. identify future problems]
- What does GPEN have to offer industry [e.g. influence on legislation, assisting in fighting cybercrime]?

Esther George will do an initial draft of the paper which will be circulated to Board members for comment.

Han Moraal said that one of his IT experts would attend the WITSA conference in May with **Henk Marquart Scholtz** [see Work Plan].

8. M: Training

Rory Field reported on the Bermuda Conference and the experience gained. He described the difficulties of the preparation and running of the training especially the following areas:

- Clearer definition of the target group/audience. The training is exclusively for people with sufficient computer skills and knowledge of the theme.
- Financial issues. Very expensive (flight tickets, hotels and venue) Cooperation with the Commonwealth Secretariat – difficulties due to budget. Sponsorship EP 35,000 from the Commonwealth.

Esther George reported on the more technical part of the Training Session as well as her experience gained from this session:

- Idea was to teach them basic laws based on the principles of the European Convention on Cyber Crime.
- Quality check, more focus on the selection of speakers with knowledge of the subject through other organisations like Interpol and FBI.

It was agreed that training should be further developed in the Work Plan.

Nick Cowdery announced a possible training seminar to be held in Sri Lanka for Sri Lankan and Maldivian prosecutors to be sponsored by IAP, GPEN and the Commonwealth Secretariat.

9. Work Plan

The following skeleton Work Plan was agreed:

- Create and agree proposed Governance document with annex setting out practical arrangements, (31.01.2010) for submission to IAP Ex Com in Prague March 2010 for agreement (28.02.2010) (EH,EG,HM) and thereafter to distributed by IAP Secretariat to GPEN and organisational member contacts accompanied by letter to be drafted by NC(30.03.2010).
- Create and agree GPEN work plan for 2010 to incorporate future plans (EH)- (28.02.2010) thereafter to distributed by IAP Secretariat to GPEN and organisational members contacts accompanied by letter to be drafted by NC(30.03.2010). .
- Prepare and agree bid to IAP for commitment to finance GPEN for 2010 and beyond setting out proposed allocations for 2010 (HMS,RF) -(28.02.2010)
- Incorporate GPEN into IAP Communication Plan(JHH) -(31.05.2010)
- GPEN leaflet to be updated (EG) and reprinted (JHH,HMS) -(31.03.2010) Pursue Spanish (Buenos Aeries), Arabic (AA), Korean (SC) and French (IAP) translations.
- Briefing setting out reciprocal benefits and expectations to be gained from engagement with industry (EG)- -(31.03.2010)
- SG and representative from Dutch Govcert to attend WITSA World Summit Amsterdam 25-27 May 2010 and to seek platform to encourage engagement(HMS,HM)
- Each member of DB to identify a section of Industry or other relevant organisations and engineer engagement and report back in activity reports on progress and outcomes (all members. RF- Insurance Companies, Symantec EH -Cisco, Microsoft, EG-PayPal/eBay))
- Interpol and Europol to be approached with view to establishing a relationship of mutual support. (IAP) DB members to deal similarly with local law enforcement agencies.
- Request to UNODC for report/result of mapping exercise on existing cybercrime networks (EG,SC) – 28.02.2010
- Quick fix to uploading problem to be obtained through ECRU (EG,JHH) -31.01.2010
- Source and recruit (piecework) a “systems manager” familiar with e-bulletin administration system to load and update GPEN site with material moderated by EG (EH,EG) funding to be provided through financial support to IAP (10,000eu 2010 with option to renew in 2011) from Dutch Board of Prosecutors General (EG,EH,HM) – 31.03.2010
- Facility time for moderator to be secured (EG,EH) -28.02.2010

- DB members to source material and information suitable to populate site and forward to EG(all members)
- List of suggestions for improvement of GPEN website to be perfected and distributed to members and actioned (EG)
- GPEN contacts to be followed up and mobilised through IAP (HMS,EG) subject to 13
- DB members to provide activity reports setting out activities and outcomes relating to this work plan 2 weeks before each meeting (all members) see Annex to Governance document.
- Nominated DB members to provide a summary report (2 pages maximum) for uploading on GPEN site about counter Cybercrime activity in their region. NC -Pacific; SC -Asia; RD -North America; AA - Middle East; RF -Caribbean & Central America; GR - Africa; CC – Latin America; EC and MM –Europe - 30.06.2010
- Arrangements and venues to be secured for next 2 meetings-meeting 2 to be associated with 15th Annual Conference The Hague 5-9 September 2010, meeting 3 to be held in conjunction with 2011 Northern Spring Executive Committee Meeting-April 2011 (Thereafter meetings to be held annually in margins of the Annual Conferences and otherwise as required).(HMS,EH)
- Training - plans for GPEN badged training to be confirmed (NC-Maldives and Sri Lanka July 2010? AA- Bahrain 2010?)
- Training – Check List for planning and delivery of GPEN supported training events to include Dos and Dents and recommendations to be compiled for uploading and distribution(RF,EG) 28.02.2010
- GPEN to be introduced as training tool at workshop on International Criminal Justice Training for Rule of Law at UN Crime Congress Brazil (EH,EG) 30.04.2011
- Longer Term - GPEN to be included at World Summit Chile November 2011(EH)
- Longer term - DB members to identify in activity reports for meeting 2 - key performance indicators to be adopted by Board.
- Longer term - effectiveness and accessibility of existing GPEN website to be reviewed at meeting 2 with view to decision whether to maintain or migrate to IAP sister website (subject to assessment of suitability of sister website model)

10. Video link session

Members attending the video conference had received a copy of the draft Work Plan for immediate response. After a few technical problems we were able to video conference with Gerrit Roberts but not satisfactorily with Morag McLaughlin. Carla de Carli attended the video conference via a Skype connection.

Both Gerrit and Carla supported the suggested Work Plan.

11. Other Business:

Nick Cowdery thanked all members for attending despite the distance and costs involved and our host Dr Ali AlBuainain and his staff, on behalf of GPEN and the IAP, for their generous hospitality and the excellent professional support and assistance that we received. A great deal has been achieved during this meeting which has occurred at a crucial time for GPEN. We have taken a very important step forward which would not have been possible without bringing members together around the table at this meeting.

12. Next Meeting:

12 noon, Sunday 5 September 2010 at the IAP Annual Conference in The Hague (with a working lunch).