



First Progress Report

IST-2001-39118

Training of Network Security Incident Teams Staff

TRANSITS



Deliverable no. D4

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Date: 6 October 2003

1. Technical Achievement

WP0 – Project Management and Dissemination

P01 TERENA (Effort in PM): 1.81

TERENA is the lead contractor for WP0. TERENA's Karel Vietsch was appointed TRANSITS Project Manager and is in charge of the day-to-day management of the project. This includes the direct supervision of the TERENA staff members working on the project and liaison with project partner UKERNA. TERENA organises the regular project meetings, which involve both project partners. Information from both partners on manpower effort and on results achieved is collected by TERENA on a monthly basis and integrated for the benefit of the day-to-day management of the project and for the periodic reporting to the Commission.

TERENA made a large effort to develop the TRANSITS website (www.ist-transits.org/), which is the main conduit of information about the project and in particular the training courses. A style and logo were developed and the structure of the website was designed. In the first months of the project the necessary information was placed on the site, which was subsequently expanded. Also a number of mailing lists were created. The website was maintained and regularly updated during the remainder of the first year of the project.

P02 UKERNA (Effort in PM): 0.16

UKERNA contributed to the monthly collection of information on the progress of the project and participated in the project meetings.

WP1 – Course material

P01 TERENA (Effort in PM): 0.04

TERENA made small contributions to the development of the course material, in particular regarding the look and style.

P02 UKERNA (Effort in PM): 1.72

UKERNA is the lead contractor for WP1, the development and maintenance of the course materials. During the first months of the project the materials that had been prepared before the start of the project were revised and expanded. Particular attention was given to uniformity, clarity of presentation – also for audiences that do not have English as their native language – and style. This was a large effort, which resulted in the First Edition of the Course Material. The materials were submitted to the Commission on 30 September 2002 as TRANSITS deliverable D1. During the subsequent months the material was updated, among others based on the feedback received at the presentations of the course material.

WP2 – Logistics and organisation

P01 TERENA (Effort in PM): 2.71

TERENA is the lead contractor for WP2, which covers planning and making logistical arrangements for the workshops. Venues were inspected, selected and booked for the first three training workshops. In line with the policy to spread the locations of the workshops over different regions in Europe, the first workshop was organised in Western Europe (the Netherlands) and the second one in Eastern Europe (Poland), while the third workshop will take place in the South of Europe (Italy). Two of the workshops took place during the reporting period: on 31 October – 1 November 2002 in Oegstgeest, and on 27-28 May 2003 in Warsaw.

Besides making the local arrangements for the workshops, TERENA also took care of spreading the workshop announcements, correspondence with (potential) participants and collecting their financial contributions.

TERENA also managed the TRANSITS fund from which part of the cost can be covered of workshop participants from non-profit organisations in economically less developed countries.

P02 UKERNA (Effort in PM): 0.19

UKERNA contributed to publicising the workshops as well as to the selection of workshop participants. UKERNA was responsible for collecting the team of presenters for each workshop.

WP3 – Course delivery

P01 TERENA (Effort in PM): 0.24

TERENA staff attended the training courses and took care of network connectivity and other on-the-spot logistics. TERENA staff introduce and round off the workshops; certificates are issued to workshop participants.

P02 UKERNA (Effort in PM): 0.36

UKERNA is the lead contractor for WP3, the actual course delivery. UKERNA's Andrew Cormack performs the duties of the principal lecturer at the training workshops. Feedback is collected from workshop participants, among others through questionnaires.

1.1 Status of Deliverables and Milestones

Number	WP	Title	Lead Partner	Plan	Target	Actual
D1	1	First edition of course material	UKERNA	Sep 2002		Sep 2002
D2	3	Report on 1 st training workshop	UKERNA	Oct 2002		Nov 2002
D3	3	Report on 2 nd training workshop	UKERNA	Apr 2003		Jun 2003

1.2 Issues

There have been no major deviations from plan, and the work has progressed as expected. According to the schedule in the project contract, the training workshops are to take place in April and October of each year, with a report to the Commission in the same months. In practice it turns out to be more practical to organise the workshops in May, respectively very late in October or early November. As a consequence, reports on the workshops reach the Commission one or two months later than officially planned.

1.3 Partner Details

There have been no changes to the project consortium or any difficulties with the contributions of the partners.

2. Meetings

2.1 Project Meetings

First TRANSITS Project Meeting, Amsterdam 29 August 2002

The meeting was attended by Karel Vietsch, Raquel Corredoira and Wilma Overdeest (TERENA) and Andrew Cormack (UKERNA). The procedures between the project participants for the (monthly) collection of administrative and progress information were discussed in detail and agreed. The website and mailing lists were discussed, and points for improvement were indicated. The First Edition of the Course Material was discussed; it

would be completed soon after the meeting and then submitted to the Commission as deliverable D1. The logistics arrangements for the first training workshop were discussed in detail, as well as the various workshop materials.

Second TRANSITS Project Meeting, Amsterdam 17 April 2003

The meeting was attended by Karel Vietsch and Raquel Corredoira (TERENA) and Andrew Cormack (UKERNA). The logistics and precise time schedule for the second training workshop were discussed in detail. The applications for participation in that workshop were studied and a selection was made.

2.2 Conferences/workshops organised

First TRANSITS training workshop, Oegstgeest, 31 October – 1 November 2002

The workshop was attended by 21 trainees from 14 European countries: Austria, Cyprus, France, Germany, Greece, Hungary, Italy, Lithuania, Luxembourg, the Netherlands, Norway, Spain, Sweden and the United Kingdom. Lecturers were Andrew Cormack (UKERNA), Klaus Möller (DFN-CERT), Gareth Price (BT Ignite SBS), Jacques Schuurman (CERT-NL) and Don Stikvoort (Stelvio). The workshop was judged a great success by both trainees and presenters with everyone contributing to a very useful exchange of information. The trainees asked that a mailing list for the group be created to help them communicate in future, and many indicated that they would be recommending that their colleagues attend future workshops. A full report on the workshop has been published as TRANSITS deliverable D2.

Second TRANSITS training workshop, Warsaw, 27-28 May 2003

The workshop was attended by 20 trainees from 13 European countries: Belgium, the Czech Republic, Denmark, Estonia, Finland, Germany, Hungary, Latvia, Lithuania, the Netherlands, Poland, Portugal and Slovakia. Lecturers were Andrew Cormack (UKERNA), Jan Meijer (CERT-NL), Klaus Möller (DFN-CERT), Gareth Price (BT Ignite SBS) and Jacques Schuurman (CERT-NL). The workshop was judged a great success by both trainees and presenters with everyone contributing to a very useful exchange of information. A number of trainees at this workshop had been recommended to participate by people who had attended the first TRANSITS workshop. A full report on the workshop has been published as TRANSITS deliverable D3.

2.3 Conferences attended

None

2.4 Submission of Papers

None

3. Effort for the reporting period

Resources allocation (Partner vs. WP) per month for reporting period

July 2002

Partner	WP	0	1	2	3	Total	Estimated
P01 TERENA		0.27	0.00	0.48	0.00	0.75	0.24
P02 UKERNA		0.00	0.88	0.00	0.03	0.90	0.24
Total		0.27	0.88	0.48	0.03	1.65	0.48
Estimated		0.07	0.18	0.18	0.05	0.48	0.48

August 2002

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.28	0.00	0.04	0.00	0.32	0.24
P02 UKERNA	0.01	0.39	0.00	0.00	0.40	0.24
Total	0.29	0.39	0.04	0.00	0.72	0.48
Estimated	0.08	0.18	0.17	0.05	0.48	0.48

September 2002

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.15	0.02	0.13	0.00	0.31	0.24
P02 UKERNA	0.01	0.18	0.04	0.01	0.24	0.24
Total	0.16	0.20	0.17	0.01	0.55	0.48
Estimated	0.07	0.18	0.18	0.05	0.48	0.48

October 2002

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.22	0.02	0.69	0.06	0.98	0.24
P02 UKERNA	0.00	0.00	0.07	0.10	0.18	0.24
Total	0.22	0.02	0.76	0.16	1.16	0.48
Estimated	0.08	0.18	0.17	0.05	0.48	0.48

November 2002

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.20	0.00	0.45	0.06	0.72	0.24
P02 UKERNA	0.04	0.07	0.01	0.05	0.16	0.24
Total	0.24	0.07	0.46	0.11	0.88	0.48
Estimated	0.07	0.18	0.18	0.05	0.48	0.48

December 2002

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.09	0.00	0.12	0.00	0.22	0.24
P02 UKERNA	0.02	0.00	0.00	0.00	0.02	0.24
Total	0.11	0.00	0.12	0.00	0.24	0.48
Estimated	0.08	0.18	0.17	0.05	0.48	0.48

January 2003

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.11	0.00	0.04	0.00	0.15	0.24
P02 UKERNA	0.01	0.01	0.00	0.02	0.04	0.24
Total	0.12	0.01	0.04	0.02	0.19	0.48
Estimated	0.07	0.18	0.18	0.05	0.48	0.48

February 2003

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.10	0.00	0.00	0.00	0.10	0.24
P02 UKERNA	0.00	0.01	0.01	0.00	0.02	0.24
Total	0.10	0.01	0.01	0.00	0.12	0.48
Estimated	0.08	0.18	0.17	0.05	0.48	0.48

March 2003

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.06	0.00	0.02	0.00	0.08	0.24
P02 UKERNA	0.00	0.04	0.04	0.00	0.08	0.24
Total	0.06	0.04	0.06	0.00	0.16	0.48
Estimated	0.07	0.18	0.18	0.05	0.48	0.48

April 2003

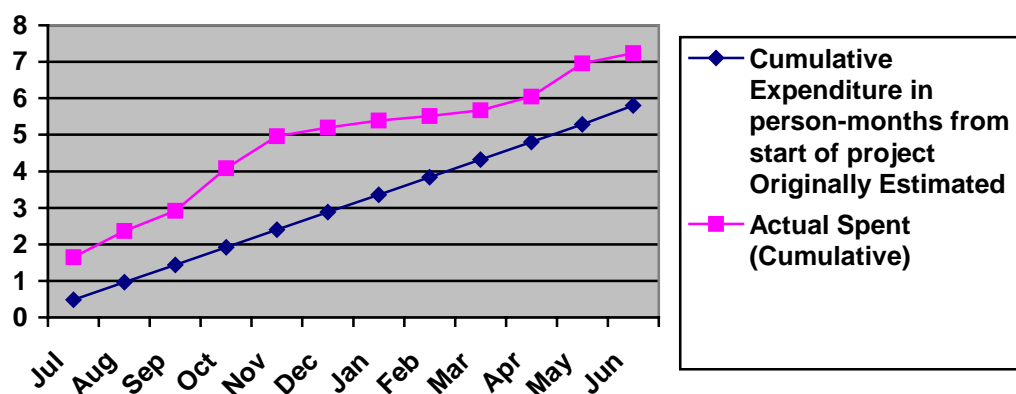
WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.12	0.00	0.17	0.00	0.29	0.24
P02 UKERNA	0.02	0.05	0.02	0.00	0.09	0.24
Total	0.14	0.05	0.19	0.00	0.38	0.48
Estimated	0.08	0.18	0.17	0.05	0.48	0.48

May 2003

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.07	0.00	0.50	0.12	0.69	0.24
P02 UKERNA	0.01	0.06	0.00	0.15	0.22	0.24
Total	0.08	0.06	0.50	0.27	0.91	0.48
Estimated	0.07	0.18	0.18	0.05	0.48	0.48

June 2003

WP	0	1	2	3	Total	Estimated
Partner						
P01 TERENA	0.14	0.00	0.07	0.00	0.21	0.26
P02 UKERNA	0.04	0.03	0.00	0.00	0.07	0.26
Total	0.18	0.03	0.07	0.00	0.28	0.52
Estimated	0.08	0.22	0.17	0.05	0.52	0.52



4. Expenditures

4.1 Durable Equipment Expenditures

Date*	Description	Depreciation 36/60 months	% Allocation to Project	Used for	Amount
Total Cumulative from start of the project					
Total Cumulative from start of the project as originally planned					0

4.2 Subcontracting Expenditures

Date*	Description	Depreciation 36/60 months	% Allocation to Project	Used for	Amount
Total Cumulative from start of the project					
Total Cumulative from start of the project as originally planned					0

4.3 Travel and Subsistence Expenditures

Date	Description	Used for	Amount
10-7-2002	Oegstgeest (Corredoira)	1 st training workshop	16.70
29-8-2002	Amsterdam (Cormack)	Project meeting	263.42
30/10-2/11-202	Oegstgeest (Cormack)	1 st training workshop	184.55
30/31-10-2002	Oegstgeest (Visser)	1 st training workshop	24.08
30.10-2/11-2002	Oegstgeest (Corredoira)	1 st training workshop	6.10
31-10-2002	Brussels (Overdevest)	Project management	111.10
28/11-3/12-2002	Warsaw (Corredoira)	2 nd training workshop	715.96
17-4-2003	Amsterdam (Cormack)	Project meeting	171.53
27/28-5-2003	Warsaw (Corredoira)	2 nd training workshop	888.05
26/30-5-2003	Warsaw (Vietsch)	2 nd training workshop	790.56
23/5-29/5-2003	Warsaw (Cormack)	2 nd training workshop	440.50
9-6-2003	Cervesina (Vietsch)	3 rd training workshop	49.00
Total Cumulative from start of the project			3661.55
Total Cumulative from start of the project as originally planned			7550.00

4.4 Consumables Expenditures

Date*	Description	Used for	Amount
25-7-2002	IST-TRANSITS domain name	Dissemination	75.92
14-10-2002 19-12-2002	Books for training courses	1 st and 2 nd training workshops	1375.00
18-10-2002	Training materials: CD-ROMs	1 st training workshop	208.50
23-10-2002	Training materials: print work	1 st training workshop	226.90
19-10-2002	Training materials: print work	1 st training workshop	74.30
31-10-2002	Training materials: re-usable	All training workshops	135.87
16-4-2003	Training materials: CD-ROMs	2 nd training workshop	215.00
17-4-2003	Training materials: print work	2 nd training workshop	251.30
17-6-2003	Training materials: print work	2 nd training workshop	84.80
Total Cumulative from start of the project			2647.59
Total Cumulative from start of the project as originally planned			2360.00

4.5 Computing Expenditures

Date*	Description	Depreciation 36/60 months	% Allocation to Project	Used for	Amount
Total Cumulative from start of the project					
Total Cumulative from start of the project as originally planned					0

4.6 Other Specific Costs Expenditures

Date*	Description	Used for	Amount
1-11-2002	Trainers dinner costs	1 st training workshop	362.50
5-11-2002 14-11-2002	Room hire and catering	1 st training workshop	8994.14
7-11-2002	Contributions from workshop participants	1 st training workshop	-/- 5387.21
15-11-2002	Contribution to costs for participants from economically less-developed country	1 st training workshop - Urki	650.00
28-11-2002	Reimbursement trainers expenses	1 st training workshop	1518.00
28-11-2002	Receipt reimbursement trainers expenses	1 st training workshop	-/- 1532.30
23-4-2003	Room hire and catering	2 nd training workshop	1512.00
22-5-2003	Contributions from workshop participants	2 nd training workshop	-/- 4800.00
26-5-2003	Transport workshop participants	2 nd training workshop	54.82
27-5-2003	Room hire and catering	2 nd training workshop	757.99
27-5-2003	Room hire and catering	2 nd training workshop	925.70
30-5-2003	Contribution to costs for participants from economically less-developed country	2 nd training workshop - Gowdiak	125.00
30-5-2003	Contribution to costs for participants from economically less-developed country	2 nd training workshop - Nowocien	125.00
3-6-2003	Contribution to costs for participants from economically less-developed country	2 nd training workshop - Kaula and Koskins	694.86
3-6-2003	Contribution to costs for participants from economically less-developed country	2 nd training workshop - Martisius	203.95

4-6-2003	Contribution to costs for participants from economically less-developed country	2 nd training workshop - Nemeth	225.71
6-6-2003	Contribution to costs for participants from economically less-developed country	2 nd training workshop - Krakauskas	199.83
6-6-2003	Room hire and catering	2 nd training workshop	2163.00
14-6-2003	Room hire and catering	3 rd training workshop	3000.00
Total Cumulative from start of the project			9792.99
Total Cumulative from start of the project as originally planned			19100.00

* Invoice Date

5. Other Information

It is an important objective of the TRANSITS project to make the training course materials available so that they can be used as well in other training workshops besides those that are organised by the TRANSITS project itself. During the first year of the project, the materials have been used in the following courses:

- 24-25 July 2002: Aston University, Birmingham, United Kingdom
Presentation of the full course to 18 staff members of higher education, further education and research sites connected to the JANET network
Presenters: Andrew Cormack and Garaidh Cochrane
- 15-16 January 2003: Thistle Hotel, London, United Kingdom
Presentation of the full course to 20 staff members of higher education, further education and research sites connected to the JANET network
Presenter: Andrew Cormack
- 8-9 April 2003: Amsterdam Medical Centre, Amsterdam, the Netherlands
Presentation of the full course to 12 staff members from (higher) education sites connected to the SURFnet network
Presenters: Andrew Cormack, Jan Meijer, Klaus Möller and Jacques Schuurman
- 24 June 2003: Westin Hotel, Ottawa, Canada
Presentation of the Vulnerabilities module to 100 delegates at the FIRST Incident Handling Conference 2003
Presenter: Andrew Cormack

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