

RE.M.I. – Regulation Meets Innovation

# Application form

Form intended for organizations willing to apply to participate in  
**RE.M.I.'s AI Community of Practices.**



**Commission nationale pour la  
protection des données**  
15, Boulevard du Jazz I L-4370 Belvaux  
[www.cnpd.lu](http://www.cnpd.lu)

RE.M.I. – Initiative  
[ia@cnpd.lu](mailto:ia@cnpd.lu)

**AI Factory**  
5, Avenue des Hauts-Fourneaux  
L-4362 Esch-sur-Alzette  
<https://www.aifactory.lu>

# Important Notes

## **Submission of the application**

This application form is intended for organizations who want to apply for a participation to the RE.M.I.'s AI Community of Practices launched by the CNPD and the AI Factory.

Once completed, the application form and the required supporting documentation need to be sent by email to the following address [ia@cnpd.lu](mailto:ia@cnpd.lu).

The application for the RE.M.I.'s AI Community of Practices participation needs to contain all the information required. Incomplete applications will be subject to delay until all information is received.

## **Notes on the technical support to the AI Community of Practices**

Neither the CNPD nor the AI Factory will provide any IT or technical facility to any working group that may be constituted in the frame of the RE.M.I.'s AI Community of Practices. Thus, the members of a constituted working group shall rely on their own technical or IT facility, should there be a need.

## **Notes on group of companies**

If multiple organizations of a same group of companies apply to join the RE.M.I.'s AI Community of Practices, section 2 of this form – Information on Group of Companies) must be completed for each participating organization respectively.



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# 1. Information on the Organization

## General Information

One of the criteria to join RE.M.I.'s AI Community of Practices is that the organization be subject to the National Commission for Data Protection (CNPd) as the competent authority.

Full organization name <i>Please enter the name of the organization, stating legal entity and trading name if different</i>	
RCS number	
Main address	
Website	

## Contact Person(s)

### Legal Representative

Full name	
Position	
Telephone	
Email address	

## Organization Structure

Is your organization part of a Group?

☐ Yes ☐ No

If yes, please enter the following information:

Full name of the Group	
Address	
Organization's relationship with the Group <i>(e.g. parent, holding company etc.)</i>	

## Information on Group of Companies (if applicable)

Please provide for each organization that will participate to the RE.M.I.'s AI Community of Practices the following information.

Organization 2	
Name of the Organization	



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Name of the Legal Representative	
Position	

Organization 3	
Name of the Organization	
Name of the Legal Representative	

Organization 4	
Name of the Organization	
Name of the Legal Representative	

## Business Activity

What is / are the main business activity(ies) of your organization(s)?

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What is / are the main activity(ies)/project(s) of your organization(s) in the Artificial Intelligence area or related sectors<sup>1</sup> ?

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Would you agree to be added to the Luxembourg AI Ecosystem Mapping of LuxInnovation?

<https://luxinnovation.lu/resources/luxembourg-artificial-intelligence-ecosystem>

☐ Yes ☐ No

<sup>1</sup> i.e. organisations developing or integrating AI systems or providing services related to artificial intelligence (AI system developers, AI system integrators, companies integrating AI systems in their products or related service providers in Cybersecurity, Data Science & AI, Data Governance, Cloud Computing and IT Infrastructure, Normalisation & Standards, Training & Skills, Regulation & Compliance, Ethical, Legal and Social Aspects, etc.)



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## 2. Participation to the AI Community of Practices

### Information about my participation

Briefly describe **the motivation** of your organization in joining the AI Community of Practices:

Briefly describe **your expectations** in joining the AI Community of Practices:

**Topics, use cases or challenges** you would like to raise either at the Plenary or in a working group:

How can my organization **contribute** to the AI Community of Practices?



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## List of Expert Person(s) that shall attend the AI Community of Practices - Plenary and Working groups

Expert Person 1	
Full name	
Position	
Organization	
Field(s) of Expertise	
Telephone	
Email address	

Expert Person 2 (if any)	
Full name	
Position	
Organization	
Field(s) of Expertise	
Telephone	
Email address	

Expert Person 3 (if any)	
Full name	
Position	
Organization	
Field(s) of Expertise	
Telephone	
Email address	



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# Declaration

The organization declares that:

- the information contained in this form as well as in the enclosed documents is both complete and accurate;
- it fully accepts the RE.M.I. Initiative Charter of the AI Community of Practice attached below

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Position \_\_\_\_\_



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# The RE.M.I. Initiative

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## Charter of the AI Community of Practice

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(version 1.0/ 2025)



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## Article 1. Promoters

The Commission Nationale pour la protection des données (hereinafter the “**CNPD**”) and the members of the AI Factory consortium (hereinafter the “**AI Factory**” and together with the CNPD, the “**Promoters**”), have launched RE.M.I., “*Regulation Meets Innovation*”, a collaborative initiative designed to foster structured and constructive dialogue between AI and digital technology stakeholders, regulators, and subject-matter experts within Luxembourg.

## Article 2. Purpose

RE.M.I. serves as a neutral, structured, and agile platform for exchanging knowledge and jointly addressing operational, technical, and regulatory challenges emerging in the fields of artificial intelligence and digital innovation. The initiative is particularly aimed at enhancing clarity, coherence, and synergies within Luxembourg’s innovation ecosystem while supporting responsible, human-centric innovation.

RE.M.I. is established to:

- Facilitate structured dialogue between AI innovators, project leaders, regulators, and experts.
- Promote synergies across Luxembourg’s AI ecosystem by building on existing initiatives.
- Encourage responsible, compliant innovation practices, accessible to SMEs, startups, and established companies alike.
- Support regulatory sandboxes and innovation projects through coordinated working groups and expert workshops.

The approach is based amongst others on the setting up of a community of practice based on thematic working groups and on the synchronization of practical workshops and conferences dedicated to technological evolutions and regulatory developments.

The RE.M.I.’s AI Community of Practice is positioned as an ecosystem facilitator, offering a collaborative framework and pooled resources for :

- Identify and qualify sectoral or cross-sectoral issues (Plenary session)
- Activate the necessary expertise on an ad hoc and targeted basis (Working Group)
- Propose recommendations, not necessarily as part of long-term support for individual projects, but rather in general terms. (deliverables and dissemination of knowledge)

This approach will encourage an agile and contributive approach, in line with the expectations of SMEs, start-ups and public partners.

## Article 3. RE.M.I.'s AI Community of Practice Membership

### Eligibility and application for membership

- The Promoters are members by right of the RE.M.I.'s AI Community of Practice.
- The following entities are eligible to apply for membership of the RE.M.I.'s AI Community of Practice (the below listed criteria are cumulative) :
  - the applicant must be an organisation (in the broadest sense of the term e.g. companies, public and semi-public institutions and academic & research bodies) ;
  - the applicant has to be an organisation established in the Grand Duchy of Luxembourg;
  - the applicant has to be an organisation developing or integrating AI systems or providing services related to artificial intelligence (AI system developers, AI system integrators, companies integrating AI systems in their products or related service providers in Cybersecurity, Data Science & AI, Data Governance, Cloud Computing and IT Infrastructure, Normalisation & Standards, Training & Skills, Regulation & Compliance, Ethical, Legal and Social Aspects, etc.).

Application for membership will be made in writing, in such form as may be agreed by the Steering Committee from time to time and will be addressed to the Steering Committee by email.

The Steering Committee shall examine any application received within 90 days and revert to the applicant with either a positive or negative answer, with or without motives.

### Termination of membership

A member of the RE.M.I.'s AI Community of Practice (hereinafter the “**Member**”) may terminate its participation at any time by giving at least fifteen (15) days prior written notice to the Steering Committee by email.

Furthermore, if the Steering Committee determines, following notice and opportunity to be heard, that there has been a demonstrated change in the willingness or ability of a Member to meet the provisions of this Charter, the Steering Committee may terminate such Member's membership with immediate effect.

## Article 4. Obligations and responsibilities of RE.M.I. members

Each Member shall use its best efforts to contribute to the activities of the RE.M.I.'s AI Community of Practice by actively participating in the Plenary (as defined below) and in the Working Groups (as defined below) that may be established from time to time.

By joining the RE.M.I.'s AI Community of Practice, Members agree to abide by the present Charter, in particular to the confidentiality undertaking as further specified under Articles 9 and 10 and automatically accept to be bound by any future version as adopted by the Steering

Committee from time to time. Should a Member disagree with any modification, it may terminate its membership in accordance with the provisions set forth in Article 3 above.

## **Article 5. Steering Committee**

### **Composition**

The Steering Committee is composed of, at least, a representative of the CNPD and a representative of the AI Factory with a maximum of four (4) representatives of the CNPD and four (4) representatives of the AI Factory.

The CNPD shall designate a Chairperson among the members of the Steering Committee. Vacancies in the Chairperson and/or representative positions shall be remedied to within 15 days by the relevant Promoter.

The Chairperson shall convene the Steering Committee in person or by telephone/video conference) on an “as required basis”. The Steering Committee may validly deliberate if a majority of its members is present or duly represented. Decisions shall be adopted by a simple majority of the votes of those present or represented. In the event of a tie, the Chairperson shall have the casting vote. Written resolutions signed or agreed by email by all members of the Steering Committee shall be deemed valid and binding.

### **Roles and responsibilities**

The Steering Committee shall :

- review, and when the eligibility criteria are met, approve applications for the RE.M.I.’s AI Community of Practice ;
- acknowledge any resignation by a member of the RE.M.I.’s AI Community of Practice, and where applicable and as further detailed in Article 3, decide on the termination of a member’s affiliation with RE.M.I.’s AI Community of Practice;
- organize and provide support to the AI Community of Practice by planning, convening and conducting Plenary sessions ; and
- coordinate and oversee all internal and external communications relating to the initiatives of the RE.M.I.’s AI Community of Practice;
- Use its best efforts to support the projects of working groups, within the scope of its aforementioned responsibilities and competences.

The Chairperson:

- shall generally preside at the Plenary meetings and be the primary spokesperson for the RE.M.I.’s AI Community of Practice .

## **Article 6. Plenary**

The Plenary brings together all Members and, where appropriate, partner companies and institutions. Its purpose is, amongst other things, to convene all Members for the exchange of information and updates on relevant topics in the field of Artificial Intelligence and related areas

(including those addressed by the Working Groups), to define or advance the actions of the Working Groups, and to establish the objectives and modalities for knowledge sharing both within and beyond the Community of Practice.

The RE.M.I. Plenary shall be convened by the Steering Committee at least twice per year with a minimum of fifteen (15) days prior written notice.

## **Article 7. Working groups**

Following discussions held during the Plenary, the latter shall establish ad hoc or thematic Working Groups and define the specific mandate assigned to each such Working Group.

Working groups shall be composed of staff nominated by Members who are willing and able to allocate resources to participate in such groups.

Each Working Group shall, at a minimum, adhere to the following general framework:

- Each Working Group shall principally consist of experts designated by the Participating Members ;
- Each working group shall elect a Chair who shall be responsible for coordinating the group's activities for a duration to be agreed upon with the Plenary, determining the expected deliverables and oversee the substantive work of the group, based on the issues identified during Plenary sessions ;
- Each working group shall report on its progress at the Plenary meetings and, where appropriate, present key findings or developments arising from its work.
- At the Steering Committee request, key findings may be disseminated to a larger audience than the Plenary, through different means of communications which remains at the discretion of the Steering Committee and with the prior written approval of the Working Group.

## **Article 8. Confidentiality of Participants' identity and affiliations**

To encourage open and constructive dialogue between Members, and unless information is specifically marked or considered by nature as confidential by the Member disclosing it, all Members are free to use the information received during their membership, but neither the identity nor the affiliation of the Members who have given the information used, may be revealed without their explicit consent.

This means that:

- No attribution of comments, opinions, or statements may be made to any individual or organization, unless that individual or organization has given their prior express permission ;
- The list of Members and any other identifying details (including titles or institutions) are to be treated as confidential unless otherwise stated ;
- Any publications, reports, or summaries based on discussions held within the RE.M.I. initiative must comply with this rule and respect the confidentiality of the participants' identities and affiliations.

By participating in the RE.M.I.'s AI Community of Practice, all attendees agree to respect and uphold this confidentiality provision.

## **Article 9. Confidential information**

The provisions of the following article shall apply to any information that a Member shall have obtained by virtue of its membership to the RE.M.I.'s AI Community of Practice and which is marked or considered by nature as confidential by the entity disclosing it (hereinafter the **"Disclosing Party"**).

Confidential information shall only be shared with other Members or Promoters when it is objectively necessary for the purpose of the Plenary session or the relevant Working Group project, and strictly to that extent, and always in compliance with the provisions of this Charter.

Except as required by law, Members shall not during their membership or five years thereafter, directly or indirectly, disclose to any person, firm or corporation, the technical information or any other technical advice, or processes or other information relating to the products or affairs of the Members or any of their affiliates, nor shall any Member use such technical information or such other technical advice, or processes for any purpose other than those of the RE.M.I. initiative.

Members shall take all reasonable steps to ensure that such confidential information is kept confidential by the Members' employees, contractors or agents.

The obligation of confidentiality hereunder shall not apply to the information which lawfully is in or comes into the public domain or is required by a court of competent jurisdiction.

Any Member infringing the present article acknowledges that any unauthorized disclosure or use of confidential information may cause irreparable harm to the Disclosing Party for which monetary damages may be an insufficient remedy. Accordingly, the Disclosing Party shall be entitled to seek injunctive relief, specific performance, or other equitable remedies in addition to any other legal or financial remedies available at law or in equity.

## **Article 10. Sensitive information**

Members and/or Promoters shall refrain from disclosing any Confidential Information that may be considered sensitive under applicable competition law to other Members or Promoters (the **"Sensitive Information"**), whether during Plenary sessions or within the scope of a Working Group. They shall also undertake to comply fully with all applicable antitrust and other competition laws and regulations.

Members and/or Promoters further undertake to implement appropriate measures to aggregate or generalize any Confidential Information intended to be shared with other Members or Promoters, to the fullest extent practically feasible. Such measures shall ensure that no Sensitive Information falling within the scope of competition law is disclosed, and that no

Sensitive Information of any Member or Promoter can be identified or inferred. In particular, “aggregated or generalized data” shall be compiled in such a manner that a Member or Promoter, even when combining it with their own internal information, would be unable to deduce any specific information or conclusions relating to the Sensitive Information of another Member or Promoter.

## **Article 11. Intellectual property**

No information exchanged between the Members shall be construed as granting any license, right, or interest in or to any intellectual property or proprietary information, unless specifically agreed in writing.

The Members and the Promoters acknowledge that, in the course of activities conducted within a Working Group, each of them may independently or jointly make, conceive, develop and/or create intellectual property. All rights pertaining to such intellectual property shall remain the exclusive property of the party or parties that conceived it. Where intellectual property results from collaborative efforts within the Working Group, the Members and Promoters involved shall hold joint ownership rights proportionally to their respective intellectual, human, material and financial contributions to be determined in good faith amongst the contributing parties.

Members and Promoters, who hold intellectual property rights in works produced within a Working Group, hereby grant the Steering Committee an irrevocable, non-exclusive, worldwide, royalty-free right to communicate and disseminate, on behalf of the RE.MI.’s AI Community of Practice, the key findings of such works through various means of communication, at its own discretion. This dissemination shall be subject to the prior written approval of the relevant Working Group, which shall not be unreasonably withheld.

All intellectual property rights in RE.M.I.’s brand, including any trademark, logo, domain name, for which the CNPD has obtained a legal title, shall remain vested in the CNPD and nothing in this Charter shall operate any rights, title or interest in such rights to any Member, nor grant an right to use it in manner whatsoever.

## **Article 12. Non-solicitation**

Each Member undertakes not to solicit, hire, engage or attempt to solicit or hire, either directly or indirectly, any employee of another Member who is actively participating in the RE.M.I.’s AI Community of Practice.

For clarity’s sake, the following cases shall not be considered a breach of this Article:

- (i) The hiring of an employee who was dismissed prior to date of solicitation or hiring;  
and
- (ii) The hiring of an employee through a formal and standard recruitment process involving general and public advertisement of the position.

## **Article 13. Data protection**

The Promoters and the Members may be required to process personal data in the course of performance of their activities for the RE.M.I.'s AI Community of Practice. They agree that they are acting as separate & independent data controllers under the Charter and acknowledge that, for the activities performed under this Charter, there is no subcontracting relationship within the meaning of the applicable privacy law.

The Promoters and the Members agree that, by virtue of this Charter, they may transmit to each other such personal data as may be necessary for the purpose of performing the activities covered by the Charter.

The Parties undertake to comply with the regulations in force applicable to the processing of personal data and, in particular, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("the European Data Protection Regulation" - GDPR), as well as any other applicable legislation on the protection of personal data, for the processing for which they are respectively responsible and which are related to the performance of their obligations under this Charter.

The Promoters undertake to process personal data for the management of applications to the RE.M.I. Initiative in accordance with the Data Privacy Notice.

## **Article 14. Governing law and Jurisdiction**

This Charter is governed by and shall be construed and interpreted in accordance with the laws of Luxembourg.

Any dispute arising out of or in relation to this Charter shall be submitted to the exclusive jurisdiction of the courts of Luxembourg city.

## **Article 15. Final provisions**

### **Effective date**

Cooperation in accordance with this Charter will begin on the date of signature by the Member of the application form to the RE.M.I.'s AI Community of Practice . This Charter will be effective as to additional Members as of the date of that Member's signing.

### **No further Partnership**

Nothing in this Charter shall constitute or create a partnership or joint venture between the Members and with the Promoters or authorize any Member or Promoter hereto to act on behalf of the other Members or Promoters or impose commitment or similar duty on either Member or Promoter to disclose any information or enter into any future agreement.



## **Communication**

All correspondence, positions and other documents written for and on behalf of the RE.M.I. initiative must be signed at least by the Chairperson of the Steering Committee, if not expressly stated otherwise in the present Charter.

## **Amendments**

This Charter may be amended from time to time by the Steering Committee. Members will receive a thirty (30) days prior written notice together with an exemplary of the new Charter.

If the AI Factory is not reconducted after its initial three-year period under the European Commission's Digital Europe program or if the AI Factory decides to withdraw from the Community of Practices, the CNPD will fully restate this Charter to ensure the continued operation of the Community of Practices.

The Promoters may unanimously decide to terminate the Community of Practices. In such case, Members shall receive a written termination notice at least three (3) months in advance.