

Directorate General: ITEC

Directorate: DES

Unit: CONCEPT

Service: PROJECTS

Minutes of the Trilogue Tables Editor Coordination meeting

30/09/2016

Purpose:

These minutes are not a verbatim of the Trilogue Tables Editor coordination meeting. They provide a summary of what was said and record relevant information exchanged and decisions.

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1. INTRODUCTION

1.1 Agenda¹

The agenda of the meeting is as follows:

- Council state of play (presentation by the Council)
- EP state of play (presentation by the EP)
- Agreement on the Steering Committee structure
- Points of discussion: Commission involvement, Joint Note to the SGs
- Next steps

1.2 Participants

European Parliament

Ellen Robson, Steen Eilertsen, Sarah Blau, Juergen Ditthard, Georgios Katharios, Oliver Emmes, Olivier Leboeuf, Gianluigi Alari, Michal Feherpataky, Georgios Kouklakis, Fernanda Martins

EU Council

Roland Genson, Andreas Lernhart, Juraj Sykora, Ieva Lejasisaka, Előd Dudás, Pierre Cotte, Jérôme Guichard, Luc Six, David Moussiaux

¹ Not exhaustive.

2 MEETING DETAILS

2.1 Council state of play (presentation by the Council)

What GSC users need

- There is **good support** among GSC staff for the idea of semi automating the creation and exchange of 4CTs.
- There are **no major issues** (political or technical) known at this stage, which would prevent moving to the next phase of the project.
- It is important to early **involve the European Commission** in this matter.
- The need to foresee **exchanges with Member States** has been highlighted for consideration.
- It is important to **revisit** the relevant **business processes** on the drawing-up, validating and exchanging of 4CT.

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Background - Modus operandi

- **Joint approach** adopted (prototype-based).
- **Individual user** testing sessions were conducted.
- Customised prototype used.
- Testing sessions lasted between 40 minutes and 2 hours.
- During the test, next to the user, 3 GSC staff were present; 1 staff from IT and 2 staff from business.
- **Before** the interview actually took place, the **users were briefed** about:
 - How the session would be carried out; and
 - What the prototype meant in general terms.
- The users were asked to **perform 3 tasks** linked to exchanging 4CT.

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2.2 EP state of play (presentation by the EP)

EP state of play

- Three Exchange Testing Scenarios – using interactive system mockups
- Mockups design signed off by the EP business
- User Testing methodology, where each user follows same scenario set, with no input other than the system design
- Weakest points of the design updated in between the test sessions
- 16 Staff Interviewed – involved in Trilogues on day-to-day basis
- Positive feedback on all counts of the Exchange Use
- More usable design based on the end-user perspective
- Other end-user focus points collected for further study



2.3 Agreement on the Steering Committee structure

Steering Committee structure proposal

- Decision makers
 - Key Stakeholders for EP and Council, representing the IT and Business sides and responsible for the overall steering of the project
EP CODE/DLA/ITEC and Council GIP/DQL/Document management
- Information providers
 - Project Managers for EP and Council who act as delegates of the Steering Committee on a daily basis
 - IT Business Analysts for EP and Council who assume the overall delivery of IT services requested by the Project Managers



2.4 Steering Committee for the Trilogue Table project

After an initial state of play presentation by both parties, the group discussed the possible composition and tasks of a Steering Committee.

Steen Eilertsen, Ellen Robson and Sarah Blau will be the decision makers on behalf of the EP. Sarah Blau announced that she will be detached to the Cabinet of the President until January. During her absence, Ellen Robson will be representing her on the project.

The Council will have an internal discussion on whom to nominate as SC members and will provide the information by the end of the following week (07/10/2016).

Participants agreed that the Steering Committee should be a small and balanced group with IT and Business represented from both Institutions.

It was further agreed to organize the first Steering Committee meeting during the 2nd week of November.

For this 1st SC meeting, the following should be prepared:

- Proposal options on how the two institutions would work together (Project structure)
- A draft summary report about the exchange tests conducted. That, could serve as basis for a joint letter addressed to both Secretaries-General on informing them about the state of play and the chosen next steps to take.

Once the Project structure is decided on, a project roadmap² could be further prepared.

2.5 Points of discussion: Commission involvement, Joint Note to the SGs

Commission involvement

The EC is informed of the project and contacted EP services for further information. The Council users said that the EC participation in the project would be beneficial. The participants agreed that EC must be involved at least as an observer. Options on the EC's involvement will be assessed and decided upon by the Steering Committee.

Joint Note to the SCs

The joint note must be sent before the end of 2016. The analysts will wrap up this content exchange analysis phase in a joint report whose executive summary could be part of the note. The note will be prepared by the Business Stakeholders, containing strategic points for the project and also include the structure of the Steering Committee, the options of the EC role and the next steps.

² please refer to 'Other points / Coordination between projects'.

Other points

The resources and priorities have to be determined. To go forward, we need a commitment from both EP and the Council. Given that the Trilogue Table Editor success is highly dependent on the readiness of EP and Council to both exchange and manage the content for the negotiations, the project timeline must be synchronized between both institutions.

Coordination between projects:

The EC has announced in its letter³ a roadmap for its legislative text editor (LEOS) (June 2017 pilot, June 2018 first legislative proposals). Council agreed to use this drafting tool, and the Trilogue Table Editor project must take this schedule into account. Further, the Council emphasized the need to make sure that the 'Common Drafting Platform' and the '4 column table editor' projects were not in competition and that those should not block each other. It was also important that enough resources were attributed to both projects and to draw from the lessons learnt of these projects.

In addition, there are a number of interinstitutional projects running in parallel (Common Drafting Platform (LEOS/LegisWeb), Trilogue Table Editor, IFC, IMMC) and it seems necessary that coordination is provided between these projects with particular attention to be paid for implementation.

³ 9 September 2016, letter from the Secretary-General of the Commission to the Secretary-General of the GSC

2.6 Next steps

Next steps

- EP and Council project teams will prepare the
 - proposal for the shape of the project
 - joint report on the analysis findings
- Convene Steering Committee to
 - decide on the shape of the project in the 1st meeting
 - adopt the joint report on the analysis findings
 - decide on the joint Note to the Secretary Generals
- Project methodology adoption and Management plan
- Solution design architecture and prototypes
- Detailed requirements, analysis and planning

The three last points of the “Next Steps” slide were not presented.

3 CONCLUSIONS, DECISIONS, ACTIONS, NEXT MEETING

3.1 Conclusions

Conclusions	
Document(s) attached	

3.2 Decisions

Decision	Description	Date
1	Agreement on a small size Steering Committee structure providing a balanced representation of EP and Council business and IT	30/09/2016
2	The joint note to the EP and Council SGs will be sent before end of 2016	30/09/2016

3.3 Actions

Task	Description	Resource	Deadline
1	Council to inform who will be the participants in the Steering Committee	Council	07/10/2016
2	Organise the 1st Steering Committee meeting	EP & Council project teams	2nd week of November
3	Prepare the draft joint Note	Business Stakeholders	2 weeks before the 1st SC
4	Prepare a roadmap and points for the 1st SC	EP & Council project teams	To be discussed
5	Prepare joint report on the content exchange analysis phase	EP and Council analysts	2 weeks before the 1st SC

3.4 Next meeting

Next meeting	Steering Committee meeting
Pre-requirements	
Draft Agenda	<ul style="list-style-type: none"> - Project structure options proposal - Draft project roadmap - Note to Secretary Generals

4 ANNEX - DOCUMENT CONTROL

4.1 Circulation

DG or Company	Role	Name/Initials		RACI ⁴ code
EP DG PRES	BUSINESS-Project Owner (DLA)	Ellen ROBSON		A
EP DG IPOL	BUSINESS-Project Owner (CODE)	Sarah BLAU		A
EP DG ITEC	IT-Sponsor	Steen EILERTSEN		A
Council	BUSINESS-Project Owner (Knowledge Management)	Roland GENSON Juraj SYKORA		A
Council	BUSINESS- DQL	Andreas LERNHART Ieva LEJASISAKA		C
Council	BUSINESS- GIP	Jérôme GUICHARD		C
Council	IT-Sponsor	Luc SIX		C
Council	IT - Project support	David MOUSSIAUX		C
Council	BUSINESS - Project manager	Előd Ajtony DUDÁS		C
Council	BUSINESS - Knowledge Management	Pierre COTTE		C
EP DG IPOL	BUSINESS - CODE	Jürgen DITTHARD	JD	C
EP DG ITEC	Senior Supplier	Olivier LEBOEUF	OL	C
EP DG ITEC	IT Project Manager	Gianluigi ALARI	GA	R
EP DG ITEC	IT Project Delivery Manager	Georgios KOUKLAKIS	GK	C
EP DG ITEC	IT Analyst-PROMS	Michal FEHERPATAKY	MF	C
EP & Council	Project Stakeholders	Participants of the meeting		I

⁴ R: Responsible, A: Approval, C: Contribution, I: Informed

4.2 Change history

Version number ⁵	Status ⁶	Date	Initials	Summary of changes
0.1	draft	03/10/2016	GA, GK	Initial draft document
0.2	draft	05/10/2016	GA, MF	Review and additional information
0.3	draft	27/10/2016	OL, GA, GK, CEU	Review and additional information CEU review and additional information
1.0	For approval	27/10/2016	GK	Clean document for approval
1.01		08/11/2016	GK	Correction of wording in 3.2 and update of the circulation table

⁵ Naming convention: Procedure 'Program & Project naming convention' ([Standards.net](http://standards.net))

⁶ Status: Draft, Final, Approved