Subject: Trilogue Tables Editor Coordination

Date & time: Sept 30th @ 10:00-11:00

# Participants

## EP

ALARI Gianluigi;

BLAU Sarah;

EILERTSEN Steen;

FEHERPATAKY Michal;

ROBSON Ellen;

LEBOEUF Olivier;

DITTHARD Juergen;

KOUKLAKIS Georgios;

## Council

**DGF2**

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**DGA CIS**

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Venue: Brussels EP premises (requested by Elod). Need a room with a capacity of more than 25 and visio

* WIE 02U046 – fits 25/30 people, has windows
* WIE -0U030 – fits +5-8 people more, no windows

for the moment both available

Questions:

Meeting request has already been sent to EP participants only by gg. GK to create and send a new meeting invitation to include everyone with the agenda agreed between Elod and Sarah on behalf of gg?

Discuss with Sarah/Juergen for agreeing on a preparatory meeting between MF/GK and Elod, as per gg’s email on 14/9 @ 13:45

Text

Dear Trilogue Tables Editor Coordination meeting participants,

Following the collaboration and preparations of EP and the Council teams I am sending you, on behalf of Mr Gianluigi ALARI, the invitation to the agreed meeting.

Draft agenda:

-              Council state of play (business analysis for the exchange)

-              EP state of play (business analysis for the exchange)

-              Joint note on the progress to both Sec Gens – closure of the analysis part

-              Agreement on the steering committee structure

-              Next steps and roadmap for the implementation: detailed functional analysis and definition of the common exchange format

Kind regards,

George Kouklakis

(Trilogue Project Delivery Manager)