**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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# Introduction

## Agenda[[1]](#footnote-1)

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

## 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

**European Council**

Roland Genson, Andreas Lernhart, Juraj Sykora, Elod Dudas, Ieva Lejasisaka, Pierre Cotte, ...

# Meeting details

## Council state of play (presentation by the Council)



## EP state of play (presentation by the EP)



## Agreement on the Steering Committee structure



## Steering Committee for the Trilogue Table project

After an initial state of play presentation by both parties, discussion entered into composition and tasks for a Steering Committee for Trilogue Table Editor.

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 the team composition matter and will provide the information at the end of the following week (07/10/2016).

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

It was agreed by both parties to have the first Steering Committee meeting at the 2nd week of November.

For the 1st SC meeting the following must be prepared:

- Project structure options proposal

- Draft project roadmap

## Points of discussion: Commission involvement, Joint Note to the SCs

**Commission involvement**

The EC is informed of the project and contacted EP services for further information, furthermore Council users hinted that the EC participation to the project will be beneficial. The participants all agreed that EC must be involved at least as an observer. Options on the EC involvement will be assessed by the Steering Committee and a decision taken on its final role in the project.

EC is a key actor at the interinstitutional level and participates at different actions, thus common governance is needed among the three institutions to coordinate initiatives such as: Common Drafting Platform (LEOS/LegisWeb), Trilogue Table Editor, IFC, IMMC, ...

**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, contain strategic points for the project and also include the structure of the Steering Committee, the options of the EC role and the next steps.

**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.

Furthermore, EC has announced in its note a roadmap for the Common Drafting Platform (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.

## Next steps



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

# Conclusions, Decisions, Actions, Next meeting

## Conclusions

|  |  |
| --- | --- |
| **Conclusions** |  |
| **Document(s) attached** |  |

## 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 2016 | 30/09/2016 |

## 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 | 2 weeks before the 1st SC |
| 5 | Prepare joint report on the content exchange analysis phase | EP and Council analysts | 2 weeks before the 1st SC |

## Next meeting

|  |  |
| --- | --- |
| **Next meeting** | Steering Committee meeting |
| **Pre-requirements** |  |
| **Draft Agenda** | - Project structure options proposal  - Draft project roadmap  - AOB |

# Annex - Document control

## Circulation

| **DG or Company** | **Role** | **Name/Initials** | | **RACI[[2]](#footnote-2) code** |
| --- | --- | --- | --- | --- |
| EP DG PRES | BUSINESS-Project Owner | Ellen ROBSON |  | **A** |
| EP DG IPOL | BUSINESS-Project Owner | Sarah BLAU |  | **A** |
| EP DG ITEC | IT-Sponsor | Steen EILERTSEN |  | **A** |
| Council | BUSINESS-Project Owner |  |  | **A** |
| Council | IT-Sponsor |  |  | **A** |
| 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 |
| Council |  | Elod DUDAS |  | C |
| EP & Council | Project Stakeholders | Participants of the meeting |  | I |

## Change history

| **Version number[[3]](#footnote-3)** | **Status[[4]](#footnote-4)** | **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 | 05/10/2016 | OL, GA, GK | Review and additional information |

1. Not exhaustive. [↑](#footnote-ref-1)
2. **R**: Responsible, **A**: Approval, **C**: Contribution, **I**: Informed [↑](#footnote-ref-2)
3. Naming convention: Procedure 'Program & Project naming convention' ([Standards.net](http://www.standardsnet.ep.parl.union.eu/standards/cms/Accueil/preconisations/P_Methodologie)) [↑](#footnote-ref-3)
4. Status: Draft, Final, Approved [↑](#footnote-ref-4)