**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

**EU Council**

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

# 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, 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 roadmap[[2]](#footnote-2) could be further prepared.

## 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.

**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 letter[[3]](#footnote-3) 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.

## 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 | To be discussed |
| 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  - Note to Secretary Generals |

# Annex - Document control

## Circulation

| **DG or Company** | **Role** | **Name/Initials** | | **RACI[[4]](#footnote-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 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 |

## Change history

| **Version number[[5]](#footnote-5)** | **Status[[6]](#footnote-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. Not exhaustive. [↑](#footnote-ref-1)
2. please refer to 'Other points / Coordination between projects'. [↑](#footnote-ref-2)
3. 9 September 2016, letter from the Secretary-General of the Commisison to the Secretary-General of the GSC [↑](#footnote-ref-3)
4. **R**: Responsible, **A**: Approval, **C**: Contribution, **I**: Informed [↑](#footnote-ref-4)
5. Naming convention: Procedure 'Program & Project naming convention' ([Standards.net](http://www.standardsnet.ep.parl.union.eu/standards/cms/Accueil/preconisations/P_Methodologie)) [↑](#footnote-ref-5)
6. Status: Draft, Final, Approved [↑](#footnote-ref-6)