**Minutes of the Trilogue Tables Editor Coordination meeting  
30/09/2016**

**Purpose:**

Meeting minutes of the Trilogue Tables Editor coordination meeting on 30/09/2016, state of play of the two institutions, decisions and next steps.

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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

Antonio Tanca

Ieva Lejasisaka

# Meeting details

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



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



## Agreement on the Steering Committee structure



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 in January. During her absence, Ellen Robson will be representing her in the project.

The council will have an internal discussion on the matter and will provide the information at the end of next week.

The Steering Committee must be a small and balanced group. IT and Business should be both represented.

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:

- Draft target architecture proposal

- Draft timeline and roadmap

- Project committee structure

- Communication inside the project

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

**Commission involvement**

The EC must be informed. Need to draft a letter to the EC SG. The Trilogue project is not in competition with the Common Drafting Platform but the latter can be used to provide lessons learned. Governance is needed among the three institutions to coordinate the different project and initiatives: Common Drafting Platform, LEOS, Trilogue, IFC. It has to be defined when and how the Commission should be involved.

**Joint Note to the SCs**

The core teams will start preparing a draft joint Note to wrap up this phase and describe the analysis status and users testing findings, the structure of the Steering Committee, the options of the EC role and the next steps.

**Other points**

The resources priorities have to be determined. Need a commitment from both EP and the Council.

## Next steps



# Conclusions, Decisions, Actions, Next meeting

## Conclusions

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

## Decisions

|  |  |  |
| --- | --- | --- |
| **Decision** | **Description** | **Date** |
| 1 | Agreement on the structure proposed providing a balanced representation of EP and Council business and IT in a small Steering Committee | 30/09/2016 |
| 2 | The 1st Steering Committee will be scheduled for the 2nd week of November | 30/09/2016 |
| 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 | Core team | Before the 1st SC |
| 4 | Prepare a roadmap and points for the 1st SC | EP & Council project teams | Before the 1st SC |

## Next meeting

|  |  |
| --- | --- |
| **Next meeting** |  |
| **Pre-requirements** |  |
| **Agenda** |  |

# Annex - Document control

## Circulation

| **DG or Company** | **Role** | **Name/Initials** | | **RACI[[2]](#footnote-2) code** |
| --- | --- | --- | --- | --- |
|  | MOA-Sponsor |  |  | **A** |
|  | MOA-Project Owner |  |  | R |
|  | MOE-Project Manager |  |  | C |
|  | Key User |  |  | I |

## Change history

| **Version number[[3]](#footnote-3)** | **Status[[4]](#footnote-4)** | **Date** | **Initials** | **Summary of changes** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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)