**Minutes of the Trilogue Tables Editor Steering Committee meeting  
15/11/2016**

**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 was as follows:

* Approval of the 30/09 Coordination meeting minutes
* Follow up of 30/09 Coordination meeting actions
  + Consensus to the structure of the SC (participants)
  + Joint analysis report
  + Shape of the project
  + Draft roadmap
  + Draft joint Note to the SGs
* AOB
  + Next SC meetings scheduling

## Participants

**European Parliament**

Ellen Robson, Steen Eilertsen, Juergen Ditthard, Georgios Katharios, Gianluigi Alari, Michal Feherpataky, Georgios Kouklakis

**EU Council**

Andreas Lernhart, Dirk Schilders, Juraj Sykora, Előd Dudás, Wout Dekeyser, Giannopoulos Nikos, Guido Feyaerts, Luc Six, Ian Morris

## Last Coordination Committee meeting minutes - Approval Check

|  |  |
| --- | --- |
|  | The preceding minutes of the meeting have been approved by all participants. |
|  | The preceding minutes of the meeting have been approved with the following changes: |
|  | The preceding minutes of the meeting have not been approved for the following reasons: |

# Meeting details

## Follow up of the actions and status



## Steering Committee composition



Roles? President jointly or rotating?

## Shape of the project

## 

The different options that had been identified and assessed were presented.

EP suggested that the project starts with the option 1.3 with limited scope and enhance it in the future. It is the preferred option because it can bring the most cost efficient and quick solution by reusing the existing e-Parliament components.

CEU agreed that option 1.3 is also their preferred option and should be given the first priority to explore in the next period, until the next Steering. The second option and priority would be 1.5 if the 1.3 does not prove to be compliant with the CEU IT environment and architecture. Option 1.5 can be considered as a fallback.

As a conclusion, it was agreed by both EP and CEU that for the next Steering Committee the focus will be given on 1.3 as the basis to define responsibilities, financing and a draft roadmap for the joint project. The project IT teams will work together in the further assessment and refinement of the option 1.3 to provide the conceptual architecture of the solution by the January Steering Committee meeting.

## AOB

The **Roadmap** could not be prepared before an agreement on the options is achieved.

The **draft Note** to the Secretary Generals prepared by the EP is endorsed in principle by the CEU but they will need more time to review it thoroughly as it arrived less than one day before the meeting and they did not have enough time. It was decided to agree by written procedure so that it can be send by the end of the year allowing also time to determine the role of the EC.It is now on the side of the CEU to provide feedback on the Note.

The draft Note, which was distributed, is attached below:



The **joint analysis report**, which was distributed, is attached below:



## Next Steering Committee meetings



There was an agreement to arrange the regular Steering Committee meetings on a bi-monthly basis, following the EP Session weeks.

More specifically, the next one was agreed for Wednesday, January 25th, at 10:00-11:30. CEU will organize it.

# Conclusions, Decisions, Actions, Next meeting

## Conclusions

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

## Decisions

|  |  |  |
| --- | --- | --- |
| **Decision** | **Description** | **Date** |
| 1 | Agreement on the SC composition and the roles ?????? | 15/11/2016 |
| 2 | Approval of the joint analysis report?????? | 15/11/2016 |
| 3 | Agreement on the Option 1.3 for the shape of the project. In case it is not achievable, option 1.5 will be the next one. Project IT teams to work on 1.3 and provide the results at the next SC on January 25th | 15/11/2016 |
| 4 | Note to the Secretary Generals will be following a written procedure | 15/11/2016 |
| 5 | Next Steering Committee meetings scheduling | 15/11/2016 |

## Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Description** | **Resource** | **Deadline** |
| 1 | CEU to follow up on the draft Note prepared by EP | CEU | As early as possible in order to finalise it and send it to the SGs by end of 2016 |
| 2 | Assessment of compatibility of the EP and CEU technical environments in the scope of the selected project shape Option 1.3 and preparation of the conceptual architecture | EP & CEU project teams | Before the 2nd SC |
| 3 | Prepare the definition of the responsibilities of the two parties, assessment of the financing of the project and the draft roadmap | EP & CEU project teams | Before the 2nd SC |

## Next meeting

|  |  |
| --- | --- |
| **Next meeting** | Steering Committee meeting on 25/01/2017 at 10:00-11:30 |
| **Pre-requirements** |  |
| **Draft Agenda** | - Follow up of actions during the previous period (Note)  - Assessment of the selected project shape option 1.3  - Conceptual architecture  - Roles and responsibilities of the two project teams (EP and CEU)  - Project financing  - Draft roadmap  - Next steps |
|  |  |

# Annex - Document control

## Circulation

| **DG or Company** | **Role** | **Name/Initials** | | **RACI[[2]](#footnote-2) code** |
| --- | --- | --- | --- | --- |
| EP DG PRES | BUSINESS-Project Owner (DLA) | Ellen ROBSON |  | **A** |
| EP DG IPOL | BUSINESS-Project Owner (CODE) | Sarah BLAU |  | **I** |
| 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 |  | I |
| 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 | I |
| 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[[3]](#footnote-3)** | **Status[[4]](#footnote-4)** | **Date** | **Initials** | **Summary of changes** |
| --- | --- | --- | --- | --- |
| 0.1 | draft | 16/11/2016 | GA, GK, MF | Initial draft document |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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)