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

**Purpose:**

These minutes are not a verbatim of the Trilogue Tables Editor Steering Committee meeting. They provide a brief summary of what was discussed and record relevant information exchanged and decisions.

Table of contents

[1. Introduction 3](#_Toc467747459)

[1.1 Agenda 3](#_Toc467747460)

[1.2 Participants 3](#_Toc467747461)

[1.3 Last Coordination Committee meeting minutes - Approval Check 3](#_Toc467747462)

[2 Meeting details 4](#_Toc467747463)

[2.1 Follow up of the actions and status 4](#_Toc467747464)

[2.2 Steering Committee composition 5](#_Toc467747465)

[2.3 Joint analysis report 5](#_Toc467747466)

[2.4 Shape of the project 6](#_Toc467747467)

[2.5 Draft Roadmap 7](#_Toc467747469)

[2.6 Draft joint Note to the Secretary Generals 7](#_Toc467747470)

[2.7 Next Steering Committee meetings 8](#_Toc467747471)

[3 Conclusions, Decisions, Actions, Next meeting 9](#_Toc467747472)

[3.1 Conclusions 9](#_Toc467747473)

[3.2 Decisions 9](#_Toc467747474)

[3.3 Actions 10](#_Toc467747475)

[3.4 Next meeting 10](#_Toc467747476)

[4 Annex - Document control 12](#_Toc467747477)

[4.1 Circulation 12](#_Toc467747478)

[4.2 Change history 13](#_Toc467747479)

# 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, Jürgen 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 coordination meeting of 30/09/2016 have been approved by all participants.

# Meeting details

## Follow up of the actions and status



## Steering Committee composition



Steering Committee agreed on a joint Presidency, with one president from each of the two co-legislators. GENSON Roland and BLAU Sarah were nominated in-absentia.

Participants agreed that a Business representative of European Commission will be invited to join the future Steering Committee meetings as an Observer. The Steering Committee should concentrate on the requirements of the two co-legislators (EP & CEU). It was also decided to open collaboration with EC at technical level during the solution design phase.

Reciprocally, representatives of the European Parliament will be invited to participate, at business and technical level, in similar collaboration projects between the Council and the Commission in the context of inter-institutional IT solutions in the legislative domain.

The respect of the reciprocity among the three institutions is also important when considering financing aspects and possibilities of the many ongoing and planned projects (example ISA2 funding possibilities).

## Joint analysis report

The **joint analysis report**, was approved. It is attached below:



## Shape of the project

## 

From the four (4) shortlisted project shapes (1.2, 1.3, 1.4 and 1.5) the Option 1.3 was the preferred option because it can lead to the most cost and time efficient solution by reusing the existing e-Parliament components.

The Steering Committee instructed the operational team to explore Option 1.3 in priority. The second option would be Option 1.5 if Option 1.3 does not prove to be compliant with the CEU IT environment and architecture. Option 1.5 may be considered as a fallback.

The operational team will work to further assess and refine Option 1.3 and provide the conceptual solution architecture and a draft roadmap for the joint project by the next Steering Committee meeting.

## Draft Roadmap

The roadmap could not be prepared before an agreement on the project shape options is achieved.

## Draft joint note to the Secretary Generals

The note to the Secretary Generals prepared by the EP was welcome by the CEU. Its content was in line with the CEU vision but, given the short notice, CEU will need more time to review it thoroughly. The Steering Committee will review and adopt the note by written procedure with the objective to send it by the end of the year. The note should contain information on the role of the EC.

CEU will review first and send their comments and feedback.

The draft note, 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 on a joint presidency (Roland GENSON and Sarah BLAU have been nominated in-absentia) | 15/11/2016 |
| 2 | Invite an EC Business representative to join the future Steering Committee meetings as an Observer. The Steering Committee should concentrate on the requirements of the two co-legislators (EP & CEU) | 15/11/2016 |
| 3 | Open collaboration with EC at technical level during the solution design phase | 15/11/2016 |
| 4 | Reciprocally, representatives of the EP will be invited to participate, at business and technical level, in similar collaboration projects between the CEU and the EC in the context of inter-institutional IT solutions in the legislative domain | 15/11/2016 |
| 5 | The joint analysis report is approved | 15/11/2016 |
| 6 | Project shape Option 1.3 was selected as the preferred option because it can lead to the most cost and time efficient solution by re-using the e-Parliament components  The operational team will work to further assess and refine Option 1.3 and provide the conceptual solution architecture and a draft roadmap for the joint project by the next Steering Committee meeting  Option 1.5 may be considered as a fallback if Option 1.3 does not prove to be compliant with the CEU IT environment and architecture | 15/11/2016 |
| 7 | Approval of the note to the Secretary Generals will be following a written procedure | 15/11/2016 |
| 8 | Next Steering Committee regular meetings will be scheduled bi-monthly (after session weeks) | 15/11/2016 |

## 

## Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Description** | **Resource** | **Deadline** |
| 1 | Invite an EC Business representative to join the future Steering Committee meetings as an Observer | CEU | Before the 2nd SC |
| 2 | Invite EP to participate in joint CEU/EC Steering Committee meetings on other legislative IT tools | CEU | Before the 2nd SC |
| 3 | EP to contact the EC Business representative to request that an EC Technical representative collaborates with the Operational teams | EP | Following action tasks 1 & 2 |
| 4 | 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 |
| 5 | Add the role of the EC and the project shape in the note to the SGs | CEU | Before end of 2016 |
| 6 | 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 |
| 7 | 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 |
| 8 | Book the next Steering Committee meeting on 25/01/2017 at 10:00-11:30 | CEU | asap |

## 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 ITEC | IT-Sponsor | Steen EILERTSEN |  | **A** |
| EP DG IPOL | BUSINESS-Project Owner (CODE) | Sarah BLAU |  | **I** |
| 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 PRES | BUSINESS - DLA | Georgios KATHARIOS | GKA | 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 DG ITEC | Senior Supplier | Olivier LEBOEUF | OL | I |
| EP DG IPOL | BUSINESS - CODE | Oliver EMMES | OE | I |

## Change history

| **Version number[[3]](#footnote-3)** | **Status[[4]](#footnote-4)** | **Date** | **Initials** | **Summary of changes** |
| --- | --- | --- | --- | --- |
| 0.1 | draft | 16/11/2016 | GK | Initial draft document |
| 0.2 | draft | 22/11/2016 | GA, MF | Added more info |
| 0.3 | draft | 22/11/2016 | GA, GK, MF | Final draft version for review by EP and CEU participants |
|  |  |  |  |  |
|  |  |  |  |  |

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)