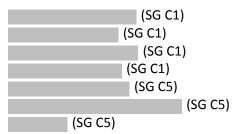
Meeting subject: Electronic Access to EC Documents (EASE) Kick-off

Meeting date/time: 26/10/2018 11:00

Attendees:



Meeting summary:

presented the agenda.			
asked if the document is open to discussion. replied that it is, although a this stage we cannot enter into too much detail.			
presented the context of the project, noting it builds on the ISA 2018.05 action (Study). and explained that we spent approx. 100KEur from the			
140KEur budget approved last year for the study.			
outlined the first phase - Init	tiation - implies buildin	g several artefacts:	

- Project Initiation request
- Business case
- Project charter

explained that Project Initiation Request is a high-level document, similar to the GoVIS template.

explained the content of the Stakeholder Matrix: identifying the stakeholders, their roles through RACI. clarified that both Business and IT contribute to the document.

The participants clarified the role and content of the Business Case. explained the ISA2 Study is the source for the Business Case. explained the content of the Business Case. He then outlined the process of submitting the Business Case to the IT Board:

- Heads of Unit There is an internal governance procedure where all Heads of Unit receive the Business Case for comments/synergies
- IT Investment board (DIGIT) It receives the document and forms an opinion for the IT board. We may need to reply to their comments during the assessment exercise.
- **IT Board** It is subsequently receives the Business Case. The IT board looks at the recommendations made by DIGIT and may have comments.

Governance

noted the IT board meets every month and documents must be submitted two weeks in advance.

outlined the typical governance structur Implementation Group. The participants clarified so	
• Project Core Team - is involved in the day-	to-day building of the product
Business Implementation Group - provides	s support for solution implementation
 User Representatives - will provide feedba analysis for feedback rather than being act 	ck to the product. They can receive finalised ively involved in the development process.
outlined the business involvement. meetings with clear decisions or actions. Steering C	clarified that ARES stores only Committee will register its meetings in ARES.
	organised by Business and Project managers who workshops this year to validate of the content of
and expressed co that a single release should be provided, containing noted the risk to plan the Project Closing phase so Charter would clarify the release dates.	
expressed the disagreement with the ide what the IT solution will be.	ea of a single release. Currently, we do not know
The participants agreed there might be deliverable noted these deployments are "testir	

Time factors

• Project Core Team - weekly meetings - Friday morning

deployments would provide value to the current process and operate on real data.

- Project Steering committee monthly meetings, and for validating major milestones
- Project initiation request in November
- The **business case** should be complete by the **end of November**, first week of December.
- In order to respect the proposed timeline, we will have to **submit the Business Case in early January**.
- The reply from ISA² Committee (funds) will arrive in March.

AOB

The Data Protection Officer suggested using this project as best practice example for "data protection by design".

Actions:

- 1. will send the Stakeholder Matrix form to Martine FOUWELS.
- 2. will update the timeline.
- 3. will change the graphic representation of the governance structure.

Decisions:

- 1. The Project Core Team has members from both Business and IT. Permanent members are the Business Manager and the Project Manager.
- 2. The Users' Representatives body will be included in the governance structure
- 3. Project Initiation request finalised in 11/2018
- 4. We will aim to obtain the validated Business Case on week of 30/11/2018
- 5. Project Core Team will meet every Friday morning.
- 6. Correspondents from DGs, Parliament and the Council will be included in a focus group.