Ref. Ares(2016)5911436 - 13/10/2016

Reporting of meetings with other services, Cabinets and external stakeholders

Revised: 10 October 2016

Objective:

This Standard Operating Procedure (SOP) provides guidance on how meetings are reported.

Audience:

Everyone who drafts meeting reports.

Scope:

This SOP gives details as to how meetings/workshops/conferences in particular with the Cabinet, DG, DDGs, whether with internal or external stakeholders, are reported and guidance as to how other meetings should be reported. This SOP does not cover particular cases of reporting such as jointly agreed minutes with external participants, Jour Fixe or Management Team Meetings.

Note-taker:

By default the note-taker is the most junior official from the lead team at the meeting.

Format & Structure:

Meeting reports (a.k.a. "back to the office", in short BTOs) are prepared as a Connected native document rather than uploading or attaching a word/pdf file. BTOs can be prepared per meeting (one meeting = one report), however longer meetings, e.g. multi-session conferences or visits, can be reported in separate reports. Reports of meetings attended by either Cabinet, the DG or DDGs are published in the dedicated CONNECTED space.

Title:

The title of the BTO should always reflect the nature of the meeting, main interlocutors, subject and date of the meeting:

Examples:
- Discussion on Broadband Strategy ETNO - Andrus Ansip, DD/MM/YYYY
- Meeting with Google - Roberto Viola, DD/MM/YYYY

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Body:

The body of the document should be concise and include:

- Date of the meeting: (DD/MM/YYYY)
- List of participants: this list should be ad personam for small audiences, but can be broadly spelled out for larger ones. @mentioning the attendees is a usual practice as it makes them aware that the BTO has been drafted and triggers their review (see "Timing, Approval & Finalisation" below).
- Main topics discussed: This section should be concise, covering, in brief bullet points, the main topics addressed during the discussion. Where possible, avoid reiterating the background to the discussion
- Operational conclusions/actions: This section should list, in bullet points, all operational conclusions/actions, next steps and deadlines arising from the meeting, @mentioning the assigned lead and possible contributors.
- List of interested readers: here the author can @mention colleagues and/or CONNECTED spaces/groups (the latter is advised as it is less time consuming)
- Annexes or relevant background material can be attached to the BTO. Note that the content of theses annexes is indexed by the search engine.

Tagging:

To facilitate the recovery of documents, the tagging should include:

1. BTO_[surname of the Chair], e.g. BTO_Oettinger or BTO_Viola, etc.
2. The common business name of the interlocutor(s), e.g. IBM, SAP, Google.
3. The date of the meeting: [Month_in_full_letters]_[YYYY], eg January 2016.
4. The main topical keywords: eg Net neutrality, Web entrepreneur, ...
5. If relevant, the Member States discussed, eg Slovenia, France.

Timing, Approval & Finalisation:

Meeting reports are drafted within 24 hours after the meeting, or, in the case of conferences or workshops, within 24 hours of the close of the event.

- Documents published on CONNECTED are by default considered to be drafts rather than final documents.

- N.B.: BTOs of Roberto Viola's meetings should be shared with his executive assistants prior to distribution. If no signal to the contrary is received within 24 hours, the note-taker can assume that publication is authorised and publish accordingly.

- Participants, including where relevant the responsible CAB member, have 24 hours after the release of the initial report to modify it. After that period, unless the chair asks to review the report, the meeting report is considered approved.

Confidentiality & Collaboration:

As a rule BTOs can be viewed, edited and commented upon by all.

- • Confidential subjects, where indicated by Cab or the meeting Chair, will be registered in ARES using the appropriate marking with circulation in all cases to CONNECT Senior Management (DG/ DDG/all Directors/DG + DDG Assistants), and properly filed (i.e. for BTOs registered in 2016 in: 10.02.06.13.010.020.150.ALL.2016). In parallel a CONNECTED BTO document will be created simply indicating the link to the ARES fiche.

- • Reserved matters, as defined in the CAB-DG agreement are not recorded on CONNECTED, but only by email or ARES.

Distribution and Registration:

- • The e-Domec guidelines provide guidance as to when documents should be registered and filed in ARES.
  - Once final, BTOs of meetings with third parties must be registered and filed in ARES (i.e. for BTOs registered in 2016 in: 10.02.06.13.010.020.150.ALL.2016), from where they can be retrieved in case of access to documents requests
  - A CONNECTED BTO can be registered in ARES as a Note to the file in the native CONNECTED pdf format.

Subscription:

- • Colleagues interested in receiving automatic email notifications as BTOs are posted in CONNECTED, should select the option 'email watches' in the 'Follow' link on the Cabinet and Senior Management's Meeting Records group.