Meeting subject: Electronic Access to EC Documents (EASE) Kick-off
Meeting date/time: 26/10/2018 11:00

Attendees:

████████████████ (SG C1)
████████████ (SG C1)
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████████████ (SG C5)
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██████ (SG C5)

Meeting summary:

████████ presented the agenda.

████████████ asked if the document is open to discussion. ████████ replied that it is, although at 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 - Initiation - implies building 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 structure. ░░░░░░░░ will send names for the Business Implementation Group. The participants clarified several governance components:

- **Project Core Team** - is involved in the day-to-day building of the product
- **Business Implementation Group** - provides support for solution implementation
- **User Representatives** - will provide feedback to the product. They can receive finalised analysis for feedback rather than being actively involved in the development process.

░░░░░░ outlined the business involvement. ░░░░░░░░░ clarified that ARES stores only meetings with clear decisions or actions. Steering Committee will register its meetings in ARES.

░░░░░░░░░ explained the workshops are organised by Business and Project managers who decide whom to invite. ░░░░░ designed the two workshops this year to validate of the content of the Business Case.

Releases

░░░░░░░ and ░░░░░░░░ expressed concern on the release timeline. ░░░ explained that a single release should be provided, containing the full functionality of the product. ░░░░ noted the risk to plan the Project Closing phase so close to the end. The IT team noted the Project Charter would clarify the release dates.

░░░░░░ expressed the disagreement with the idea of a single release. Currently, we do not know what the IT solution will be.

The participants agreed there might be deliverables deployed which cover some gaps in the process. ░░░░░░░ noted these deployments are "testing". ░░░░░░░░ underlined such deployments would provide value to the current process and operate on real data.

Time factors

- **Project Core Team - weekly meetings** - Friday morning
- **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 ISA^2 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.