

Minutes of Meeting

EASE

Meeting Title:	EASE Steering Committee Meeting	Meeting Date/Time:	28/01/2019
Meeting Type:	Steering Committee	Meeting Location:	CHARL 3/003
Meeting Coordinator:	[REDACTED] (SG.C.5)	Issue Date:	01/02/2019

Attendee Name	Initials	Present	Organisation / Email
[REDACTED]		<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]		<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]		<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]		<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]		<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu

Meeting Agenda

- Current status
- Template of the Project Charter
- Planning of the activities
- AOB

Meeting Summary

[REDACTED] mentioned the feedback to the Business Case received from [REDACTED] (SG F.2). [REDACTED] noted that the opinion is not blocking for the Business Case. [REDACTED] noted the deadline for receiving feedback is 29/01.

[REDACTED] introduced [REDACTED] to [REDACTED] and [REDACTED].

[REDACTED] outlined the project management methodology:

- The Business Case captures the reasoning for the project, provides alternatives and justification for the retained solution, and establishes the budgetary constraints.
- The Project Charter presents the scope statement, the high-level requirements, the risks, the constraints, the overview of the final project deliverables and the governance of the project. It serves as a key decision element to the project approval process and is closely related to the Business Case. It is the contract between the Project Owner SG.C.1 and the Solution Provider SG.C.5.

[REDACTED] and [REDACTED] clarified the process of approving the Project Charter:

- The Information Technology and Cybersecurity Board (ITCB) is a fusion of the previous Information Technology Board and Information Technology Security Board, with a revised mandate and a revised composition.
- The ITCB is reporting to the Corporate Management Board (CMB).
- The IT Investment team (a joint team of DIGIT, SG and recently other Directorates-General) is preparing the meetings of the ITCB. the
- The IT Investment team assesses the Project Charters and provides recommendation to the ITCB.
- The Project Charter must be approved by the ITCB.
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[REDACTED] and [REDACTED] summarised the activities carried on since the previous Steering Committee meeting and the next major milestones:

- End 2018 we finished the Business Case, we had a meeting with Compass Corporate team and we sent the deliverables to the ISA2 team.

- We will start drafting the Project Charter at the end of January.

Business Case

We submitted the Business Case for comments to the Secretariat-General's Heads of Unit and we received one feedback.

We will send the Business Case to the IT Investment Team at the latest on 31 January. (done)

We aim for the Business Case to be discussed in the February's ITCB meeting.

█ asked if SG.C5 would present the Business Case to the ITCB. █ replied that we will probably get an opinion from the IT Investment Team. The ITCB will discuss the Business Case if they consider it a strategic project for the Commission. If this will be the case, then SG.C.1 and SG.C.5 will share the presentation.

Project Charter

█ underlined the importance of the alignment with the European Commission Digital Strategy in general and in particular for this project.

█ explained that SG.C.5 has a well-filled projects portfolio for 2019. Our current team of intramuros consultants will be busy with the ongoing projects. Based on our experience with the current framework contract in Time & Means provided by DIGIT, it is difficult to find skilled consultants. █ and █ summarized the approach that is under investigation for the EASE project: establish two contracts – a fixed price contract for the business analysis (using the DIGIT framework contract for high-level consultancy) and a second fixed price contract for the development of the system.

█ observed that █ is working on GestDem and should be involved in the project. She emphasized that GestDem development must be done in a way to allow migration to the new system.

Methodology

█ noted that the project will use the PM2 methodology combined with an Agile approach. █ explained the Agile approach as a continuous interaction between the Project Owner/Business Manager and the Solution Provider/Project Manager and a maximum of concrete deliverables providing value to the business.

Governance

█ summarized the governance:

- Governance body (ISA2 and ITCB)
- Project Steering Committee (█, █, █ and █)
- Project Owner (█) and Business Manager (█)
- Solution Provider (█) and Project Manager (█)
- Users Group
- Project Core Team (█ and █)

Users Group

█ noted that at the time we had only 3 volunteers (and one potential) for the task force. He will send a new reminder.

█ noted that the User Group (task force) would need to validate the Project Charter. █ asked why we do not involve the Coordinator's network. █ answered that the Coordinator's network meets every 3-4 months, which it is not enough for the project. The Steering Committee agreed that the Coordinator's network is too big and that we prefer to have a reduced number of committed Directorates-General involved in the project. █ proposed to include in the group the Directorates-General with most requests for access to documents. █ replied that until now DG TAXUD, DG ENVIRONMENT and potentially DG NEAR expressed their interest in the project, but most requests come from DG SANTE and DG COMP. █ will communicate with the Heads of Unit of the Directorates-General to extend the Users Group. She explained that DG COMP has an exemption concerning the requests for access to documents because they are dealing with audits, infringements and competition procedures, that are very sensitive regarding the moment for the disclosure of the documents.

explained the different actors in the process: coordinators, units identifying and assessing the documents, legal units. suggested including also Directorates-General working in a decentralised way, in order to have representatives of central coordinators and units working with the documents. In this way, we can tackle all aspects of the process with the Users Group.

suggested to also including a Cabinet or users from the SG in the group. will contact , as Unit SG.C.2 is involved in confirmatory replies dealing with ethics. suggested involving for the data protection aspect. suggested that also , and from SG.C.1 could contribute to the Users Group. The Steering Committee agreed with the proposal.

The Steering Committee agreed that we will organise workshops with the Users Group. We will also set up individual interviews if necessary.

noted that the Users Group must be implicated in the project as soon as possible. mentioned that the Coordinator's network will always be updated on the state of the project.

Planning

We aim to submit the Project Charter for approval in April. We need to have the Charter internally validated 2-3 weeks in advance, mid-March in order to achieve this objective. We have 6 weeks for drafting it. We need to take into account the school holidays (last week of Feb, first week of March).

The draft Project Charter must be available to the Directorates-General on 04/03, in order to allow for a week for feedback and edits. The Project Steering Committee will meet mid-March (12 or 13/03) to formally approve the document. We then have two days to finalise it.

Planning outline

- We will organise two workshops with the Users Group in February in order to define and prioritize business needs.
- The draft version of the Project Charter must be available for the Directorates-General on 04/03 (Week 10)
- The next Project Steering Committee meeting will be planned in the Week 11 (13/03 in the morning) for the final round of the Project Charter's validation
- We will submit the Project Charter to the IT Investment Team in the Week 12 (at latest on 25/04)
- We aim the Project Charter to be approved in the April's ITCB meeting (11/04)

Decisions taken			
Decision Id	Description	Date of Decision Taken	Decision Owner
D19-01	The Users Group should contain: <ul style="list-style-type: none"> • Colleagues from Directorates-General that manifested the interest • Colleagues from Directorates-General with high number of requests for access to documents (e.g. DG SANTE, DG COMP) • Colleagues from SG (e.g. ██████████ from SG.C.2) • Colleagues from SG.C.1 dealing with access to documents requests • Javier as he has expertise with the current system 	28/01/19	██████████
D19-02	The Project Charter will be submitted to the ITCB for the approval in its April's meeting (11/04)	28/01/19	██████████
D19-03	The team will organise two workshops with the Users Group	28/01/19	██████████
D19-04	The Project Steering Committee will meet on 13/03 to validate the Project Charter	28/01/19	██████████

Actions					
Action Id	Creation Date	Description	Status	Target Resolution Date	Owner
A19-01	28/01/19	██████████ will send reminders to the Directorates-General to participate in the Users Group with a deadline by 01/02	Closed	04/02/19	██████████
A19-02	28/01/19	██████████ will communicate with the Heads of Unit of DG SANTE and DG COMP for their participation in the Users Group	Open	04/02/19	██████████
A19-03	28/01/19	██████████ will invite someone from SG.C.2 to participate in for Users Group workshop	Closed	04/02/19	██████████
A19-04	28/01/19	██████████ will prepare a message for ██████████ to ask colleagues for participation to the Users Group	Closed	04/02/19	██████████
A19-05	28/01/19	██████████ will update the timeline of the Project Charter	Open	04/02/19	██████████
A19-06	28/01/19	██████████ will send the answer to the comments on the Business Case	Open	06/02/19	██████████
A19-07	28/01/19	██████████ will draft the Project Charter with the help of ██████████	Open	04/03/19	██████████
A19-08	28/01/19	██████████ and SG.C.5 will take a decision on the contractual aspect for the business analysis and the development of the system and will launch the procurement procedure	Open	04/03/19	██████████
A19-09	28/01/19	██████████ will organise two workshops in February in order to define and prioritize business needs.	Open	01/03/19	██████████

Proposed Agenda for Next Meeting:	Proposed Next Meeting Date:
Validation of the Project Charter	13/03/2019