

# Minutes of Meeting

## EASE

<b>Meeting Title:</b>	EASE Steering Committee Meeting	<b>Meeting Date/Time:</b>	06/05/2019
<b>Meeting Type:</b>	Steering Committee	<b>Meeting Location:</b>	BERL 04/A
<b>Meeting Coordinator:</b>	[REDACTED] (SG.DSG1.C.5)	<b>Issue Date:</b>	06/05/2019

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

### Meeting Agenda

1. Project status
2. Budget
3. Risks
4. Schedule
5. Next steps
6. AOB / Q&A

### Meeting Summary

#### Project status

[REDACTED] mentioned that [REDACTED], [REDACTED] and [REDACTED] should be as involved as they can possibly be for the analysis and general follow-up of the project.

Regarding the ERIS reusable building block, [REDACTED] recommended to contact [REDACTED] and [REDACTED] regarding the technical document management requirements.

[REDACTED] summarised the outcomes of the Compass Corporate Steering Committee meeting held on the 24<sup>th</sup> of April 2019, especially concerning the onboarding the new projects/DGs. [REDACTED] and [REDACTED] from RTD pointed out that some candidate DGs (like SG with its project EASE) could be easily taken on board, without entailing too much extra effort or risks for the entire platform. At the same time, they could bring benefits in the form of new business-agnostic functionalities. The conclusion of the meeting was not to precipitate with the on-boarding of additional projects/DGs in 2019 but instead to focus on the preparatory work (e.g. trainings, risk/gap assessment etc.). However, it could be envisaged to include those DGs/projects that could easily be taken on board without compromising the stability or entailing additional efforts or risks for the Compass Corporate (like EASE).

#### Risks

[REDACTED] briefly went through the risks and explained that the register of risks would be reviewed with [REDACTED] and that the updates would be presented during the next steering committee meeting.

#### Schedule

[REDACTED] mentioned that the ISA<sup>2</sup> proposal would need to be updated in June for the 2020 award programme and extension.

For the business analysis, [REDACTED] emphasised that it was the opportunity to scrutinise the business processes and implement some improvements. [REDACTED] answered that the "TO-BE" processes had already be analysed in the context of IS<sup>2</sup> 'Study' but that there was potential for streamlining, especially concerning the integration with ARES.

asked how end-users would be consulted throughout the project. answered that a stakeholder consultation exercise had already been organised and that the feedback had been consolidated, examined and taken on board. They will continue to be consulted throughout the project, including the testing phase. mentioned that it would be best to focus on delivering the core features before implementing some of stakeholder-requested features.

User experience tests were discussed and and explained that DG COMM has a framework contract that could be used to perform UX tests with the help of focus groups. also mentioned that the analysis contractor proposes a similar approach to validating user experience assumptions.

#### Any other business / questions & answers

The need to archive and / or migrate the GestDem data was discussed and the decision was taken to organise a meeting with and the C.1 GestDem management team as soon as returns from his break to decide on a strategy and whether any actions should be performed in 2019. emphasised that taking the retention periods into account was very important.

The necessity of adding EASE to the Decide roadmap early on was also discussed and TC agreed to schedule a meeting between C.1, C.5 & B.4 to make the high-level needs of the EASE project known.

#### Decisions taken

Decision Id	Description	Date of Decision Taken	Decision Owner

#### Actions

Action Id	Creation Date	Description	Status	Target Resolution Date	Owner
	6/5/19	Organise a meeting to decide on the GestDem archival / migration strategy	Planned	W23	
	6/5/19	Organise a meeting with B.4 to discuss the requirements of the EASE project with the Decide team	Planned	W23	

#### Proposed Agenda for Next Meeting:

1. Project status
2. Risks
3. Schedule
4. Demo of Compass Corporate
5. Next steps
6. AOB / Q&A

#### Proposed Next Meeting Date:

End of June