

# Minutes of Meeting

## EASE

<b>Meeting Title:</b>	EASE Steering Committee Meeting	<b>Meeting Date/Time:</b>	03/07/2019
<b>Meeting Type:</b>	Steering Committee	<b>Meeting Location:</b>	BERL 6/B
<b>Meeting Coordinator:</b>	[REDACTED] (SG.DSG1.C.5)	<b>Issue Date:</b>	30/07/2019

Attendee Name	Initials	Present	Organisation / Email
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]
[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. Assessment
3. Budget
4. Risks
5. **Schedule**
6. Next steps
7. AOB / Q&A

### Meeting Summary

#### Project status

[REDACTED] informed the attendees that the Deloitte Project Manager that was foreseen for the business analysis had resigned and that they were urgently looking for a decent replacement.

Regarding ISA<sup>2</sup> [REDACTED] explained that two reports were being prepared (quarterly delivery report & bi-annual budgetary report) and that the relevant action (2018.05) was being updated for the 2020 work programme to include the New RegDoc project.

[REDACTED] mentioned that he was preparing a note to the EASE file to be checked by [REDACTED] regarding the compliance of the SG Artificial Intelligence Study with data protection Regulation 2018/1725.

#### Technical assessment

[REDACTED] emphasised that the assessment could proceed as long as the potential adoption of Compass Corporate does not affect the initial delivery schedule of the project. In addition, that the results of the assessment, whether positive or negative would be to be thoroughly documented.

[REDACTED] mentioned that if the Compass Corporate suppliers were willing to put together a remedial action plan, that development of a proof-of-concept should be attempted.

#### Budget

[REDACTED] accepted to the reallocation of the GestDem development budget to the EASE project. [REDACTED] and [REDACTED] explained that this budget was originally foreseen for the archiving of relevant requests/replies in HPSII (a-Rep), and that it would be best to deal with this within the scope of the GestDem-EASE migration.

#### Risks

[REDACTED] suggested renaming R11 to "Lack of stakeholder availability".

■ emphasised that user acceptance was heavily dependent on the presence of an active user group. ■ answered that two existed, one within C.1 and another which contained actors from several other DGs.

■ suggested organising a workshop with a large gamut of users and stakeholders and the business analysis contractor (Deloitte). ■ and ■ mentioned that this would be possible in September once everyone is back the summer break.

#### Schedule

■ explained Deloitte had been quite slow during the preparatory phases of the procurement procedures.

#### Decisions taken

Decision Id	Description	Date of Decision Taken	Decision Owner
D.1	Allocate the 2019 GestDem development budget to EASE	03/07/2019	■

#### Actions

Action Id	Creation Date	Description	Status	Target Resolution Date	Owner

#### Proposed Agenda for Next Meeting:

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

#### Proposed Next Meeting Date:

End of August