

# Minutes of Meeting

## EASE

|                             |                                 |                           |            |
|-----------------------------|---------------------------------|---------------------------|------------|
| <b>Meeting Title:</b>       | EASE Steering Committee Meeting | <b>Meeting Date/Time:</b> | 18/06/2020 |
| <b>Meeting Type:</b>        | Steering Committee              | <b>Meeting Location:</b>  | Skype      |
| <b>Meeting Coordinator:</b> | [REDACTED]<br>(SG.DSG1.C.5)     | <b>Issue Date:</b>        | 24/06/2020 |

| Attendee Name | Initials   | Present                             | Organisation / Email  |
|---------------|------------|-------------------------------------|---|
| [REDACTED]    | [REDACTED] | <input checked="" type="checkbox"/> | [REDACTED] <a href="mailto:[REDACTED]@ec.europa.eu">@ec.europa.eu</a> |
| [REDACTED]    | [REDACTED] | <input checked="" type="checkbox"/> | [REDACTED] <a href="mailto:[REDACTED]@ec.europa.eu">@ec.europa.eu</a> |
| [REDACTED]    | [REDACTED] | <input checked="" type="checkbox"/> | [REDACTED] <a href="mailto:[REDACTED]@ec.europa.eu">@ec.europa.eu</a> |
| [REDACTED]    | [REDACTED] | <input checked="" type="checkbox"/> | [REDACTED] <a href="mailto:[REDACTED]@ec.europa.eu">@ec.europa.eu</a> |
| [REDACTED]    | [REDACTED] | <input checked="" type="checkbox"/> | [REDACTED] <a href="mailto:[REDACTED]@ec.europa.eu">@ec.europa.eu</a> |
| [REDACTED]    | [REDACTED] | <input checked="" type="checkbox"/> | [REDACTED] <a href="mailto:[REDACTED]@ec.europa.eu">@ec.europa.eu</a> |

### Meeting Agenda

1. Project status
2. Budget
3. Planning
4. Q&A / AOB

### Meeting Summary

#### Project status

##### Archiving & migration

Regarding the application of data retention policies to the access to documents files in Ares, [REDACTED] mentioned that initial applications should be closed and preserved after 5 years rather than deleted. The review of the common retention list in will be done in 2021 given operational complexity. The attendees decided to approve the proposal of dealing with the long-term preservation in 2022.

##### ColdFusion

The phasing-out of ColdFusion has no direct impact on the date of entry in operation of the EASE application. The only component of Gestdem that is written in ColdFusion will be upgraded to ColdFusion 2018 so that it may be operated beyond end of March 2021, the end-of-support date for ColdFusion11 recently announced by DIGIT. It has not yet been decided if the hosting cost for this component will be charged back to the SG.

With regard the shift in move to production date from Feb-Mar 2021 to Apr-May 2021, [REDACTED] emphasised that it's important to respect the agreed-upon deadlines and to duly justify any delays. [REDACTED] explained that the development planning is dictated by the contractor's capacity to deliver and that it had already been reviewed to deliver earlier (Feb-Mar 2021). [REDACTED] and [REDACTED] also explained that important documentation, training, testing and stabilisation activities were required once development was complete before a move to production.

##### Change requests

[REDACTED] explained that it would be important to keep a level of flexibility and agility when it came to processing change requests and that C.1 could reprioritise regularly. [REDACTED] answered that re-prioritisation would still be possible but that it's important to take all change requests into consideration when prioritising, and notably those that appear late into the project during acceptance testing. Due attention should be paid on the possible impact of change requests on the cost and timing of the project.

##### Security plan

[REDACTED] explained that validation of the first set of security plan deliverables would not require explicit validation from the System Owner and that it could remain at the level of the Project/Business managers.

**Budget**

■ mentioned that 76 KEUR were originally foreseen for GestDem to ensure the long-term archiving of the relevant files, but that this budget could be reallocated given the proposal to deal with this project in 2022. ■ answered that this had been discussed with ■ and that she agreed to review the allocation of the budget in favour of other projects in need within her unit.

**Proposed Agenda for Next Meeting:**

1. Project status
2. Roadmap
3. Budget
4. Schedule
5. Q&A / AOB

**Proposed Next Meeting Date:**

Week 37 (September) 2020