

Minutes of Meeting

EASE

Meeting Title:	EASE Steering Committee Meeting	Meeting Date/Time:	14/09/2020
Meeting Type:	Project Steering Committee	Meeting Location:	Skype
Meeting Coordinator:	(SG.DSG1.C.5)	Issue Date:	15/09/2020

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

1. Project status
 - a. Testing
 - b. Procurement
2. Budget
3. Planning
 - a. Releases
 - b. Roadmap
4. Demonstration
 - a. Request management system R1
 - b. Public portal
5. Q&A / AOB

Meeting Summary

Project status

Qualified Electronic Signature (QES)

asked whether the usage of the QES by the Secretary-General would have an impact on GestDem/EASE processes and information systems. replied that it would not be the case.

New project manager

mentioned that the new project manager (– EAC) would arrive in November, but would already be involved in early meetings. and explained that he has proven project management experience and is an able technician.

IT plan & Decide

Within the context of the IT plan, asked to check with SG.B.4 and to summarise the future requirements for Decide.

Testing

mentioned that a meeting with coordinators was already organised in October that it could be a good venue to present the state of play of the EASE project.

asked when the acceptance tests for the second release (R2) should start. answered R2 will be delivered end of November and that the tests should therefore be foreseen for January 2021. suggested that the acceptance tests start with a small control group in January to help process initial feedback.

Budget

■ asked whether the 2020 budget included the reporting features. ■ answered that reporting is planned for 2021 and there could be multiple ways of implementing the requirements (contract vs. internal development), and that it would be up to the new project manager to define what's best for the project at that time.

Proposed Agenda for Next Meeting:	Proposed Next Meeting Date:
<ol style="list-style-type: none">1. Project status2. Budget3. Planning4. Q&A / AOB	Week 37 (September) 2020