



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR
INFORMATICS

DIGIT

MEMORANDUM OF UNDERSTANDING (MoU)

**ON "Study on the use of Artificial Intelligence techniques for the electronic access to
Commission documents (for EASE and new RegDoc systems)"**

BETWEEN

THE SECRETARIAT-GENERAL OF THE EUROPEAN COMMISSION (SG)

AND

**THE DIRECTORATE-GENERAL FOR INFORMATICS
OF THE EUROPEAN COMMISSION (DG DIGIT)**

Reference: DIGIT-00882-00

The Secretariat-General of the European Commission, hereinafter "SG", represented by

[REDACTED],

And

The Directorate-General for Informatics, hereinafter "DG DIGIT", represented by

[REDACTED],

Have agreed as follows

PREAMBLE

EASE (Electronic Access to European Commission Documents) is a project to ensure that the Commission is equipped with modern, electronic and integrated IT tools allowing the submission and handling of the requests for public access to documents. EASE supports the goal to bring the EU decision-making process closer to its citizens. The future system will :

- Improve the workflows linked to the submission, processing and preparation of replies to requests for access to European Commission documents
- Rationalise internal workflows and enhance consistency between replies.
- will cover the public interface for communicating with applicants, the internal Workflows within the European Commission, and the consultations of other EU Institutions, Member States and third parties, from the first request of the applicant to the final decision of the Commission.

Regdoc is the Commission's Register of Documents; it is a public application that allows citizens to look for Commission documents. Together with the document, it displays metadata of the document. In case the document is not publicly available, a web-based form can be filled-in by the citizen. The current application will be rewritten in the coming years but this project is currently in a very early stage so no specific documentation exists yet.

The "Study on the use of artificial intelligence techniques for the electronic access to Commission documents" should examine the different possibilities to start using artificial intelligence (AI) and data analytics and visualisation techniques in information systems such as EASE and RegDoc. The introduction of these techniques is meant to enhance the EASE project in the first place, but SG would like to implement these tools also for the new RegDoc project as well as for the other registers. An example of an AI technique is Doris, a text-mining tool, used in the information system Better Regulation Portal.

More information on the two projects can be found in the annexed documents:

- EASE - Project Charter
- Study on the Secretariat-General Registers - FinalReport

1. SCOPE AND PURPOSE

SG and DG DIGIT have agreed to collaborate in the context described in the preamble. The purpose of this Memorandum of Understanding is to set out the conditions for this collaboration. The MoU defines the high level scope of the work to be done by DG DIGIT and the required associated resources.

2. SERVICES TO BE PROVIDED

In order to support the introduction of AI techniques in the domain of electronic access to Commission documents, SG and DIGIT agree that the following activities need to be carried out:

- Identification and analysis of a set use cases where AI techniques can be applied, based on the functionalities foreseen for the two systems (EASE and RegDoc).

- Delivery of a prototype, implementing one of the use cases, which aims at validating the feasibility of the approach.

For this purpose, DG DIGIT will deliver to SG:

- Four high-level use cases where AI techniques can be applied in the context of the EASE and RegDoc projects, based on the description of the foreseen functionalities described in the documents in annex. Each high-level use case will include at least:
 - A description of how AI can support the specific functionality in terms of main benefits that the technology can bring to the users.
 - A description of the specific AI technique that will be used to implement or support the functionality;
 - A high-level estimate of the effort required to: develop (or apply) the relevant technique, train the related algorithms (if applicable) and deploy the solution in production. The effort should also take into consideration the resources required from SG, which will support the development process by providing business knowledge or validating the outcome of the AI technique.
 - The list of use cases shall be provided in English, electronically, in Microsoft Office 2016 tools.
- A prototype implementing one of the four identified use cases. The specific use case will be selected through a joint workshop between SG and DIGIT. The purpose of this workshop would be to perform an analytical feasibility assessment on each of the four identified use cases and select the most suitable one. Specifically, the delivered prototype will contain:
 - The implementation of the AI technique selected for the use case, including, if applicable (such as in case of machine learning techniques), an algorithm trained on the data sets provided by SG; this prototype should be a working tool;
 - A user interface, detailed enough for the user to validate the outcome of the application of the AI technique;
 - The technical infrastructure supporting the execution of the AI technology (e.g. cloud environment);
 - The necessary documentation describing the technical aspects of the PoC.
 - The proof of concept shall be delivered in source code that can be used within the scope of the EASE project. The documentation on the PoC shall be delivered in English, electronically, in Microsoft Office 2016 tools.

SG will support the delivery of the above by providing to DIGIT:

- The data sets (e.g. documents, spreadsheet, structured data stored in databases), to which the artificial intelligence techniques have to be applied;
- The needed business knowledge required by DIGIT to better understand the business context, the expected results and content of the provided data sets;
- Access to the users (in SG or elsewhere) who will need to test and validate the outcome of the prototype.

DG DIGIT will ensure close collaboration with SG during the design and the implementation of the system. Input from SG is considered as essential for ensuring the right level of expertise in this business domain and in carrying out intermediary reviews of the artifacts developed, as well as performing the human quality control of the output of the prototype.

3. ROLES AND GOVERNANCE

The table below describes the governance roles needed to ensure a smooth execution of the activities described in the present agreement. The roles are based on the PM² project management methodology¹. The different units will be responsible for appointing one individual for each assigned role. More information on the key activities per each role can be found in the PM² documentation.

Unit	Role
SG.C5	Project Owner (PO)
SG.C1	Business Manager (BM)
DIGIT.D1	Solution Provider (SP)
DIGIT.D1	Project Manager (PM)
DIGIT.D1 / Contractor	Project Core Team (PCT)

Given the nature of the activities foreseen in this agreement (short timeframe and limited team size), the delivery of the services will be managed through an agile project management approach. Specifically:

- Follow-up meetings will be held each two weeks in order to discuss the progress and any open issues. SG.C5 will organise the meetings and DIGIT.D1 will provide the minutes of the meeting within 5 working days following the meeting. The minutes will be registered in ARES.
- Within each meeting, DIGIT.D.1 will include a report about the progress made within that period. The PM² “Project Status Report” template will be used for the report. Other tools such as JIRA or BigPicture will be used for the organisation of tasks and for internal reporting purposes.
- DIGIT will organise the implementation activities in timeframes (sprints) of short duration, e.g. of two weeks, and will inform SG about the foreseen output of each sprint before its implementation.

Any further project management deliverable to be delivered in the context of this agreement will be discussed and agreed during the kick-off meeting, which is planned for mid- June 2019.

¹ <http://www.cc.cec/wikis/display/PM2/>

4. HIGH-LEVEL PLANNING

The table below describes the high-level planning for the delivery of the services described in section 2:

Milestone	Date	Short Description
M1	Mid- June 2019	Kick-off Meeting. DIGIT.D1 and SG.C5 will hold a kick-off meeting. DIGIT.D1 will provide the minutes. The minutes will be registered in ARES.
M2	End of June 2019	Provision of list of high level use cases. As described in section 2.
M3	Beginning of July 2019	Selection of use case for PoC. A specific meeting/workshop will be held between DIGIT.D1, SG.C5 and any other relevant stakeholder to select the use case to be implemented in the prototype.
M5	End of October 2019	Delivery of the prototype. As described in section 2.
M6	End of December	Closing of the activities. Lessons learned will be drawn and next steps will be identified, in the month following the delivery of the prototype.

5. RESOURCES TO BE PROVIDED

SG will provide to DG DIGIT with the total budgetary resources required to provide the services as defined and described under the section 2 "Services to be provided". The total amount is EUR 80 000.

6. FUNDING MODALITIES

On 25/03/2014, the ABM SC adopted the Guidance on Charge-back process within the Commission² which sets the new funding modalities to be implemented.

Therefore, by the signature of the present MoU, SG will put the funds available to DG DIGIT via a co-delegation on an appropriate budget line (25.010211.00.04-C1-SG>DIGIT) for the services as described in Art. 4.

SG will authorise the commitments and payments as well as the other underlying transactions incurred to deliver the services under the present MoU.

These transactions will be managed under the internal control framework of DG DIGIT which complies with the Commission's rules and guidelines.

² http://intracomm.ec.testa.eu/budg/man/icrm/doc/services/guidelines/chargeback_internal_en.pdf

7. DURATION AND RENEWAL

The present memorandum comes into effect on the date of the last signature and is valid until the end of 2019.

For further collaboration SG and DG DIGIT will need to sign an amendment to the present memorandum to include additional services related to this MOU to be executed by DG DIGIT and define the associated resources.

8. CONTACT PERSONS

For DG DIGIT

Business Area Manager: [redacted] (DG DIGIT D.1)

Project and MoU Technical Correspondent: [redacted] (DG DIGIT D.1)

MoU Financial and Administrative : [redacted] [@ec.europa.eu](mailto:[redacted]@ec.europa.eu)

For SG

Business Area Manager: [redacted] (SG.C5)

Project and MoU Correspondent: [redacted] (SG.C5)

MoU Financial and Administrative: [redacted] (SG.C3)

Signed electronically in Ares.

For SG

[e-signed]

[redacted signature]

For DG DIGIT

[e-signed]

[redacted signature]

Done in Brussels on .../.../2019

Done in Brussels on .../.../2019