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**Opsys Programme User Committee – PUC 7**

**Meeting: 19/04/2017**

**1. Participants:**

| **Dir** | **Unit** | **Name** |
| --- | --- | --- |
| DEVCO/A | A2 | OSTERLUND Susanne |
| DEVCO/B | B5 | COSTA Rui |
| DEVCO H | H2 | TIMMERMAN Hilde |
| DEVCO R | R1 | KOYUNCU Merih |
| FPI | FPI/5 | MEUNIER Christian |
| NEAR/R | R1 | VERDE Valerio |
| NEAR/R | R4 | KVARACIEJUS Saulius |
| DEVCO/TF | 06 | PELLACANI Enrica |
| External | 06 | ROSCIGLIONE Giuliano |
| DEVCO/TF | 05 | THIEULIN Denis |
| DEVCO/TF | 05 | FANE Daria |
| DEVCO/TF | 05 | RIEMBAULT Paul |
| External | 05 | NICULIU Radu |
| External | 05 | MONTAROU Melissa |
| External | 05 | BERGHMANS Arnaud |
| External | 05 | ALIOUI Farida |
| DELEGATION BOSNIA HERZEGOVINA | FCA | GAJEVIC-PERISIC Jelena |
| DELEGATION BOSNIA HERZEGOVINA | Ops | HAJRULAHOVIC Aida |
| DELEGATION BOSNIA HERZEGOVINA | FCA | BABOVIC Elmir |
| DELEGATION BRAZIL | FCA | SALOMON Vera Lucia |
| DELEGATION BRAZIL |  | DUDERMEL Thierry |
| DELEGATION BRAZIL | Ops | SABBATELLI Maria Rosa |
| DELEGATION ETHIOPIA | Ops | MOGES Tiruwork |
| DELEGATION ETHIOPIA | FCA | FASIL Genanew |
| DELEGATION MOROCCO | FCA | MELKA Lukas |
| DELEGATION MOROCCO | FCA | VALLEGEAS Theodore |
| DELEGATION UKRAINE | HoC team | BRICH Victoria |

**2. Distributed documents :**

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| **Powerpoint presentations** | **Link to Capacity4Dev** |
|  | [Opsys PUC meeting 19/04/2017 – State of play](https://europa.eu/capacity4dev/opsys/documents/puc-7-presentation-agenda-and-state-play) |
|  | [Opsys PUC meeting 19/04/2017 - Governance](https://europa.eu/capacity4dev/opsys/documents/puc-7-presentation-governance-and-aob) |

**3. Outcomes**

***Introduction***

* Opsys is a necessity. There is an increasing interest in it including now from SG (Secretariat General) and BUDG.
* Turn-over: changes are taking place in the Team. Thierry Mathisse and Denis Thieulin will move to other activities as of June 2017 and so will Daria Fané in July 2017. There are new comers: Farida Alioui (Particip technical assistance on change management) and Radu Niculiu in charge of Institutional Settings Governance.

***Agenda and minutes of previous meeting***

* The agenda proposed is approved, i.e.:
  + *Approbation agenda + former minutes*
  + *Opsys State of Play*
  + *New Opsys Governance*
  + *AOB: next Devco IT Steering Committee.*
* Minutes of the previous PUC meeting are approved.

***Opsys State of Play***

* In the context of the New Opsys approach with DIGIT, the work is organised around 3 tracks/projects:
* Track/project 1 Results and monitoring: creation of logframes and indicators for the purpose of monitoring, recording of results, aggregation of indicators at respective levels. It corresponds to the former Opsys projects 1 and 3. Expectations: next results reporting exercise to be done in the system by consultants and pilot EUDs to start a pilot phase.
* Track/project 2 Contracts management and procurement: all families of contracts are covered. It corresponds to the former Opsys projects 2B and 5. Expectations: ultimately phasing out of CRIS 2019 and electronic management of contracts (e procurement, e grants and SEDIA (Single Electronic Data Interchange Area)) adopted with one single entry point. A pilot will be ran for the FWC benef 2018.
* Track/project 3 Programming, Action and Decisions: preparation and validations of AAP, MIP. It corresponds to the former Opsys projects 2A and 4. Work has not started yet on this track.
* In terms of project status:
* **Track 1 Results and monitoring** **and Track 2 Contracts management and procurement** are flagged amber. Opsys team is confident that they can move easily to green.

*Discussion:*

* *Impact of the new approach on CRIS phase out: confirmed by DIGIT with a target set as 2019. First step with the management of the FWC in Opsys early 2018. The final phasing out of CRIS requires that all different contract modalities are constructed: will be done by 2018/early 2019.*
* *Prospect is essential in the re-use of existing systems. DIGIT is committed to re-use Prospect which will become a corporate tool for Devco and DIGIT. Although Prospect needs technical improvement to become compatible with Commission systems it will be re-used for evaluation of all type of contracts.*
* *No more separate circuits in Opsys. There will be one single entry. The system will manage interactions with ABAC and ARES.*
* *In Ukraine, only signed papers can be used for the VAT exemption. E signature will have serious implications. A process has to be thought in order to develop a legal basis that fits partner countries’ rules (e.g. having an additional paper signature for that purpose).*
* *Regarding payments: in ARES, the process is not transparent; it is difficult to monitor payments in the system. In the new system, contracts will be traceable all over the cycle, including payments.*
* *Data in CRIS will be still visible in Opsys during the transition period. Then data will be visible in Opsys for ongoing projects/contracts and historical data will remain accessible separately.*
* *One single track option was not viable (too wide scope, too many stakeholders).*

***Risks and planning:***

* Short term planning / next steps: to draft a partnership agreement with DIGIT, in July 1st a first release on Results management, in October a final release on Results management, in January 2018 a release of part of FWC Benef (requests and signature of specific agreements).
* Main risks:
* Business governance has to be set up each of the three Tracks, all partners (NEAR, DEVCO and FPI) have to be aligned ;
* Increase of the reuse of corporate system: find a balance between protecting DEVCO specificities and use of corporate tools;
* SEDIA will be the portal that all operators will use to enter in EC system. DIGIT is in charge but there might be some delays. SEDIA stands for Single Electronic Data Interchange Area.
* Roadmap: discussions with DIGIT on a revised detailed roadmap for Opsys. The table in the presentation is a product roadmap, not a roll-out road map. A roll-out road map needs to be developed according to change management constraints.

***Logframe migration:***

* The collection of logframes to migrate in the system has just started. They will be processed in intermediary excel spreadsheets.
* The EUDs are not involved yet. But there will be interactions to make sure that the logframes collected are the most updated ones.
* There will be discussions and agreements on how to proceed practically.
* There will not be changes in the logframes but possibly indicators selected (as done in result reporting) if the indicators are not relevant for example.
* For the moment we are working with logframes at Action Document level. Contracts / grants will be done in a second phase.

*Discussion:*

* *What is expected from pilot EUDs before October re. result reporting?   
  Ultimately, ROM experts will enter directly in the system the information related to result reporting. On the migration of logframes, the process has just started. Delegations may be asked to provide inputs to secure the quality of data (e.g. most updated version of the logframes).*
* *There are a number of rules which must be respected regarding when and to which extent logframes might be changed. A discussion should be organised with Devco 06 to define all the migration parameters. Checks with legal services may be needed (countries might need ex-post information, etc). Thematic programmes: most of them do not have a logframe or if they do, they might not have the level of precision needed. The collection of current logframes should be done through DECIDE or VISTA as the ones in CRIS are the ones before QSG.*

***Roll-out approach:***

* Roll-out for "results management" (first part of Track/project 1):
* The roll-out will be proceeded by a pilot workshops 3 months before in HQ. During this pilot phase pilot EUDs will be asked to work on the system to have a testing phase and enable a feedback loop on the system and on the comprehensive workshop.
* Pilot EUDs will be invited in HQ in October for the 2 day pilot workshop (discussing methodology of results management and working on the system). From then, pilot EUDs will continue encoding in the system until January 2018. Invitations will be sent in May 2017.
* FPI will have an earlier roll-out.
* The main roll-out will be taking place in February 2018 with 10 comprehensive workshops in 10 regional hubs and afterwards another training in HQ.
* Roll-out approach for other Opsys releases: it will depend on the roadmap for IT production currently in discussion with DIGIT; it may align on what we plan for "results management": comprehensive workshop for pilot EU Del/HQ units, then to regroup users in regional hubs and in HQ for one big workshop where process/methodology and new IT system will be combined.

*Discussion:*

* *Identification of regional hubs versus pilot EUD: in principle those identified for ABAC trainings and having the training and technical facilities.*
* *Roll-out for the second track (contract management and procurement): we still need to see how we can regroup things and not to split. We should discuss with the DUG what are the best options for pilot roll-out, workshop for contract management.*

***New Opsys Governance***

* The new Opsys approach is to manage the corporate ambition and better secure business adherence to the system functionalities. Key features for the new Opsys governance are:
* To empower an Opsys Management board which will have to report to an IT board but no needs to report to the ITSC. Chaired by DEVCO DDG, co-chaired by DIGIT DDG; limited number of members and observers. The presence of heads of cooperation at least as observers is still a pending point (a matter of how to manage that efficiently).
* To set up 3 projects steering committees (PSC) (one per track/project) that are chaired by senior management. We will help to ensure a strong business ownership and that what we are delivering will respond to users’ needs. The PSCs should remain light and flexible structures to enable quick decision making; arbitrage when required at Opsys management board level. The composition will include representative of DEVCO, NEAR, FPI and DIGIT as IT supplier. Identified chairs so far: PSC2: Luc Bagur, Lawrence Meredith has been proposed by NEAR for PSC3.
* Transversal and business process coordination to be done by DEVCO 05. Advisory entity for PSCs chairs. 05 will be the place to interact with the programme users committee.
* DUG 2 has just been set up and will meet on May 3th, 2017. DUG 1 will meet on May 10th, 2017.
* The PUC still exists though not mentioned on the chart; it has an important role to play: dissemination of information and discussion on transversal issues on an ad-hoc basis. Expected frequency of meetings: every 2 months.
* Overall, the organigramme proposed confirms that the management takes more control. There is a better sense of ownership.

*Discussion:*

* *The PUC stands at the programme coordination unit level and will cover transversal issues. In the partnership agreement with DIGIT there will be an annex with a detailed explanation on the role and responsibilities of each of the bodies.*
* *Re-focusing of PUC role is perceived as a positive evolution (not the place for too technical discussions).*
* *Involvement of DIGIT is seen as a very positive point as well as the fact that EUDs have been on board. Concern that EUDs stay in the loop, particularly at Opsys Management Board level. Also it would make sense to have EUDs involved at the PSC level.*
* *Involvement of senior managers is good but don't forget to keep end users on board at all levels (DUGs and PSCs).*

***AOB***

* On the 24/04/2017, there will be an enlarged ITSC with 3 points:
* Presentation New Opsys Approach
* Endorsement New Opsys Governance
* 2017 and 2017-2020 Opsys budget (financing solutions exist until 2020 to support Opsys investment)

**4. Actions-Next steps**

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| 1. For next PUC, the CM team will present a proposal/plan to organise data migration. 2. Next PUC to be organised in June 2017. 3. Outlook invitations to be sent on the 19/04/2017 for the DUG 2 of May 3th, 2017. 4. Share the list of identified regional hubs. |