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(OR. en)

13277/15

ANTICI 3
MERTENS 4
CIS 12

REPORT

From: General Secretariat of the Council
To: Antici and Mertens groups

Subject: **Progress Report on the Pilot Project for Delegates Portal**

I. DELEGATES PORTAL: BACKGROUND

1. In March 2015, the Antici and Mertens groups were informed of plans to launch Delegates Portal, an upgrade of Extranet, for pilot testing by a subset of Council working parties between May and November 2015.
2. Delegates Portal was officially launched in pilot mode on 29 April 2015.
3. In June 2015, the Council Secretariat briefed the Antici and Mertens groups on progress of the pilot project with reference to a progress report set out in 9904/15.

II. DELEGATES PORTAL: MAIN NOVELTIES

4. The main novelties introduced by Delegates Portal are communities and self-management of community membership.

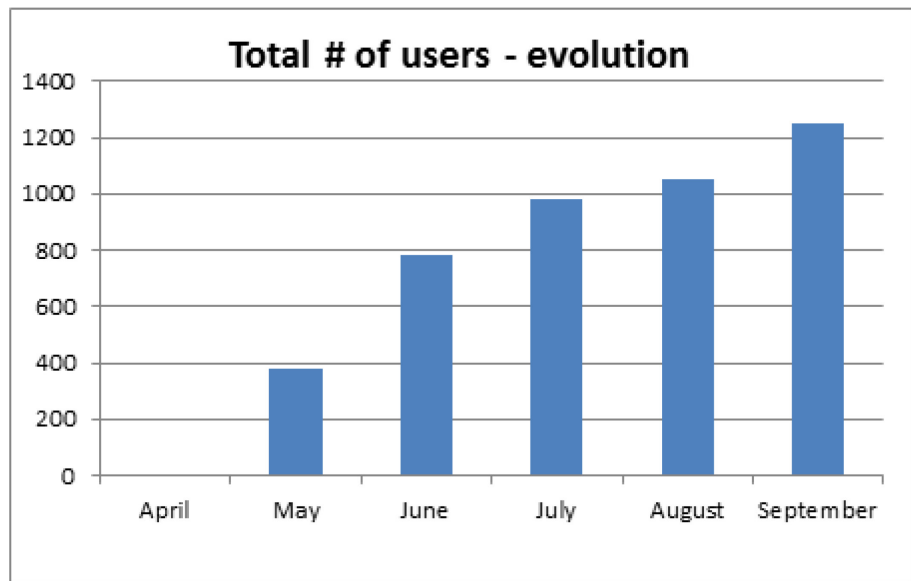
5. A community is an electronic replica on Delegates Portal of a working party. It replaces email as the channel through which meeting documents (rebranded "working papers") are delivered to delegations of the working party concerned. Access to working papers is by community membership, with each delegation managing its own list of members on Delegates Portal through one or more "nominated delegates".
6. By supporting delivery of both working papers and standard official documents, Delegates Portal addresses a longstanding need expressed by delegations for one-stop, web-based access to all documents produced for them by the Council Secretariat.
7. By enabling delegations to manage their list of community members themselves, Delegates Portal restores to delegations full control over need to know in relation to meeting documents.

III. PILOT PROJECT. PROGRESS SINCE JUNE

8. There are now 48 pilot communities. 39 of the 48 have been activated by virtue of all delegations having appointed at least one nominated delegate to manage their membership. 22 of the 39 activated communities have switched from email to communities as the sole channel for delivering working papers to delegations, 13 are in the process of making the switch, three are still at the email stage and one has insufficient activity at present to warrant the production of meeting documents.
9. The gathering momentum of pilot communities is reflected in the figures for the use of Delegates Portal itself, as shown in graphs 1 to 4 below.

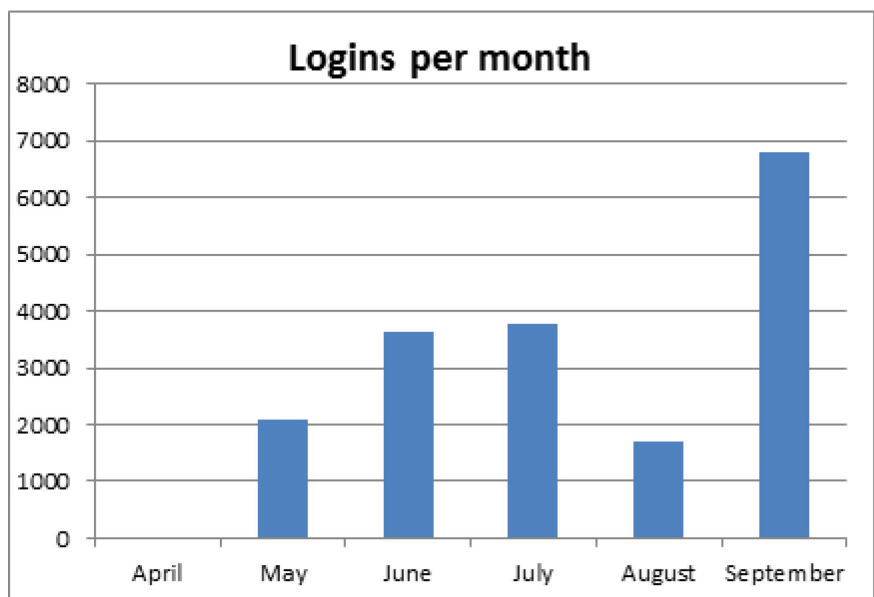
Graph 1. Number of Delegates Portal users: 27 April to 30 September 2015

| Date | # users |
|------------|---------|
| 27/04/2015 | 0 |
| 28/05/2015 | 377 |
| 28/06/2015 | 781 |
| 28/07/2015 | 981 |
| 28/08/2015 | 1053 |
| 25/09/2015 | 1251 |



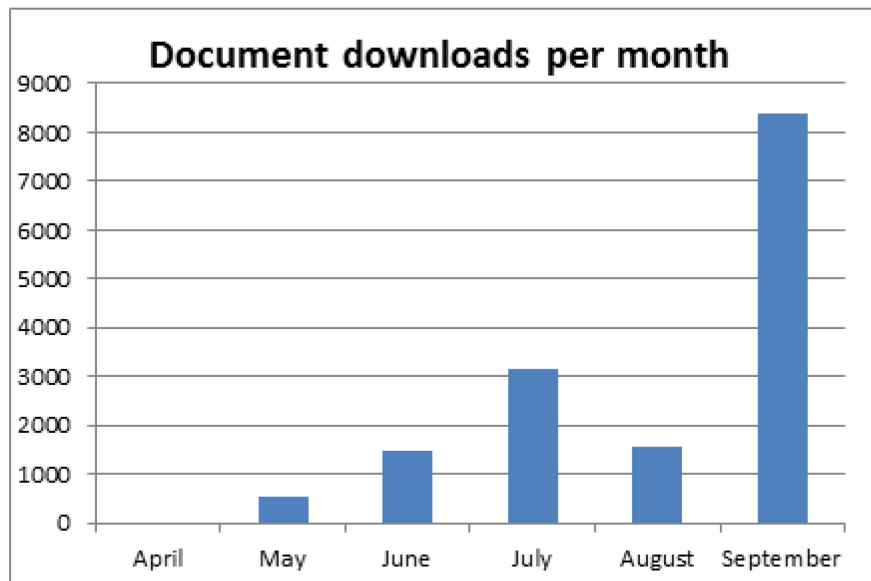
Graph 2. Number of logins per month: April to September 2015

| Month | # logins |
|-----------|----------|
| April | 0 |
| May | 2072 |
| June | 3620 |
| July | 3766 |
| August | 1685 |
| September | 6794 |



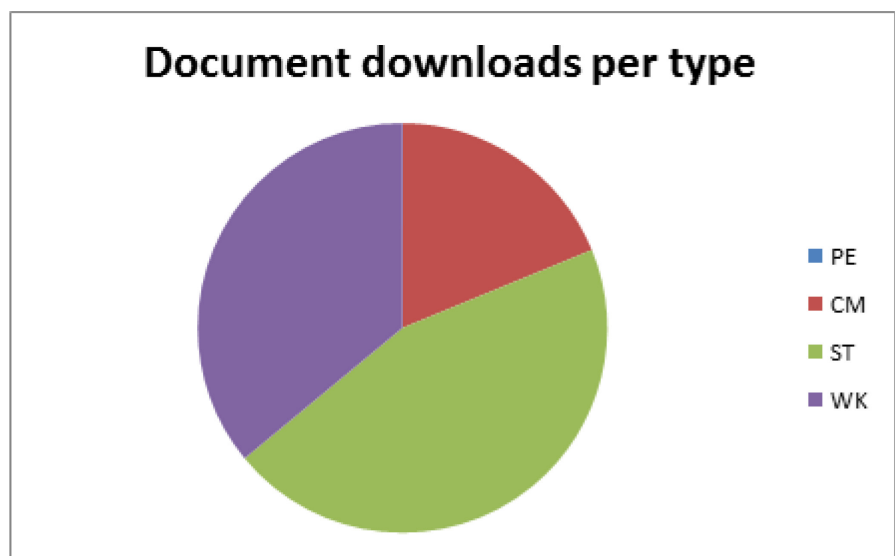
Graph 3. Number of document downloads per month: April to September 2015

| Month | Downloads | # |
|-----------|-----------|---|
| April | 0 | |
| May | 533 | |
| June | 1492 | |
| July | 3168 | |
| August | 1576 | |
| September | 8402 | |



Graph 4. Breakdown of downloaded documents: September 2015

| Doc type | #downloads |
|----------|------------|
| PE | 1 |
| CM | 1577 |
| ST | 3800 |
| WK | 3024 |



IV. PILOT PROJECT: ISSUES RAISED IN JUNE BY THE ANTICI AND MERTENS GROUPS

Access to Delegates Portal

10. Although Delegates Portal replaces Extranet, nothing has changed in terms of access to the system. Delegates Portal is therefore open only to member state administrations, the Commission, the External Action Service, the GSC and the Court of Auditors. However, the possibility of granting European agencies approved by GSC policy departments limited access to Delegates Portal is under consideration.

Migration of historic data from Extranet to Delegates Portal

11. All official Council documents accessible via Extranet (STs, CMs, PEs, etc) remain accessible via Delegates Portal irrespective of date of issue. However, meeting documents (MDs, DSs, non papers, etc) predating the launch of Delegates Portal will not be migrated to the new system.

Extending the duration of the pilot project

12. Progress was hindered at the outset by a number of technical and operational issues. The duration of the pilot project has therefore been extended until the end of 2015 to ensure that sufficient data and feedback are available for a comprehensive evaluation and review prior to initiation of roll-out to the remaining preparatory bodies from March 2016 onwards.

Privileged-user access to working papers

13. The case for giving Antici and Mertens access to working papers addressed to any of the communities operating within their respective spheres of competence is currently the subject of reflection within the GSC. Members of the Antici and Mertens groups are invited to contribute to the reflection exercise.

Nominated delegates

14. Two roles for managing community membership are defined in the system: the nominated delegate and the nominated delegate assistant. However, it has been observed that arrangements for those roles on the ground can differ in practice. Approaches vary, ranging from the GSC recommendation of one, Brussels-based nominated delegate plus back-up per community delegation to the (rather different) solution of a single nominated delegate based in the capital acting as an administrative control point for all community delegations, with one assistant nominated delegate per community to perform the actual task of membership management. An important focus of the evaluation of the pilot project will therefore be on assessing the different approaches to the nominated delegate question with a view to (a) determining whether there is a need to refine membership management roles and (b) producing guidelines on recommended membership management practices.

Back-up system for full-scale activation of Delegates Portal

15. Business continuity for Delegates Portal will be ensured in the same way as it is for Extranet today.

Transparency implications of the new system

16. No significant change with respect to current practice is envisaged or expected. Periodically, policy units will compile a list of references to working papers produced for their communities and publish each list on the public register in the form of a standard document for general distribution. The frequency with which such lists are prepared will be a decision for the policy units concerned based on reasonable expectations, and the *modus operandi* of the communities that they support.

V. LOOKING AHEAD

Evaluation

17. The pilot project is now at cruising speed and detailed plans for the evaluation of results have been drawn up. Preliminary review work has begun. The evaluation exercise *per se* will be conducted as from the beginning of November. A questionnaire for structured feedback from delegates will also be posted on Delegates Portal in the coming weeks.
18. The GSC is grateful to the Antici and Mertens groups for their support with the pilot project and welcomes further feedback and comments at delegates.support@consilium.europa.eu .

ACTIVATION STATUS OF PILOT COMMUNITIES AS OF 15 OCTOBER 2015

| Unit (or Directorate) | Communities | Contact email | Status | Channel for delivery of working papers to delegations |
|------------------------------|---|--|---------------|--|
| DGB 3B | Working Party on Public Health - General | secretariat.publichealth@consilium.europa.eu | Active | Community |
| | Working Party on Public Health - Senior Level | secretariat.publichealth@consilium.europa.eu | Active | Community |
| | Working Party on Pharmaceutical and Medical Devices - Medical Devices | secretariat.pharmaceuticals@consilium.europa.eu | Active | Community |
| | Working Party on Pharmaceuticals and Medical Devices - Attachés | secretariat.pharmaceuticals@consilium.europa.eu | Active | Community |
| | Working Party on Foodstuffs - Novel Foods | secretariat.foodstuffs@consilium.europa.eu | Active | Community |
| | Working Party on Foodstuffs - Caseine | secretariat.foodstuffs@consilium.europa.eu | Active | Community |
| | Working Party on Foodstuffs - Attachés | secretariat.foodstuffs@consilium.europa.eu | Active | Community |
| DGG 1B and 1C | Financial Services - Attachés | secretariat.dgg-financialservices@consilium.europa.eu | Active | Email |
| | Working Party on Financial Services - Benchmarks | secretariat.dgg-financialservices@consilium.europa.eu | Active | Email |
| | Working Party on Financial Services - MMF | secretariat.dgg-financialservices@consilium.europa.eu ; dgg.finserv.mmf@consilium.europa.eu | Active | Email |
| | Working Party on Financial Services - Securitisation | secretariat.dgg-financialservices@consilium.europa.eu ; dgg.finserv.mmf@consilium.europa.eu | Non-active | N/A (only just created in the system) |
| DGA SSCIS | Coordination Committee for CIS | cis@consilium.europa.eu | Active | Community |

| Unit (or Directorate) | Communities | Contact email | Status | Channel for delivery of working papers to delegations |
|-----------------------|---|--|--------|---|
| DGD 2A | - Civil Law Matters - | secretariat.civil-law@consilium.europa.eu | | |
| | JHA Counsellors - Civil Law | | Active | Community |
| | Working Party on Civil Law Matters - Legalisation | | Active | Community |
| | Working Party on Civil Law Matters - General Questions | | Active | Community |
| | Working Party on Civil Law Matters - Common European Sales Law | | Active | Community |
| | Working Party on Civil Law Matters - Small Claims | | Active | Community |
| | Working Party on Civil Law Matters - Insolvency | | Active | Community |
| | Working Party on Civil Law Matters - Matrimonial Property Regimes & Registered Partnerships | | Active | Community |

| Unit (or Directorate) | Communities | Contact email | Status | Channel for delivery of working papers to delegations |
|-----------------------|---|--|------------|---|
| | - E-law & e-justice matters - | secretariat.e-justice.e-law@consilium.europa.eu | | |
| | Working Party on e-Law (e-Law) | | Active | Community |
| | Working Party on e-Law (e-Justice) | | Active | Community |
| | Working Party on e-Law (e-Justice) - expert group on videoconferencing | | Active | Community |
| | Working Party on e-Law (e-Justice) - expert group on open data on justice | | Active | Community |
| | Working Party on e-Law (e-Justice) - expert group on information and assistance for citizens to resolve fundamental rights problems | | Active | Community |
| | Working Party on e-Law (e-Justice) - expert group on knowledge management initiative on criminal matters | | Active | Community |
| | Working Party on e-Law (e-Justice) - expert group on interconnection of registers of wills | | Active | Community |
| | Working Party on e-Law (e-Justice) - expert group on minors | | Non-active | N/A (only just created in the system) |

| Unit (or Directorate) | Communities | Contact email | Status | Channel for delivery of working papers to delegations |
|-----------------------|---|--|------------|---|
| DGD 2B | Working Party on General Matters including evaluation (GENVAL) | secretariat.criminal-law@consilium.europa.eu | Active | Community and email |
| | Friends of Presidency Group on the application of Article 10 of Protocol 36 to the Treaties (PROAPP) | secretariat.criminal-law@consilium.europa.eu | Active | Community and email |
| | - Judicial Cooperation in Criminal Matters - | secretariat.criminal-law@consilium.europa.eu | | |
| | Working Party on Judicial Cooperation in Criminal Matters (COPEN) | | Active | Community and email |
| | Working Party on Judicial Cooperation in Criminal Matters - European Public Prosecutor Office | | Non-active | Communication for the moment through COPEN |
| | Working Party on Judicial Cooperation in Criminal Matters - ECRIS | | Non-active | Communication for the moment through COPEN |
| | Working Party on Judicial Cooperation in Criminal Matters - Mutual recognition experts (including EAW, EJM, etc) | | Non-active | Communication for the moment through COPEN |
| | Working Party on Judicial Cooperation in Criminal Matters - Eurojust | | Non-active | Communication for the moment through COPEN |
| | - Substantive Criminal Law Matters - | secretariat.criminal-law@consilium.europa.eu | | |
| | Working Party on Substantive Criminal Law Matters (DROIPEN) | | Active | Community and email |
| | Working Party on Substantive Criminal Law Matters - Procedural Rights | | Non-active | Communication for the moment through DROIPEN |
| | Working Party on Substantive Criminal Law Matters - Protection of the financial interests of the European Union (PIF) | | Non-active | Communication for the moment through DROIPEN |
| | Judicial dimension of counter-terrorism measures (ad hoc formation) | secretariat.criminal-law@consilium.europa.eu | Active | Community and email |

| Unit (or Directorate) | Communities | Contact email | Status | Channel for delivery of working papers to delegations |
|-----------------------|---|--|------------|---|
| DGD 2C | Working Party on Fundamental Rights, Citizens' Rights and Free Movement of Persons | secretariat.fundamental-rights@consilium.europa.eu | Active | Community and email |
| | Working Party on Fundamental Rights, Citizens' Rights and Free Movement of Persons - ECHR | secretariat.fundamental-rights@consilium.europa.eu | Active | Community and email |
| | JHA Counsellors on FREMP matters | secretariat.fundamental-rights@consilium.europa.eu | Active | Community and email |
| | Working Party on Information Exchange and Data Protection (Data Protection) | dgd2c.dataprotection@consilium.europa.eu | Active | Community and email |
| | JHA Counsellors - DAPIX | dgd2c.dataprotection@consilium.europa.eu | Active | Community and email |
| | Horizontal Working Party on Drugs | secretariat.dgd2c@consilium.europa.eu | Active | Community and email |
| DGD 2 | CATS | cats@consilium.europa.eu | Active | Community and email |
| DGA SSCIS | Security Committee | security.csc@consilium.europa.eu | Active | Community and email |
| | Security Committee Accreditation Board | gsc-saa@consilium.europa.eu | Non active | N/A |