



EUROPEAN COMMISSION

Directorate-General for Internal Market and Services

ECONOMIC ANALYSIS AND E-PROCUREMENT

Brussels, 21 October 2014

Multi-stakeholder Expert Group on eProcurement

MINUTES OF THE MEETING

Brussels, 21 October 2014

Welcome by Nikita Stampa (HoU, C4)

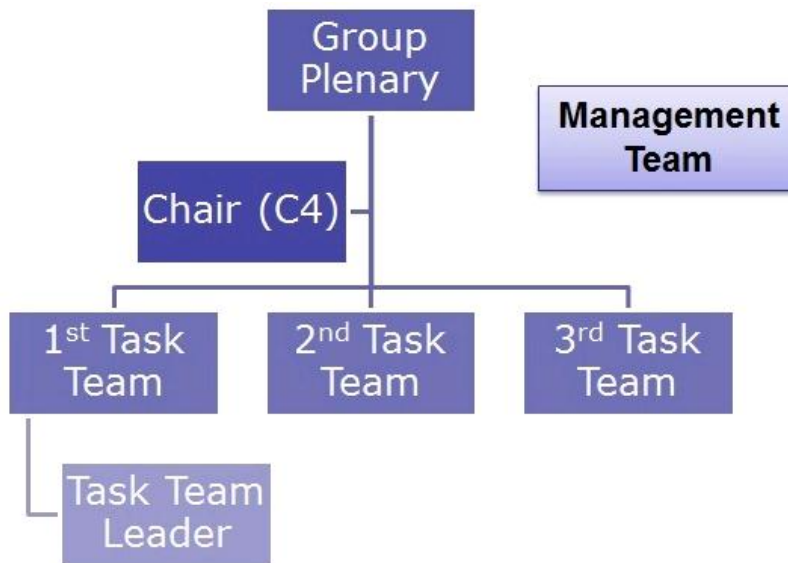
- The agenda was approved.
- Nikita Stampa emphasized the importance of eProcurement for the development and integration of the European Single Market. This is why eProcurement has been given attention by the European Commission (COM). To this end, we have started this forum which will be an interactive and dynamic meeting that will make eProcurement possible.
- The main objective of the EXEP is to get eProcurement up and running in Europe.

Objectives, composition and election (Marc Christopher SCHMIDT, C4)

- Objectives:
 - Objectives as presented in the presentation:
 - Assist and advise MS and the COM in implementing the provisions of the PP Directives relating to eProc
 - Contribute to monitoring the uptake of eProcurement, share best practices and follow new developments. It will also help addressing interoperability issues
 - EXEP will liaise closely with the eInvoicing Forum (EMSFEI) and with national forums. In that regard it will be responsible for ensuring the coherence between the recommendations arising from the EMSFEI and broader policies on end-to-end eProcurement
 - Objectives are to assist and advise MS and the COM on how to implement eProcurement, help monitoring the uptake and to liaise with the eInvoice forum.
 - In regard to the eInvoice Forum (EMSFEI) EXEP will have the overall governance of eProcurement and ensuring coherence between the recommendations arising from the EMSFEI and broader policies on end-to-end eProcurement.
- Deliverables:
 - Deliverables as presented in the presentation:
 - Provide hands-on practices which help to
 1. implement the eProc aspects of the Directive;
 2. ensure a governance of the process within the MS;
 3. move forward IT related issues.
 - EXEP should answer to specific, real-life questions on implementation of eProcurement.

- Governance is the crucial element. You can have a good national regulation and good eProcurement tools but low adoption. It is therefore important to provide good governance to increase adoption.
- There are already MS who have a national forum on eProcurement. LV, FR and IT have structures ("national fora") that deal with eProcurement. FR and IT plan to extend the mandate of local eInvoicing fora to include eProcurement. CZ has a working group at the level of a ministry (responsible for the transposition). SE already has an organisation for e-procurement and it is considered that it can maybe be the national forum. COM recommended setting up a forum in each MS. Extending eInvoicing forum for this purpose is a good option.
- FI asked to define what is meant by eProcurement (because it is a huge area). COM said that there are different understandings but in terms of the EXEP the definition from the Communication end-to-end eProcurement from 2013 is used: eProcurement includes everything from notification to archiving including pre- and post-award. Or as a colleague said: "From the cradle to the grave".
- In order to capture the agile nature of the important issues at hand, communication and exchange will be done through a wiki. This will be enhanced by meetings (virtual and in person) and social media.
- Subgroups:
 - COM proposes three subgroups:
 1. Regulatory aspects and interpretation
 2. Governance and capacity building
 3. Solutions and interoperability
 - IT asked in which group the uptake of eProcurement would fit into. COM answered that it would be the governance group.
 - EUPLAT suggested that solutions and interoperability should be split into two teams. COM answered that for the time being it would be better to keep them together. The team allocation is not carved in stone so if we will need to do adjustments we should do this at a later stage. HU said in this regard that there will be an overlap of the work between the regulatory and the solutions team. And it is important that the outcome of the EXEP is coherent. COM answers that the governance structure of the EXEP should help to avoid this.

- Organisation:



- Management team:
 - Objective: Govern the EXEP and especially the meeting
 - Composition: Chair, Task Team Leaders, EMSFEI Connector, Representatives from DGs
 - Task team leaders:
 - Tasks: govern your team, elect with your team a vice task team leader, elect (if applicable) with your team an editor, organise (net) meetings, align with the Management Team, support their team to come up with good practices, make sure that participants and have fun.
 - TTL (task team leaders) should not be the same as editors. Therefore the teams should elect them.
 - EMSFEI Connector: join EMSFEI meetings, report to the EXEP, align with the Management Team
 - Proposed meeting cycle:
 - 3 times a year (in 2015 - early February, June (Prague?), October) for 2 days
 - Possibility of f2f meetings in between if necessary (you can meet locally as well)
 - Once a month a net meeting within each team
 - It was agreed that the meetings don't start on the first day at 9 so that participants can come on the same day

Time	1 st Day			2 nd Day		
08:30						
09:00				1 st Task Team	2 nd Task Team	3 rd Task Team
09:30						
10:00						
10:30					Coffee	
11:00	Opening Plenary					
11:30				1 st Task Team	2 nd Task Team	3 rd Task Team
12:00	1 st Task Team	2 nd Task Team	3 rd Task Team			
12:30						
13:00		Lunch			Lunch	
13:30	1 st Task Team	2 nd Task Team	3 rd Task Team	1 st Task Team	2 nd Task Team	3 rd Task Team
14:00						
14:30						
15:00		Coffee			Coffee	
15:30	1 st Task Team	2 nd Task Team	3 rd Task Team		Closing Plenary	
16:00						
16:30						
17:00	Management Team Meeting					
17:30						
18:00						
18:30						
19:00						
Evening	Social event (dinner)					

- The organisation is flexible, so each team should check how they work most effective.
- COM will make an effort to subsidise the additional meetings if necessary. Plenary meetings are financed by the COM, for other meetings it has to be clarified if reimbursement is possible.
- Having meetings in other MS is supported (by no show of hands).
- The proposed structure was also agreed on.
- Election
 - Indicative number of participants for each group:
 - Regulatory aspects and interpretation: 19

- Governance and capacity building: 8
- Solutions and interoperability: 25
- TTL elected by a formal vote: show of hands --> passed (100%):
 - Regulatory aspects and interpretation: Ute von Oertzen Becker (DE)
 - Governance and capacity building: Kerstin Wiss-Holmdahl (Swedish Association of Local Authorities)
 - Solutions and interoperability: Kornelis Drifjhout (CEN/BII)
- EMSFEI 'Connector' by a formal vote: show of hands --> passed (100%):
 - André Hoddevik (openPEPPOL)

Presentation of the interactive web platform

- See presentation 20141021_exep_presentation_en.ppt
- Explanation of Matija about the usage of social media. The first media that will be used is Twitter.

Presentation of CEN/BII & eSENS

- See presentation 20141021 CENBII Kornelis Drijfhout v0.1.pptx
- On the European Interoperability Framework (EIF) the COM mentions that if it is possible to harmonize the requirements on the legal level it will help immensely on every lower level.

Funding in the area of eProcurement

- See presentation 20141021_exep_presentation_en.ppt
- See presentation 141021 ESIF PP and e-proc IK final.ppt
- Nikita invited REGIO to support the task group 2