

Terms of Reference of the PEGSCO's Technical Working Group

Version 1

Approved by PEGSCO on 25 March 2005

1. Overview

In accordance with article 7 of the Rules of the Procedure, the PEGSCO may decide to set up working groups to consider specific matters. The working groups shall report to the PEGSCO. Such working groups can consist of the PEGSCO members themselves, or of high level experts appointed by them. The working groups should facilitate an open and informal discussion on certain issues, the conclusion of which shall be reported to the PEGSCO.

2. Terms of Reference of the Technical Working Group

2.1. Work Areas

The Technical Working Group is mandated to prepare the discussions of the IDABC Management Committee (PEGSCO) related to the horizontal measures and to the aspects of the Projects of Common Interest (PCI's) which are relevant to the horizontal measures. The Technical Working Group may also address other technical issues of interest referred to it by the Management Committee on a case by case basis.

In order to clarify the discussions of the PEGSCO, the Technical Working Group will analyse the functional requirements, the technological choices, the implementation options and the operation and maintenance of IDABC horizontal measures and of the above mentioned aspects of Projects of Common Interest.

Moreover, the Technical Working Group will ensure the follow-up of the work programme activities of IDABC and encourage a better understanding of national eGovernment related technological policies.

2.2. Meetings

Meetings of the Technical Working Group shall be held mainly in Brussels under the chairmanship of a Commission representative. The Technical Working Group shall meet as many times per year as the PEGSCO, at a date no later than three weeks before the PEGSCO meeting. Additional ad hoc meetings may be organised.

The invitation and draft agenda shall be sent out by e-mail ten working days before a meeting. Documents shall at the same time be made available on the Technical Working Group's CIRCA

site, to which all Working Group members shall have access. In urgent cases, documents may be tabled for discussion during the course of a meeting.

A management summary of the meetings shall be made available within ten working days after each meeting. The IDABC secretariat shall act as secretariat for the Technical Working Group.

The PEGSCO delegations shall appoint their members to the Technical Working Group and notify any substitutions to the IDABC secretariat.

2.3. Experts

The Technical Working Group may propose to delegate work on specific topics to dedicated experts. When doing so, it shall clearly define the remit, the scope of the work, the duration and the expected deadline for results of the tasks devoted to these experts and it shall be reported to on the progress made by them on a regular basis.

For each specific topic, the list of experts will be established on the basis of a call for nominations sent to the members of the PEGSCO and copied to the members of the Technical Working Group.

2.4 Rules for reimbursement of travel expenses

The Commission will reimburse the travel expenses of one delegate of the Technical Working Group per Member State, EEA Member that has joined the programme and Candidate Country that has signed a Memorandum of Understanding on the participation in IDABC programme. Other Candidate Country representatives may also be invited to attend but their travel expenses will not be reimbursed by the Commission.

For the meetings of experts called upon by the Technical Working Group, the Commission will reimburse the travel expenses of up to two delegates per Member State, EEA Member that has joined the programme and Candidate Country that has signed a Memorandum of Understanding on the participation in IDABC programme. Other Candidate Country representatives may also be invited to attend but their travel expenses will not be reimbursed by the Commission .