



IPEX ROLLING WORK PROGRAMME 2024-2026

Adopted by the IPEX Board on 19 January 2024.

INTRODUCTORY REMARKS

IPEX is a digital system and a network of people and an important forum for sharing information and best practice. This consideration underlies the Rolling Work Programme (RWP) 2024-2026. The RWP 2024-2026 implements the Digital Strategy adopted by the Secretaries General in 2017. The Board will discuss the RWP on an annual basis. The RWP may be reviewed and extended if the Board decides so. It guarantees a swift and smooth development of the further strategic positioning of IPEX, in accordance with the Conclusions on IPEX of the Secretaries General adopted in January 2020 and again in February 2023.

IPEX should strive to be a one-stop-shop for EU-related matters in the context of interparliamentary cooperation. The reliability of the IPEX database is a shared responsibility of national Correspondents and the IPEX Board. The launch of the IPEX v3, newly structured database and website, was a qualitative leap for the operability and usefulness of IPEX and a breakthrough for interparliamentary cooperation. With all major improvements now complete, the RWP 2024-2026 should focus on further update or fine-tuning of the IPEX v3. The RWP 2024-2026 should also continue in the philosophy of the previous RWPs and seek to raise awareness of the role of IPEX in the context of interparliamentary cooperation, address users' needs, ensure the technical accuracy of the IPEX database, and the usefulness, accessibility, and reliability of the entire IPEX network (taking into account the findings of the 2023 Users' survey study). Continuous testing of the IPEX platform could also contribute to the fulfilment of all core tasks of IPEX.

The Board appoints Working Groups for the implementation of this Rolling Work Programme. All members of the Board should actively contribute to the Working Groups. The active participation of Board Members is essential to facilitate the work of the Working Groups and to ensure that the deliberations of the Board are reflected in the agendas of the Working Groups. The tasks of the Working Groups will be defined by the Board and by this RWP. The Working Groups prepare matters for decision by the Board and, together with the IPEX Information Officer, implement concrete measures for the maintenance and update of IPEX. The Working Groups shall report to each meeting of the Board. The Working Groups will, under the general supervision of the Board, consider the future update of IPEX v3, including the resolution of any technical issues and the establishment of the necessary training and support functions. Working Groups are appointed for the duration of the RWP and are subject to annual review. Four Working Groups will be established for the duration of this Rolling Work Programme: I) 'Update of the IPEX V3 system' as a new WG which would support the work related to planned updates of IPEX v3 and their alignment, if any, with the work of Working Groups, and II) "Content and IPEX Network, III) Training, IV) Promotion and Social Media" as a continuation of the existing WGs. Ad hoc working groups outside the framework of RWP may be established by the Board for specific tasks of limited duration.

Reliable statistics and metrics on the use of IPEX should be available to assist effective implementation of this RWP 2024-2026.

I. UPDATE OF IPEX V3 SYSTEM

The successful launch of IPEX V3 included a new website and a new document-based digital archiving system. However, further update or fine-tuning of IPEXv3 is an ongoing process. The RWP 2024-2026 should therefore ensure not only that the website is running properly and smoothly, including the resolution of any technical issues, but also that the IPEX v3 is further updated, reflecting the latest technological developments. More emphasis could also be placed on promoting of the use of automatic uploading of information to IPEX by national Parliaments which could help national Parliaments to reduce the workload associated with the uploading of information to IPEX.

Benchmarks: (1) The proper and smooth functioning of the new IPEX website and the digital archive for documents; (2) Prompt reaction to any technical or information problems arising from the use of IPEX website following a transparent list and workflow; (3) Future update of IPEX in accordance with the latest technological developments. (4) Prioritises between the issues if and where needed, based on issues indicated as needing prioritisation.

Reporting/Timeframe: (1) Regular reporting to the Board on the latest major IPEX releases and plans for future technological updates of IPEX. (2) Submission of an activity plan during second semester 2024 in close cooperation with DG ITEC (EP).

II. CONTENT AND ENHANCING IPEX NETWORK

IPEX v3 allows us to enhance IPEX's ability to meet users' needs and expectations in relation to parliamentary scrutiny and subsidiarity control. The RWP 2024-2026 should ensure that IPEX continues to provide an improved platform for the electronic exchange of EU-related information between Parliaments in the Union and serves as a true one-stop-shop for EU-related matters, a goal set by the Speakers Conference. Comprehensive, up-to-date, and accessible content must be the *sine qua non* of IPEX. According to the 2023 Users' survey study, users can find relevant information from other parliaments on IPEX, however, they also made many suggestions for additional information that could be available on IPEX. Moreover, IPEX should be open for new EU-related interparliamentary initiatives which could arise in the future.

IPEX, however, is more than a website or database. It is also a network of parliaments for the exchange of information and the circulation of documents to promote interparliamentary cooperation within the EU. The core of the IPEX network is made up of the national IPEX Correspondents. The Correspondents already form a significant part of this network and play an effective role in interparliamentary cooperation. Nonetheless, the 2023 Users' survey study shows that IPEX network still has untapped potential that could be further enhanced, for example by involving new groups of users or additional networking activities. More emphasis should be put also on organisation of IPEX Now events, short online and informal meetings that should offer IPEX Correspondents and Board members a platform to discuss IPEX-related issues and exchange experience more often than once per year during the Correspondents Meetings.

Finally, it is important to regularly assess if and how IPEX is evolving over the time and what users expect from IPEX as a digital system and as a network.

Benchmarks: (1) Use of IPEX by contributors and users; (2) Ongoing development of IPEX's database content and other sections of the IPEX platform; (3) Further development of IPEX network.

Reporting/Timeframe: (1) Submission of an activity plan during the second semester of 2024. (2) Current results of the next user survey by autumn 2026.

III. TRAINING

Dedicated and trained correspondents are a prerequisite for ensuring IPEX's core mission as a platform for the exchange of information between Parliaments. The launch of IPEX v3 led to the creation of completely new training materials reflecting the new functions of the platform. As the further update and fine-tuning of IPEX v3 is an ongoing process, the RWP 2024-2026 should focus on updating existing training materials and preparing completely new ones reflecting the needs of users/correspondents as well as the new methods for training delivery. In addition, enhancing the usefulness and effective use of IPEX v3 also implies the need for regular training sessions (face-to-face /online) for correspondents and other users. The need for regular training sessions (online/written materials) was also highlighted by the 2023 Users' survey study. Therefore, also in the framework of the RWP 2024-2026, the Board in cooperation with the Information Officer should continue to work together with the IPEX correspondents/users through regular information exchanges and comprehensive dedicated training events to ensure the effective use of the IPEX v3.

Benchmarks: (1) Continuous update of existing training materials (text and materials that can be used for production of audio-visual manuals) for users of IPEX or production of new ones if need be; (2) Explore new methods for delivering training and advice on the use of IPEX v3; (3) Training and feedback sessions for users at least once a year; (4) In cooperation with the respective national Correspondents, respond to training requests coming from individual Parliaments. (5) Cooperation and coordination with other IPEX Working Groups when preparing training materials and activities. (6) Coordinating a calendar for training activities.

Reporting/Timeframe: Submission of an activity plan during the first semester of 2024.

IV. PROMOTING IPEX AND ENHANCING ITS SOCIAL MEDIA ACTIVITIES

The launch of IPEX v3 resulted in technical and visual improvements that have had a positive impact on the activities of users who regularly use IPEX for their work. The RWP 2024-2026 must therefore focus on further promotion (taking into account the findings of the 2023 Users' survey study) and strengthening IPEX's search engine visibility and social media presence to broaden its audience. In parallel, IPEX will further explore the potential of engagement with the identified influencers (e.g. EU Institutions, Academics, Research Organizations, News Agencies) who can spread the word about IPEX. The production of promotional material should continue and, where possible, new types of promotional material should be considered.

As the website has changed significantly, a User Analysis Study should be undertaken in order to better understand all audiences, their composition, and how they use IPEX. By analysing audiences, IPEX will have the opportunity to fine tune the website and its functions and promotional areas.

Benchmarks: (1) Ongoing production of promotional materials; (2) Impact on the number of visitors to the IPEX website and (3) followers, impressions and views on social media; (4) Improved visibility of IPEX in search engines; (5) Number of social media posts generated by identified influencers and by IPEX itself; (6) Fine-tuning of the IPEX website and areas for promotion according to the result of the analysis of the composition of the IPEX audience and the usage patterns of visitors of IPEX.

Reporting/ Timeframe: Submission of an activity plan during the second semester of 2024.

ANNEX I – LIST OF WORKING GROUPS

Working group	Chairs	Members	Mandate
1. Update of IPEX v3 system			As described in point I. of the RWP
2. Content and IPEX Network			As described in point II. of the RWP
3. Training			As described in point III. of the RWP
4. Promotion and Social Media			As described in point IV. of the RWP

ANNEX II - TEMPLATES FOR THE PREPARATION OF THE ACTION PLANS OF WG

Outcome	Indicative activities supported	Outcome indicators	Assessment / Measurement methodology	Deadline for implementation
1.1	<i>a.</i> <i>b.</i> <i>c.</i> <i>d.</i>	Measurable: Quantitative (?): Qualitative (?):		
1.2	<i>a.</i> <i>b.</i> <i>c.</i>	Measurable: Quantitative (?): Qualitative (?):		

<p>1.2.1</p>	<p><i>a.</i></p> <p><i>b.</i></p> <p><i>c.</i></p>	<p>Measurable:</p> <p>Quantitative (?):</p> <p>Qualitative (?):</p>		
<p>1.3</p>	<p><i>a.</i></p> <p><i>b.</i></p> <p><i>c.</i></p>	<p>Measurable:</p> <p>Quantitative (?):</p> <p>Qualitative (?):</p>		