



IPEX Work Programme 2017-2020

Adopted in Bratislava by the IPEX Board on 19 May 2017

THE IPEX 3-YEAR WORK PROGRAMME 2017-2020

I. Introduction – procedural matters

- 1) The IPEX Board adopts, at its meeting on 19 May 2017, the 3-year Work Programme prepared by the Working Group on Digital Strategy and Work Programme as established by the Board on 2 October 2015.
- 2) The procedural principles governing the Work Programme are stipulated in the Digital Strategy, as approved by the Secretaries General in Bratislava on 21 February 2017.
 - The execution of the Work Programme will be conducted through working groups.
 - The working groups work under mandates approved by the IPEX Board, submit their conclusions in the form of Action Plans to the Board (Art. 7 of IPEX Guidelines) for final approval, and shall submit regular progress reports to the Board.
- 3) The composition of the working groups and their specific mandates are included in Annex 1 of this Programme.

II. The method of the working groups

The IPEX method – a common approach

1. **Analysis:** The analysis of the priority objectives is addressed through a user-based approach.

The analysis starts with a survey of the current state of play of the specific matter under consideration.

Working groups may adopt their own methodology based on the following general principles:

- Collection of empirical data including, when relevant, information gathered from users¹.
 - Identification of problems or fields of improvement.
2. **Proposal:** The working group proposes cost effective and attainable solutions (activities or measures) aimed at obtaining the proposed objective.

Concrete and measurable success criteria (measurable targets) must be submitted for each measure or activity. The working group submits its proposals including a timeline to the Board. The working group submits a proposal in the form of an Action Plan to the Board based on the templates in Annex 2.

¹ IPEX users as defined by section 3.1 of the IPEX Digital Strategy.

3. **Prioritization:** The Board prioritizes the individual proposals or activities, taking into consideration any financial implication the individual activities might incur.

The final list of measures or activities is adopted by the Board as an Action Plan for each priority objective. Each Action Plan contains a detailed timeline for the implementation of the individual measures or activities.

4. **Implementation:** The final measures or activities are implemented according to the Action Plans adopted by the Board.
5. **Evaluation:** The working group evaluates the individual activities based on their success criteria and reports to the Board.

In order to ensure that IPEX meets the needs of its users, it is essential that a bottom-up approach be taken with regard to the priority objectives listed below.

A second Users Conference should continue the work accomplished during and after the first Users Conference in Copenhagen in 2015, taking into account the Correspondents meetings. The national Correspondents should also play an important role in preparing the Action Plans, in accordance with point 3.7 of the Digital Strategy.

III. 3-year Work Programme for Slovak (2017-18), Estonian (2018-19) and Austrian (2019-20) IPEX Chairmanships

The scope of the Work Programme

The first IPEX Work Programme includes the following three priority objectives:

1. Enhancing the IPEX network (section 3.7 of the Digital Strategy)
2. Strengthening the promotion of IPEX (section 3.4 of the Digital Strategy)
3. Improving the IPEX digital system (sections 3.2, 3.3, 3.5 of the Digital Strategy)

1) Priority Objective 1: Enhancing the IPEX network

Since its inception, IPEX has been more than a website or a database. It is also a network between parliaments, which is used for exchanging information and documentation, promoting inter-parliamentary cooperation within the EU. IPEX is also open to the public.

The core network of IPEX consists of the national IPEX Correspondents. The Correspondents already represent a significant network and play an effective role in interparliamentary cooperation. This network has untapped potential, which can be enhanced further. Individual parliaments are encouraged to assess and develop internal networks, by involving, for example, other parliamentary staff, political group staff and political assistants.

Under this priority objective, enhancing² the value of IPEX network will be explored within and between the national parliaments and the European Parliament.

The aim of this priority objective is also to increase the utility of IPEX by encouraging parliaments to upload relevant information to IPEX.

Enhancing the network should take fully into account the provisions of section 3.6 of the IPEX Digital Strategy referring to relations to other actors in the framework of EU information exchange.

² Enhancing the IPEX network was on the agenda for the first IPEX Users Conference, which took place in January 2015 (and on the NCMs). Participants discussed how to improve the IPEX network keeping in mind that it is not the only network of interparliamentary cooperation in the EU. Furthermore, within the IPEX network itself they identified several potential additional networks. *Additional information: [IPEX Users Conference](#).*

Timetable for “Enhancing the IPEX network”

The working group submits its proposal for Action Plan during the first semester of 2018. The Action Plan includes a timeframe for the implementation of its measures and activities.

2) Priority Objective 2: Strengthening the promotion of IPEX

In order to ensure the continued utility of the IPEX network and database, the Work Programme includes a priority objective regarding the promotion of IPEX.

This priority objective has two components:

1. Improving the utility, usability and quality of IPEX by developing educational and promotional tools.
2. Enhancing the use and visibility of IPEX.

The Correspondents play an important role in this process; however, additional players and tools will be identified and developed. Strengthening the promotion should take fully into account the provisions of section 3.6 of the IPEX Digital Strategy referring to relations to other actors in the framework of EU information exchange.

Timetable for “Strengthening the promotion of IPEX”

The working group submits its proposal for Action Plan during the first semester of 2018. The Action Plan includes a timeframe for the implementation of its measures and activities.

3) Priority Objective 3: Improving the IPEX digital system

The IPEX digital system is a multifunctional platform, which provides a database of official EU-documents, as well as documents uploaded by EU national Parliaments. It also contains the calendar of interparliamentary cooperation activities. Moreover, the IPEX website hosts the webpages of various Interparliamentary Conferences; it is the exclusive information point for these conferences.

This priority objective focuses on improving the quality of the information and services provided by the IPEX digital system - especially on usability, features and the electronic exchange of information, as outlined in the IPEX Digital Strategy. Improving the website should take fully into account the provisions of section 3.6 of the IPEX Digital Strategy referring to relations to other actors in the framework of EU information exchange³.

³ The IPEX website has undergone major revisions since its initial introduction. From the start, revisions of the website have taken a top down approach where various working groups, set up by the IPEX Steering Group and subsequently by the IPEX Board, introduced changes to the website.

Timetable for “Improving the IPEX digital system”

The working group submits its proposal for an Action Plan during the first semester of 2019.

The Action Plan includes a timeframe, as well as an estimate of the required resources, for the implementation of its measures and activities.

See: [Final report of the WG on IPEX website improvement](#), 15.09.2015 and the [IPEX Users Conference](#)

Annex 1: Working Groups

| Working Group | Chair | Members | Mandate |
|----------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1. Enhancing the IPEX network | Danish Parliament | <ol style="list-style-type: none"> 1. Austrian Parliament 2. Estonian Riigikogu 3. Luxembourg Chamber of Deputies 4. Belgian Senate 5. Romanian Parliament 6. The Dutch Staten-Generaal | As described in point III.1 of the WP |
| 2. Strengthening the promotion of IPEX | German Bundestag | <ol style="list-style-type: none"> 1. Polish Senate 2. European Parliament 3. Hellenic Parliament 4. Italian Chamber of Deputies | As described in point III.2 of the WP |
| 3. Improving the IPEX digital system | European Parliament | <ol style="list-style-type: none"> 1. Polish Sejm 2. National Council of the Slovak Republic 3. Italian Senate | As described in point III.3 of the WP |

Annex 2: Templates for the preparation of the Action Plans

| 1. Enhancing the IPEX network | | | |
|--------------------------------------|------------------|--------------|-----------------------------|
| Activity | Success criteria | Dependencies | Deadline for implementation |
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| 2. Strengthening the promotion of IPEX | | | |
|-----------------------------------------------|------------------|--------------|-----------------------------|
| Activity | Success criteria | Dependencies | Deadline for implementation |
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| 3. Improving the IPEX digital system | | | | |
|---------------------------------------------|------------------|--------------|------------------------|-----------------------------|
| Activity | Success criteria | Dependencies | Financial implications | Deadline for implementation |
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