



## IPEX ROLLING WORK PROGRAMME 2021-2023

Adopted by the IPEX Board on 8 March 2021.

### Introductory remarks

IPEX is a digital system and a network of people and an important forum for exchange of know-how and best practice. This consideration underlies the Rolling Work Programme (RWP) 2021-2023. RWP 2021-3 implements the Digital Strategy adopted by the Secretaries General in 2017 and sets IPEX's operative targets for the next three years. The Board will discuss the RWP annually. The RWP may be reviewed and extended, if the Board decides so, and the next RWP will run from 2022 to 2024. 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 in Helsinki in January 2020.

The launch of the newly structured database and website, IPEX v3, is a qualitative leap for IPEX's operability and usefulness. The Programme seeks to raise awareness of the role of IPEX within interparliamentary cooperation; to address users' needs; to ensure the technical accuracy of the IPEX database, and the utility, accessibility and reliability of the entire IPEX network. The reliability of the IPEX database is a shared responsibility of national Correspondents and the IPEX Board. IPEX wants to be a one-stop-shop for EU-related matters within interparliamentary cooperation

For implementation of this Rolling Work Programme, the Board appoints Working Groups. The tasks of the Working Groups will be defined by the Board and by this Rolling Work Programme. The Working Groups prepare matters for the Board's decision and implement, together with the Information Officer, concrete measures for the maintenance and development of IPEX. Working Groups shall report to each meeting of the Board. The Working Groups, under the general supervision of the Board, will pay attention to the implementation of IPEX v3, including remedying any technical issues and instituting necessary training and support functions. To coordinate the work of the Working Groups, a special Working Group 4, combining representatives of the other Working Groups, will operate during the launch of IPEX v3.

Reliable statistics on the use of IPEX (hits) will be available at all times.

### LAUNCHING IPEX V3

The successful launch of IPEX V3 is crucial for the RWP. The launch involves a new website, and a new, document-based system of digital archiving for documents. Following the launch, RWP 2021-3 shall ensure that the new technology operates as intended and is effectively publicized.

The Launch is expected to take place in the Spring of 2021. The launch phase will be completed during the Finnish chairmanship of the Board (until 11 May 2021). As stipulated by the Secretaries General in Helsinki 2020, a successful launch also needs full support by the National Parliaments' administrations. Initial training and introduction will be provided by the respective working groups.

The Board, under German Chairmanship, will organise a National Correspondents' Meeting in October 2021.

Benchmarks 2021: (1) The proper and smooth launch of the new IPEX website and digital archive for documents. (2) Prompt reaction to any technical or information issues arising from the launch. (3) Availability of an online introduction of IPEX v3 before the new website is launched.

Reporting: A report, evaluation and status update will be delivered at the April 2021 Board meeting. Following and in tandem with the successful launch, the Board and Working Groups will maintain and develop IPEX v3.

## CONTENT

IPEX v3 allows us to enhance IPEX's ability to meet users' needs and expectations related to parliamentary scrutiny and subsidiarity control. During the RWP, IPEX provides an improved platform for the electronic exchange of EU-related information between Parliaments in the Union. Comprehensive, up to date and accessible content is thus IPEX's *sine qua non*.

A significant component will be the revised Baseline Analysis on the Early Warning System (EWS) and General Scrutiny based on new findings regarding the use of IPEX, as well as the reinforcement of inter-parliamentary networks.

The new digital system will offer parliaments strengthened capacity to exchange every kind of parliamentary document or information, making it possible to implement a one-stop-shop, a goal determined by the Speakers Conference. IPEX shall be open for new interparliamentary initiatives and developments and can serve as a platform for parliamentary documents and information exchanged in the framework of the Conference on the Future of Europe.

Benchmarks: (1) Use by contributors and users of IPEX. (2) Steady development of IPEX's database content and its indexing; (3) Response by IPEX to any request from IPEX Parliaments for new platforms for the exchange of information, including information related to the Conference on the Future of Europe.

Reporting/Timeframe: (1) Submission of an activity plan during the second semester 2021. (2) Availability of IPEX to host parliamentary material of the Conference on the Future of Europe: first semester of 2021. (3) By Autumn 2023, the RWP will contain a vision for IPEX's longer-term development beyond 2026.

## TRAINING

IPEX's core task as a platform for the exchange of information between Parliaments requires inputs from a network of dedicated and trained correspondents. Enhancing the usefulness of IPEX to users also implies a need for training and instruction materials.

In order to enable an effective rolling out of the website, the Board in cooperation with the Information Officer will work together with the IPEX Correspondents by regular exchange of information and comprehensive special training events.

Benchmarks: IPEX will produce or update user manuals (text and audio-visual) for users of IPEX. Training and feedback sessions for users will be arranged once a year. (If travel restrictions apply, equivalent training sessions will be arranged as teleconferences.) IPEX will endeavour to meet, in cooperation with the respective National Correspondents, training requests coming from individual Parliaments.

Reporting/Timeframe: Submission of an activity plan: during the first semester 2021

## PROMOTING IPEX AND ENHANCING ITS SOCIAL MEDIA ACTIVITIES

The website's new tools will play an important role in the promotion activities as the IPEX website should be considered as the place to go for to get information about NPs EU related activities and documents, the IPCs and information about other important issues.

These developments would allow IPEX to aim at addressing also other users than the National Correspondents in a broader way. This approach creates new opportunities to enlarge the possible audience of IPEX and thus make it more visible: Activities include the production of promotional material, increasing IPEX's visibility on social media and external websites and databases etc., and identifying "influencers" who can spread the word about IPEX among our target user base. Drawing on the experience of the 2017-2019 Baseline Study, the composition of IPEX's user base and

the usage patterns of visitors to the IPEX website will be further analysed, with a view to increasing our understanding of user needs and identifying IPEX functions to be developed or promoted.

Benchmarks: The purpose is to impact on the number of visitors to and queries on/impressions for the IPEX website. Secondary measures include (1) the number of mentions of and (2) links to IPEX identified on social media, search engines and the internet generally and (3) the number of social media posts generated by IPEX itself.

Reporting/ Timeframe: Submission of an activity plan: during the second semester 2021. Based on user analysis the Board will have, by Autumn 2023, a better understanding of how to match IPEX's content and interface to users' needs.