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NOTE

From:	General Secretariat of the Council
On:	30 October 2019
To:	Delegations
Subject:	Building and hosting of the single and unique presidency website

The Secretariat received very positive feedback from delegations to the exploratory suggestion to build a single and unique website for the presidencies, both at the meeting of the **Working Party on Information** in April and in response to our questionnaire circulated in May.

The Secretary General has now confirmed his support to the project and the required budgetary and human resources have been identified.

The GSC is currently setting up a dedicated team to cover all the aspects of the project. The team will include a number of profiles such as webmasters, web designers, developers, system engineers, analysts and a project manager. The team will also work with usability experts, content strategists and an information architect. The GSC has appointed a business manager in DG COMM.1, who will act as a single contact point for the presidencies. The business manager will be in charge of capturing the presidencies' needs, communicating them to the GSC project team and demonstrating solutions to the presidencies for validation.

By the end of 2019 we will settle all the details related to the governance structure of the project: roles and responsibilities, composition of the steering board, validation and change control

procedures as well as reporting mechanisms. From now on, we will be in regular contact with the delegations that have already manifested their interest in using the website.

We will start implementing the project in January 2020. This will allow the website to be ready in the early spring 2021, in time for use by the presidency in the second semester 2021.

You will recall that our service offer is divided into two parts: technical and editorial. The technical part of the offer includes: open-source content management system and hosting, multilingual platform, remote and secured access, technical support and maintenance, accessibility, responsive design, digital analytics tool and email distribution system. The editorial part contains the creation of content types, continuous improvement, user research service, training and web communication advice, as well as archiving.

The GSC will therefore create an 'empty' website, with an information architecture, navigation, labels and ready-to-use content types, all of which would be defined and agreed with the presidencies. The website will have a stable core and specific parts that will be customised for each presidency.

The website will be populated with content created published, edited, translated and maintained independently by the presidencies' teams. The presidencies will retain full control and responsibility for the content featured on this website.

This service package is offered at no cost and on a voluntary basis to the presidencies.

If you have any questions related to the project, you can contact the business manager of the project, Mr Ignacio Nuño Molina; email: Ignacio.nuno-molina@consilium.europa.eu; tel.: +32 (0) 2 2813186.