

iSupport

cross-border recovery
of maintenance obligations
*pour le recouvrement transfrontière
des obligations alimentaires*



DRAFT AGENDA

MEETING OF THE iSUPPORT ADVISORY BOARD

(Permanent Bureau, The Hague, 28-29 April 2015)

Proposed by the Permanent Bureau

*Document for the attention of the iSupport Advisory Board
(Meeting of 28-29 April 2015)*

DRAFT AGENDA

The meeting of the Advisory Board will take place at the offices of the Permanent Bureau of the Hague Conference (Churchillplein 6b, 2517 JW The Hague) from Tuesday 28 April (1.00 p.m.) to Wednesday 29 April (5.00 p.m.). The meeting will end at 6.00 p.m. on Tuesday 28 April and will begin at 9.00 a.m. on Wednesday 29 April.

A dinner will be offered by the iSupport project at 7.00 p.m. on Tuesday 28 April (details will be provided during the meeting) and a lunch will be offered at the Permanent Bureau from 12.30 a.m. until 2.00 p.m. on 29 April. There will be breaks for coffee and tea during each of the sessions.

This Agenda is proposed by the Permanent Bureau. It is recognised that Advisory Board members may have other issues that they wish to address and as such, this Agenda will be treated with some flexibility and may need to be modified as the meeting progresses.

Tuesday 28 April 2015

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| 1.00 p.m. | Opening of the meeting of the iSupport Advisory Board
- Opening remarks by Christophe Bernasconi, Secretary General of the Hague Conference on Private International Law |
| 1.15 p.m. | “Tour de table” |
| 1.30 p.m. | Introduction
- Presentation of the progress made by the iSupport project by Philippe Lortie, First Secretary |
| 2.00 p.m. | The Deliverables document – Technical Requirements
- Presentation and review of the document by Brigitte Voerman, iSupport Project Director

<i>See the following document distributed with the Draft Agenda available on the iSupport Specialised Section of the Hague Conference website (< www.hcch.net >) under “Advisory Board => Documents for 28-29 April 2015 Meeting”:</i>
- ANNEX 1 – Deliverables Document |
| 3.00 p.m. | <i>Coffee / Tea break</i> |

- 3.30 p.m. **The Deliverables document – Functional Requirements**
- Presentation and review of the document by Juliane Hirsch, Legal Consultant iSupport Project
- The Advisory Board and the Functional Requirements Working Group (by videoconference) will meet simultaneously during that session
- See the following document distributed with the Draft Agenda available on the [iSupport Specialised Section](#) of the Hague Conference website (< www.hcch.net >) under “Advisory Board => Documents for 28-29 April 2015 Meeting”:*
- ANNEX 1 – Deliverables Document
- 5.00 p.m. **iSupport - Financial Issues**
- 6.00 p.m. *End of session*
- 7.00 p.m. *Dinner offered by the iSupport project (details available at the meeting)*

Wednesday 29 December 2014

- 9.00 a.m. **Call for tender: Tender procedure and contractual aspects**
- Presentation and review of the document by Philippe Lortie, First Secretary, and Marie Vautravers, iSupport Project Officer
- See the following documents distributed with the Draft Agenda available on the [iSupport Specialised Section](#) of the Hague Conference website (< www.hcch.net >) under “Advisory Board => Documents for 28-29 April 2015 Meeting”:*
- ANNEX 2 – Requirements Pricing List (Lot 1)
 - ANNEX 3 – Administrative forms
 - ANNEX 4 – Payment Schedule (Lot 1)
 - ANNEX 6 – General Description of the iSupport Services
 - ANNEX 7 – Transition from project to maintenance
 - ANNEX 8 – Information Document “iSupport Governance”

- 10.00 a.m. **Call for tender: Selection criteria**
- Presentation and review of the document by Philippe Lortie, First Secretary, and Brigitte Voerman, iSupport Project Director
- See the following document distributed with the Draft Agenda available on the [iSupport Specialised Section](http://www.hcch.net) of the Hague Conference website (< www.hcch.net >) under "Advisory Board => Documents for 28-29 April 2015 Meeting":*
- ANNEX 5 – Evaluation tables (Lot 1 and Lot 2)
- 11.00 a.m. *Coffee / Tea break*
- 11.30 a.m. **Conclusions and recommendations – Next steps**
- 12.30 p.m. *Lunch offered by the iSupport project (details available at the meeting)*
- 2.00 p.m. **Short presentation of potential tenderers on their company and previous works (by videoconference and in person)**
- Presentations
 - Questions
- 3.30 p.m. *Coffee break*
- 4.00 p.m. **Short presentation of potential tenderers on their company and previous works (by videoconference and in person)**
- Presentations
 - Questions
- 5.00 p.m. *End of session*