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IT Governance Intelligence Community Protocol of the kick off meeting, March 27 2002

Participants:

Georgios Grivas, Head of Strategy IT	Credit Suisse Financial Services
Dana Ceausoglu, Research Associate	EPFL
Kurt Dierauer, Director IT	Pictet & Cie
Sivaramakrishnan Anand, CTO	Swiss Life
Kurt Wehrli, Director IT Information Services	UBS
Christiane Kesper, IT Information Consultant	UBS,
Geoff Launchbury, System Architect	Unicile
Gilles Prud'Homme, Software Architect	Unicile
Erwin Lander, Head of IT Architecture	Zürcher Kantonal Bank

Program:

10.00 Welcome, Presentations, Confirmation of the agenda
10.15 Shared-power pools for IT Research: objectives, topics of discussion and propositions for different models (presentation by Dana Ceausoglu)
10.45 Overview: How is IT Research organized in the companies represented by participants. Each participant is invited to present for 10-15 minutes – 1st part
11.15 Coffee break and networking
11.30 Overview – 2nd part
12.30 Lunch
13.30 An information services oriented approach to IT research - Synergy effects within UBS and an "IT Intelligence Community" (presentation by Kurt Wehrli).
14.30 Coffee break and networking
14.45 Metaplan: Brainstorming session and choice of a model for the community according to the objectives. Special cards will be distributed and participants will be asked to fill in their objectives and interests by topics.
15.45 Consolidation and future agenda, action items
16.30 Closing

Results:

General consensus

All participants committed for the creation of the community.
The name of the community has been chosen as: IT Governance Intelligence Community.

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ÉCOLE POLYTECHNIQUE
FÉDÉRALE DE LAUSANNE

The IT Governance Intelligence Community is a non profit organization that enables the sharing of IT knowledge, experience, best practices and information between its members. The first tangible goal of the community is to build a sharing and exchange platform that supports its members in learning from outside their organization, taking win-win actions and collaborate.

The concern related to the competitive position of the represented companies has been discussed and rejected. All members agreed that the members should collaborate within the communities' common goals and contribute to enhance the competitiveness of the Swiss industry.

The following chapters result from a common approval and consolidation of discussions.

Pilot phase - organization

A pilot phase of 1 year has been proposed and approved by the members. For this phase membership will be limited to 10 companies (see membership).

The community will gather 3-4 times/year.

The meetings locations will be rotated between members.

Expectations/Priorities (list not in order)

- To discuss common procurement
- To define an operational model (modus operandus) for knowledge/information sharing
- To share experience on different levels:
 - In topic focused discussion groups
 - By the network (extranet; Yahoo Groups - see <http://groups.yahoo.com/>)
 - In a bilateral, informal way
- To further discuss the community rules
- To make the agenda for the year
- To define a framework for the community
- To share case studies on how to implement (attention to context!)
- To “try” IT applications informally between members

Rules

The community will remain vendor/consultant free.

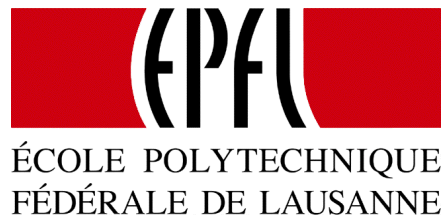
Members have the right to keep privacy, with a good reason that has to be communicated.

Members engage to cooperate within confidentiality policies of their companies.

Members engage to be open

The knowledge exchanged, created and formalized within the community will not be commercialised.

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Membership policies

For the pilot phase the number of members is limited to 10 companies.
Two of them should be non-financial institutions.
The community will decide who can join by vote. A negative vote should be justified.

Each company has 1 vote and 2 seats - one fixed member, one “visitor” (back-up).
Visitors are not obliged to attend all meetings, but should attend the second meeting.
Future members should agree with present rules before commitment.

Confidentiality

Information can be communicated in a bilateral way or in a meeting according to the confidentiality agreements and rules that the informer has with its employer.
Proprietary information exchange will be limited by companies’ terms and conditions with their information vendors (analysts).
Everything discussed or exchanged within the community’s meetings has to remain strictly confidential and cannot be shared with institutions that are not members of the community.

Action Items

Members will:

- send a list with topics of interest to be discussed in focus groups to Dana Ceausoglu. – deadline 15 April
- send the name of the “visitor”, the second contact in their company to Dana Ceausoglu

Dana Ceausoglu will

- write and send the kick off meeting protocol
- consolidate the list of interest topics, rate the topics by occurrence and send it to members
- make a list of contacts and send it to the community
- propose dates and agenda for the next meeting
- inform the community what companies would like to join and consolidate votes
- prepare a business plan and send it to members for approval

Next meeting

Next meeting will take place at UBS in June 2002.