

DRAFT

**Proposal for an Institutional Monitoring Service:
scope and service delivery**

February 2016

Foreword

The client expressed an interest in receiving an Institutional monitoring service on a daily basis, covering both the national and the regional level of Government.

This proposal describes the scope of Telos' Institutional monitoring and the service delivery.

Institutional Monitoring: scope of work

Telos A&S will provide the client with a **legislative and regulatory monitoring on a daily basis**, by analysing all legislative/administrative acts and all relevant decision-making processes within the range of topics that will be preliminarily identified in agreement with the client.

The **scope** of the monitoring service will include:

1. National level

- Cabinet meetings (*sedute del Consiglio dei Ministri*): outcome of the meetings, adopted acts
- Prime Minister's office (*Presidenza del Consiglio dei Ministri*): relevant acts and statements
- State-Regions Conference (*Conferenza Stato-Regioni*); State-Regions-Local Autonomies Conference (*Conferenza Unificata*): relevant agreements and opinions issued on legislative proposals
- Relevant Ministries: relevant acts and statements
- Parliament (Senate of the Republic and Chamber of Deputies): all relevant works at both Committee and Plenary level
- Independent Authorities (e.g. National Competition Authority, Authority for electricity, gas and water, Authority on Communications, and any other when relevant): any act of interest
- Official Journal
- *Other, to be defined upon agreement with the client.*

2. Regional level (in a selection of Regions to be defined upon agreement with the client)

- Regional Government (*Giunta Regionale*)
- Regional Assembly (*Consiglio Regionale*)
- Official Journal
- *Other, to be defined upon agreement with the client.*

Telos' ability to provide the client with a timely monitoring of the Institutional activity at the Regional level will depend on the extent to which, and the timeframe within which the relevant documentation is made publicly available by the relevant Region/Regions.

Monitoring service delivery

In accordance with the briefing received from the client, Telos A&S will deliver its monitoring service **on a daily basis**.

Daily reporting

Every day, the client will receive a dedicated html page, embedded in an e-mail, with a **recap** of the relevant institutional activity in the period considered.

To view the contents anticipated in the email, the client will need to access Telos **Work Place**.

For each content, the client will find a dedicated item in the Work Place, with:

- a. an **abstract** of the latest development
- b. any relevant **comment** by Telos A&S (either on the background needed to understand the latest development in a decision-making process, or on the impact that the process is expected to have), *and*
- c. any **publicly available document** whenever applicable.

Weekly Agenda

Every Monday, the client will receive an **Agenda** of the relevant institutional activities scheduled for the week.

Telos A&S will upload the detailed Agenda in its Work Place and provide the client with a recap by e-mail.

Alerts

Whenever a development emerges in the institutional activity that requires immediate attention by the client, Telos A&S will send a **dedicated alert e-mail**, with a link to the Work Place where the relevant news (abstract, comments, publicly available documents) will be available.

Language

The contents in Telos' Work Place will be drafted in **Italian**.

The e-mails will be drafted either in Italian or in English, according to the client's needs.