



CD(2011)53

POUR DÉCISION

RÉUNION DU COMITÉ DE DIRECTION (TITULAIRES)

**LE 8 JUILLET 2011 À 11H00
CONSEIL DE L'UNION EUROPÉENNE
BRUXELLES - SALLE 20.8 – BÂTIMENT JUSTUS LIPSIUS**

NOTE INTRODUCTIVE AU POINT 4 DE L'ORDRE DU JOUR

NORMALISATION DES MÉTADONNÉES

Considering the need for rationalisation in the use of resources dealing with the exchange of data between the European institutions and EU bodies involved in the decision making process,

Taking into account the principle of transparency in the decision making process and the need to improve access by citizens to the relevant documents,

In order to stimulate reuse of metadata ⁽¹⁾ and to improve interoperability in the decision making process and facilitate communication between the partners involved,

The Management Committee agrees that a standardised set of descriptive metadata and related authority tables ⁽²⁾ will be used for the exchange of documents as described in annex 1.

The evolution and maintenance of this set of metadata and related authority tables will be ensured as described in annex 2.

A decision of the Management Committee is requested on this point.

- Annexes:
1. Minimum set of metadata for legal information
 2. Proposal for metadata governance on interinstitutional level

⁽¹⁾ Descriptive information associated with a content unit.

⁽²⁾ An authority table is an enumeration of codes defining the list of permitted values for a given metadata element.



Publications Office

Direction C – Transformation Objective 2012
EUR-Lex

Annexe 1 à la note CD(2011)53

NOTE FOR THE ATTENTION OF: IMMC MEMBERS

MINIMUM SET OF METADATA FOR LEGAL INFORMATION

Objective and context

The Publications Office aims at rationalising and simplifying the treatment and the dissemination of legal information.

Currently, documents are produced and disseminated by a variety of tools. However, the existing systems are characterised by diverse sets of proprietary metadata for documents, events and authorities. This hinders the interoperability and the exploitation of the synergies between the institutions and other bodies.

Therefore, in its interinstitutional capacity and as a primary disseminator of legal information, the Publications Office is implementing a Metadata Registry and maintaining the authority tables. Both instruments will, *inter alia*, facilitate the communication of, and exchange of information between the institutions and other bodies as well as support them in meeting their obligations in terms of openness and transparency.¹

This document defines the common minimum requirements for the delivery of the metadata that the concerned parties have to join to the disseminated content, both in the context of the interinstitutional and the internal procedures.

The Publications Office proposes that the institutions adopt the standardisation of the minimum set of metadata while remaining free to extend further this standardisation under their own management.

Minimum requirements for procedural metadata

The minimum set of metadata to be delivered for procedures is composed of two compulsory parts, containing metadata as follows:

1. a header including metadata that allow for the identification of:
 - the procedure:
 - identifier (composed attribute: year and number);

¹ Art. 15 of the Treaty on the Functioning of the European Union (ex Article 255 of the EC Treaty); see also Regulation (EC) No 1049/2001, the General Budget 2010 and Article 49(6) of the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities.



- procedure type;
- legal basis²;
- 2. a body providing metadata of documents and events belonging to that procedure:
 - for legal event:
 - event type;
 - date;
 - agent³;
 - agent's role;
 - for work:
 - work type;
 - identifier;
 - agent;
 - date;
 - version;
 - for expression:
 - language;
 - title;
 - manifestation:
 - reference.

All metadata will be stored in the Metadata Registry. They will be subject of standardised encoding and the following will be treated via authority tables:

Metadata	Authority table/s
Procedure type (interinstitutional procedure; internal procedure)	Procedures
<i>Legal basis (partially)</i>	<i>Resource types (to be confirmed)</i>
Event type (legal event; internal event)	Events
Agent (of event; of internal event; of work)	Corporate bodies Countries
Agent's role	Roles
Work type	Resource types
Language	Languages
<i>Version</i>	<i>Resource types (to be confirmed)</i>

Through its Metadata Registry due to be operational in September 2011, the Publications Office provides a framework for the harmonisation and standardisation of the metadata used in its information systems. The growing collection of metadata definitions and authority data will be available for consultation, validation and reuse.

² Legal basis formatting needs a more detailed study.

³ There will be a maximum depth of representation for the "Agent". For example, concerning the European Commission this will be at the level of the Directorate General (e.g. DG MARE).

Conclusion

With a powerful and up-to-date modelling for information management, already providing for the needs of the semantic web and a wide interoperability, the institutions will be able to streamline and make more efficient the communication of legal information.

Although providing a starting point for adapting IT systems and indexing of information, this document and its annexes are by no means final.

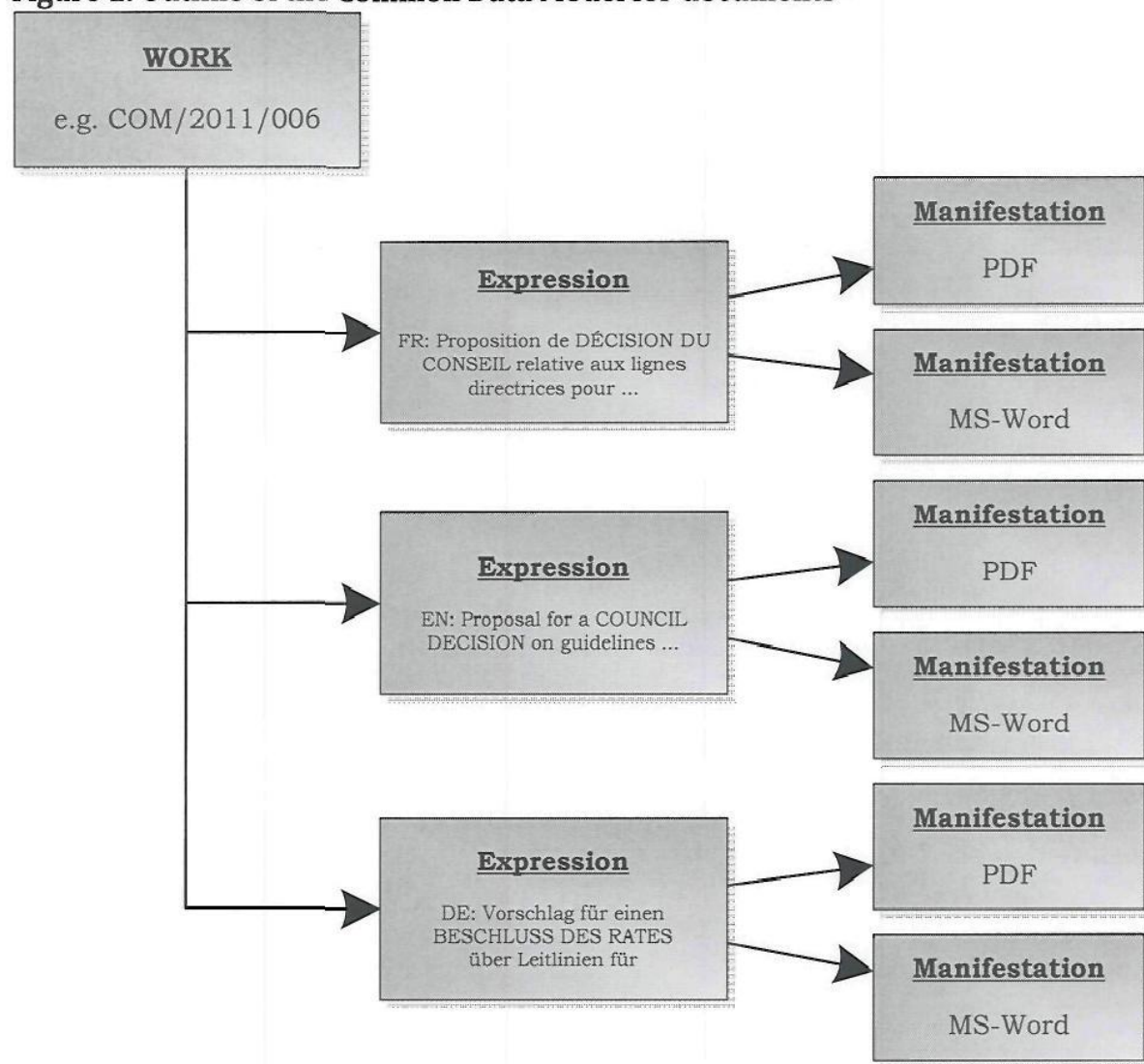
Apart from continuous adaptations, the following step to enrich the presentation of legal information on procedures in EUR-Lex requires a better exploitation of more specific metadata per work type, event type and procedure type. This will be done via bilateral projects with the institutions concerned.

Finally, after the successful completion of the steps described above, the rich but heterogeneous backlog will be exploited to allow for further improvements.

- Annexes:
1. Annex I:
 - Outline of the Common Data Model for documents (figure 1)
 - Outline minimum set of metadata for interinstitutional procedures (figure 2)
 - Outline minimum set of metadata for procedures related to internal procedures (figure 3)
 2. Annex II: Examples of minimum set of metadata for procedure type

ANNEX I

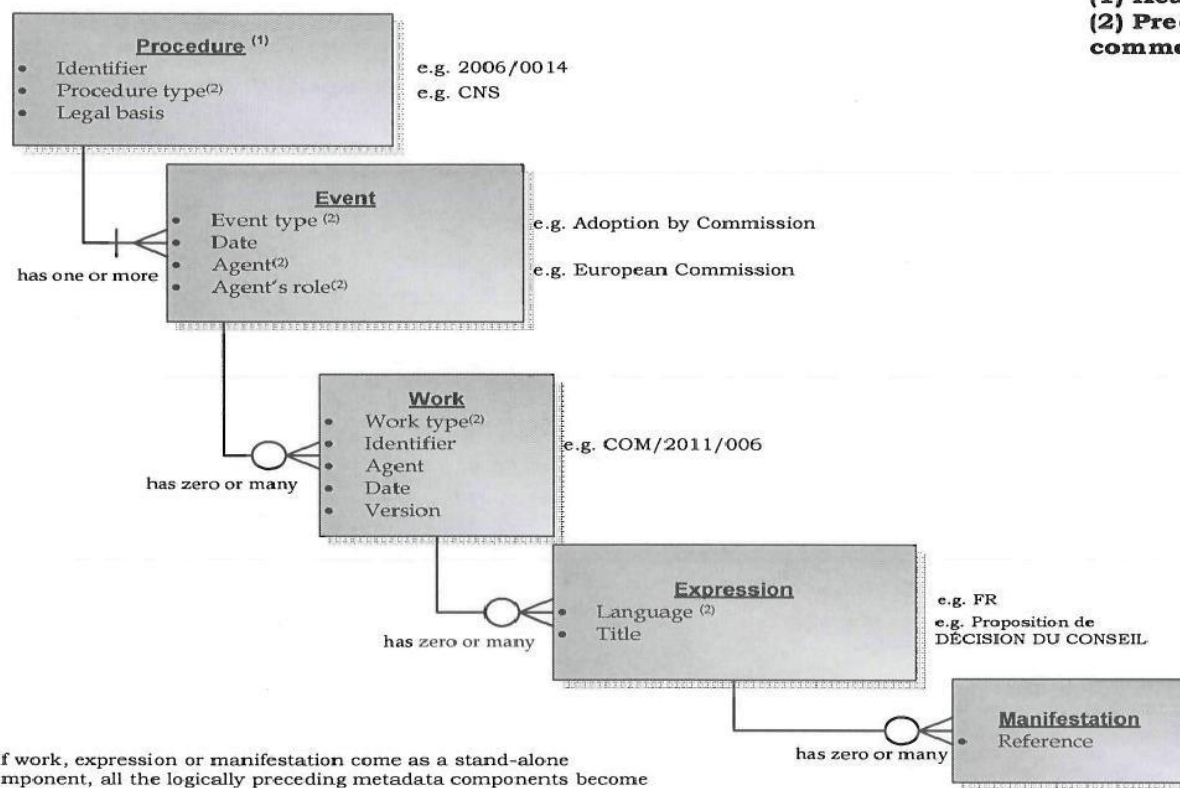
Figure 1: Outline of the Common Data Model for documents⁴



⁴ Inspired by the "Functional requirements for bibliographical records"
[\[http://www.ifla.org/files/cataloguing/frbr/frbr.pdf\]](http://www.ifla.org/files/cataloguing/frbr/frbr.pdf)



Figure 2: Outline minimum set of metadata for interinstitutional procedures

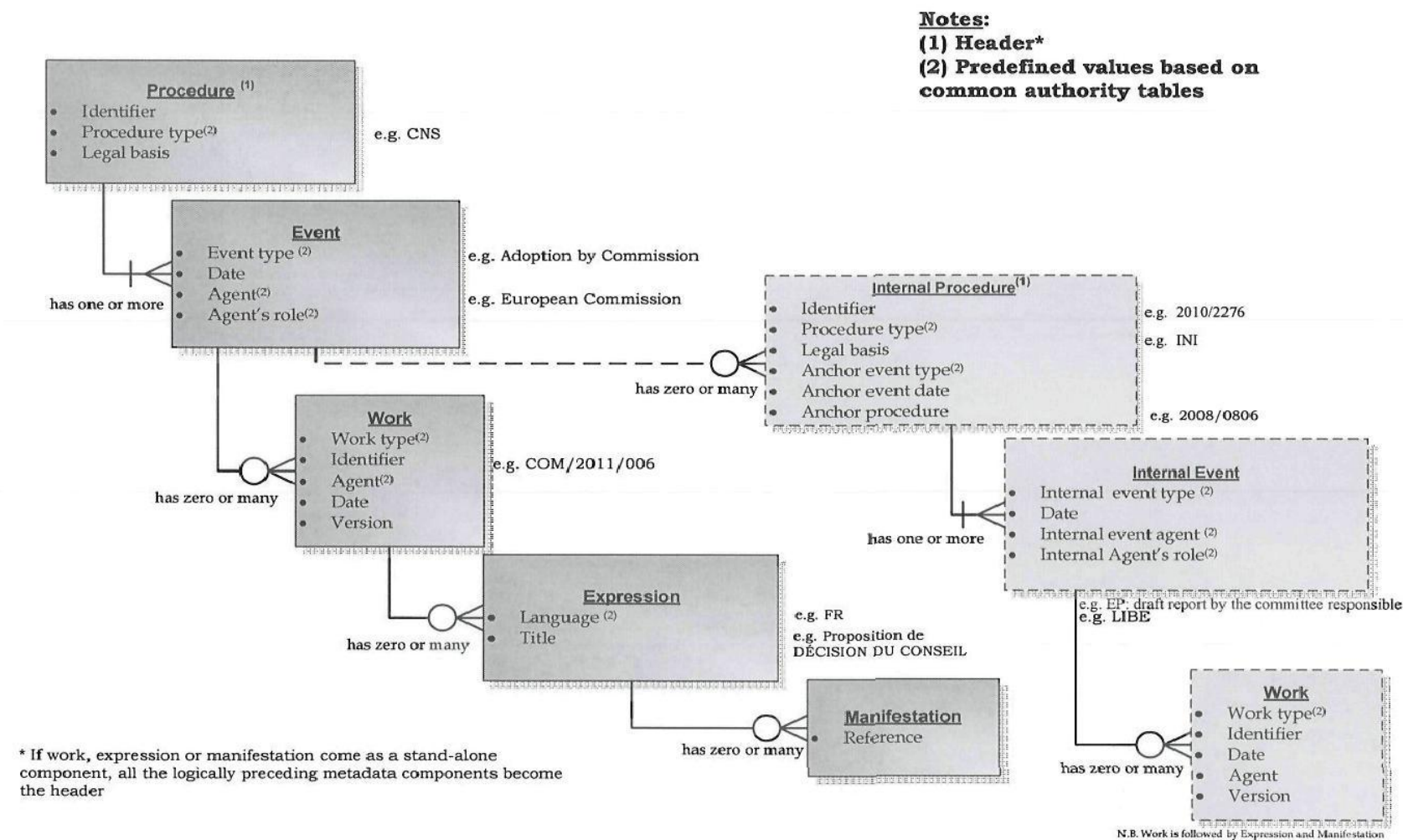


Notes:

(1) Header*

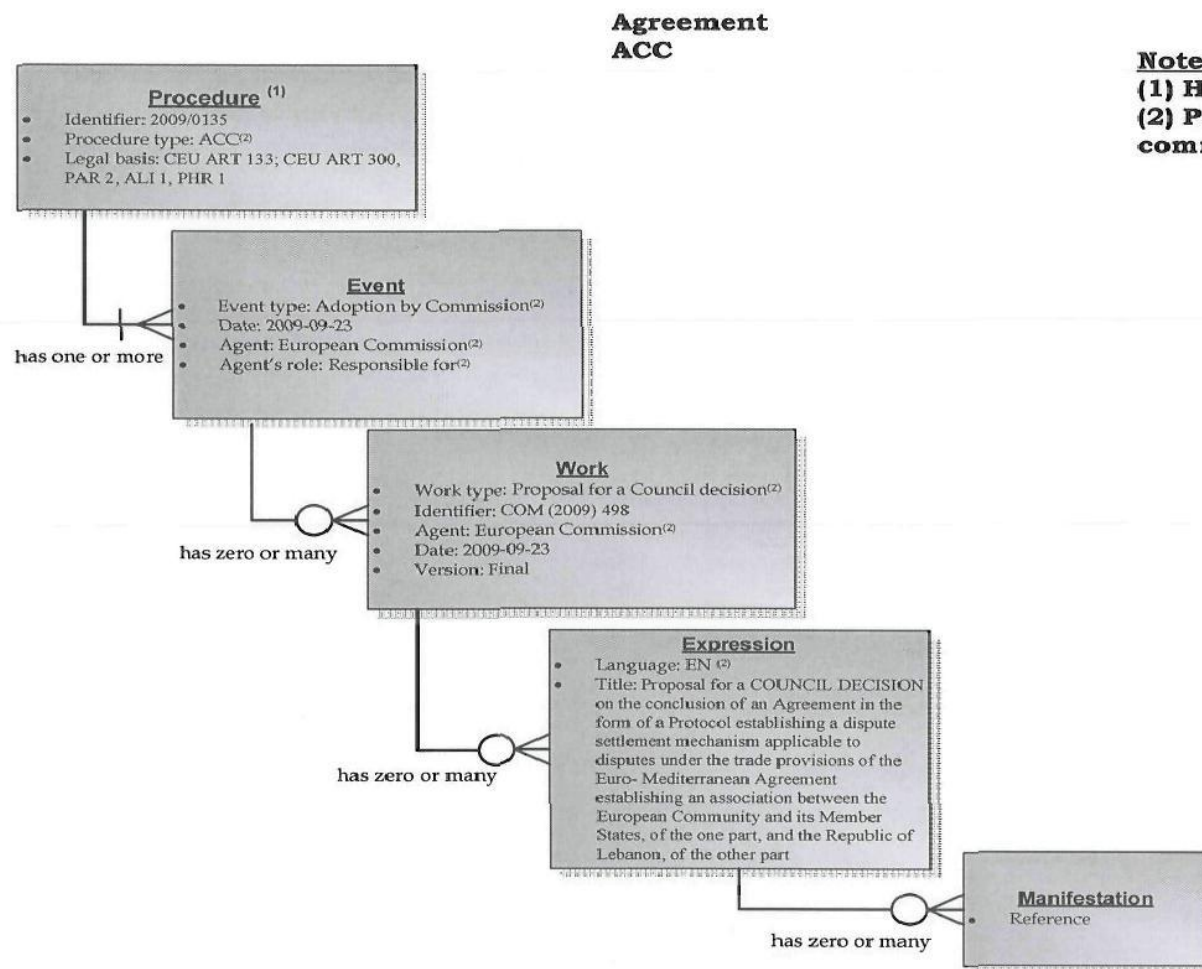
(2) Predefined values based on common authority tables

Figure 3: Outline minimum set of metadata for procedures related to internal procedures



ANNEX II

Examples of minimum set of metadata for procedure type

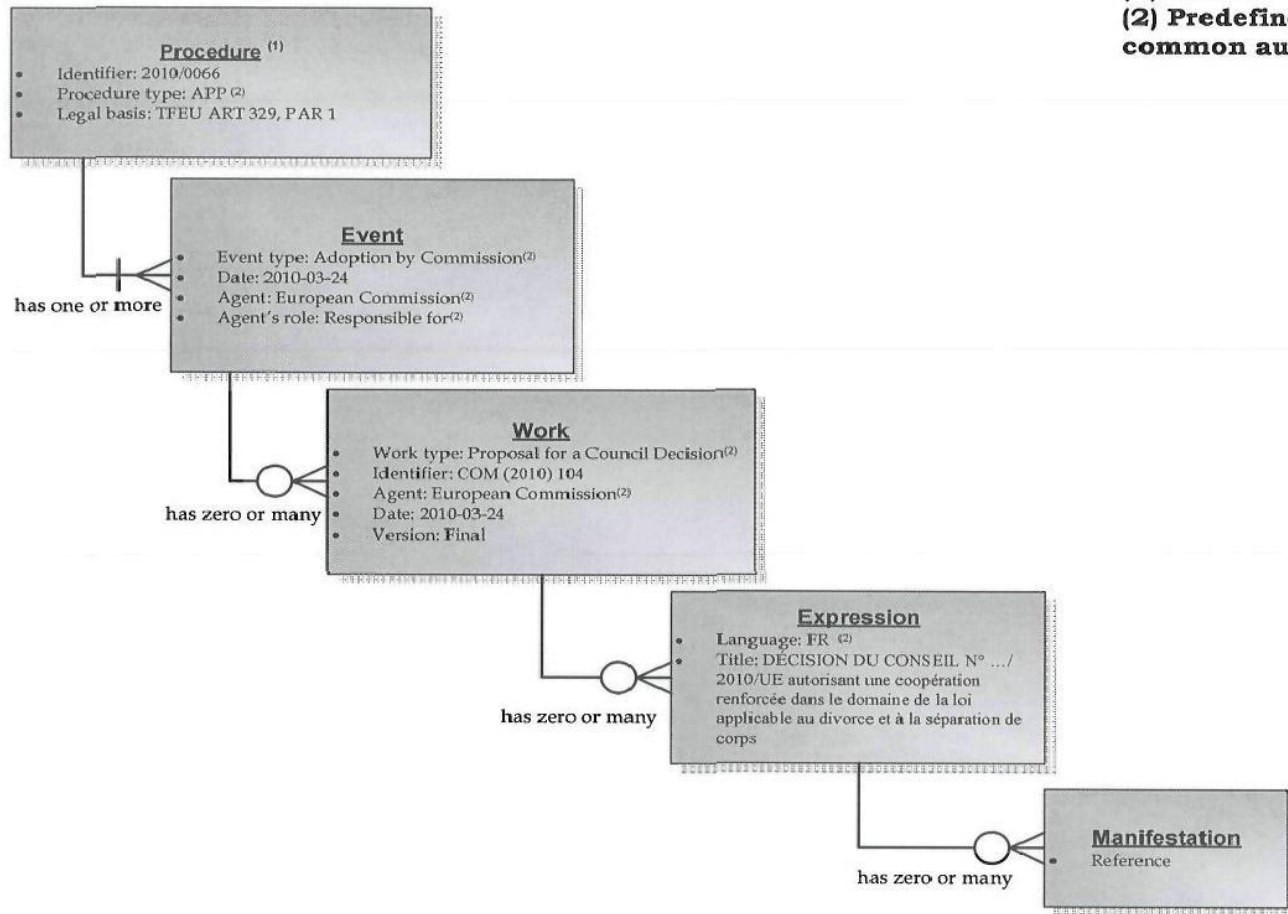


Notes:

(1) Header

(2) Predefined values based on common authority tables

Consent procedure APP

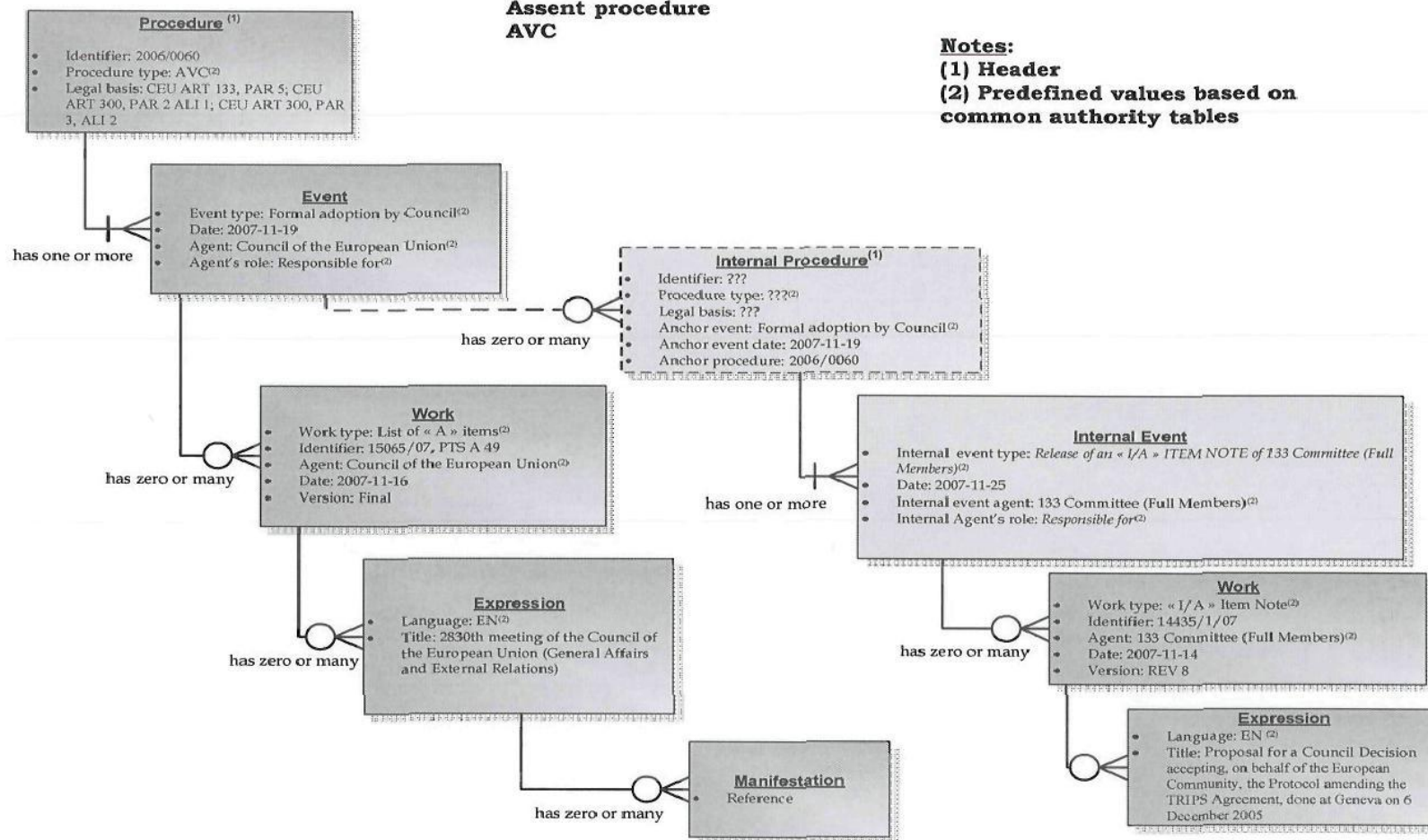


Notes:

(1) Header

(2) Predefined values based on common authority tables

Assent procedure AVC

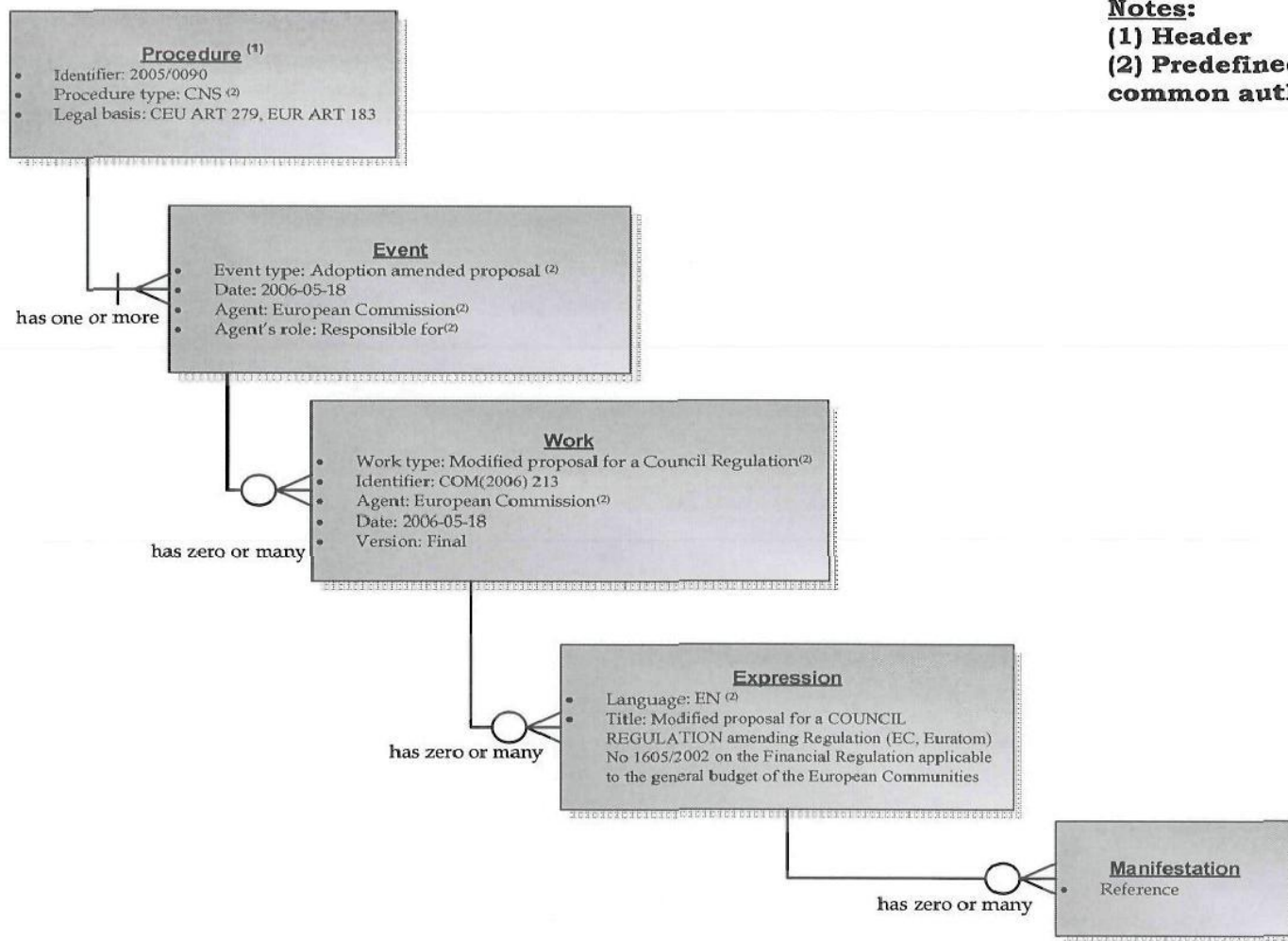


Notes:

(1) Header

(2) Predefined values based on common authority tables

Budget procedure



Notes:

(1) Header

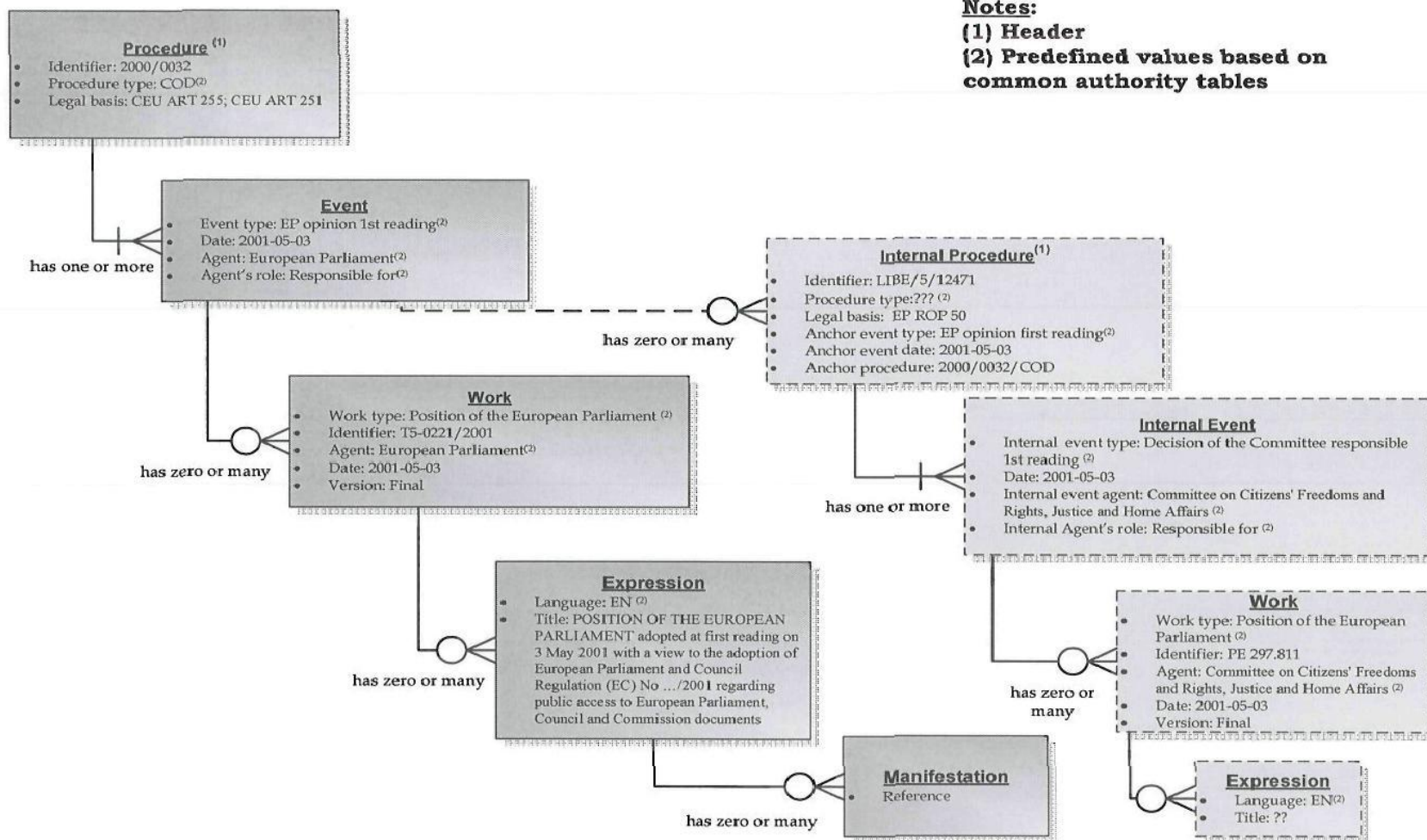
(2) Predefined values based on common authority tables

Codecision Procedure COD

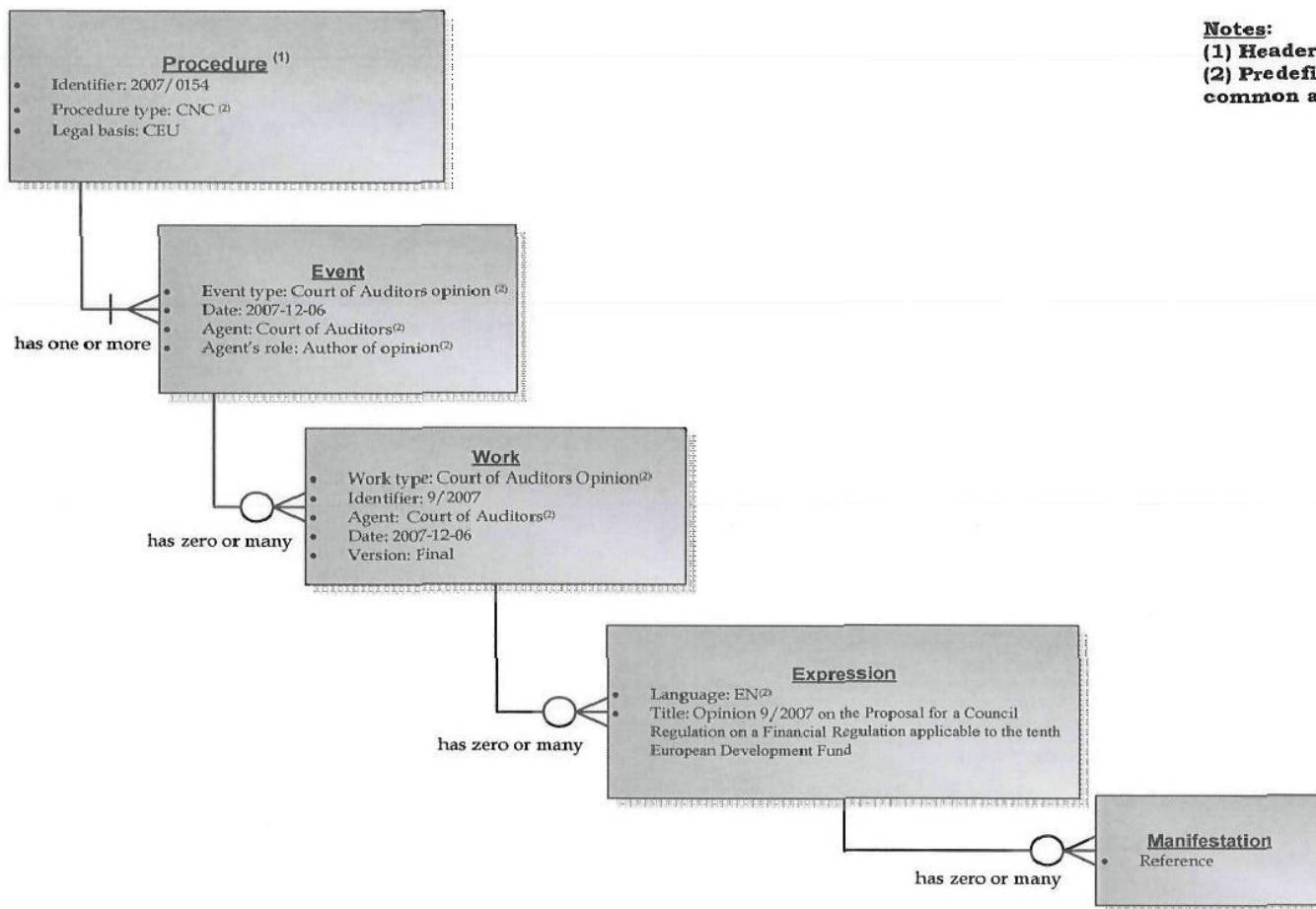
Notes:

(1) Header

(2) Predefined values based on
common authority tables



Consultation of the Court of Auditors CNC

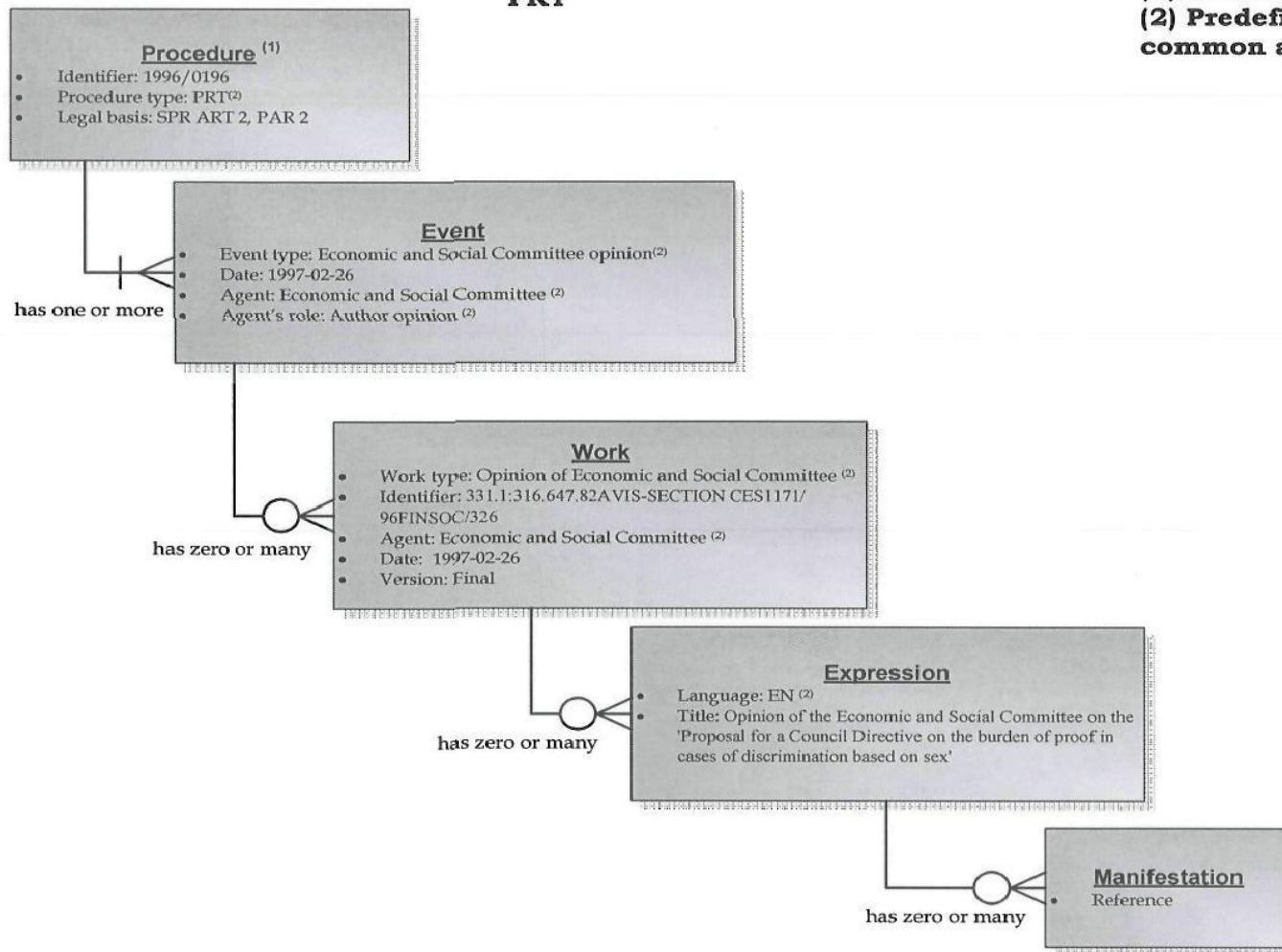


Social Protocol PRT

Notes:

(1) Header

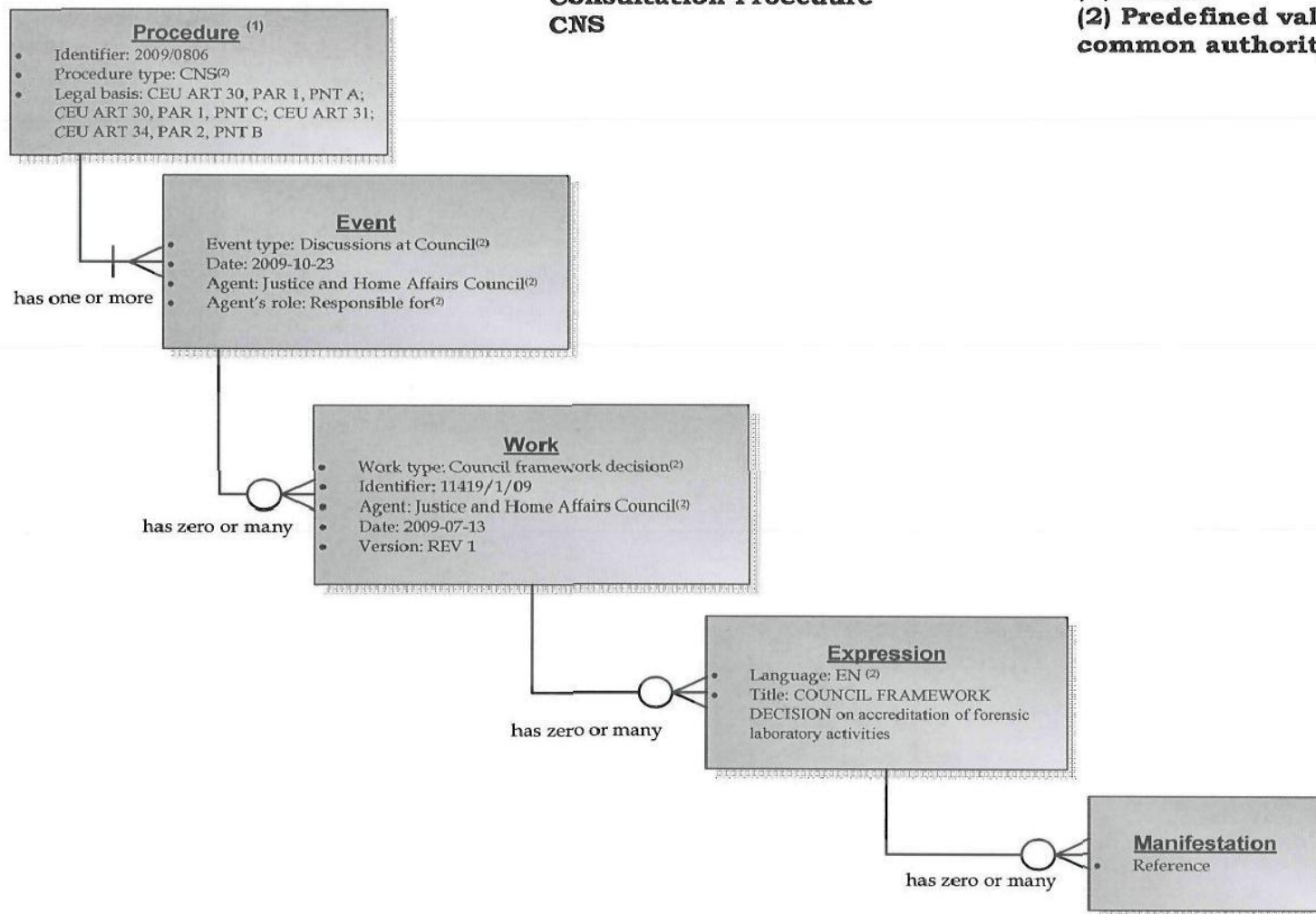
(2) Predefined values based on
common authority tables



Consultation Procedure CNS

Notes:

- (1) Header
- (2) Predefined values based on common authority tables

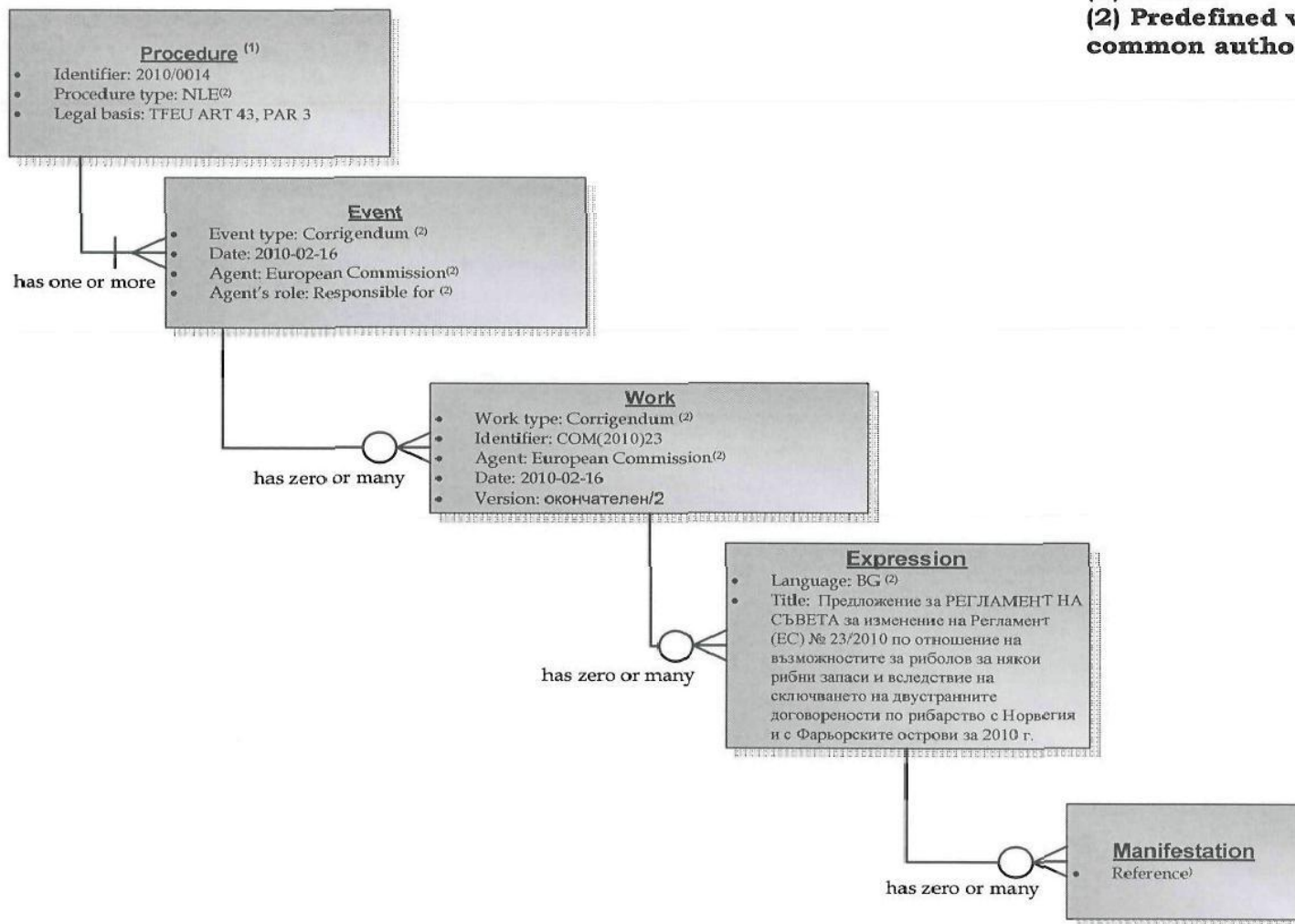


Non legislative procedure NLE

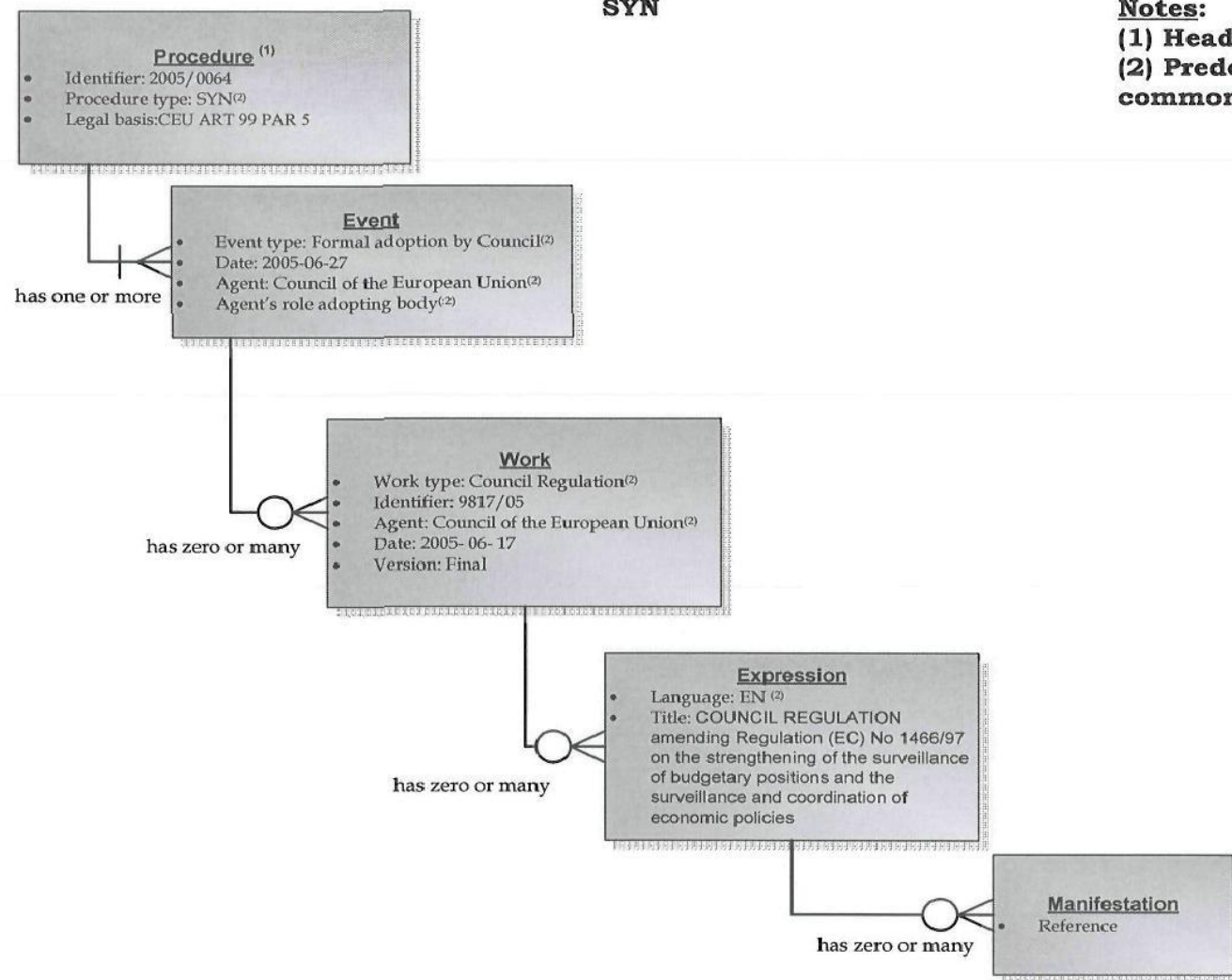
Notes:

(1) Header

**(2) Predefined values based on
 common authority tables**



Cooperation procedure SYN



Notes:

(1) Header

(2) Predefined values based on common authority tables



Publications Office

Enterprise Architecture Unit

Formats, linguistic informatics and metadata

Annexe 2 à la note CD(2011)53

NOTE FOR THE ATTENTION OF: IMMC MEMBERS

Proposal for metadata governance on interinstitutional level

Scope

The scope of this proposal for metadata governance on interinstitutional level is the so-called *core metadata*: the minimum set of metadata elements and authority data instances required for the data exchange between the EU bodies involved in legal information and the Publications Office. Metadata used for exchange of legal information, be it for interinstitutional procedures or internal procedures, are subject to the interinstitutional metadata governance described in this proposal.

Metadata that do not fall under this category are considered *Institution specific* and therefore out of scope of this proposal. *Institution specific* metadata are managed by each EU Institution or body individually (possibly using the same technological platform). If desired, the Publications Office can support the Institutions in providing this platform and consultancy.

Involved organisational entities

IMMC

The Interinstitutional Metadata Maintenance Committee (IMMC) consists of representatives of the following EU bodies: European Parliament, Council of the EU, European Commission, Court of Justice of the EU, European Court of Auditors, European Economic and Social Committee, Committee of the Regions.

As decided in the first meeting of the committee, the Publications Office of the EU assures the presidency and secretariat of the IMMC.

Role of the IMMC is to evaluate and approve metadata elements and authority data that are relevant for the exchange of data between the Institutions involved in the legislative procedures and the Publications Office with the aim to publish this information and make it available for the European citizen. By its nature, the IMMC forms an interinstitutional platform for collaboration and knowledge exchange in the metadata domain.

It will also monitor progress of technical implementation and, when necessary, set up working groups to that effect.

IMSC

The Interinstitutional Metadata Steering Committee (IMSC) is the Management Board of the Publications Office (Comité de direction, Membres suppléants). Its role is to provide



guidance and to take the necessary strategic decisions to assure the metadata governance on the interinstitutional level and the implementation and planning of actions resulting from registration proposals of the IMMC. The IMSC can be called to decide in case of differences of opinion that can not be solved on the IMMC level.

MRT

The Metadata Register Team (MRT) consists of members of the *Enterprise Architecture* unit of the Publications Office of the EU. The MRT keeps track of proposals for registration, manages the approval workflow and implements approved changes in the Metadata Register. Upon request, the MRT can provide functional and technical support to other Institutions for *core metadata* related issues.

Infrastructure

The infrastructure used for managing the *core metadata* is provided by the Metadata Registry (MDR). The tool where the metadata definitions and related authority data are registered and maintained is called the Metadata Register. The Register is hosted and managed by the Publications Office.

The Metadata Register consists of a back-office application for the maintenance of the metadata elements and related authority data and a front-office application (website) for consulting all MDR content. Access to the back-office is restricted to the MRT. The website will provide read-access to all MDR content to all users and will offer the possibility to provide feedback or to introduce proposals for registration for registered users.

Dedicated workspaces for managing *Institution specific* metadata can be created in the Metadata Register back office.

Proposals for registration are registered by the MRT in the Metadata Register and submitted to the IMMC for approval. Upon approval the necessary changes are made in the Metadata Register and exported to the CELLAR, the common content and metadata repository of the Publications Office. The CELLAR contains the reference version in force of the metadata elements and authority data and will provide access to and diffuse the updated reference data to registered client applications in the appropriate format.

IMMC functioning

The IMMC members will meet when needed, in turn in Brussels and Luxembourg or by videoconference.

The Publications Office assures the presidency and secretariat of the IMMC. Each EU body has appointed its permanent IMMC members. A back-up should be foreseen. Depending on the subject on the agenda, other persons can be invited to participate in the IMMC meetings.



Procedure

Core-metadata

After the validation of the proposed metadata, each Institution will evaluate if a new metadata element or a new authority value is part of the so-called *core metadata* and therefore relevant on interinstitutional level. If it is the case, it will submit the proposed item to the IMMC for discussion and approval. The participating Institutions will commit themselves to implementing the approved metadata elements and authority values in the agreed time frame.

The MRT keeps track of proposals for registration, manages the approval workflow and implements approved changes in the Metadata Register.

Institution specific metadata

If the proposed item is not relevant on interinstitutional level, but *Institution specific*, the Institution is free to manage the proposed item as it wishes without informing the IMMC.



Annex

Diagram: Interinstitutional metadata governance proposal

