INSPIRE

Infrastructure for Spatial Information in Europe

MIG temporary sub-group on registers and registries – Terms of Reference

Title	MIG temporary sub-group on registers and registries – Terms of Reference
Creator	Michael Lutz
Date created	2014-08-01
Date modified	2014-10-24
Subject	Terms of reference (ToR) for the temporary MIG sub-group on registers and registries
Publisher	EC and EEA INSPIRE Team
Type	Text
Description	This document contains the terms of reference (ToR) for the temporary MIG sub-group on registers and registries. It is based on ToR of the "Commission expert group on INSPIRE Implementation and Maintenance" (MIG). The sub-group addressed task MIWP-6 in the rolling INSPIRE maintenance and implementation work programme.
Contributor	
Format	PDF
Identifier	http://inspire.ec.europa.eu/mig/tor/miwp-6
Language	En
Status	Final

Preface

Background

The central INSPIRE registry[2], which currently contains registers for e.g. code lists, feature concepts, the INSPIRE themes, application schemas and glossary, has been set up by the JRC. The INSPIRE registry is based on the open source Re3gistry software[3], which is being developed by JRC under the ISA [4]action 1.17 ARE3NA[5]. To implement INSPIRE, Member States need to set up their own registries/registers and link them to the central INSPIRE registry/registers.

Among other things, task MIWP-6[6] of the draft INSPIRE maintenance and implementation work programme aims at

- Developing technical guidelines and best practices explaining how to build registries and how to link them to EU registry and vice versa.
- Setting up a test-bed for connecting national registries to the central INSPIRE registry
- Setting up a registry of registries that contains metadata for registries/registers in the Member States

To more clearly define the scope of MIWP-6, a workshop was held on 22-23 January 2014. The presentations and minutes of the workshop are available on the MIG collaboration space[7].

At the workshop it was proposed to create a MIG temporary sub-group to deal with registry and register-related issues and related themes.

This document proposes terms of reference for this sub-group.

---

[1] *http://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&groupID=2958*

[2] *http://inspire.ec.europa.eu/registry/*

[3] *https://joinup.ec.europa.eu/software/re3gistry/description*

[4] Interoperability Solutions for European Public Administrations, *http://ec.europa.eu/isa/*

[5] A Reusable INSPIRE Reference Platform, *https://joinup.ec.europa.eu/community/are3na/home*

[6] https://ies-svn.jrc.ec.europa.eu/issues/2128

[7] *https://ies-svn.jrc.ec.europa.eu/projects/inspire-registry/documents*

Terms of reference for the temporary MIG sub-group on registers and registries

Article 1

Set up of the temporary MIG sub-group on registers and registries

The temporary MIG sub-group on registers and registries, hereinafter referred to as "the temporary sub-group", is set up as a temporary sub-group of the Commission expert group on INSPIRE Implementation and Maintenance (INSPIRE MIG), in accordance with Art. 7(4) of the INSPIRE MIG's terms of reference.

Article 2

Scope, tasks and outcomes

1. The tasks of the temporary sub-group shall be:
    a. Provide requirements and set priorities for the development of INSPIRE registry and underlying Re3gistry software
    b. Test new releases of the central INSPIRE registry service and the underlying software and provide feedback
    c. Develop Technical Guidelines and Best Practices for both registries and registers, including registry federations connecting the central INSPIRE registry and national registries. These guidelines shall at least address the following issues
        i. architecture for a registry federation
        ii. operational procedures for exchanging information between the central and the national registers
        iii. exchange formats
        iv. APIs
        v. Metadata for registries and registers
    d. Participate in a test-bed for connecting national registries to the central INSPIRE registry
    e. Participate in technical discussions on implementation issues
    f. Define procedures and decision-making rules for a control body for the INSPIRE Registry (with the possibility to form a separate sub-group if needed)
2. The temporary sub-group shall produce the following outcomes / deliverables:
    a. a roadmap for INSPIRE Registry development
    b. updated versions of the central INSPIRE registry
    c. Technical Guidelines on how to set up registries and registers for INSPIRE (including connecting to the central INSPIRE registry), covering topics such as versioning, http URIs (while interacting with groups working on this topic elsewhere in the MIF)
    d. a test-bed for connecting national registries to the central INSPIRE registry including test instances of national INSPIRE registries deployed in different participants' organisations
3. The scope of the work of the sub-group shall be limited to the registers currently included in the central INSPIRE registry, in particular for code lists, themes, application schemas and feature concepts. The scope shall include the linking of national and community-specific extensions to the central INSPIRE registers.

Article 3

Planned duration, effort and criteria for completion of work

1. The temporary sub-group is expected to be active from 2014-11-15 to 2015-12-31.
2. Members of the temporary sub-group are expected to contribute to the work with an effort of around 2 days per month.
3. The work will be considered completed and the temporary sub-group will be disbanded when Technical Guidelines on how to set up registries and registers for INSPIRE have been developed and endorsed by the MIG.

Article 4

Membership – Appointment

1. The members of the temporary sub-group shall be selected by the INSPIRE MIG permanent sub-groups, in agreement with the Commission, from the INSPIRE pool of experts[8] and the representatives of the INSPIRE MIG permanent sub-groups.
2. The selection shall be based on proposals of experts by the members of the MIG permanent sub-groups and applications of experts included in the pool of experts following a call for participation in the temporary sub-group.
3. The members of the temporary sub-group should have expertise in one or several of the following areas:
    a. Implementation/deployment of registers and registries for INSPIRE and other information infrastructures
    b. Registry/register standards (e.g. ISO 19135)
4. When selecting members for the temporary sub-group, the INSPIRE MIG should aim at striking a balance within the temporary sub-group in terms of representativeness of members, gender and geographical origin.
5. The Commission may invite experts from outside the pool of experts with specific competence in a subject on the agenda to participate in the work of a temporary sub-group on an *ad hoc* basis. In addition, the Commission's representative may give observer status to individuals, organisations as defined in Rule 8(3) of the horizontal rules on expert groups and candidate countries.
6. Members of the temporary sub-group are appointed for the duration needed to complete the planned work (see Article 3).
7. Members of the temporary sub-group who are no longer capable of contributing effectively to the work or who resign may be replaced.
8. If necessary during the course of its work (e.g. because specific expertise is missing), the temporary sub-group may request additional experts to be selected by the MIG.
9. Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.

Article 5

Operation

1. The INSPIRE MIG shall appoint a facilitator from among the members of the sub-group. The facilitator shall chair the temporary sub-group and liaise with the MIG.

---

[8] The pool of experts has been set up according to Art. 10 of the MIG's terms of reference. See *http://inspire.ec.europa.eu/index.cfm/pageid/5160/list/experts* for the current members of the pool of experts.

2. The sub-group shall regularly inform the MIG about its progress and can request guidance from the MIG when needed.

3. Secretarial services shall be provided by the Joint Research Centre (JRC).

4. Members of the temporary sub-groups, as well as invited experts and observers, shall comply with the obligations of professional secrecy laid down by the Treaties and their implementing rules, as well as with the Commission's rules on security regarding the protection of EU classified information, laid down in the Annex to Commission Decision of 29 November 2001 amending its internal Rules of Procedure 2001/844/EC, ECSC, Euratom. Should they fail to respect these obligations, the Commission may take all appropriate measures.

5. In order to cut down costs and commitments, the meetings of the temporary sub-group should, where possible, be organised virtually (i.e. using tele-, video- or web-conferencing facilities).

6. Commission officials with an interest in the proceedings may attend meetings of the temporary sub-group.

7. The physical and intellectual products generated by the members of the temporary sub-group under these terms of reference will remain the property of the Commission. Any published deliverable or paper will acknowledge the authorship and other contributions of the members of the temporary sub-group. Such deliverables or papers will be made available in accordance with the European Commission Decision of 12 December 2011 on re-use of Commission documents, without restrictions on access and re-use for commercial and non-commercial purposes.

Article 6
Expert remuneration and meeting expenses

1. Participants in the activities of the temporary sub-groups shall not be remunerated for the services they render.

2. Travel and subsistence expenses incurred by participants in the activities of the temporary sub-group shall be reimbursed by the Commission in accordance with the provisions in force within the Commission.

Article 7
Tasks to be carried out by contractors

1. The following tasks shall be carried out by an external contractor:
   a. Development of an architecture study for an INSPIRE registry federation (including initial proposals for an architecture, exchange formats, APIs, metadata for registers and a federation testbed set-up)
   b. Technical facilitator and editor of the Technical Guidelines on how to set up registries and registers for INSPIRE

2. For these tasks, a budget will be made available by the JRC.