Ref. Ares(2011)764293 - 13/07/2011

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 basis[2];
2. a body providing metadata of documents and events belonging to that procedure:
    - for legal event:
        - event type;
        - date;
        - agent[3];
        - 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
Legal basis (partially)	*Resource types (to be confirmed)*
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
Version	*Resource types (to be confirmed)*

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.

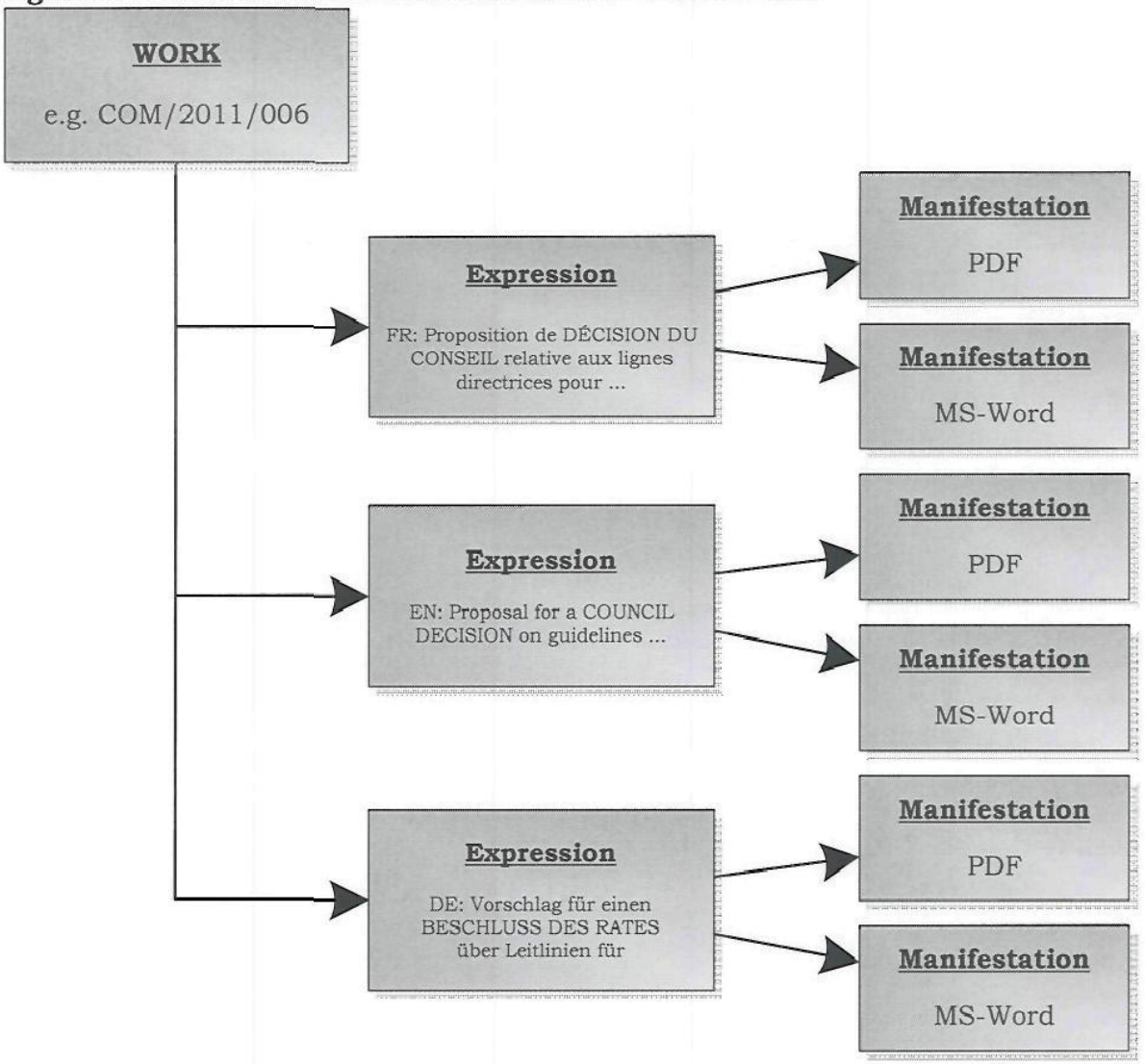
Finally, after the successful completion of the steps described above, the rich but heterogeneous backlog will be exploited to allow for further improvements.

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 documents[4]



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

Annexe 1 à la note CD(2011)53

Figure 2: Outline minimum set of metadata for interinstitutional procedures

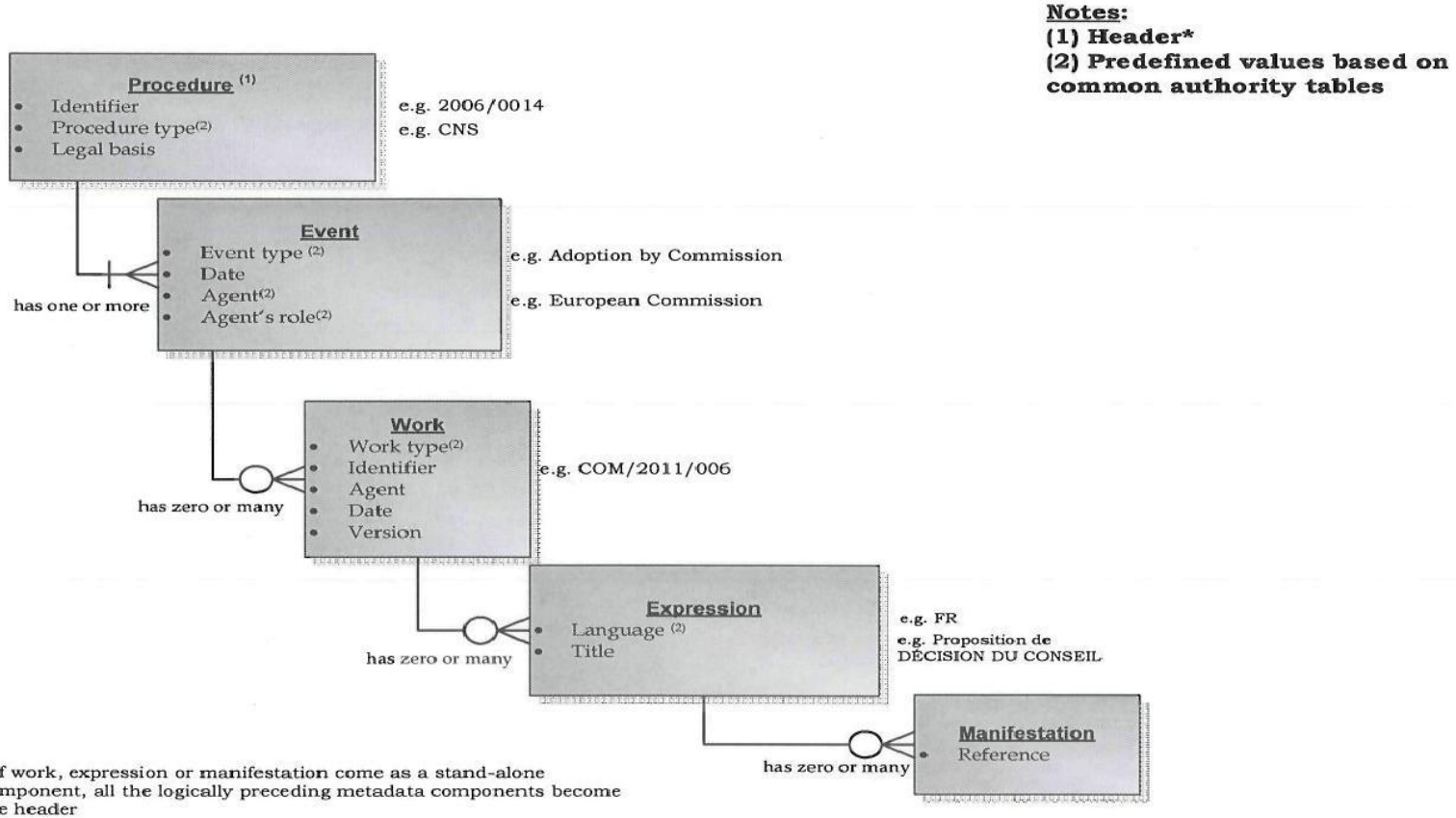
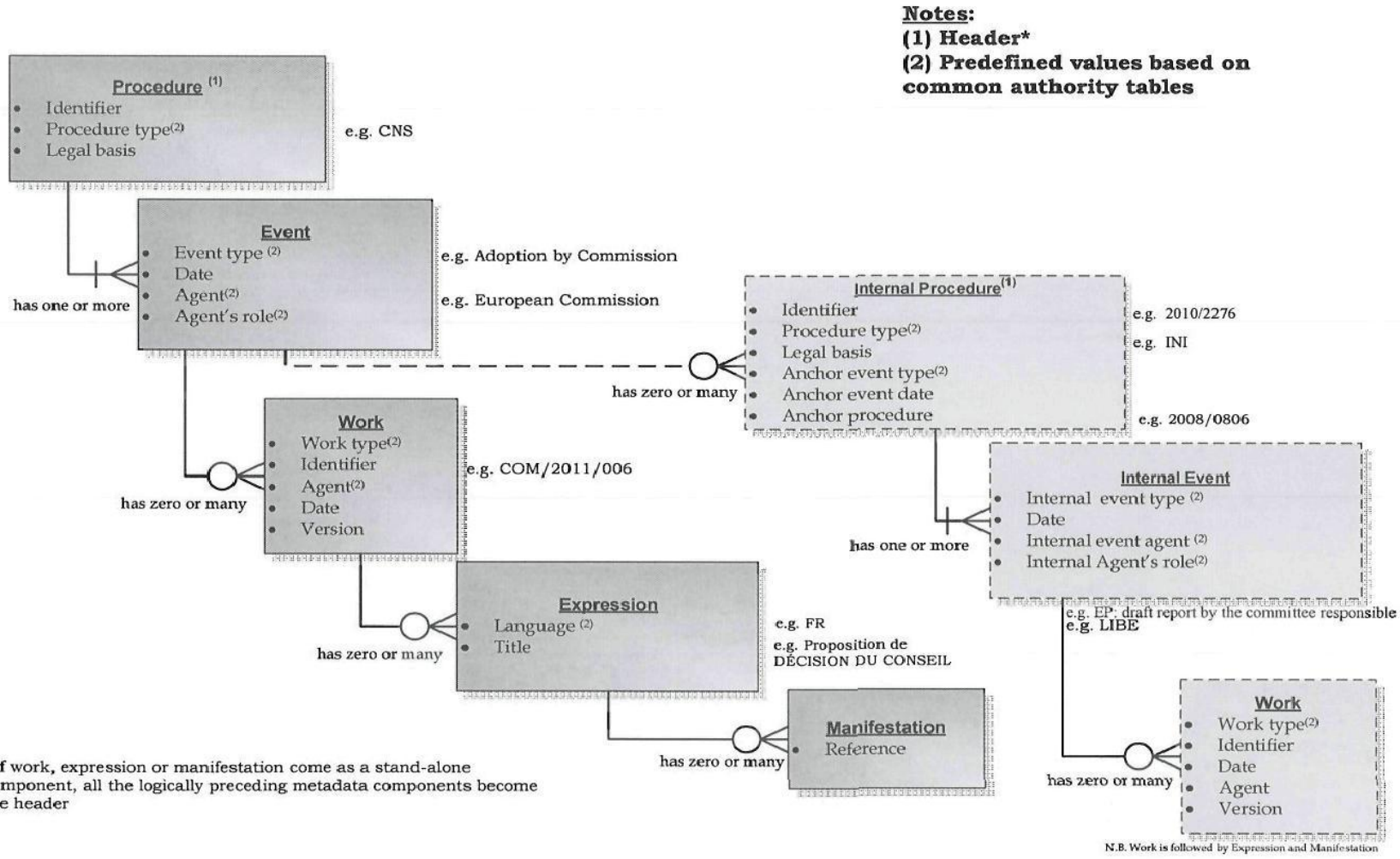


Figure 3: Outline minimum set of metadata for procedures related to internal procedures

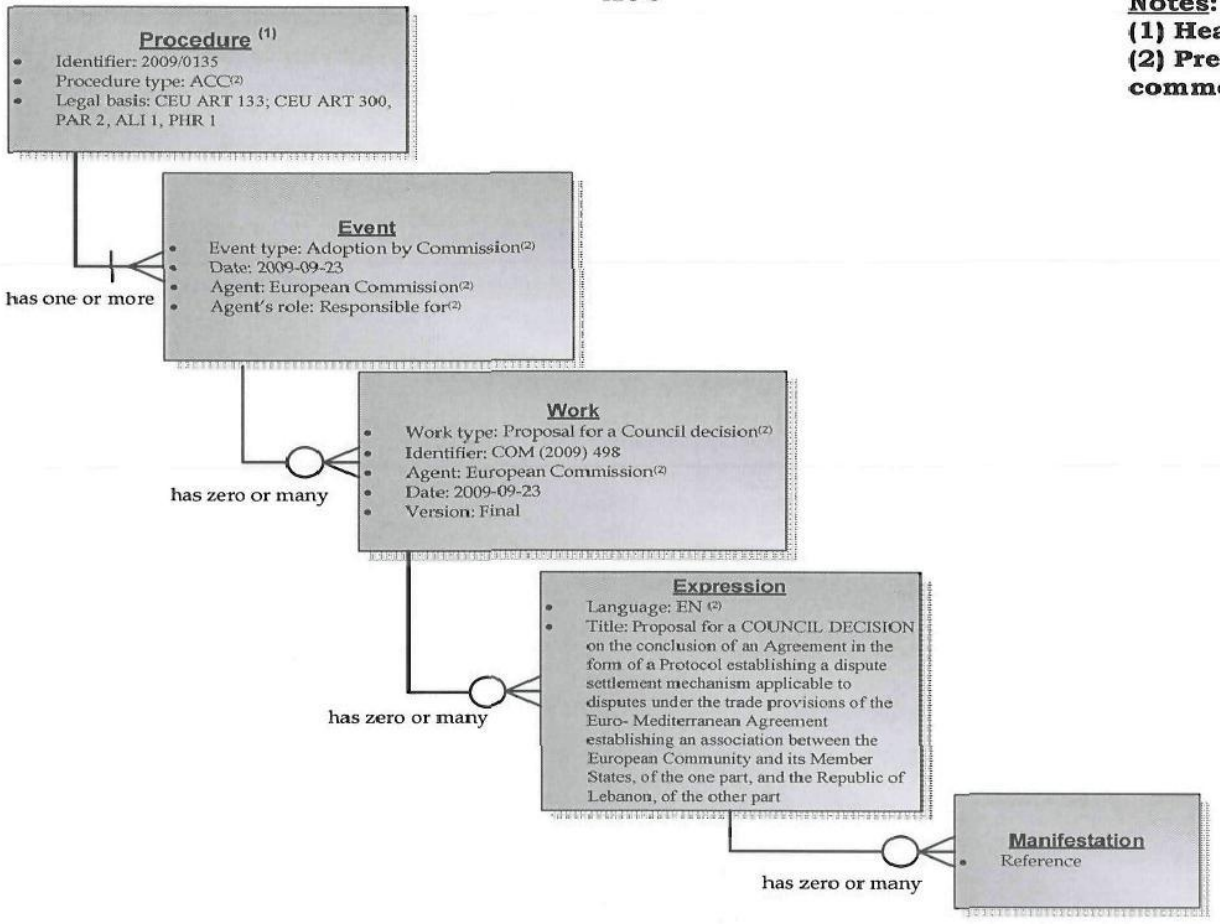


ANNEX II

Examples of minimum set of metadata for procedure type

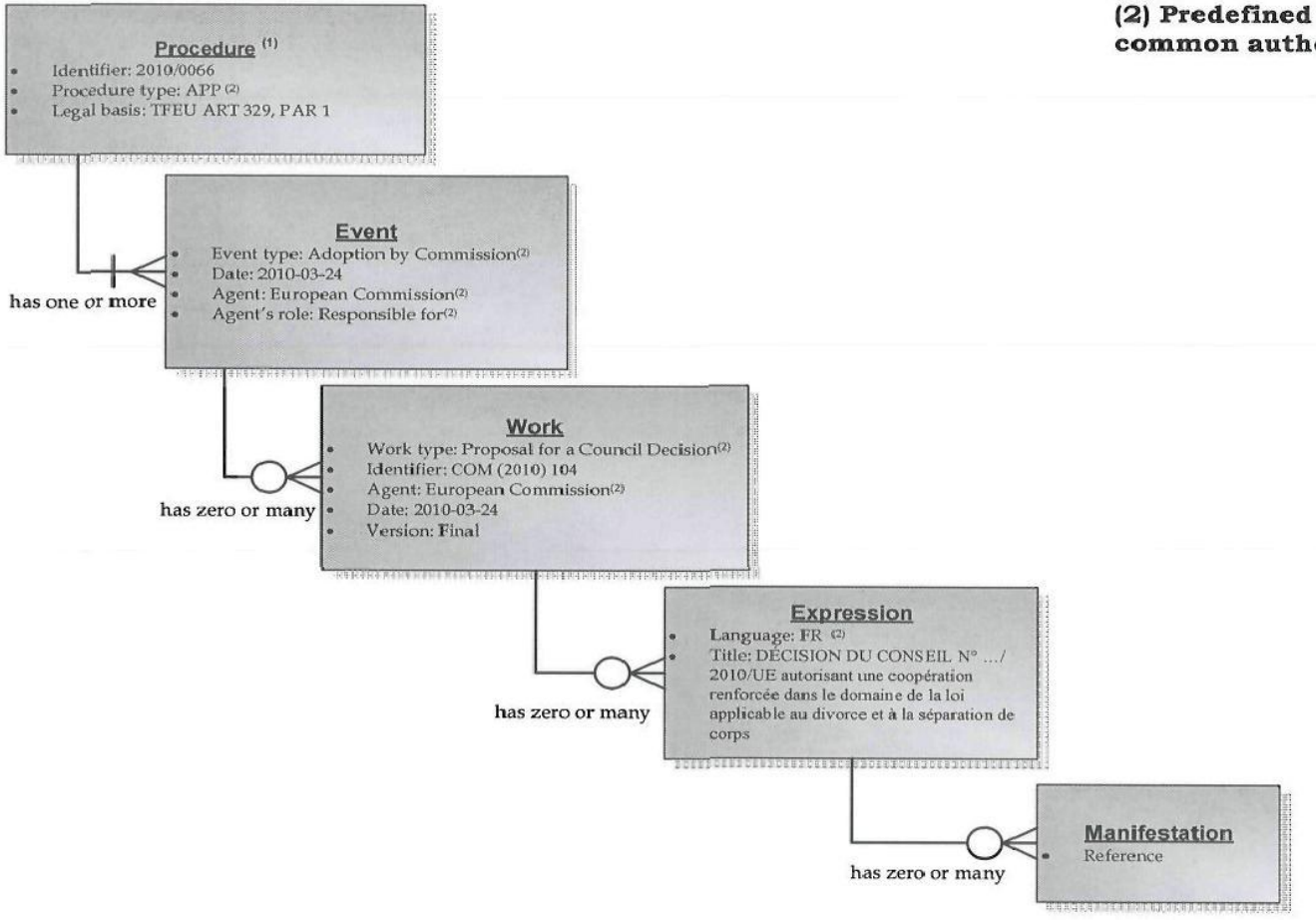
Agreement
ACC

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



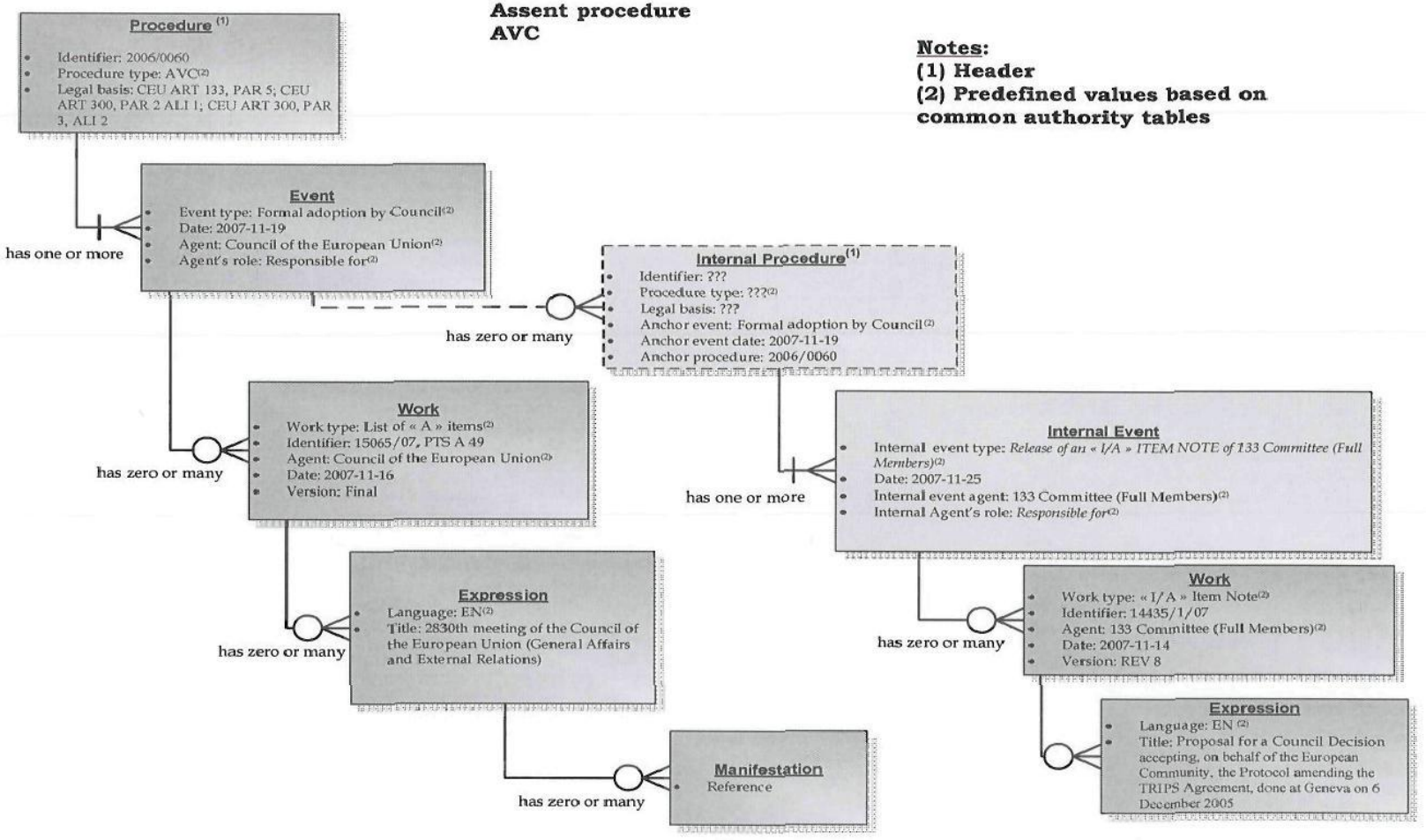
Consent procedure
APP

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

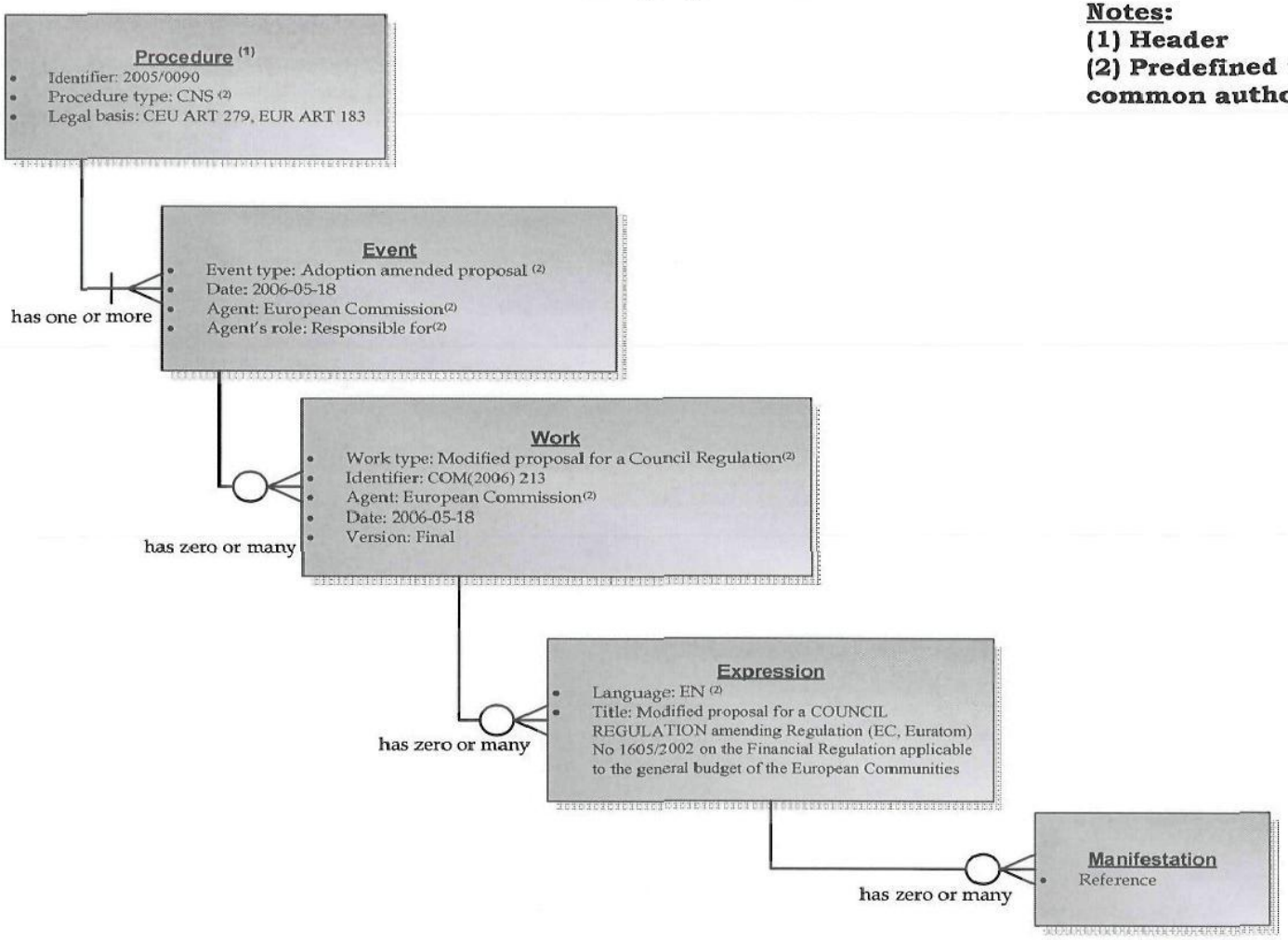


Assent procedure
AVC

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



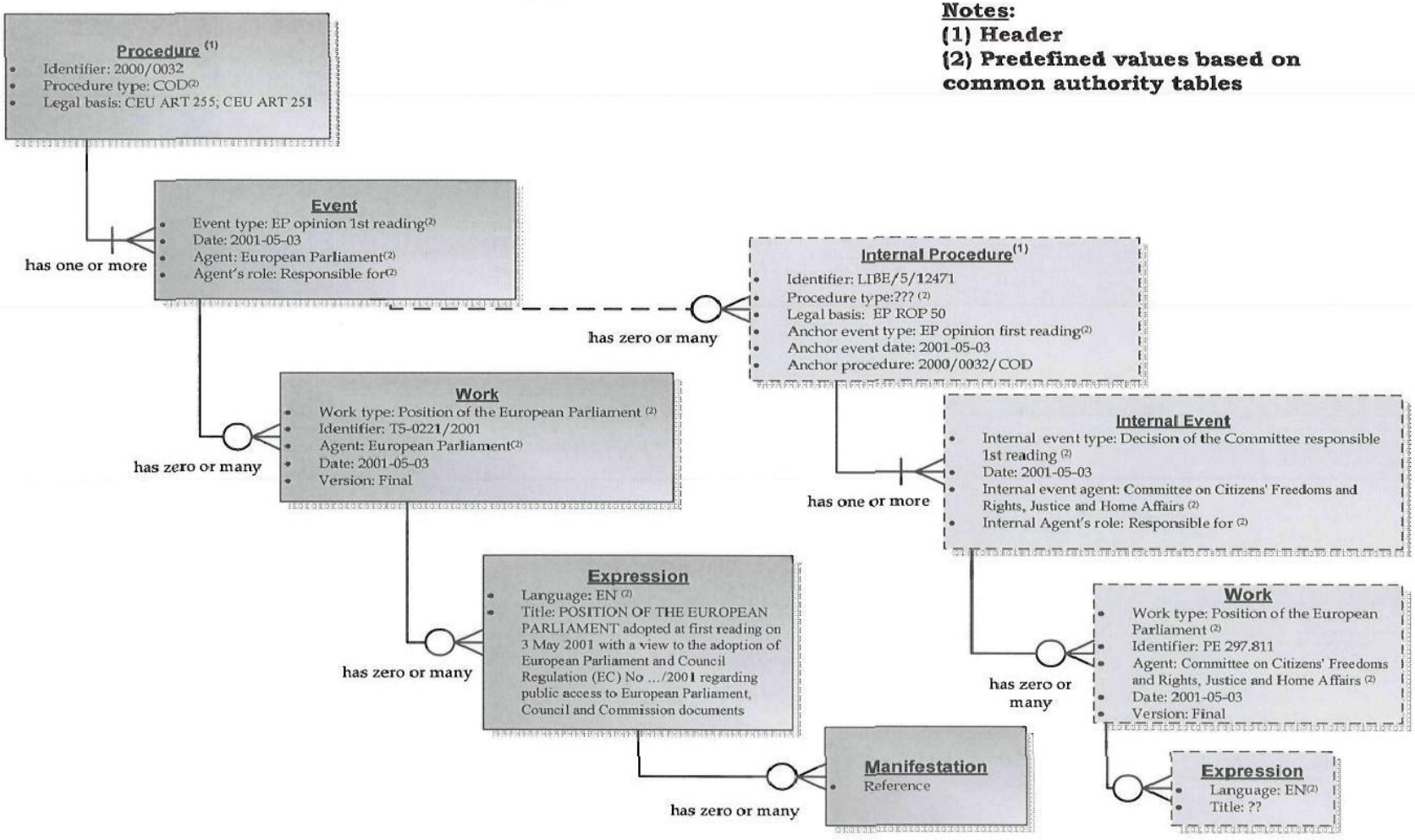
Budget procedure



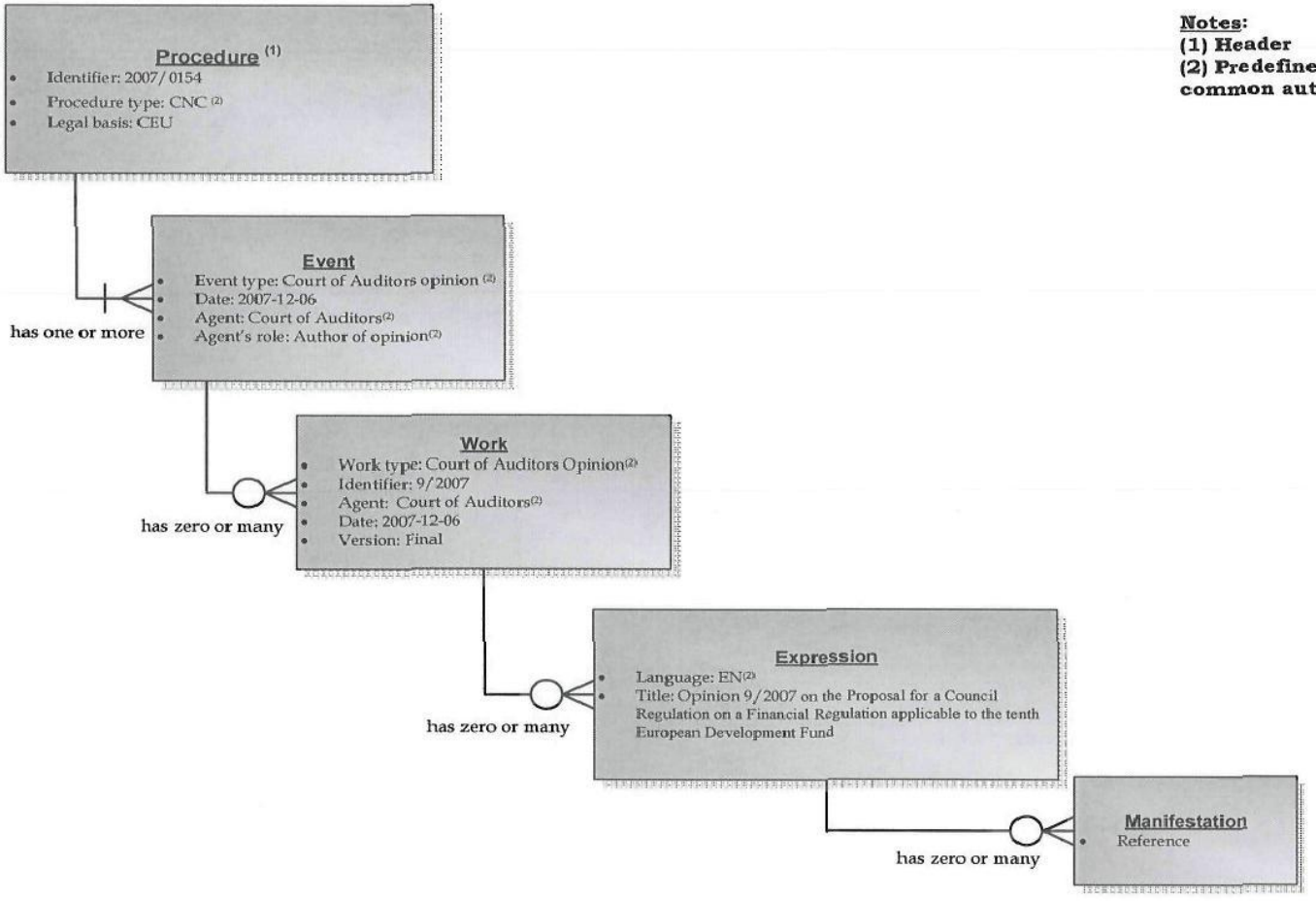
Notes:
(1) Header
(2) Predefined values based on common authority tables

Codecision Procedure
COD

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



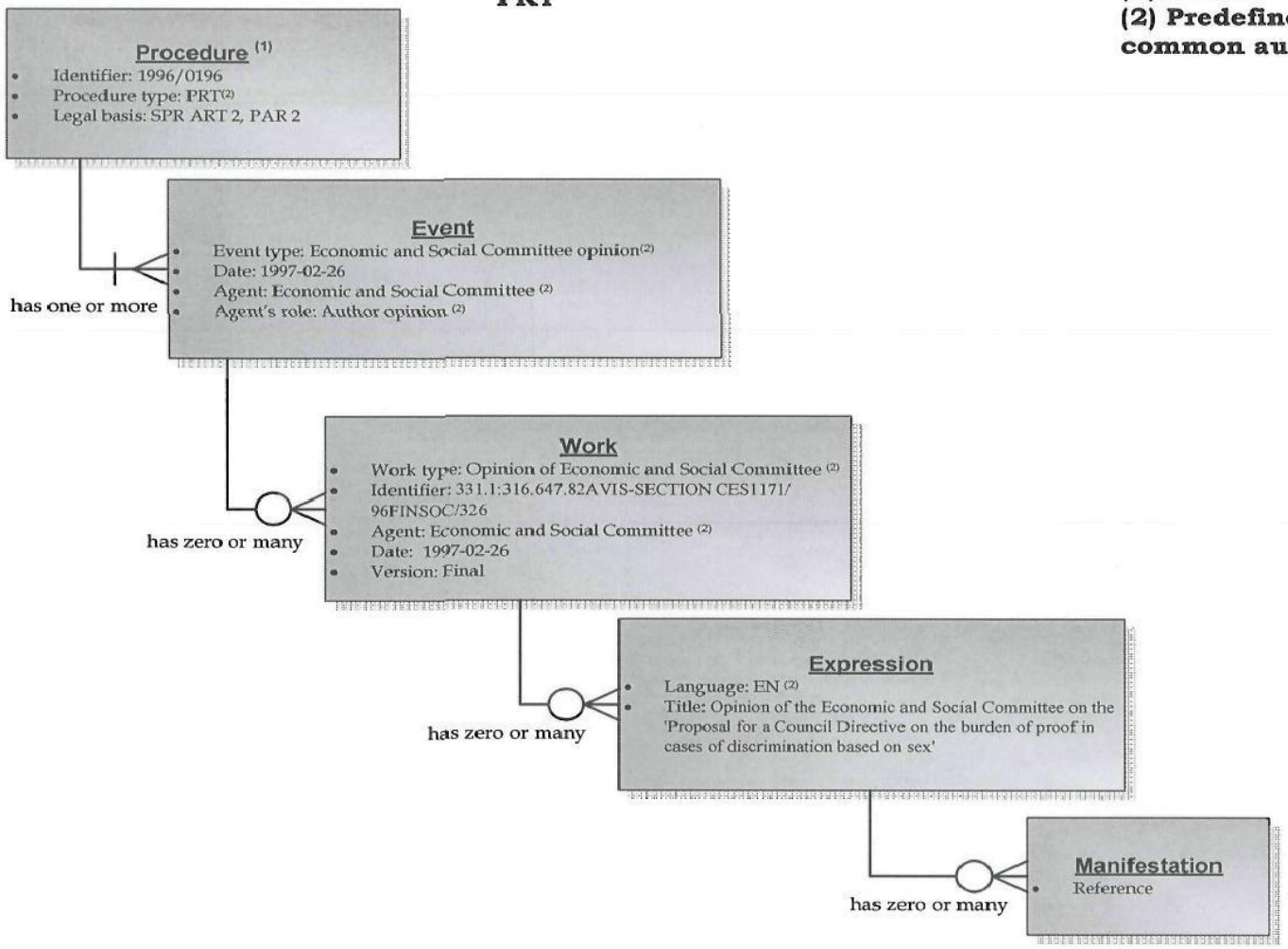
Consultation of the Court of Auditors
CNC



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

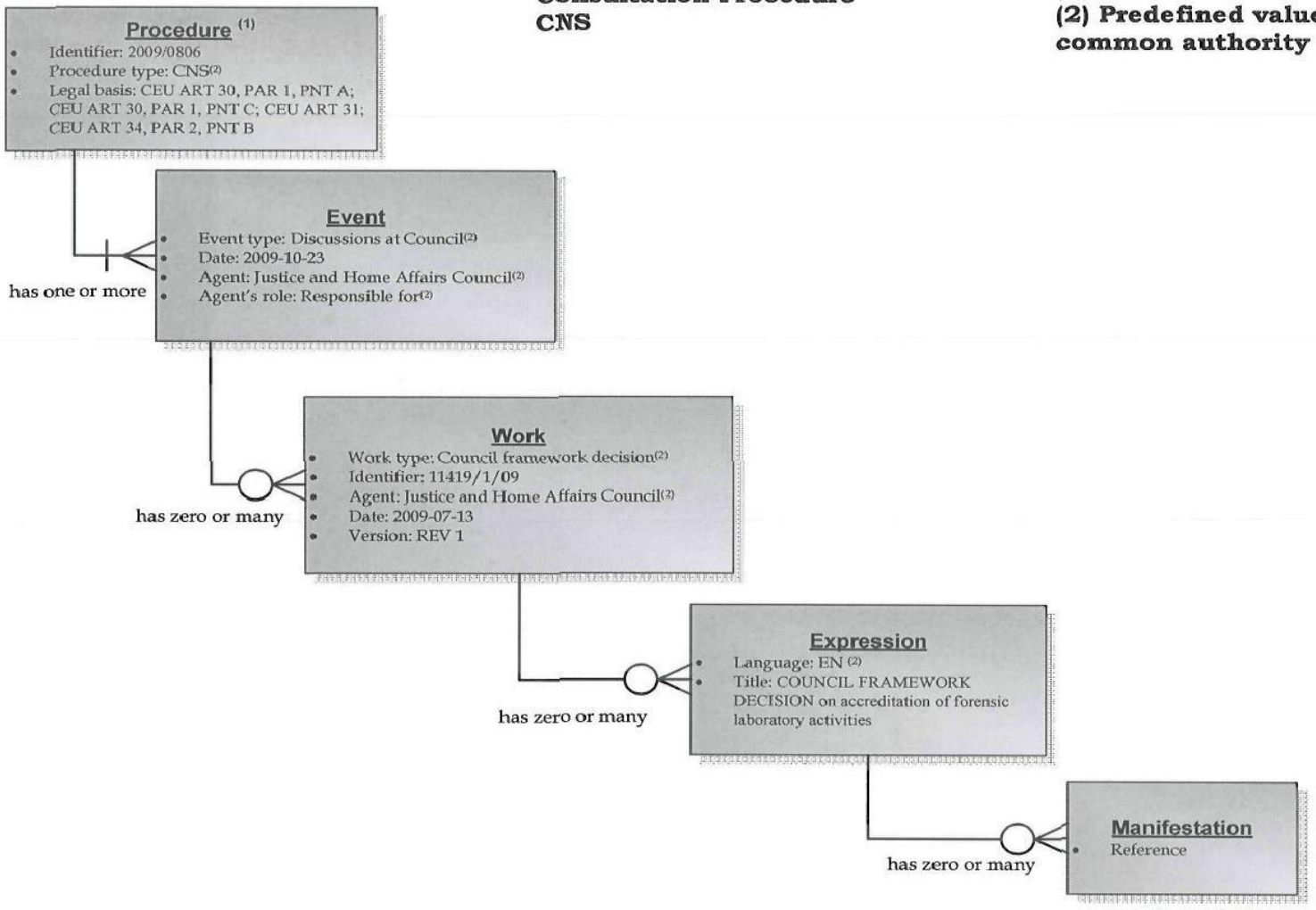
Social Protocol
PRT

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



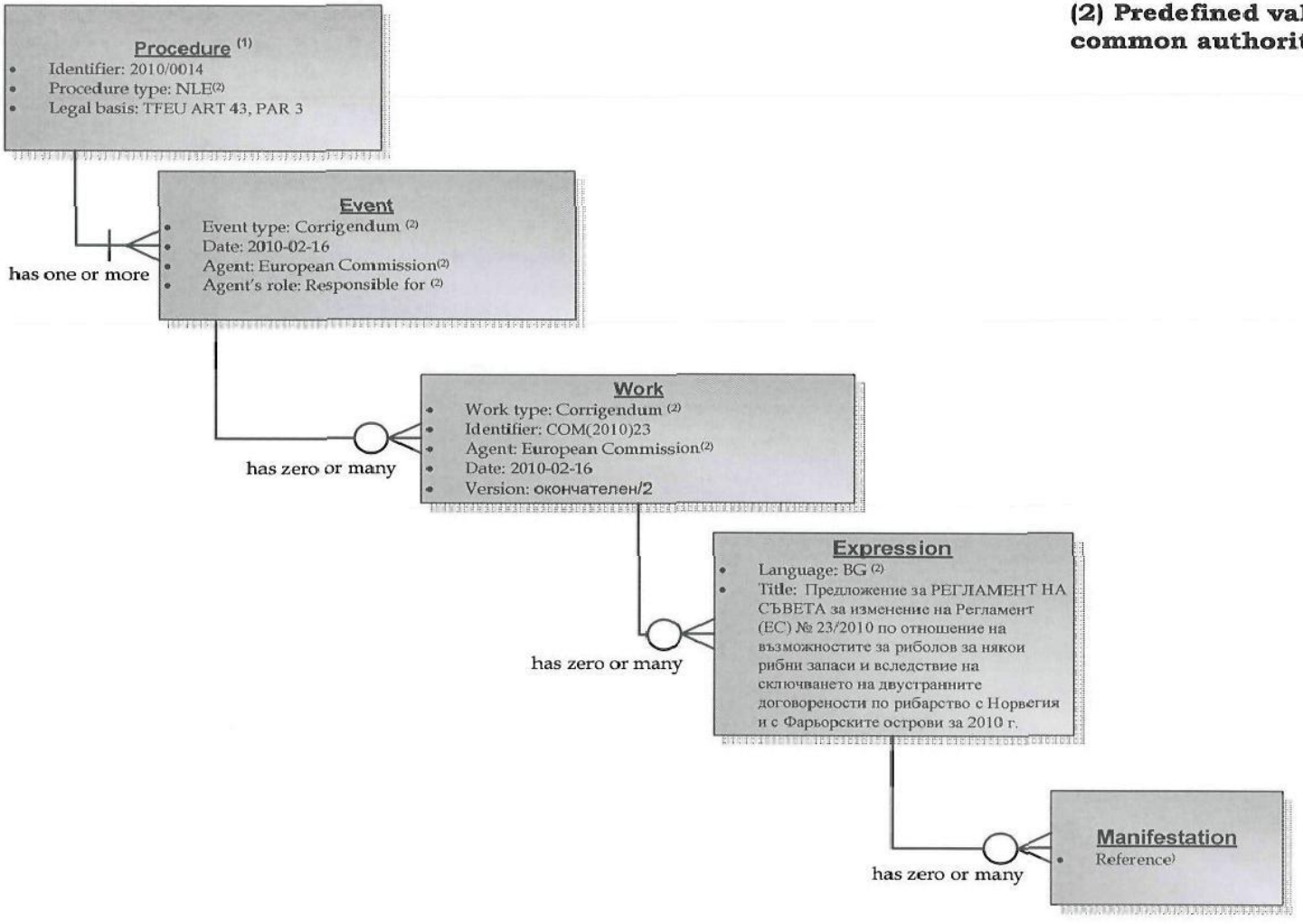
Consultation Procedure
CNS

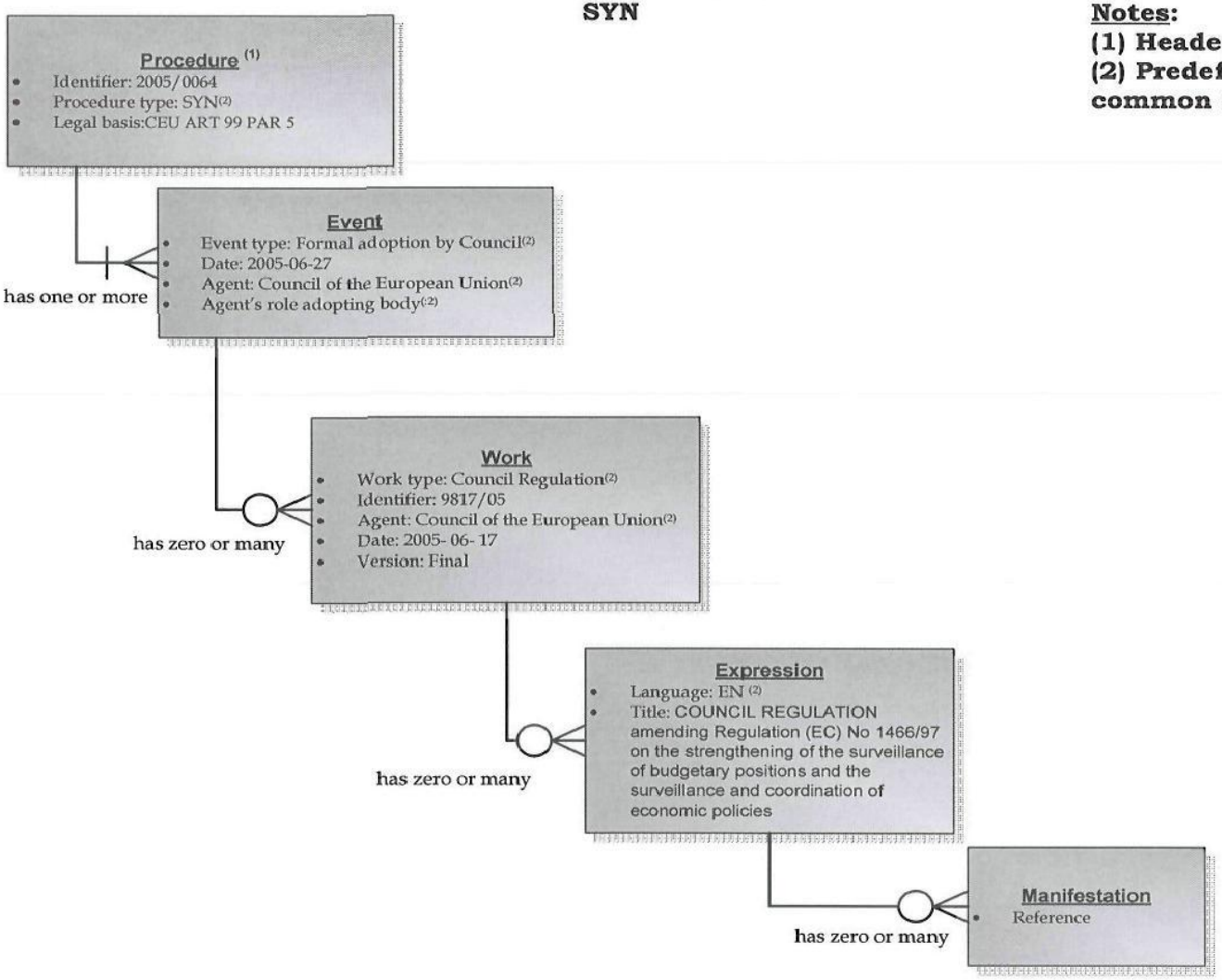
Notes:
(1) Header
(2) Predefined values based on common authority tables



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