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);

2. A body providing metadata of documents and events belonging to that procedure:
   - for legal event:
     - event type;
     - date;
     - agent;
     - 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:

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

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.

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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*

*Inspired by the "Functional requirements for bibliographical records"
Figure 2: Outline minimum set of metadata for interinstitutional procedures

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

* If work, expression or manifestation come as a stand-alone component, all the logically preceding metadata components become the header.
Figure 3: Outline minimum set of metadata for procedures related to internal procedures

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

* If work, expression or manifestation come as a stand-alone component, all the logically preceding metadata components become the header
ANNEX II

Examples of minimum set of metadata for procedure type

Agreement

ACC

Event

- Event type: Adoption by Commission
- Date: 2009-09-23
- Agent: European Commission

Work

- Work type: Proposal for a Council decision
- Identifier: COM (2009) 498
- Date: 2009-09-23
- Version: Final

Expression

- Language: EN
- Title: Proposal for a COUNCIL DECISION on the conclusion of an Agreement in the form of a Protocol establishing a dispute settlement mechanism applicable to disputes under the trade provisions of the Euro-Mediterranean Agreement establishing an association between the European Community and its Member States, of the one part, and the Republic of Lebanon, of the other part

Notes:

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

APP

Procedure ¹
- Identifier: 2010/0066
- Procedure type: APP
- Legal basis: TFEU ART 329, PAR 1

Event
- Event type: Adoption by Commission
- Date: 2010-03-24
- Agent: European Commission
- Agent's role: Responsible for

Work
- Work type: Proposal for a Council Decision
- Identifier: COM (2010) 104
- Date: 2010-03-24
- Version: Final

Expression
- Language: FR
- Title: DECISION DU CONSEIL N° ...
- 2010/UE autorisant une coopération renforcée dans le domaine de la loi applicable au divorce et à la séparation de corps

Manifestation
- Reference

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

Procedure
- Identifier: 2005/0090
- Procedure type: CNS
- Legal basis: CEE ART 279, EUR ART 183

Event
- Event type: Adoption amended proposal
- Date: 2006-05-18
- Agent: European Commission
- Agent's role: Responsible for

Work
- Work type: Modified proposal for a Council Regulation
- Identifier: COM(2006) 213
- Agent: European Commission
- Date: 2006-05-18
- Version: Final

Expression
- Language: EN
- Title: Modified proposal for a COUNCIL REGULATION amending Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities

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

Procedure
- Identifier: 2007/034
- Procedure type: CNC
- Legal basis: CBU

Event
- Event type: Court of Auditors opinion
- Date: 2007-12-06
- Agent: Court of Auditors

Work
- Work type: Court of Auditors Opinion
- Identifier: 9/2007
- Agent: Court of Auditors
- Date: 2007-12-06
- Version: Final

Expression
- Language: EN
- Title: Opinion 9/2007 on the Proposal for a Council Regulation on a Financial Regulation applicable to the tenth European Development Fund

Notes:
1. Header
2. Predefined values based on common authority tables
Social Protocol

Procedure (1)
- Identifier: 1996/0196
- Procedure type: PRT
- Legal basis: SPR ART 2, PAR 2

Event
- Event type: Economic and Social Committee opinion (2)
- Date: 1997-02-26
- Agent: Economic and Social Committee (3)
- Agent's role: Author opinion (4)

Work
- Work type: Opinion of Economic and Social Committee (5)
- Identifier: 331.1.316.647.82/AVIS-SECTION CES1171/96FINSEC/326
- Agent: Economic and Social Committee (6)
- Date: 1997-02-26
- Version: Final

Expression
- Language: EN (7)
- Title: Opinion of the Economic and Social Committee on the proposal for a Council Directive on the burden of proof in cases of discrimination based on sex

Manifestation
- Reference

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

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**Procedure**

- Identifier: 2005/0064
- Procedure type: SYN
- Legal basis: CEU ARTE 92 PAR 5

**Event**

- Event type: Formal adoption by Council
- Date: 2005-06-27
- Agent: Council of the European Union
- Agent's role adopting body

**Work**

- Work type: Council Regulation
- Identifier: 9817/05
- Agent: Council of the European Union
- Date: 2005-06-17
- Version: Final

**Expression**

- Language: EN
- Title: COUNCIL REGULATION amending Regulation (EC) No 1466/97 on the strengthening of the surveillance of budgetary positions and the surveillance and coordination of economic policies

**Manifestation**

- Reference

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