



## 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

