



INSPIRE

Infrastructure for Spatial Information in Europe

Call for Expression of Interest for participation in development of INSPIRE data specifications for Annex II & III Data Themes

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Contributor	Robert Tomas, Vanda Nunes de Lima, Michael Lutz, Katalin Tóth, Darja Lihteneger, Martin Tuchyna, Paul Smits
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Acronyms / Glossary

Used Term	Definition
CT	INSPIRE Consolidation Team
DT	INSPIRE Drafting Team
GCM	Generic Conceptual Model
GI	Geographic Information
INSPIRE	Infrastructure for Spatial Information in Europe
INSPIRE Directive	Directive of the European Parliament and of the Council establishing an infrastructure for spatial information in the Community (2007/2/EC).
IR	Implementing Rules
ISO 19131:2007	ISO 19131 - Geographic information - Data product specifications
LMO	Legally Mandated Organisation
SDIC	Spatial Data Interest Community
ToR	Terms of Reference
TWG	INSPIRE Thematic working group
UML	Unified Modelling Language

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Purpose of this document

This document contains the *Call for expression of interest* and the Terms of Reference (ToR) for stakeholder participation in the development of the INSPIRE data specifications for Spatial Data Themes defined in Annex II and III to the INSPIRE Directive (2007/2/EC). The INSPIRE data specifications will constitute the foundation for the INSPIRE Implementing Rules (IRs) laying down the technical arrangements for the interoperability and harmonisation of spatial data sets (further **data specifications development**) related to the themes listed in the Annex II and III of the INSPIRE Directive (2007/2/EC), according to the provisions of Art. 7.

The Call is addressed to the INSPIRE Spatial Data Interest Communities (SDICs) and Legally Mandated Organisations (LMOs). The Commission is seeking voluntary contributions of SDICs and LMOs, asking them to propose experts (domain experts, Facilitators, Editors) for the Thematic Working Groups (TWGs) and reference materials to be taken into consideration for the data specifications. The **call is open from the date of publication, October 2009 to 2009-12-14 for candidate experts**. For the submission of the reference material, the Call has a first cut-off date of **31 January 2010** to start the preparation of the work within the TWG.

The readers are recommended to carefully read this document before responding to the Call, as well as the **Terms of Reference for developing Implementing Rules laying down technical arrangements for interoperability and harmonisation of spatial data sets of Annex II and III themes**, where the process and roles of each actor involved in the data specifications development are detailed. Responses to this Call can be submitted by registered SDICs and LMOs through the INSPIRE website.

Please note: The *Call for expressions of interest for INSPIRE development (2009/S 168-241622)*¹ published on 09/09/2009, is intended for tendered paid assignments and has therefore a different scope. It aims at drawing up a list of candidate bidders (individual persons, public or private organisations, or consortia of service providers) to tender, assisting the Commission in the context of the INSPIRE Directive following the Commission's public procurement rules. In context of data specification development, that list may be used by the Commission to select facilitators and editors for the Thematic Working Groups that do not have a candidate proposed in-kind contribution by the SDICs or LMOs. For that purpose, the Terms of Reference for the Facilitators and the Editors will be used to launch the bid among the candidate organisations that applied to this Call. The Commission intends to start procurement procedures based on call 2009/S 168-241622 starting in January 2010 to February 2010.

¹ <http://web.jrc.ec.europa.eu/callsfortender/index.cfm?action=app.tender&id=458&institute=5>

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1 Introduction

1.1 Rationale

The INSPIRE Directive 2007/2/EC was published in the Official Journal of the European Union on 25 April 2007, and entered into force on 15 May 2007. INSPIRE lays down general rules for the establishment of an infrastructure for spatial information in Europe, for the purposes of environmental policies and policies or activities which may have a direct or indirect impact on the environment.

The Implementing Rules laying down technical arrangements for the interoperability and, where practicable, harmonisation of spatial data sets and services, are requested by the Directive in Art. 7. The INSPIRE Directive states in Art. 7(5) that “representatives of Member States at national, regional and local level as well as other natural or legal persons with an interest in the spatial data concerned by virtue of their role in the infrastructure for spatial information, including users, producers, added value service providers or any coordinating body shall be given the opportunity to participate in preparatory discussions on the content of the implementing rules referred to in paragraph 1, prior to consideration by the Committee referred to in Article 22(1).”

In order to comply with Art. 7, the approach adopted for the development of data specifications follow a three-step approach. The first step involved the establishment of framework documents that facilitate a harmonised development of the data specifications (D2.3 The Definition of Annex Themes and Scope, D2.5 The Generic Conceptual Model, D2.6 The Methodology for the Development of Data Specifications, D2.7 Guidelines for the Encoding of Spatial Data). It has been completed. The second step involves the drafting of the technical details referred to as “INSPIRE data specifications”. In the third step, the Commission prepares the legal text, based on the outcome of step 2.

With this call for expression of interest, the Commission’s INSPIRE Team is preparing the ground for the development of the INSPIRE data specifications for Annex II and III Spatial Data Themes. Also for Annex II and III, the data specification process will again be based on the maximal transparency, openness and involvement of stakeholders. As for Annex I, this call is not only intended to identify potential thematic experts for the new TWGs, but also to encourage stakeholders to provide or to update the reference material related to data specifications for one or more INSPIRE Annex II and III spatial data themes. In particular, stakeholders are encouraged to submit relevant data specifications that can be utilised as a starting point for the development work for a specific spatial data theme.

1.2 Principles and differences with respect to call for Annex I

Following the experience from the previous *Call for Expression of Interest for participation in development of data specifications for INSPIRE themes of Annex I (2007-11-07)* and the subsequent development of data specifications for Annex I, it has been recognised that the three scenarios foreseen at that time are no longer relevant. Experience shows that even if stakeholder communities can propose candidate specifications based on wide consensus, there will always be the need for these to be harmonised and made consistent with the data specifications of other INSPIRE themes (for this reason formerly “Scenario 1” has been abandoned).

The main form of the data specification development of INSPIRE Annex II and III spatial data themes is based on the expertise of designated and theme-specific Thematic Working Groups (TWGs), set up with the domain expert selected from those proposed by the SDICs and LMOs by the INSPIRE Consolidation Team (CT). This instrument of the development process (formerly

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“Scenario 2”), applies when the proposed contributions and the reference materials from the stakeholders are sufficient and appropriate for the development of data specifications for a given theme. The reference material provided and the identified user requirements need to be translated into the relevant use cases and harmonised data specifications that cover the scope of the themes and of the INSPIRE Directive. The knowledge acquired during the development of data specifications for themes of Annex I and the links already identified with themes of Annex II and III must be considered in order to guaranty the coherence with the INSPIRE Generic Conceptual Model (GCM). Each TWG will be completed by a Facilitator and by an Editor, selected by the INSPIRE CT. The INSPIRE CT reserves the right to modify the composition of the TWGs when necessary.

In case the proposed contributions in terms of experts and reference materials for a theme is insufficient (formerly referred to as “Scenario 3”), the INSPIRE CT may address a theme by targeted studies or contracts.

In both cases, the data specifications developed will be submitted to the stakeholders for consultation and testing.

Sharing of domain expertise and resources will be even more important for the upcoming development process to facilitate the harmonisation between themes, to save time and to account for the interdependencies of many themes. Consequently, some of the Annex II and III spatial data themes may be combined into groups (see subsection 2.1.1).

SDICs and LMOs may also offer **in-kind** the availability of Facilitator(s) and / or Editor(s) to a specific theme (s), according to the *Terms of Reference for developing Implementing Rules laying down technical arrangements for interoperability and harmonisation of spatial datasets of Annex II and III themes*.

1.3 Process management and time schedule

This call is open until **2009-12-14**. After this date, the INSPIRE CT will analyse the responses to this call and compose the TWGs.

The Commission will share the results to the INSPIRE Member States Contact Points on the proposed composition of the TWGs in a workshop in early 2010 to consolidate the proposal and to find the best way to fill possible gaps.

The work on the Annex II and III data themes will start early in 2010 to meet the deadline for the provision of Implementing Rule for the interoperability of spatial data sets and services of themes listed in Annex II and III by May 2012, according to the INSPIRE Roadmap.

The exact starting date of the work of a particular TWG is dependent on the level of the participation of the SDICs and LMOs regarding the provision of domain experts, relevant reference material and liaison with on-going thematic initiatives and community networks to be also taken into consideration.

To keep the INSPIRE roadmap, the work of TWGs must start early 2010.

Based on the experience from the development of the Annex I data specifications, there will be three main versions of **data specifications** produced by TWGs with the **indicative dates**:

- Versions 1.0 in September 2010;
- Versions 2.0 in March 2011;
- Versions 3.0 in January 2012.

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Stakeholder consultation and extensive testing will be based on Versions 2.0 of Data specifications and will take place from March 2011 to October 2011.

The detailed roadmap according to the spatial data themes or groups of themes will be prepared in collaboration with the TWGs.

2 Participation in the Development of Data Specifications

This call is addressed to the SDICs and LMOs to express their interest in participating in the development of data specifications of **one or more themes** listed in Annex II and III.

SDICs and LMOs are kindly asked to:

- propose their domain experts for working in one or several Thematic Working Groups (TWGs) in charge for developing INSPIRE data specifications for one or more themes, which will provide the basis for the IR for interoperability of spatial data sets and services;
- propose their experts to be facilitator and / or editor for a specific theme (s)
- provide / update reference material related to the data specifications development of INSPIRE Annex II and III spatial data themes.

In the INSPIRE web site together with these terms of reference for the Call, you will find the appropriate forms to submit your offer regarding the experts and the reference material.

The contribution to the development of data specifications by providing user requirements and use cases will be requested with a dedicated user requirement survey, very soon communicated to the stakeholders and available at the INSPIRE web site.

2.1 Nomination of the experts

It is assumed that the organisations responding to this Call have expertise in one or more implementation aspects of the theme either as users, data transformers² or data providers. They are invited to be involved with their resources into the process of developing data specifications in terms of experts' work and working capabilities. The contribution of SDICs/LMOs is **in-kind contribution**. Responding the call, organisations have to specify:

- which INSPIRE Annex II and III spatial data theme(s) they want to contribute to,
- short description of expertise relevant to the theme,
- the amount of contribution (in person-days),
- the name(s) of the proposed expert(s) and their short CV,
- In case the expert proposed is for the role of Facilitator or Editor, it should be clearly stated.

An expert may be supported by multiple SDICs or LMOs.

The selection of the domain experts, facilitator and editor for each TWGs will be done by the INSPIRE CT, based on the proposed experts' CVs.

As much as possible, the INSPIRE CT will look for the geographic diversity and representation of the Member States in each TWG, considering also the need to provide all spatial data themes with the available experts. The number of SDICs/LMOs that are supporting the expert will be considered. Also the links with existing relevant European thematic initiatives and community

² Producers of value added products based on the data themes of INSPIRE

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networks should be represented in the TWG as a guaranty that what is required by the Directive on taking into consideration the existing initiatives and user requirements are taken as a basis for the data specifications and IR.

The distribution of a workable number of experts for each TWG will be considered (see ToR), aiming to optimise the resources available and the interdependencies between spatial data themes.

In order to accelerate the organisation and composition of the TWGs, the INSPIRE CT will start an analysis of the offers immediately after the close of this call **14th of December 2009**. After this date, if no or not enough capacities are offered, the CT will compose the TWGs as explained in subsection 1.2 above.

For the submission of the reference material, the Call has a first cut-off date of **31 January 2010** to start the preparation of the work within the TWG.

2.1.1 Grouping of spatial data themes

In order to support the cross-theme harmonisation and sharing of gained expertise, some of the Annex II and III spatial data themes may be grouped together. Such grouping should:

- contribute to consistent development and harmonisation of interdependent spatial data themes,
- optimize resources,
- using better the results of the related themes.

Stakeholders can propose grouping of themes and provide arguments.

The theme grouping will be decided by the INSPIRE CT, based on the provided reference material, the proposals done by the stakeholders and experts from this call. The grouping will be communicated to stakeholders together with the results of this call.

2.1.2 The scope of experts' work in the TWGs

According to the *Terms of Reference for developing Implementing Rules laying down technical arrangements for interoperability and harmonisation of spatial datasets of Annex II and III themes*, the scope of the domain experts in the TWGs is as follows:

- to analyse and take into account, when appropriate, the reference materials and the user requirements submitted by the INSPIRE stakeholders for the specific spatial data theme,
- to analyse and to take into account the standards developed by organisations established under the international law (Article 7(1) of the Directive),
- to refine the scope of the relevant data theme as described in D2.3,
- to apply the INSPIRE data specification development framework to ensure conformance to the INSPIRE Generic Conceptual Model and overall consistency in specification development process applying the agreed methodology (D2.5, D2.6, D2.7),
- to analyse already published INSPIRE Annex I Data specification Guidelines and IR data specifications for Annex I to identify relationships and dependencies to the Annex II/III themes in question,
- to analyse and, whenever possible, use common data types, data models (e.g. the generic network model) and common metadata elements for interoperability and other concepts and rules that apply to all spatial data themes and are listed in IR for interoperability of spatial data sets and data services,
- to use, the INSPIRE terminology from the common registers (Feature Concept Dictionary, Glossary, Code list register),
- to develop technical specifications for the spatial data themes assigned,

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- to propose newly specified items or changes to existing items to the maintainers of the registers,
- to ensure consistency by cross-theme checking,
- to propose to the CT involvement of the experts from other domains or to propose the organisation a technical workshop(s) especially in case of cross thematic issues,
- to document the specification process with full references and justifications,
- to analyse the comments received from the CT and DS DT in the first review cycle and take them into account for the further data specifications development,
- to analyse the comments submitted by SDICs and LMOs during stakeholder consultation and testing, take them into account for the further data specifications development and to assist the CT in comments' resolutions,
- Provide technical expertise to the CT for correct formulation of the relevant parts of the implementing rule,
- to follow the timeframe of the work programme and the INSPIRE Directive,
- to contribute to delivery the following documents:
 - Analysis of the reference materials,
 - Analysis of the user requirements and documentation of the use-case development,
 - Resolutions of the comments submitted by the stakeholders in frame of reviewing the draft data specifications,
 - Report on the inclusion of the testing results into the data specifications development regarding its theme,
 - Final data specification – Guidelines as a basis for the IR,
 - Provide material that can be used for communication purposes.

2.1.3 The scope of Facilitator and the Editor in the TWGs

For further information regarding the Facilitator and the Editor, please refer to *Terms of Reference for developing Implementing Rules laying down technical arrangements for interoperability and harmonisation of spatial datasets of Annex II and III themes*, and in particular to the sections on the Thematic Working Groups, Facilitator and Editor.

2.2 Submission of reference material

This call is also open to the collection of any reference material related to the development of data specifications. SDICs and LMOs are kindly asked to provide or update already sent reference material.

The procedure for the registered stakeholders to provide the reference material is through the published template in the INSPIRE web site (visible when SDIC/LMO representatives login).

The registration of the reference material provided by SDICs/LMOs will be open till **2010-01-31** as a first cut-off date.

3 General provisions

3.1 Basic requirements of the organisation (SDIC, LMO)

- Domain expertise of the theme or group of related themes,
- Expertise and experience of the implementation aspects of the theme either as users, data transformers, or data providers,

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- Capacity to provide resources for the data specification development (experts, working capabilities),
- Knowledge of ISO 19 000 series of standards is an advantage,
- Knowledge of the INSPIRE data specification development framework (D2.3, D2.5, D2.6, and D2.7) is an advantage.

3.2 Who can apply?

- Registered SDICs and LMOs. Registration is open on a continuous basis. Stakeholders can register at the INSPIRE web site;
- Already registered SDICs/LMOs to the INSPIRE web site should update their profile on the INSPIRE web site answering the questions related to this call;
- More information on roles and terms of reference for SDIC/LMO in data specification development is available in the *Terms of Reference for developing Implementing Rules laying down technical arrangements for interoperability and harmonisation of spatial datasets of Annex II and III themes*.

3.3 How to apply?

- SDICs/LMOs can apply **only** through the online application form on the INSPIRE web site

3.4 Deadline for submission

- The application forms and proposals for experts participating in the development of data specifications for **Annex II and III** must arrive not later than **2009-12-14, 12:00 CET**.
- The first cut-off date for submitting reference material is **2010-01-31, 12:00 CET**.

3.5 The selection process

The selection process aims at composing the TWGs for development of data specifications for INSPIRE Annex II and III Spatial data themes.

- All submitted experts and reference material that follows the procure outlined in the previous sections be included in the list of candidate organisations and experts,
- The participating experts of the TWGs will be selected by the Commission,
- TWGs composed by experts form SDICs or LMOs will be set-up by the Commission,
- TWGs will be completed by the facilitator and by the editor, designated by the Commission,
- The facilitator and the editor may be selected from the expert list offerings by the SDICs or LMOs, or from the experts list drawn up from call 2009/S 168-241622.
- Additional editing capacities could be offered by the Commission when appropriate and necessary

4 References

Commission-provided information about INSPIRE is available from the INSPIRE website, <http://inspire.jrc.ec.europa.eu>. The INSPIRE Forum website (<http://inspire-forum.jrc.ec.europa.eu>) provides information contributed by the INSPIRE stakeholders.

The following documents are particularly relevant for this Call

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1. The *Directive 2007/2/EC of the European Parliament and of the Council establishing an infrastructure for spatial information in Community (INSPIRE)* (OJ L 108, 25.4.2007, p. 1–14)³.
2. INSPIRE Roadmap for data specifications development⁴.
3. *Terms of Reference for developing Implementing Rules laying down technical arrangements for interoperability and harmonisation of spatial datasets of Annex II and III themes*⁵, which defines the main actors involved in this process and their roles.
4. *Data specification development framework* documents:
 - D2.3 The Definition of Annex Themes and Scope⁶,
 - D2.5 The Generic Conceptual Model⁷,
 - D2.6 The Methodology for the Development of Data Specifications⁸,
 - D2.7 Guidelines for the Encoding of Spatial Data⁹.

³ <http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2007:108:SOM:EN:HTML>

⁴ <http://inspire.jrc.ec.europa.eu/index.cfm/pageid/2/list/5>

⁵ http://inspire.jrc.ec.europa.eu/documents/Data_Specifications/INSPIRE_DataSpec_ToR_AnnexII_III.pdf

⁶

http://inspire.jrc.ec.europa.eu/reports/ImplementingRules/DataSpecifications/D2.3_Definition_of_Annex_Themes_and_scope_v3.0.pdf

⁷ http://inspire.jrc.ec.europa.eu/reports/ImplementingRules/DataSpecifications/D2.5_v3.2.pdf

⁸ http://inspire.jrc.ec.europa.eu/reports/ImplementingRules/DataSpecifications/D2.6_v3.0.pdf

⁹ http://inspire.jrc.ec.europa.eu/documents/Data_Specifications/D2.7_v3.1.pdf