INSPIRE
Infrastructure for Spatial Information in Europe

Call for expression of interest to facilitate INSPIRE thematic clusters

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Acronyms

EC	European Commission
IES	Institute for Environment and Sustainability
INSPIRE	Infrastructure for Spatial Information in Europe
JRC	Joint Research Centre
MIG	INSPIRE Maintenance and Implementation Group
MS	EU Member States
TG	Technical Guidelines
MIF	INSPIRE Maintenance and Implementation

Purpose of this document

This document contains the **Call for expression of interest (the Call), including the Terms of Reference,** for INSPIRE thematic cluster facilitators in the framework of the INSPIRE Maintenance and Implementation Framework (MIF).

As part of the Commission's co-ordination effort (INSPIRE Directive, Art. 15 & 19) (REF1), and in agreement with the EU Member States (MS), the official Commission expert group (Maintenance and Implementation Group - MIG) (REF2) consisting of the representatives of the MSs, European Environment Agency and the Commission has been set up to maintain the participatory approach for the development of the INSPIRE legal framework and accompanying Technical Guidelines, infrastructure components and tools. The MIG is composed of two permanent sub-groups for dealing with the technical aspects (MIG-T) and addressing the policy options (MIG-P).

A first version of the rolling maintenance and implementation work programme (MIWP) (REF3) has been drafted by the MIG-T and is to be discussed and endorsed by the MIG-P.

The task of setting up on-line platforms (fora) to help thematic communities share implementation experience and to support discussion about common approaches to meet INSPIRE's requirements has been presented to and agreed by the MIG permanent sub-group on technical aspects (MIG-T) (REF4). The on-line platforms will be set up initially for 9 groups / clusters of INSPIRE themes proposed by the JRC. This activity has already been included in Work package 14 of the draft MIWP (REF5).

The foreseen work described in this **Call** is planned for 12 months and will be carried out in **two phases**.

- **Phase 1** covers the state of thematic implementation activities and setting up, developing and promoting the on-line thematic platforms (**see Section 2.2.1: definition of tasks 1 and 2**). This phase will be covered by a H2020 expert contract (REF8)[1] for 15 working days over a period of 6 months.
- **Phase 2** covers the continuation of the maintenance and evolution of the thematic platforms, a review and (if relevant) formalised proposal for the update of the Technical Guidelines and a report summarising both phases of the development of the on-line platforms (**see Section 2.2.2: definition of tasks 3, 4 and 5**). This phase will be covered (budget availability permitting) by an extension of the H2020 expert contract for further 15 days over a period of 6 months.

The **Call** is addressed to experts from the INSPIRE stakeholder thematic communities who are directly involved in the implementation of INSPIRE requirements in their thematic domains or using the already INSPIRE compliant data sets.

The **Call is open from the date of publication, until the 19th of September 2014**.

Readers are recommended to carefully read this document before responding to **the Call**, especially the Terms of Reference for facilitators of the INSPIRE thematic clusters and the definition of tasks (Section 2).

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[1] See also *http://ec.europa.eu/research/participants/portal/desktop/en/experts/* for more information.

1 Introduction

The INSPIRE Directive 2007/2/EC[2] 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 thematic scope of INSPIRE is defined by the 34 spatial data themes included in Annexes I-III of the Directive. For the purpose of this **Call**, the spatial data themes are grouped into **thematic clusters**. Each cluster contains a number of thematically related themes for a particular environmental and non-environmental domain.

All infrastructures, and INSPIRE is no exception, require maintenance and evolution if they want to remain relevant to their goals and stakeholders. The experience gained during the development of the Technical Guidelines (e.g. for data specifications) as well as lessons learned by implementing the infrastructure, especially from thematic domains, need to be shared to optimise performance of the infrastructure to meet policy objectives and to increase its usability within thematic domains. To aid this further evolution of INSPIRE and to help embed it in technical practices within a range of communities, **on-line collaboration platforms** will be set up for sharing theme-specific experiences.

The overall idea for setting up on-line collaboration platforms for the proposed clusters of themes is reflecting the fact that a number of issues that organisations are likely to face when implementing INSPIRE will be theme-specific. The collaboration platforms should become a single entry point for implementers to share experience, raise questions and resolve issues. They should also allow implementers and users in the MS to share plans on how INSPIRE can be extended to fit specific domain needs (mainly in terms of data) and explore how value-added applications can use the infrastructure to fit domain-specific (and potentially cross-domain) needs.

As the Technical Guidelines for each INSPIRE data theme allow some flexibility for the implementation of the Implementing Rules' (IR) requirements, the platforms should also facilitate active collaboration within communities to share harmonised implementation approaches and to address known issues in some themes' Technical Guidelines.

In order to ensure active contribution of INSPIRE thematic experts and to initiate and moderate discussions on the forum, each newly created thematic platform should be pro-actively administered by a Facilitator. It is the aim of this **Call** to collect appropriate candidates for this task.

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[2] OJ L 108, 25.4.2007, p. 1–14 *http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32007L0002*

2 Terms of reference for Facilitators of the INSPIRE thematic clusters

2.1 Context

2.1.1 On-line collaboration platforms

The on-line collaboration platforms to be set up for the thematic clusters shall enable collaboration of experts within a thematic community as well as between experts from different communities, on a set of selected topics / themes. The main features of the collaboration platforms shall include:

- discussion fora allowing:
    - o the creation, commenting and closing of discussion topics;
    - o the creation of hierarchical structure of discussion topics/sub-topics;
    - o the upload of reference documentation to discussion topics;
- a wiki;
- a document / file repository for sharing examples, best practices, example data, etc.;
- user management;
- an issue tracking system to address, discuss and propose a concrete solution to the identified implementing issue and/or thematic evolution challenges.

The content of the collaboration platforms **shall be open to all INSPIRE stakeholders**

2.1.2 Initial thematic clusters

The following list presents the initial proposal for grouping the INSPIRE spatial data themes[3] into thematic clusters. The proposed clusters are based on similarities of issues and data providers, links between data sets and experience from the development phase of the INSPIRE data specifications.

For each of the cluster one facilitator will be selected based on the responses to this **Call**.

Proposed initial thematic clusters:

1. Geology, Soil, Natural Risk Zones, Mineral resources, Energy resources

2. Land Use, Land Cover

3. Elevation, Orthoimagery, Geographical Grids, Reference Systems

4. Environmental Monitoring Facilities, Observations and Measurements[4]

5. Agricultural and Aquaculture Facilities, Production and Industrial Facilities, Utility and Governmental Services

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[3] *Observations and measurements* is included as an additional cross-thematic topic in cluster 4. INSPIRE Framework Document D2.9 Guidelines for the use of Observations & Measurements and Sensor Web Enablement-related standards in INSPIRE Annex II and III data specification development http://inspire.ec.europa.eu/index.cfm/pageid/2

[4] *Observations and measurements* is included as an additional cross-thematic topic in cluster 4. INSPIRE Framework Document D2.9 Guidelines for the use of Observations & Measurements and Sensor Web Enablement-related standards in INSPIRE Annex II and III data specification development

6. Geographical Names, Administrative Units, Cadastral Parcels, Addresses, Buildings, Transport Networks,

7. Hydrography, Oceanographic Features, Sea Regions, Atmospheric Conditions and Meteorological Geographical Features,

8. Protected Sites, Area Management/Restriction/Regulation Zones and Reporting Units, Habitats and Biotopes, Species Distribution, Bio-geographical Regions

9. Statistical Units, Population Distribution, Human Health and Safety

Several thematic applications and policies affect more than one cluster. Therefore, the initial clusters based mainly on INSPIRE data themes **may be re-organised or complemented** with cross-thematic working groups based on the results of the **Phase 1** of the thematic clusters activity.

2.2 Activities

The selected facilitators are expected to perform the following tasks in the two phases covered by this **Call**.

2.2.1 Phase 1

Task 1: State of the implementation in a thematic domain / cluster

This task / activity aims to aggregate relevant stakeholders in order to build communities of INSPIRE implementers and users across the EU, drawing on groups of experts from relevant organisations in the MS and pan-European organisations. Furthermore, the task involves collecting information on the status of the implementation of INSPIRE in the relevant thematic cluster.

This information could be collected through e.g. a public survey and/or a review of the current INSPIRE Forum – its thematic, national user groups activities etc. (REF 6). The collected material shall be published at the provided platform (**Deliverable 1**), which should include:

- aggregation of the thematic stakeholders;

- identification of key implementation issues, constraints, challenges for each INSPIRE data theme covered by the thematic cluster;

- identification and aggregation of completed and current projects related to the INSPIRE thematic cluster;

- identification and aggregation of successful implementation (applications, services etc.) of INSPIRE in the thematic domain;

- identification of re-usable SW tools used for implementing INSPIRE in the thematic domain.

Task 2: Content maintenance and promotion of the on-line platform

This task / activity covers the administration of the platform, the facilitation of discussions as well as the promotion of the platform in the relevant thematic communities. This includes:

- Acting as the administrator of the on-line platform, set up and provided by the JRC, e.g.:

  o facilitating and chairing the discussion of thematic implementation issues, approaches and requirements in each MS and of possible common approaches for INSPIRE implementation;

- o assigning tasks (using the integrated issue tracking system) and seeking concrete proposals for solutions;

- o structuring the forum according to thematic needs and assign the sub sections facilitators (if relevant);

- o monitoring the use of the forum and inform the JRC /MIG when a particular action may be necessary.

- • Promoting the use of the platform inside (but not only) the thematic cluster community by e.g.:

  - o encouraging thematic experts and users from as many countries as possible to share details of relevant software products / tools being used, which options in the TG they use or what extensions and value-added applications are being developed or planned;

  - o publishing results from EU / national projects, usability tests, etc.;

  - o answering thematic questions and publishing the answers on the forum;

  - o facilitating the exchange of relevant theme-specific activities in the MSs (pilot applications, project proposals, cross border collaboration, SW development etc..).

The outcome of this task (**Deliverable 2**) is a **report on the use** of the on-line thematic platform including the issues encountered and proposals for changes to the setting up and operation of the thematic platforms. This report is also the final report of the initial phase of the project.

2.2.2   Phase 2:

Task 3: Content maintenance and promotion of the on-line platform

This task / activity covers continuation of activity related to the administration of the platform, the facilitation of discussions as well as the promotion of the platform in the relevant thematic communities (see Phase 1 – task 2)

Task 4: Maintenance of the INSPIRE Technical Guidelines

The overall aim of this task / activity is to help feed the outcomes of the discussions in the thematic platforms into the maintenance process of the relevant INSPIRE Technical Guidelines. Any experience from concrete implementation cases should also be reflected in this task and, if relevant, identified issues (both past[5] and new ones) of thematic cluster should be addressed. The task, should, therefore include:

- • Reviewing, of the current version of the related INSPIRE Data specifications – Technical Guidelines (TG) (REF 7);

- • facilitating and consolidating the discussion on change proposals for the INSPIRE data; specifications for relevant themes and, where necessary, other INSPIRE Technical Guidelines;

- • submitting concrete change proposals, based on implementation experience, of the Technical Guidelines to the INSPIRE MIG for further discussion and endorsement.

The outcome of this task (**Deliverable 3**) are **formalised change proposals** to the TG documents to be submitted to the MIG. These proposals should be based on the results of the overall thematic cluster activity (**Tasks 1, 2 and 3**).

Task 5 – Final Progress Report

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[5] A list of known issues will be provided by the JRC.

Upon completion of the work the expert shall issue a summary final progress report covering the work undertaken (**Deliverable 4**).

2.3 Deliverables

The facilitators shall produce the deliverables presented in the table below.

Phase	ID	Title	Type of deliverable	Timing
1	D1	State of play in a thematic domain / cluster	On-line platform content	M2
1	D2	Report on the use of the on-line platform	Report	M6
2	D3	Formalised proposals for the update of the Technical Guidelines	On-line platform content	M7-12
2	D4	Final Progress report of the activity	Document	M12

2.4 Fields of expertise

The candidates for INSPIRE thematic cluster facilitators are **required** to have:

- good general knowledge **of INSPIRE**, especially the INSPIRE data specifications;
- experience in (international) **community building & facilitation**;
- **thematic / domain expertise** for the data themes relevant to the cluster.

Apart from the experience listed above, involvement in the following activities will be an **advantage**:

- **Development of the legal and technical framework of INSPIRE:**
  - o former members of either the INSPIRE Thematic Working Groups for data specifications or members of the Data specification Drafting Team;
  - o involvement in drafting the TGs of other INSPIRE components (Metadata, Network Services, Monitoring Reporting and Data sharing).
- **Implementation of INSPIRE in the thematic domains / Member States:**
  - o direct involvement in the implementation of INSPIRE in a thematic domain;
  - o direct involvement in the implementation of INSPIRE at the national level (e.g. a member of the national coordination body).
- **Participation in relevant EU-funded projects or EU-wide thematic activities** (e.g. EU thematic expert groups, EU thematic umbrella organisations, research projects supporting INSPIRE implementation in more than one country etc.).
- Good level of experience **of using on-line collaboration** tools (such as open fora, wikis, issue tracking systems etc.).

2.5 Operation / expenses

The expected work defined in general in Section 2.2 will be carried out in the framework of **expert contracts (REF8) signed between JRC and selected experts – Facilitators.**

The amount of contractual work for **Phase 1** is expected to be *15 days* over a period of 6 months.

In the framework of the expert contract for **Phase 1**, the selected experts (facilitators) should attend **2 workshops / meetings**:

1. The kick-of workshop will take place in Ispra, Italy in the beginning of October 2014. During the meeting a short training / presentation of the prepared structure for the on-line thematic platforms will be provided by JRC. Also the overall approach to the facilitation will be discussed by the facilitators and the JRC.

2. The second and final meeting will take place in the spring of 2015 (the place and date will be decided later; if possible, the meeting will be organised in connection with a MIG-T meeting). This meeting will cover the evaluation of Phase 1 and the planning for Phase 2.

The participation to the two foreseen meetings (kick-off, final) will be reimbursed according the rules of the Commission (REF6) for the expert reimbursements.

In order to reduce the number of face-to-face meetings the work of the experts will as much as possible be done remotely, using online communication tools and systems (e.g. mailing list, video/tele/web-conferences),

In order to share experiences with implementing INSPIRE, facilitating the thematic clusters or seeking cross border cross domain applications a **MIG temporary sub-group of thematic cluster facilitators** will be created. The Group of facilitators will be chaired by the JRC. Regular video/teleconferences (about once every 3 weeks) will be organised by the JRC for the sub-group.

Phase 2 will (budget availability permitting) be covered by an extension of the H2020 expert contract for further *15 days* over a period of 6 months.

3 Call for expression of interest

3.1 Who can apply?

The application is open to all experts without any restrictions. However the applicants are recommended to read this **Call** carefully, especially to check the required expertise described in the **Section 2.3.**

3.2 How to apply?

Written applications shall be submitted by applicants covering the following information:

1. Contact details of the applicant (name, surname, organisation, country, contact e-mail)

2. Selection of the preferred thematic cluster (only one cluster can be selected by the applicant)

3. Detailed description of the professional experience following the structure / categories defined in **Section 2.3 of the Call**

4. Short motivation statement.

5. Supporting letter from the applicant's employer (if self-employed a supporting letter from at least one INSPIRE stakeholder organisation).

Interested experts shall submit their application through the **on-line form** that will be **available on the INSPIRE web site from *22 August 2014***. The template in Annex A gives an overview of the structure of the on-line application form.

The deadline for the submission is 2014-19-09, 12:00 CEST.

3.3   Selection process

The JRC INSPIRE team will evaluate all received applications. One facilitator will be selected for each of the 9 proposed thematic clusters.

After selection, the JRC will start the administrative procedure for the expert contracts.

The results of the selection will be published at the INSPIRE website.

References

This document refers to the following information sources:

[1] **Directive 2007/2/EC** of the European Parliament and of the Council of 14 March 2007 establishing an Infrastructure for Spatial Information in the European Community (INSPIRE) (*OJ L 108, 25.4.2007, p. 1–14*), *http://eur-lex.europa.eu/LexUriServ/LexUriServ.do? uri=CELEX:32007L0002:EN:NOT*

[2] **INSPIRE Maintenance and Implementation Framework** (MIF), *http://inspire.ec.europa.eu/index.cfm/pageid/5160*

[3] **MIG permanent technical sub-group (MIG-T)** – rolling work programme (MIWP), *https://ies-svn.jrc.ec.europa.eu/projects/mig-inspire/issues?query_id=19*

[4] **MIG Minutes from the Teleconferences**, *https://ies-svn.jrc.ec.europa.eu/documents/12*

[5] **MIG WIKI – description of the MIWP 14**: *https://ies-svn.jrc.ec.europa.eu/issues/2136*

[6] **INSPIRE Forum**, *http://inspire-forum.jrc.ec.europa.eu/*

[7] **INSPIRE Data Specification documentation**, *http://inspire.ec.europa.eu/index.cfm/pageid/2*

[8] **EXPERT Contract according to**; Horizon 2020 Framework Programme Regulation No 1291/2013[6] and 'Horizon 2020 Specific Programme Decision 2013/743/EU[7]

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[6] Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decision No 1982/2006/EC (OJ L 347, 20.12.2013, p. 104).

[7] Council Decision 2013/743/EU of 3 December 2013 establishing the specific programme implementing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decisions 2006/971/EC, 2006/972/EC, 2006/973/EC, 2006/974/EC and 2006/975/EC (OJ L 347, 20.12.2013, p. 965).

Annex A: The application template (indicative only)

Contact details of the applicant:

1) Name,	2) Surname	3) Organisation (if applicable)
4) Country	5) Contact e-mail	

Selection of the preferred thematic cluster:

6) Theme cluster 1-9 (only one cluster can be selected by the applicant)

Describe your professional experience (required) in:

7) General knowledge of INSPIRE:

8) International community building & facilitation:

9) Thematic / domain expertise for the data themes relevant to the cluster:

Describe your professional experience (advantage) in: Questions 10-13 to be filled only if relevant

10) Participation to the development of the legal and technical framework of INSPIRE:

11) Participation in the implementation of INSPIRE in the thematic domains / Member States:

12) Participation in relevant EU-funded projects or EU-wide thematic activities (e.g. EU thematic expert groups, EU thematic umbrella organisations, research projects supporting INSPIRE implementation in more than one country etc.):

13) Experience of using on-line collaboration tools (such as open fora, wikis, issue tracking systems etc.):

Provide your motivation for carrying the tasks described:

14) Motivation statement:

NOTE: The on-line form to be used for application will be available on the INSPIRE web site from *22 August 2014.*