



# INSPIRE

## Infrastructure for Spatial Information in Europe

### Central INSPIRE registry and INSPIRE register federation – Terms of Reference for the control body and submitting organisations

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<sup>1</sup> France will submit this document to a national stakeholder consultation (until end of January 2017), as foreseen as an option under the workflow of the MIWP 2014-2016.

## Background

The INSPIRE infrastructure involves a number of items, which require clear descriptions and the possibility to be referenced through unique identifiers. Registers provide a means to assign identifiers to items and their labels, definitions and descriptions (in different languages). The central INSPIRE registry<sup>2</sup> provides a central access point to a number of centrally managed INSPIRE registers. It is based on the ISO 19135-1 standard “*Geographic information - Procedures for item registration*”.

The ISO 19135-1 standard defines a management process to handle change proposals to the contents of the registry (which includes registers and register items). This management process involves a number of roles that have different responsibilities in the lifecycle of the registers and register items.

In the 34<sup>th</sup> MIG-T meeting, the following roles were agreed for the central INSPIRE registry and the register federation:

- Register owner: EU
- Register & registry manager: JRC
- Submitting organisations: One per country (MIG-T or other nominated representative), 2016.4-14/Thematic Cluster representatives, JRC, EEA and DG ENV
- Control body: Small group of nominated register experts
- Register user: anyone

This document sets the terms of reference for the control body and submitting organisations for the central INSPIRE registry and the INSPIRE register federation.

There should be one submitting organisation per country in addition to the JRC, EEA and DG ENV. The submitting organisations submit proposals for changes to the register manager, who will process them and forward them to the control body for decision.

The control body should be a small group of technical experts appointed by the register owner to decide on the acceptability of proposals for changes to the content of a register. To keep the burden for the control body to a minimum, it is proposed to only consult it on major issues. Minor issues (such as correction of minor bugs) will be implemented directly the register manager (JRC). Since all changes are publicly documented, they are under public scrutiny. If a submitting organisation or member of the control body objects to a change made by the register manager, the issue shall be discussed and resolved in the next meeting of the control body.

The control body may also “escalate” issues to the MIG that may have far-reaching consequences for INSPIRE implementation in the Member States.

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<sup>2</sup> <http://inspire.ec.europa.eu/registry/>

## **Terms of reference for the control body for the central INSPIRE registry and INSPIRE register federation**

1. The task of the control body for the central INSPIRE registry and Register Federation, hereinafter referred to as “the control body”, shall be to review and accept or reject proposals for changes to the content of the central INSPIRE registers and proposals for inclusion of additional registers in the INSPIRE register federation. In particular, the control body shall
  - a. review proposals submitted to the control body by the register manager and check whether they are consistent with the INSPIRE rules (e.g. the extensibility specified in the related INSPIRE registers)
  - b. decide on the acceptability of the submitted proposals. The decision shall be one of the following:
    - i. accept the proposal without change
    - ii. accept the proposal subject to changes negotiated with the submitting organisation
    - iii. reject the proposal
  - c. revisit, on request of a submitting organisation or a member of the control body, minor changes accepted by the register manager without consulting the control body.
2. The control body is expected to be active from 2017-01-01 to 2017-12-31. After this time, its operation shall be reviewed by the MIG and its term may be extended.
3. Members of the control body are expected to contribute to the work with an effort of around 0.5 working days per month.
4. The members of the control body shall be selected by the INSPIRE MIG, in agreement with the Commission, from the INSPIRE pool of experts<sup>3</sup> and the representatives of the INSPIRE MIG.
5. Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.
6. The control body shall be chaired by the European Commission.
7. The control body shall regularly inform the MIG about its progress and can request guidance from the MIG when needed, in particular for issues, that may have far-reaching consequences for INSPIRE implementation in the Member States.
8. Secretarial services shall be provided by the Joint Research Centre.
9. In order to cut down costs and commitments, the meetings of the control body should, where possible, be organised virtually (i.e. using tele-, video- or web-conferencing facilities).
10. The physical and intellectual products generated by the members of the control body under these terms of reference will remain the property of the Commission. Any published deliverable or paper will acknowledge the authorship and other contributions of the members of the control body. Such deliverables or papers will be made available in accordance with the European Commission Decision of 12 December 2011 on re-use of Commission documents, without restrictions on access and re-use for commercial and non-commercial purposes.
11. Participants in the activities of the control body shall not be remunerated for the services they render.

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<sup>3</sup> The pool of experts has been set up according to Art. 10 of the MIG’s terms of reference. See <http://inspire.ec.europa.eu/index.cfm/pageid/5160/list/experts> for the current members of the pool of experts.

## **Terms of reference for the submitting organisations for the central INSPIRE registry and INSPIRE register federation**

1. The tasks of the submitting organisations for the central INSPIRE registry and INSPIRE register federation, hereinafter referred to as "the submitting organisations", shall be to
  - a. collect, consolidate and submit proposals for changes to the content of the central INSPIRE registers and proposals for inclusion of additional registers in the INSPIRE register federation to the register manager;
  - b. ensure that proposals are well drafted and complete;
  - c. ensure that proposals have been agreed and consolidated at national level (for MS submitting organisations), inside the thematic communities (for the 2016.4 sub-group), inside the Commission (for DG ENV and JRC) or inside the EEA/EIONET network (for EEA); and
  - d. provide clarifications about proposals to the register manager or register owner, if necessary.
2. The submitting organisations is expected to be active from 2017-01-01 to 2017-12-31. After this time, its operation shall be reviewed by the MIG and its term may be extended.
3. The submitting organisations are expected to contribute to the work with an effort of around 0.5 working days per month.
4. Each country represented in the MIG shall nominate a submitting organisation, typically an organisation representing the country in the MIG-T or another organisation involved in the coordination of the INSPIRE implementation in that country. In addition, the 2016.4 sub-group, the EEA, the JRC, and DG Environment shall be submitting organisations.
5. Each submitting organisation shall nominate a representative to the registry manager of the central INSPIRE registry and INSPIRE register federation (the JRC).
6. Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.
7. Participants in the activities of the control body shall not be remunerated for the services they render.