**D05.01 - Meeting Minutes – Webinar on the test implementations and pilots**

**Action 1.3 Catalogue of Services Specific Contract under Framework Contract DI/07171 – Lot 2**

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| **Project:** | Action 1.3 Catalogue of Services | **Meeting Date/Time:** | 19/05/2016 10:00-12:00 |
| **Meeting Type:** | Webinar | **Meeting Location:** | Online |
| **Meeting Coordinator:** | Michiel de Keyzer/Ana Fernandez de Soria Risco/Christophe Parrein | **Issue Date:** |  |

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| **Attendee Name**  | **Initials** | **Organisation/Country** |
| Antonio Filograna | AF | Engineering Ingegneria Informatica, Italy |
| Vincenzo Savarino | VS |
| Antonio Rotundo  | AR | AgID, Italy |
| Giorgia Lodi | GL |
| Antonis Stasis | AS | Ministry of administrations reform and e-governance, Greece |
| Bart Hanssens | BH | Fedict, Belgium |
| Deirdre Lee | DL | Derilinx, Ireland |
| Dita Gabalina | DG | VARAM, Latvia |
| Eduards Cauna | EC | Ministry of Environmental Protection and Regional Development, Latvia |
| Joseph Azzopardi | JA | Information Technology Agency, Malta |
| Julien Silverio | JS | Centre of Information Technologies of the State (CTIE), Luxembourg |
| Loukia Demiri | LD | Ministry of Interior, Greece |
| Marco Aarts | MA | ICTU, The Netherlands |
| Marco Combetto | MC | Trento PaT, Italy |
| Marko Latvanen | ML | Suomi.fi, Finland |
| Risto Hinno | RH | Ministry of Economic Affairs and Communications ,Estonia |
| Patrocinio Nieto | PN | Ministry of Finance and Public Administrations, Spain, Spain |
| Miguel Álvarez Rodríguez | MAR | ISA, European Commission |
| Sol Mateu | SM |
| Peter Burian | PB |
| Nikolaos Loutas | NL | PwC EU Services |
| Michiel De Keyzer | MDK |
| Christophe Parrein | CP |
| Ana Fernández de Soria | AF |

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| **Meeting Agenda**  |
| 1. Welcome and overview
2. Overall context and goals of this task
3. Public Service Description Editor:
	1. Demo of the tool
	2. Presentation of the selected use cases for the test implementations
	3. Presentation of the technical architecture and components, deployment, adaptability...
	4. What needs to be changed?
4. CPSV-AP Validator
	1. Demo of the tool
	2. Presentation of the selected use cases for the test implementations
	3. Presentation of the technical architecture and components, deployment, adaptability...
	4. What needs to be changed?
5. Mapping tool:
	1. Presentation of the selected use cases for the test implementations
	2. Presentation of the planned technical architecture and components
	3. Plans for development and test implementations
6. Harvester tool:
	1. Presentation of the selected use cases for the test implementations
	2. Presentation of the planned technical architecture and components
	3. Plans for development and test implementations
7. Pilots for the tools
8. Next steps
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| **Summary of Meeting**  |
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| **Topic** | **Summary** |
| Welcome and overview | * MDK introduced the webinar and thanked the members for their participation.
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| Overall context and goals of this task | * MDK gave an overview of the context of this task
* MDK explained what already happened in previous phases on the Catalogue of services in the context of ISA Action 1.3 and which tools were identified to be used as reusable solution. The identified tools are:
* Public Service Description Editor
* CPSV-AP Data Validator
* CPSV-AP Mapping Tool
* CPSV-AP Description Harvester
* MDK explained the goals and further steps in the development of these test implementations.
* Finally, MDK explained some use cases for the tools in a European and national context.
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| Public Service Description Editor | * CP explained the first tool, the Public Service Description Editor. The tool will allow to create public service descriptions, provide an overview of these descriptions in a human-readable way and export them in an interoperable, machine-readable format. After a short demonstration, he elaborated on the overall goal of the tool, the use cases, the technical architecture and the next steps that will be taken.
* More information can be found in the [presentation](https://joinup.ec.europa.eu/asset/cpsv-ap/event/webinar-test-implementations-and-pilots-tools) and in the report that will be made available upon approval by the ISA Programme. (D05.01 – Test implementation of the tools)
* CP opened the floor for Ideas/suggestions or improvements.
* Someone commented that anonymous browsing (not editing) should be allowed.
* The *Country*-field (even a *region*-field) in a description would be a useful feature.
* Questions that were asked during the presentation are listed below:
* Q: Is the Editor developed with Drupal 8?
* A: No, the Editor is developed in Drupal 7.
* Q: Does the editor support multilingualism? (I.e. one can add description in multiple languages for the same service?)
* A: Currently it is only possible describe a Public Service in one language only.
* Q: Do the identifiers have to meet any specifications?
* A: Currently not, identifier are effectively local identifiers. We use them to create URIs. However, indeed if we look to the future, local identifiers should follow a pattern.
* Q: Does the Editor only supports processing times in days?
* A: the first version of the Editor only supports processing time in days. This is of course open to change.
* Q: Are there plans to add a pre-defined taxonomy of (optional) NACE codes?
* A: the first version of the Editor is not fully supporting all classes, properties and controlled vocabularies but it is the idea to update this once CPSV-AP 1.1 is (close to) final, also including all controlled vocabularies from the specification. NACE is already the proposed controlled vocabulary for the sector property of a public service. This can also easily be adapted to other controlled vocabularies.
* Q: In our catalogue we have a description of all the channels used to apply for a public service or to receive a public service. Is it possible in CPSV?
* A: The first version of the Editor is not fully supporting all classes, properties and controlled vocabularies but it is the idea to update this once CPSV-AP 1.1 is (close to) final, thus also including the Channel class. It will be possible to have multiple instances of that class for one Public Service.
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| CPSV-AP Data Validator tool | * AF explained the second tool, the CSPV-AP Data Validator. The CPSV-AP Data Validator validates the compliance of descriptions of public services with the requirements defined in the CPSV-AP specification version 1.00. After a short demonstration of the tool, she explained the overall goal of the tool, the use cases, technical architecture and the next steps.
* More information can be found in the [presentation](https://joinup.ec.europa.eu/asset/cpsv-ap/event/webinar-test-implementations-and-pilots-tools) and in the report that will be made available upon approval by the ISA Programme. *(D05.01 – Test implementation of the tools)*
* The floor is opened for ideas, suggestions and comments.
* It is commented that the validator looks very clean and easy to use.
* Questions that were asked during the presentation are listed below:
* Q: Is the validator using the OWL description of CPSV directly?
* A: The validator is validating instance data against a given model, e.g. the CPSV-AP RDF or (if adapted) the CPSV-AP\_IT OWL.
* Q: How can this be adapted for the Italian model?
* A: To adapt this for another model some of the SPARQL queries that implement the validation rules will have to be adapted.
* Q: Is there any documentation on the tools yet?
* A: The presentation for the webinar is available on [Joinup](https://joinup.ec.europa.eu/asset/cpsv-ap/event/webinar-test-implementations-and-pilots-tools). The deliverable including all technical documentation will be made available upon approval of the ISA Programme.
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| Mapping tool | * CP explained the goals and context of the Mapping tool, The CPSV-AP Mapping Tool will allow public administrations to create mappings in order to harmonise different data models used for describing public services, either within a country or across borders, to a common data model.
* CP covers the use cases, initial screen designs, planned technical architecture and the next steps.
* More information can be found in the slides and in the report that will be made available upon approval by the ISA Programme. *(D05.01 – Test implementation of the tools)*
* The floor is opened to discuss the expected goals of the test implementations.
* A comment was received that the three initial use cases seem fine to begin with; other needs will probably come up with experimenting and piloting.
* Questions that were asked during the presentation are listed below:
* Q: Will we be notified once the tool has a demo?
* A: Everyone will be informed when a first version is available.
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| CPSV-AP Harvester tool  | * AF explained the goals and context of the harvester tool. The harvester tool will be used to harvest descriptions from different databases and store them in a common one.
* AF covers the use cases, initial screen designs, technical architecture and the next steps.
* More information can be found in the slides and in the report that will be made available upon approval by the ISA Programme. *(D05.01 – Test implementation of the tools)*
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| Pilots for the tools | * MDK explained the goal to reuse the test implementations in a pilot setting. A pilot might consist of one or more tools. The test implementations can be adapted for the specific needs or setting of the stakeholder.
* Several countries already showed interest for the tools, MDK asked the participants to confirm their engagement:
* Malta, represented by Joseph Azzopardi (Malta Information Technology Agency) confirmed their interest in the tools.
* Finland, represented by Marko Latvanen (Suomi.fi), confirmed their interest in the harvester and the mapping tool, possibly also the validator.
* Belgium, represented by Bart Hanssens (Fedict), confirmed their interest in the harvester and the editor too, for example, combining the regional and federal level.
* Trentino, represented by Marco Combetto (Dati.Trentino.it), confirmed their interest in the harvester and the editor.
* Italy, represented by Giorgia Lodi and Antonio Rotundo (AgID), confirmed their interest to adapt the validator to the Italian model, the CPSV-AP\_IT.
* The Netherlands, represented by Marco Aarts (ICTU), confirmed their interest in the editor and the harvester. They are planning to implement a public service editor and would like to see if they can use the developed tool. They also have quite some experience with online validation and would be happy to share their experience.
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| Next steps | * MDK explained next steps:
* Confirming the engagement and interest in the pilots.
* How to continue with the stakeholders that confirmed their engagement and interest in the pilots.
* It is expected from the stakeholders that they help define the pilot use cases. In the coming weeks they will be contacted to discuss this in more detail.
* Bilateral meetings will be scheduled to discuss the intermediate results.
* Most importantly, the usage of the pilots’ results to prove the reusability and validity is expected.
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| **Action Nr** | **Action description** | **Target Date** | **Action Owner** |
|  | Send meeting minutes to the WG. |  | PwC |
|  | Share the documentation about the tools with the WG |  | PwC |
|  | Provide feedback on the test implementations |  | All |
|  | Schedule bi-lateral meetings for discussing the pilots |  | PwC |