**D02.02 – Minutes of Meeting – Working Group Webinar III**

**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:** | 11/12/2014 – 14:30-16:30 |
| **Meeting Type:** | Webinar | **Meeting Location:** | Online |
| **Meeting Coordinator:** | Miguel Alvarez-Rodriguez | **Issue Date:** | 15/12/2014 |

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| **Attendee Name** | **Initials** | **Organisation/Country** |
| Eduards Cauna (excused) | EC | Latvia |
| Ilze Magrica | LS |
| Liene Strazdina (excused) | IM |
| Marcin Kraska (excused) | MK | Poland |
| Andrzej Jarzewski (excused) | AJ |
| Jaroslaw Tomaszewksi | JT |
| Niina Etelavuori | NE | Finland |
| Jarmo Kovero (excused) | JK |
| Konstantitas Peciulis (excused) | KP | Lithuania |
| Loukia Demiri | AS | Greece |
| Antonis Stasis (excused) | LD |
| Manuel Mateos (excused) | MM | Spain |
| Patrocinio Nieto | PN |
| Peter Reichstaedter (excused) | PR | Austria |
| Mihkel Lauk | ML | Estonia |
| Marco Aarts (excused) | MA | The Netherlands |
| Josje (excused) | JM |
| Albert-Jan Derooij (excused) | AD |
| Per-Ola Niblaeus | MG | Sweden |
| Miguel Alvarez-Rodriguez | MAR | ISA, European Commission |
| Peter Burian | PB |
| Vassilios Peristeras (excused) | VP |
| Agnieszka Bajno (excused) | AB | DG MARKT, European Commission |
| Nikolaos Loutas | NL | PwC EU Services |
| Michiel De Keyzer | MDK |
| Sebastiaan Rousseeuw | SR |

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| **Meeting Agenda** |
| 1. Welcome and overview (5’) 2. Key concepts: "Key Business Event" (15’) 3. CPSV-AP Domain Model issues (30’) 4. Mandatory and optional classes and properties (20’) 5. Controlled vocabularies (20’) 6. Next steps and Q & A (10’)   **Presentation:** <https://joinup.ec.europa.eu/node/107382> |

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| **Summary of Meeting** |
| |  |  | | --- | --- | | **Topic** | **Summary** | | Welcome and overview | * Representatives from Sweden participated for the first time in the webinar and introduced themselves. | | Key concepts: "Key Business Event" | * The WG agreed on merging "doing business" and "staffing" as 1 KBE. Now there is a total of 4 KBEs:   + Starting business   + Starting cross-border business   + Doing business   + Closing business * The WG requested to have additional examples included in the descriptions of the individual key business events. | | CPSV-AP Domain Model issues | * MDK summarised what is currently included in the model. * MDK presented the issues that were raised on the Joinup platform: <https://joinup.ec.europa.eu/asset/cpsv-ap/issue/all> * The following issues were discussed in the WG during the webinar:   + **Public Service** - definition of the "Processing Time" property: <https://joinup.ec.europa.eu/node/135414/>     - The WG agreed on the new definition of the "Processing Time" property.     - Comment from Greece:   Shall we also connect this property to the Business Event, to express the estimated time of executing a particular business event?  It is interesting for keeping statistics for the execution of business events.   * + - Comment from Spain:   This relates to the time to complete requirement of public services, which is usually defined by law.  For the case of business events, this would be a best effort estimate and not a hard constraint defined by national/regional law.   * + - Proposed resolution by the WG:   Include this also as an optional property in Business Event, clarifying also that it is a best effort estimate for the case of Business Event.   * **Public Service** - additional properties for classifying a Public Service in Poland: <https://joinup.ec.europa.eu/node/135421>   + Poland agreed with the mapping proposed between the CPSV-AP properties and properties included in the Polish model;   + **Cost** - multiple instances of the cost for a public service: <https://joinup.ec.europa.eu/node/135416/>     - The WG agreed on the addition of the "Cost" class.   + **Formal Organisation** - addition of the class: <https://joinup.ec.europa.eu/node/135420>     - The WG agreed on the addition of the Formal Organisation Class.   + **Introducing the concept "Competent Authority"** (Services Directive): <https://joinup.ec.europa.eu/node/109883/>     - The WG agreed on the Introducing the concept "Competent Authority" (Services Directive).   + **Agent** - indicating the "Administrative Level" an Agent operates for providing a Public Service: <https://joinup.ec.europa.eu/node/109884>     - The WG agreed on adding "Administrative Level" as a property to the “Formal Organisation” class.   + **Agent** - Superclass of Person, Competent Authority and Legal Entity: <https://joinup.ec.europa.eu/node/109882/>     - The WG agreed on adding a footnote in the specification to clarify the meaning of the Person class: *"In the context of this specification the Person Class refers to a natural person. In some countries, for instance in legislation, the concept Person is used to referring both to a natural person (“Person” in CSPV-AP) and a Legal Person (“Legal Entity” in CPSV-AP)."* The WG agrees on the superclass of Person, Competent Authority and Legal Entity (agent).   + **Channel** - Association with "Formal Organisation": <https://joinup.ec.europa.eu/node/135413/>     - The WG agreed on Channel being associated with "Formal Organisation".     - The WG agreed on adding Assistant as a type of Channel.   + **Simplification of the domain model:** <https://joinup.ec.europa.eu/node/135407/>     - The WG agreed on the simplifications that have been applied to the domain model:       * Replacing the association between "Address" and "Person" and "Formal Organisation" by an association between "Address" and "Agent";       * Removing the relationship between "Public Organisation" and "Rule" as the "Rule" is derived from the "Formal Framework";       * Removing the properties from the "Legal Entity" class and referring to the Registered Organisation Vocabulary for more details;       * Removing the properties from the "Person" class and referring to the Core Person Vocabulary for more details;       * Removing the properties from the "Location" class and referring to the Core Location Vocabulary for more details;   + **Formal Framework** - align with European Legislation Identifier (ELI): <https://joinup.ec.europa.eu/node/109886>     - The WG agreed on the alignment of the Formal Framework class with the European Legislation Identifier (ELI).   + **Period of Time** - addition of properties: <https://joinup.ec.europa.eu/node/135430>     - The WG agreed on the addition of the start date and end date property for Period of Time.   + **All classes** - addition of an identifier: <https://joinup.ec.europa.eu/node/135409>     - The WG agreed on the addition of an identifier for every class.   + **Input** - addition of property (Template): <https://joinup.ec.europa.eu/node/109787/>     - The WG agreed on the update of the naming of the "template" property to "Related Documentation".     - Comment from Poland:   Important to note that the Output of a Public Service can be provided as Input to another one. Use of Document class in the Polish model for describing public services, there is no differentiation for both classes.   * + - Suggestion from Sweden:   Shall we replace Input and Output with a generic Object class, covering both?   * + - Comment from Spain:   The two classes are distinct in the Spanish model for describing public services. Greece would also support two distinct classes.   * There will be a new proposal shared for the link between the Input and Output Class. NL proposed to add a generic class (for instance “Object”) from which Input and Output inherits. The relationship with Public Service needs to be looked at in detail. | | Mandatory and optional classes and properties | * The WG agreed on making the “type” property of the Business Event and the Public Service classes mandatory. * Sweden still needs to check the data model and the proposal of the mandatory and optional classes. * The rest of the WG agreed on the proposal of the rest of the mandatory and optional classes and properties: <https://joinup.ec.europa.eu/node/109815> | | Controlled vocabularies | * There were no first comments received from the WG regarding the proposal of the controlled vocabularies for the different properties: <https://joinup.ec.europa.eu/node/135418> | | Next steps and Q & A | * The public review period will run from January 7 until January 28. The WG is invited to share any questions or comments on the latest version of the specification: <https://joinup.ec.europa.eu/asset/cpsv-ap/asset_release/all> * The next webinar will be February 5 14:30-16:30. More information can be found on Joinup: <https://joinup.ec.europa.eu/node/104693>   The following actions are requested from the Working Group:   * + Review the current version of the CPSV-AP.   + Provide input on what classes and properties are mandatory and which ones are optional.   + Provide input on the proposal on which controlled vocabularies will be included for which properties. | |

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| **Action Nr** | **Action description** | **Target Date** | **Action Owner** |
| 01 | Send meeting minutes to the WG. | 2014-12-15 | PwC |
| 02 | Share a new version of the CPSV-AP specification on Joinup. | 2014-12-16 | PwC |
| 03 | Addition of Sweden to the analysis of the key business events and public services available in the country’s PSCs. | 2014-12-18 | PwC |
| 04 | Review the current version of the CPSV-AP. (chapter 6) | Next webinar (2015-02-05) | MS representatives |
| 05 | Provide input on what classes and properties are mandatory and which ones are optional. (chapter 6) | Next webinar (2015-02-05) | MS representatives |
| 06 | Provide input on the proposal on which controlled vocabularies will be included for which properties. (chapter 7) | Next webinar (2015-02-05) | MS representatives |
| 07 | Review the mapping of the national data models to the CPSV-AP. (chapter 10) | Next webinar (2015-02-05) | MS representatives |