CCDI07171

D04.01 – Controlled Vocabularies

1st level life events, second level business events and Output types

# Introduction

 This document contains the draft for the controlled vocabularies to be elaborated in the context of ISA Action 1.3. More specifically, it contains a draft proposal for a controlled vocabulary for:

* **1st level life events**, including some examples on what could be 2nd level life events categorised under this first level;
* **2nd level business events**, starting from the work done on 1st level business events
* **Types of outputs**, including examples

This document is not an official deliverable, as the controlled vocabularies will be included as part of D04.01 and D04.02. The approach followed for defining these initial versions of the controlled vocabularies will be described as part of D02.01.

# Life events (1st level)

|  |  |
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| 1st level life events | Some examples… |
| Having a child | Pregnancy and birth |
| Receiving a foster child |
| Adopting a child |
| Settling custody |
| Maintaining a child |
| Being a single parent |
| Needing child care |
| Obtaining identity/ personal documents | Obtaining identity card/ personal documents |
| Getting educated | Getting pre-school education |
| Getting elementary education |
| Getting higher education |
| Getting lifelong education |
| Finding a new job | Getting a job |
| Loosing/ leaving a job | Losing a job |
| Leaving a job |
| Finding a place to live | Looking for somewhere to live |
| Building |
| Buying a house |
| Renting a house |
| Changing residence / Moving |
| Changing relationship status | Getting married |
| Getting divorced |
| Registering a partnership |
| Driving a vehicle | Driving a vehicle |
| Travelling | Travelling |
| Moving to/from the country | Moving to/from the country |
| Facing an emergency / health problem | Facing a health problem |
| In an emergency situation |
| Having an accident |
| Experiencing other health issues |
| Being disabled |
| Dealing with the law | Dealing with the law |
| Retiring | Retiring |
| Becoming a senior |
| Dealing with decease and inheritance | Settling inheritance and donating |
| Dying |

# Business events (2nd level)

## From a business point of view

| 1st level business event | 2nd level business event | Description |
| --- | --- | --- |
| Starting business | Registering a company | Services that are related to different kind of activities that have to be done before the business is eligible to operate, for instance registering in the business register, registering as a VAT payer, notifying the residence of your company… |
| Applying for licences, permits, certificates | Procedures that have to be done before starting to operate in a certain field of business. |
| Registering Intellectual Property | Registering inventions, patents, trademarks, copyrights. |
| Starting a new activity | Services that relate to the start-up of a new activity, and that have to be done before you can start with the particular activity |
| Registering a branch | Services related to opening affiliates and representative offices.  |
| Financing a company | Different types of fundings, grants, loans, subsidies that help to finance the business.  |
| Staffing | Registration and recruiting employees, applying for a work permits, changes in employment.  |
| Starting cross-border business | Registering a cross-border business | Services that result in starting an international operations. |
| Registering a branch | Services related to opening affiliates and representative offices.  |
| Doing business | Financing a company | Different types of funding, grants, loans, subsidies that help to finance the business.  |
| Registering Intellectual Property | Registering inventions, patents, trademarks, copyrights. |
| Paying taxes | Different taxes that company has to pay for operating in a certain field of business (VAT, income tax, social insurance tax, statutory insurance tax, taxes for employees) |
| Staffing | Registration and recruiting employees, applying for a work permits, changes in employment.  |
| Participating in public procurement | Services related to procuring governmental authorities at national and local level. |
| Reporting | Annual reports, accounting procedures and other reportings.  |
| Notifying authorities | Notifying authorities about different type of activities.  |
| Starting a new activity | Services that relate to the start-up of a new activity, and that have to be done before you can start with the particular activity |
| Registering a branch | Services related to opening affiliates and representative offices.  |
| Asking for protection from creditors  | Starting the necessary (legal) procedures for getting protection when a company does not have enough cash flow for paying creditors |
| Closing business | Restructuring of a company | Reorganisation, merger, acquisition, any change on the legal status of the business. |
| Dissolution of a company | Closing, deregistration, discontinuation, liquidation, bankruptcy and other procedures that end the existence of a business.  |

## From an administration point of view

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| --- | --- | --- |
| 1st level business event | 2nd level business event | Description |
| Starting business | Registering a company | Services that are related to different kind of activities that have to be done before the business is eligible to operate, for instance registering in the business register, registering as a VAT payer, notifying the residence of your company… |
| Applying for licences, permits, certificates | Procedures that have to be done before starting to operate in a certain field of business. |
| Starting cross-border business | Registering a cross-border business | Services that result in starting an international operations. |
| Registering a branch | Services related to opening affiliates and representative offices.  |
| Doing business | Financing a company | Different types of funding, grants, loans, subsidies that help to finance the business.  |
| Registering Intellectual Property | Registering inventions, patents, trademarks, copyrights. |
| Paying taxes | Different taxes that company has to pay for operating in a certain field of business (VAT, income tax, social insurance tax, statutory insurance tax, taxes for employees) |
| Staffing | Registration and recruiting employees, applying for a work permits, changes in employment.  |
| Participating in public procurement | Services related to procuring governmental authorities at national and local level. |
| Reporting | Annual reports, accounting procedures and other reportings.  |
| Notifying authorities | Notifying authorities about different type of activities.  |
| Starting a new activity | Services that relate to the start-up of a new activity, and that have to be done before you can start with the particular activity |
| Registering a branch | Services related to opening affiliates and representative offices.  |
| Asking for protection from creditors  | Starting the necessary (legal) procedures for getting protection when a company does not have enough cash flow for paying creditors |
| Closing business | Restructuring of a company | Reorganisation, merger, acquisition, any change on the legal status of the business. |
| Dissolution of a company | Closing, deregistration, discontinuation, liquidation, bankruptcy and other procedures that end the existence of a business.  |

# Types of output

|  |  |
| --- | --- |
| Type of output | Comments |
| Declaration | A formal statement or document, which can be used for proving something. E.g. identity card, passport health card, declaration of honour… |
| Physical object | A tangible product coming out of the public service. E.g. buildings, container, eID device... |
| Code | A series of alpha-numeric or other charactersE.g. a microchip code, access code, social security number, enterprise number… |
| Financial obligation | The obligation of a citizen or business to pay a certain amount to public administrations or a subsidiary. E.g. Financial commitment, Premium, Imposition, Tax, Fine… |
| Financial benefit | The obligation of a public administration or subsidiary to pay a certain amount to a citizen or business. E.g. Payment declaration, Financial, benefit, Subsidy, Allowance, Compensation… |
| Recognition | A formal statement or document, which can be used for proving the capability or conformance with something of a citizen or business. E.g. certificate, diploma, recognition… |
| Permit | A formal statement or document, which officially allows a business or citizen to do something.E.g. Admission, Permit, Authorisation… |