**D04.01 - Meeting Minutes – CPSV-AP revision webinar 1**

**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:** | 12/04/2016  10:00-12:00 |
| **Meeting Type:** | Webinar | **Meeting Location:** | Online |
| **Meeting Coordinator:** | Michiel de Keyzer/Phil Archer | **Issue Date:** | 18/04/2016 |

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| **Attendee Name** | **Initials** | **Organisation/Country** |
| Werner Vanborren | WV | DG GROW, European Commission |
| Bart Hanssens | BH | Fedict, Belgium |
| Thomas D'haenens | TDH | Flemish Agency for Information, Belgium |
| Eva Christina Andersson | ECA | CADF United Nations DR Congo External actions, Belgium |
| Neven Vrček | NV | University of Zagreb, Croatia |
| Janek Rozov | JR | Ministry of Economic Affairs and Communications, Estonia |
| Risto Hinno | RH |
| Marco Latvanen | ML | Suomi.fi, Finland |
| Themis Tambouris | TT | University of Macedonia, Greece |
| Yannis Charalabidis | YC |
| Antonio Rotundo | AR | AgID, Italy |
| Giorgia Lodi | GL |
| Francesca Gleria | FG | Trento PaT, Italy |
| Marco Combetto | MC |
| Nicola Guarino | NG | CNR, Italy |
| Dita Gabalina | DG | VARAM, Latvia |
| Vytautas Juršėnas | VJ | Ministry of the Interior (national public service catalogue), Lithuania |
| Muriel Foulonneau | MF | Institute of Science & Technology, Luxembourg |
| Joseph Azzopardi | JA | Information Technology Agency, Malta |
| Marco Aarts | MA | ICTU, The Netherlands |
| Patrocinio Nieto | PN | Ministry of Finance and Public Administrations, Spain |
| Hans Ekstål | HE | Bolagsverket - Swedish Companies Registration Office, Sweden |
| Mikael Österlund | MO |
| Lyubomir Blagoev | LB | USW, Bulgaria |
| Miguel Alvarez-Rodriguez | MAR | ISA, European Commission |
| Peter Burian | PB |
| Sol Mateu | SM |
| Phil Archer | PA | W3C |
| 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. Practical details on the use of the Virtual Meeting Room 3. Round-table of the Working Group Members:    1. Which country/organisation are you representing and what is your role? 4. Process & roles 5. Collaboration in the Working Group:    1. Public mailing list archive    2. Issue tracker    3. Conference call system (see also below for more information)    4. Contributor licence agreement 6. Context and objectives 7. Headlines from existing implementations:    1. Giorgia Lodi, AgID, Italy    2. Janek Rozov, MKM, Estonia 8. Use cases 9. Proposed changes to the CPSV-AP 10. Next steps and next webinar 11. Q & A   **Presentation and meeting details:** <https://joinup.ec.europa.eu/asset/cpsv-ap/event/cpsv-ap-revision-wg-virtual-meeting-kick> |

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| **Summary of Meeting** |
| |  |  | | --- | --- | | **Topic** | **Summary** | | Welcome and overview | * MAR introduced the webinar and thanked the WG members for their participation. * MDK explained the main objectives of the ISA Action 1.3. | | | Process & roles | * The CPSV-AP revision will follow the same process followed during the definition of the CPSV-AP. It will include the analysis of lessons learned from known implementations and further detailed analysis of life events and business events. * Members of the Working Group are invited to take the role of (co-)chair. The work is limited to opening the working group meetings and helping the editors in building consensus. | | | Collaboration in the Working Group. | * MDK explained the tools for collaboration in the working group:   + [Public mailing list archive](http://joinup.ec.europa.eu/mailman/archives/cpsv-ap/)   + [Issue tracker](https://joinup.ec.europa.eu/asset/cpsv-ap/issue/all) * People from the WG are kindly requested to sign the [ISA contributor license agreement](https://joinup.ec.europa.eu/node/104627). | | | Context and objectives | * MDK explained the work related to the CPSV-AP that has been done until now. * The CPSV-AP specification version 1.00 can be found on [Joinup](https://joinup.ec.europa.eu/asset/cpsv-ap/asset_release/core-public-service-vocabulary-application-profile-v100). * The objectives of the working group for the next steps (revision of the CPSV-AP) are:   + Extend the CPSV-AP to also cover public services related to life events;   + Implement identified change requests;   + Further elaborating or defining an initial version for controlled vocabularies for types of output, key business events and life event; and   + Provision of multi-lingual labels for the CPSV-AP and its controlled vocabularies. | | | Headlines from existing implementations:   * Giorgia Lodi, AgID, Italy * Janek Rozov, MKM, Estonia | * GL shared information on how they have reused CPSV(-AP) for defining the CPSV-AP\_IT   + The CPSV-AP\_IT was extended by adding some classes and properties to the model, in order to meet the national, regional and local needs.   + Amongst others, the CPSV-AP was extended with the following: authentication to the service, information about the technical standards used by the public services (requirements and licence), inclusion of a contact point for the PSs (done in the same way as in DCAT-AP), addition of life events (“citizen events”), and the status of a public service. In addition, additional controlled vocabularies have been added, such as sector (reused the corresponding Named Authority List), channel (including addition types and modifying existing ones), input and output (using skos concepts) and a vocabulary for the level of maturity of the service.   + The documentation about the CPSV-AP\_IT profile is available [online](http://www.dati.gov.it/consultazione/CPSV-AP_IT).   + They are currently developing the Italian national catalogue of PSs. The CPSV-AP\_IT data model is used for that purpose.   + The current implementation of the Italian catalogue of public services is done in Drupal and Solr (lucene) and publishes natively Linked Open Data. They are still working on it. As soon as they have something available for reuse, they will share it with the WG. * JR gave an overview of how the CPSV-AP was reused in Estonia.   + They are implementing a public service editor, based on Drupal.   + The editor includes links from the descriptions to the catalogue, machine-readable views and creation of different dashboards depending on the users’ profiles.   + The Estonian CPSV-AP implementation has been adapted to be able to also register usage statistics about the public service and their delivery channels.   + JR explained that the Estonian public administrations offer their public services via their own portals. The Estonian CPSV-AP implementation has modified the channel class to register these portals as an additional type of channel. | | | Proposed changes to the CPSV-AP | * PA explained how to work with the issue tracker on Joinup. In order to close the issues, input from the Working Group is needed. * The following issues were discussed during the webinar:  1. Adding the concept of life event  (<https://joinup.ec.europa.eu/node/150383/>):    * *PROPOSED*: Adding the concept of Life Event to the CPSV-AP.    * NG pointed out that they should be labelled as "life events" (not "citizen events"), as they may also concern non-citizens.    * *RESOLVED*: The WG agreed on adding the concept of life event to the CPSV-AP. 2. Are there additional properties for life events needed? (<https://joinup.ec.europa.eu/node/150383/>)    * PROPOSED: Model life events and business events using the same class, i.e. Event, but having different controlled vocabulary for the classification of the subclasses, i.e. business event and life event.    * NG mentioned that properties of the general class (Event) can never be sufficient for specialized class. They may need extra properties.    * HE raised that life events and business events relate to different people. Therefore, they should be differentiated.    * ML said that the general properties should be the same. In his opinion, any unique features should be taken as extensions, not mutations of the common property structure.    * PN explained that there are particularities for businesses or citizens that need to be covered. 3. Updating the relation between event and public service (<https://joinup.ec.europa.eu/node/150385/>)    * Regarding the relation “groupedBy” between public services and business event, NG pointed out that it is not very clear to say that an event “consists of” public services. He proposed to say that the event “may require” some public services.    * TT raised the question on how to define a life event. Should we consider only those life events only related to the public sector? Legal actions and special situations can change the relationship between a life event and a public services.    * PA proposed that events that are unrelated to public services are out of scope for the CPSV-AP. Events can be added later, when they become relevant to a public service. The WG agreed on this.    * NG insisted on the independence between services and events. NL explained that they are modelled independently and exist independently, but that does not mean that they cannot be linked or related somehow.    * GL required a definition and examples. She raised that the WG needs to define the meaning of an event. For the CPSV-AP, an event should be related to a PS and not define an event in general.    * ML added that in a service data model, an event has to be widely recognized in society and conceptually defined to make any sense as a class or parameter. Any random event in someone’s life can as such not be a life event in the context of CPSV-AP.    * HE proposed to agree on the level of the events’ definition.    * NG suggested to consider events as “triggers” of a service.    * PA summarised: an event in the context of the CPSV-AP has to be related to a PS as we are building a catalogue of services. In other words, all events not related to any public service are out of scope of the CPSV-AP. 4. Relationship between Event and Agent (<https://joinup.ec.europa.eu/node/150873/>)    * *PROPOSED*: There is no need to introduce a relationship between Event and Agent.    * YC pointed on the need of a relation between the agent class and the event class. He proposed to add “apply to” as a property to indicate the target audience of the life/business event. He proposed to add on life/business events the attributes: appliesTo (pointing to a subcategory of Agent) and followedBy (giving us the opportunity to construct "series" of events). NL agreed with him.    * TT replied that the relation between an agent and an event is not needed as it can be indirectly derived from the already existing relation between a PS and an agent.    * NG suggested to use "being the subject of" instead of "applies to". Businesses are the subject of business events, physical people are the subject of life events.    * RESOLVED: the working group agrees on not adding a relation between the agent class and the event class. | | | Next steps and next webinar | * The [next webinar](https://joinup.ec.europa.eu/asset/cpsv-ap/event/cpsv-ap-revision-wg-virtual-meeting-2) will take place on the 3rd of May. * The WG is asked to perform the following tasks before the next webinar:   + Sign the [ISA contributor license agreement](https://joinup.ec.europa.eu/node/104627);   + Give feedback on the opened issues using the mailing list ([cpsv-ap@joinup.ec.europe.eu](mailto:cpsv-ap@joinup.ec.europe.eu)) or [Joinup](https://joinup.ec.europa.eu/asset/cpsv-ap/issue/all);   + People interested in taking the chair role, please send an e-mail to [PA](mailto:phila@w3.org) or [MDK](mailto:michiel.de.keyzer@be.pwc.com);   + Review the specification and submit new issues through the mailing list or directly on Joinup. * MDK explained the rest of work ongoing under the ISA Action 1.3. They are developing test-implementations and pilots of four reusable tools that were specified under the previous contract.   + People from the WG are able to request to participate in these pilots during the webinar or sending an email to ISA and/or PwC.   + BH showed interest in participating.   + More information will follow on the next webinar. * In addition, there will be a presentation about the ISA Action 1.3 during the [SEMIC Conference 2016](https://joinup.ec.europa.eu/node/148436). | | | Q & A | * MAR thanked everyone for the interesting discussion and feedback provided. WG members are welcome to provide further comments and/or questions using the available tools ([mailing list](mailto:cpsv-ap@joinup.ec.europe.eu) and [Joinup](https://joinup.ec.europa.eu/asset/cpsv-ap/issue/all)). | | |

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| **Action Nr** | **Action description** | **Target Date** | **Action Owner** |
| 1 | Send meeting minutes to the WG. | 2016-04-22 | PwC |
| 2 | Sign the [ISA contributor license agreement](https://joinup.ec.europa.eu/node/104627). | 2016-05-03 | WG |
| 3 | Give feedback on the opened issues using the mailing list ([cpsv-ap@joinup.ec.europe.eu](mailto:cpsv-ap@joinup.ec.europe.eu)) or [Joinup](https://joinup.ec.europa.eu/asset/cpsv-ap/issue/all). | 2016-05-03 | WG |
| 4 | People interested in taking the chair role, please send an e-mail to [PA](mailto:phila@w3.org) or [MDK](mailto:michiel.de.keyzer@be.pwc.com). | 2016-05-03 | WG |
| 5 | Review the specification and submit new issues. | 2016-05-03 | WG |