



interoperable
europe

Interoperability Assessment Tool User Manual

07/03/2025

European Commission

Interoperability and Digital Government unit

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1

Interoperability assessment process overview

Interoperability assessment process overview

The **interoperability assessment** consists of **four phases**:



2

How to access the guidelines ?

How to access the guidelines ? - 1/3

The screenshot shows the Interoperable Europe Portal home page. At the top left is the European Commission logo. The main navigation bar includes 'Policy', 'Solutions', 'Support Centre', 'Governance', and 'Academy'. A red circle with the number '1' is placed over the 'Governance' link. A dropdown menu is open under 'Governance', with a red circle and the number '2' over the 'Assessments' option. Below the navigation bar is a large banner with the text 'joinup becomes interoperable europe Portal'. A search bar is present with the placeholder text 'Start typing to search...'. Below the banner is a section titled 'BROWSE BY MAIN TOPICS' with eight topic cards: Semantics, Open Source Software, Observatories, Digital-ready policymaking, Tools, Reusable Software Components, Smart cities, and Digital innovation. Each card has a representative image and a brief description.

Image from Interoperable Europe Portal home page

Step 1

From the [Interoperable Europe Portal](#) home page:

1. Go to '**Governance**' on the navigation bar;
2. Then select '**Assessments**'

Note: You will be forwarded to the Interoperability Assessment space.

Step 2

How to access the guidelines ? - 2/3

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Topics: Digital-ready policymaking eGovernment European Policies Interoperable Europe policy

Welcome Assessment Guidelines Submission Assessment reports Assessment Forum

Welcome

Bookmark Translate

3 Guidelines for interoperability assessments

Discover the guidelines for interoperability assessments adopted by the Interoperable Europe Board

Draft and publish a report

Draft and publish an interoperability assessment report

Discover existing reports

Check out the existing interoperability assessment reports

Share and explore

Share your experience with the wider implementing community and explore new input and best practices

Interoperability assessments are an instrument introduced by the [Interoperable Europe Act](#) to discover opportunities for more **cross-border interoperability of public services across the EU**. The [Interoperable Europe Act](#) (in several recitals, Article 3 and the annex) provides only minimum requirements for carrying out an interoperability assessment. The Interoperable Europe Board has adopted [guidelines](#) for interoperability assessments. The Commission is working on an [online tool](#) to produce and publish interoperability assessment reports.

This space is dedicated to gathering information and tools to help the successful implementation of the new instrument. You are invited to share your experiences in the forum and learn from others.

Image from the Interoperability assessment space

Step 1

Step 2

From the [Interoperability Assessment space](#):

3. Click on 'Guidelines for interoperability assessment'

How to access the guidelines ? - 3/3

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Interoperability Assessment Guidelines by Chapter



Chapter 1: What are interoperability assessments and why are they relevant?

Interoperability assessments are evaluations required by Article 3 of the Interoperable Europe Act. They ensure that binding requirements for trans-European digital public services consider cross-border interoperability issues before implementation. This way, they help to facilitate seamless digital interactions among public organisations, which is essential for the mobility of citizens and businesses across the EU.

[Go to Chapter 1](#)



Chapter 2: When is an interoperability assessment legally required?

This chapter clarifies **when interoperability assessments are mandatory** under the Interoperable Europe Act. It defines key concepts like trans-European digital public services and binding requirements. A decision tree is provided to help determine whether an assessment is required. Examples illustrate scenarios where assessments are or are not required, such as adapting national solutions for EU data exchange or procuring digital services that do not involve cross-border interactions.

[Go to Chapter 2](#)



Chapter 3: How to carry out an interoperability assessment?

This chapter provides a **step-by-step guide to conducting an interoperability assessment**. It includes several phases of the process such as preparation, initial analysis and the core assessment. These will help you determine the impact of binding requirements on cross-border interoperability. Best practices and examples, such as using the European Interoperability Framework and specialised tools like interoperability maturity assessments, are provided as well.

[Go to Chapter 3](#)

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Chapter 4: How to document an assessment in a comprehensive report?

The **assessment report** is a critical deliverable, summarising binding requirements, affected services, and identified effects on interoperability. The chapter outlines the **minimum content required**, provides recommendations for machine readability and advises on handling sensitive information. The report must be published on an official website but should also be shared electronically with the Interoperable Europe Board to aid in decision-making and monitoring.

[Go to Chapter 4](#)



Chapter 5: How to establish a sound governance of the interoperability assessment process in your organisation?

Effective governance is essential for the success of interoperability assessments. This chapter discusses the importance of a variety of factors such as context dependency, organisational setup and sustainability. It highlights first steps to take as well as the need for continuous improvement through reflection and sharing of best practices. This helps in formulating digital-ready policies, i.e. policies that are future-proof and interoperable by considering digital aspects from the start.

[Go to Chapter 5](#)



Chapter 6: Further resources and further development of these guidelines

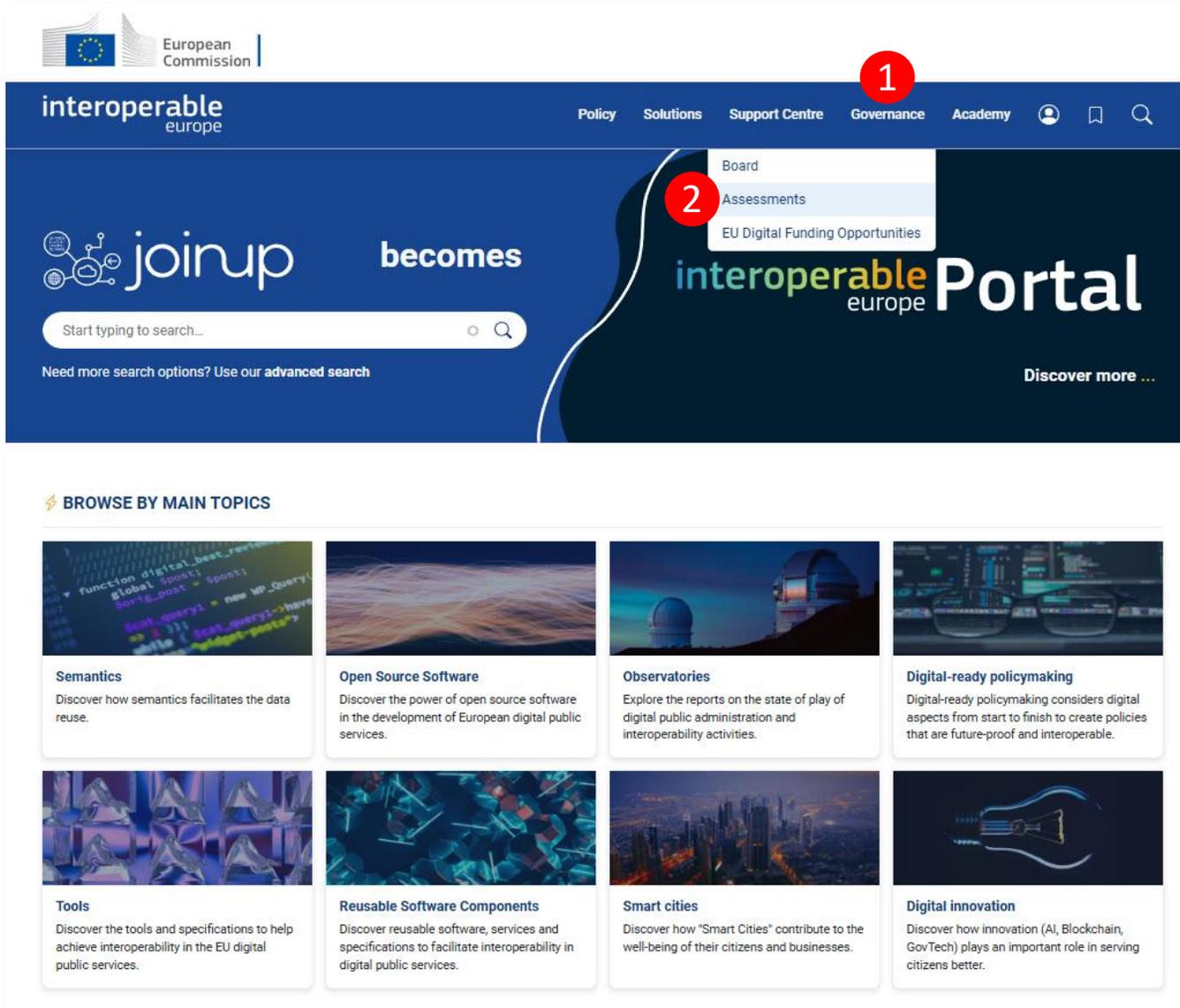
This chapter outlines **existing and future resources for conducting interoperability assessments**. The Interoperable Europe portal serves as a central hub for knowledge exchange and resources, including information on the European Interoperability Framework (EIF) and its toolbox, as well as links to the Interoperable Europe Academy. The guidelines themselves will continue to evolve as they are expected to be frequently revised to reflect current practices and user experiences.

[Go to Chapter 6](#)

3

How to initiate the interoperability assessment ?

How to initiate the interoperability assessment ? - 1/3



Step 1

From the [Interoperable Europe Portal](#) home page:

1. Go to **'Governance'** on the navigation bar;
2. Then select **'Assessments'**

Note: You will be forwarded to the Interoperability Assessment space.

Step 2

Image from the Interoperable Europe Portal home page

How to initiate the interoperability assessment ? - 2/3

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Welcome

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3

Guidelines for interoperability assessments
Discover the guidelines for interoperability assessments adopted by the Interoperable Europe Board

Draft and publish a report
Draft and publish an interoperability assessment report

Discover existing reports
Check out the existing interoperability assessment reports

Share and explore
Share your experience with the wider implementing community and explore new input and best practices

Interoperability assessments are an instrument introduced by the [Interoperable Europe Act](#) to discover opportunities for more **cross-border interoperability of public services across the EU**. The [Interoperable Europe Act](#) (in several recitals, Article 3 and the annex) provides only minimum requirements for carrying out an interoperability assessment. The Interoperable Europe Board has adopted [guidelines](#) for interoperability assessments. The Commission is working on an [online tool](#) to produce and publish interoperability assessment reports.

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Image from the Interoperability assessment space

Step 1

Step 2

From the [Interoperability assessment space](#):

3. Click on 'Draft and publish a report'

How to initiate the interoperability assessment ? - 3/3

 **Interoperability assessments space** [Join this space](#)

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Submission

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Perform or upload your Interoperability Assessment

As outlined in the [Assessment Guidelines](#), and depending on the scope, public organisations are either **legally required** to carry out interoperability assessments, or, in other cases, a public organisation may carry out interoperability assessments on a **voluntary basis**.

Below you can either **perform** (through an online form) an interoperability assessment or **upload** the report of an already performed assessment.



Perform the assessment

Do you wish to start an interoperability assessment?

Click on the button below to start and you will be guided through the steps. The report is structured in sections that follow the logic of the Annex of the Interoperable Europe Act. You can start now, save your work and finish later on.

The report will be published after a SPAM check of the Commission. The Commission is not checking the quality or correctness of the proposal. Your personal data will not be publicly available on the portal. The Commission can use your personal data to check that you are working for the entity that you are providing the report for.

[Start the assessment](#)

4. Click here to initiate the assessment

4

Running an interoperability assessment

Running an interoperability assessment – 1/9



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Online form for Assessments



This section collects general information on your interoperability assessment.

Union entity or public sector body which is providing the report.

Type of public sector body *

Initiative, project or action concerned (containing the binding requirements to be assessed)

Provide the name of the initiative, project or action containing the binding requirements to be assessed: *

If applicable, provide a link to the initiative, project or action concerned:

Can this assessment be linked to previous assessments or related assessments at EU or national level? *

- Yes
- No

[Save Draft](#)

[Next](#)

Click the 'next' button to **proceed to the next stage** of the assessment.

Click the 'save draft' button to **save the current progress** of the assessment, allowing it **to be resumed later**.

*** REQUIRED FIELD**

Select from the **dropdown list** the **type of public sector**:

- Local public sector body
- Regional public sector body
- National public sector body
- European Union institution
- European Union agency
- European Union body

*** REQUIRED FIELD**

Provide the **name** of the **initiative, project or action containing** the **binding requirement** to be **assessed** within the **textbox** field for free text input.

Provide a link to the initiative, project or action concerned within the textbox field for free text input.

*** REQUIRED FIELD**

Select the radio button 'Yes' if there is a **link** from the current assessment to **previous assessments** or **related assessments** at EU/National level. Otherwise, select 'No'.

Running an interoperability assessment – 2/9



- Type of public sector body field is required.
- Provide the name of the initiative, project or action containing the binding requirements to be assessed: field is required.
- Can this assessment be linked to previous assessments or related assessments at EU or national level? field is required.

FIELD VALIDATION

If any required field is left empty, an **ERROR MESSAGE** will appear, highlighting the specific field(s) that need attention. This ensures you are aware of the missing information and can complete the assessment accurately. Users will not be allowed to proceed to the next section of the assessment until all required fields are filled.



This section collects general information on your interoperability assessment.

Union entity or public sector body which is providing the report.

Type of public sector body *

Initiative, project or action concerned (containing the binding requirements to be assessed)

Provide the name of the initiative, project or action containing the binding requirements to be assessed: *

If applicable, provide a link to the initiative, project or action concerned:

Can this assessment be linked to previous assessments or related assessments at EU or national level? *

Yes

No

Running an interoperability assessment – 3/9



Interoperability assessments space [Join this space](#)

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Trans-European digital public service(s) concerned

Services are to be considered trans-European digital public services when they fulfil the cumulative requirements set out in Article 2(2) of the IEA.

'Digital services provided by Union entities or public sector bodies to one another or to natural or legal persons in the Union, and requiring interaction across Member State borders, among Union entities or between Union entities and public sector bodies, by means of their network and information systems.' – Article 2(2) IEA

The binding requirements identified concern:

- Limited trans-European digital public services (1-5 specific TEDP services)
- Potentially many trans-European digital public services (6 or more TEDP services)

Specify the concerned function of trans-European digital public service(s): *

- Defense
- Economic affairs
- Education
- Environmental Protection
- General public services
- Health
- Housing and Community Amenities
- Public Order and Safety
- Recreation, Culture, and Religion
- Social Protection

Identification of binding requirements assessed

List the binding requirement(s) assessed.

Nr.	Provide a legal reference for the binding requirement, if available	Provide a short description or a title for the binding requirements for the purpose of referring back to the specific requirement in the assessment process	Binding requirement affects (select all relevant)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Data <input type="checkbox"/> Systems <input type="checkbox"/> Other...

Add

Click the 'Add' button to **include additional binding requirements.**

Click the '-' button to **remove the line**

Select the option from the radio buttons that reflects the **binding requirements identified concern**:

- One or few specific trans-European digital public services
- Potentially many trans-European digital public services

*** REQUIRED FIELD**
Multiple selections, if applicable
 Select the checkbox(es) that **specify the concerned Trans-European digital public services**:

- Defence
- Economic Affairs
- Education
- Environmental Protection
- General Public Services
- Health
- Housing and Community Amenities
- Public Order and Safety
- Recreation, Culture, and Religion
- Social Protection

List the **binding requirements assessed** in the table fields and select the associated checkbox(es):

- Data
- Systems
- Other

Running an interoperability assessment – 4/9



Public and/or private stakeholders affected

Select the groups of stakeholders to which binding requirement(s) are relevant:

- Local public sector body
- Regional public sector body
- National public sector body
- European Union institution
- European Union agency
- European Union body
- Private Businesses

Select the stakeholder's country

Choose a country

- None -

Add country

Select the **groups of stakeholders** from the checkbox(es) to which **binding requirements are relevant** (select more than one if applicable):

- Defence
- Economic Affairs
- Education
- Environmental Protection
- General Public Services
- Health
- Housing and Community Amenities
- Public Order and Safety
- Recreation, Culture, and Religion
- Social Protection

Click the 'Add Country' button to **include new countries**.

Click the '-' button to **remove a country**.

Select the associated **stakeholder's country** from the dropdown list.

Running an interoperability assessment – 5/9



Identified effects on cross-border legal interoperability

Tick the most appropriate	Provide a justification
<input type="radio"/> Beneficial <input type="radio"/> Negligible <input type="radio"/> Risky	<input type="text"/>

Select the radio button option ('beneficial', 'negligible', 'risky') that reflects the identified effect on **legal cross-border interoperability** and provide the justification within the textbox field for free text input.

Identified effects on cross-border organisational interoperability

Tick the most appropriate	Provide a justification
<input type="radio"/> Beneficial <input type="radio"/> Negligible <input type="radio"/> Risky	<input type="text"/>

Select the radio button option ('beneficial', 'negligible', 'risky') that reflects the identified effect on **organisational cross-border interoperability** and provide the justification within the textbox field for free text input.

Identified effects on cross-border semantic interoperability

Tick the most appropriate	Provide a justification
<input type="radio"/> Beneficial <input type="radio"/> Negligible <input type="radio"/> Risky	<input type="text"/>

Select the radio button option ('beneficial', 'negligible', 'risky') that reflects the identified effect on **semantic cross-border interoperability** and provide the justification within the textbox field for free text input.

Identified effects on cross-border technical interoperability

Tick the most appropriate	Provide a justification
<input type="radio"/> Beneficial <input type="radio"/> Negligible <input type="radio"/> Risky	<input type="text"/>

Select the radio button option ('beneficial', 'negligible', 'risky') that reflects the identified effect on **technical cross-border interoperability** and provide the justification within the textbox field for free text input.

Click the 'Next' button to **proceed to the next stage** of the assessment.

Click the 'Save draft' button to **save the current state**.

Click the 'Previous' button to **return to previous page**.

Running an interoperability assessment – 6/9



Other relevant interoperability solutions, where applicable, including machine-to-machine interfaces

Identify the interoperability solutions mandatory to use for the implementation of the assessed binding requirement:

Internal Solutions in the Portal

Inform the **identified interoperability solution mandatory to use** for the implementation of the assessed binding requirement solutions available in the Portal within the autocomplete textbox field that provides suggestions as the user types.

Click the '-' button **to remove a solution.**

Add Click the 'Add' button to **include additional solution(s).**

Solutions not in the Portal (link)

Inform the **solution title** within the textbox field for free text input.

Click the '-' button **to remove a solution title and URL.**

Add Click the 'Add' button to **include additional solution(s) title and URL.**

Inform the **solution URL** within the textbox field for free text input.

Remaining barriers to cross-border interoperability

Have you discovered any remaining barriers to cross-border interoperability? *

Yes

No

Select the 'Yes' option from the radio buttons in case **any remaining barriers have been discovered**. If no barriers have been found, select 'No'.

Save Draft **Previous** **Next** Click the 'Next' button to **proceed to the next stage** of the assessment.

Click the 'Save draft' button to **save the current state.**

Click the 'Previous' button to **return to previous page.**

Running an interoperability assessment – 7/9



In this section you can upload documents supporting your assessment.

Binding requirements supporting documents

No file chosen

Maximum 5 files. 200 MB limit. Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

Click the 'Choose files' button to **attach** any **binding requirement supporting document**.

General Assessment supporting documents

No file chosen

Maximum 5 files. 200 MB limit. Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

Click the 'Choose file' button to **attach** any **general assessment supporting document**.

Please add any other comment you would like to share.

B *I* U Source

Inform any **comments you would like to share** within the textbox field for free text input.

[About text formats](#)

Click the 'Submit' button to **submit** the assessment.

Click the 'Save draft' button to **save the current state**.

Click the 'Preview' button to **preview** the assessment.

Click the 'Previous' button to **return to previous page**.

Running an interoperability assessment – 8/9



i Please review your submission. Your submission is not complete until you press the "Submit" button!



▼ **1. General information**

Type of public sector body European Union institution

Select your Institution European Commission

Provide the name of the initiative, project or action containing the binding requirements to be assessed: Example

Can this assessment be linked to previous assessments or related assessments at EU or national level? No

▼ **2. Binding requirements**

Specify the concerned function of trans-European digital public service(s): General public services

Select the groups of stakeholders to which binding requirement(s) are relevant: European Union institution

Select the stakeholder's country

- **Choose a country:** Belgium

Identified effects on cross-border legal interoperability

- **Tick the most appropriate :** Beneficial

Identified effects on cross-border organisational interoperability

- **Tick the most appropriate :** Beneficial

Identified effects on cross-border semantic interoperability

- **Tick the most appropriate :** Beneficial

Identified effects on cross-border technical interoperability

- **Tick the most appropriate :** Beneficial

▼ **3. Results**

Internal Solutions in the Portal

- [Interoperability Test Bed](#)

Have you discovered any remaining barriers to cross-border interoperability? No

[Save Draft](#) [< Previous](#) [Submit](#)

Click the 'Submit' button to **submit** the assessment.

Click the 'Save draft' button to **save the current state**.

Click the 'Previous' button to **return to previous page**.

Running an interoperability assessment – 9/9



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Your assessment is being moderated. If approved, a report will be published on the [assessment reports](#) page. Moderators might require changes to this submission but you will be notified by email in this case.

Online form for Assessments

1. General information 2. Binding requirements 3. Results 4. Supporting documents Submission review Complete

New submission added to Online form for Assessments.

[Back to form](#)



Moderators will review each assessment before publication, guaranteeing the established quality standards and alignment with the objective.

5

Exporting the report in PDF to share it

Exporting the report in PDF to share it

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Initiative, project or action concerned (containing the binding requirements to be assessed)

Please provide the name of the initiative, project or action containing the binding requirements to be assessed: *

Example

If applicable, please provide a link to the initiative, project or action concerned:

Can this assessment be linked to previous assessments or related assessments at EU or national level? *

Yes

No

[Save Draft](#) [Next](#) [Download PDF](#)

6

Discovering existing assessment reports

Discovering existing assessment reports – 1/4

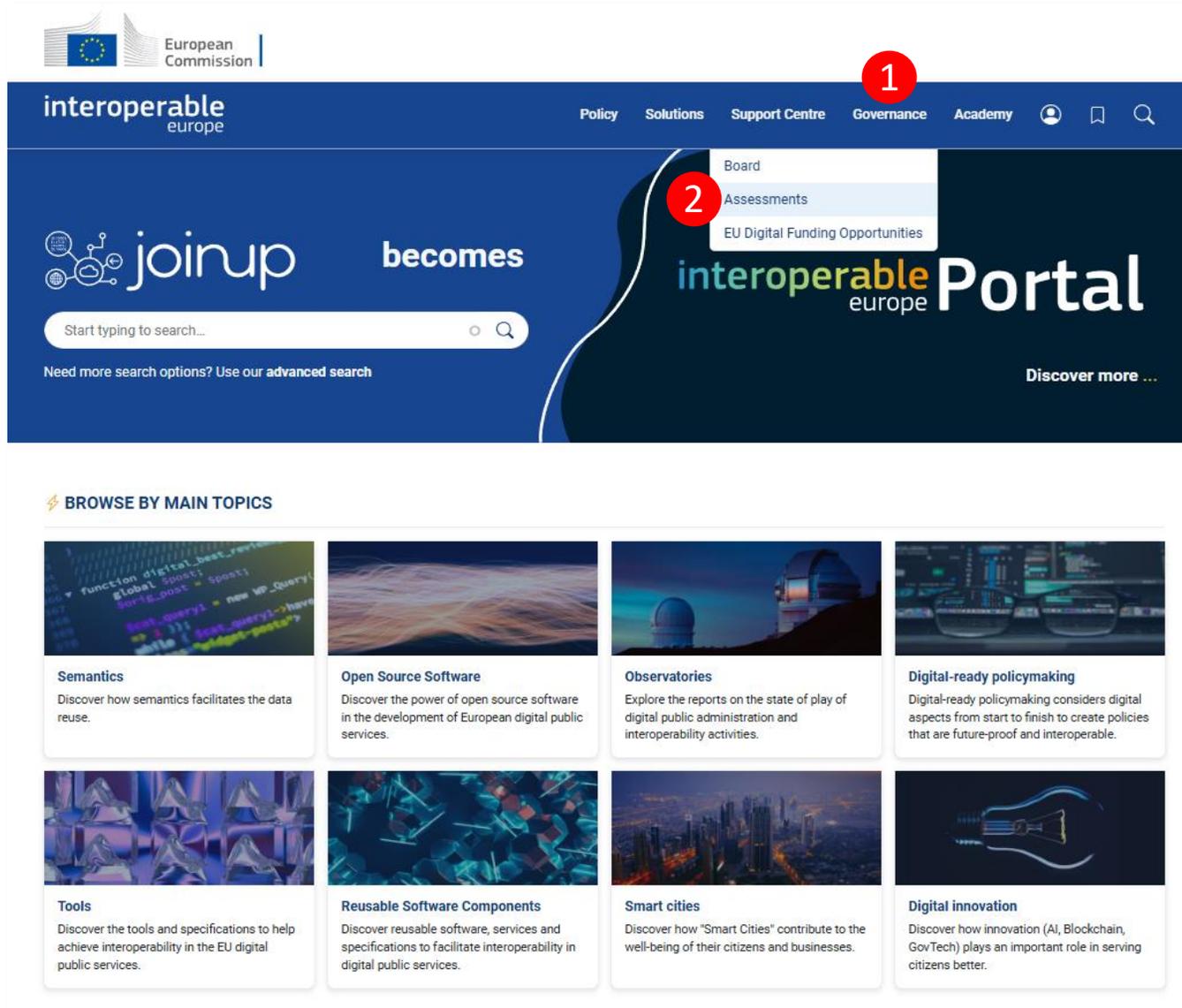


Image from Interoperable Europe Portal home page

Step 1

From the [Interoperable Europe Portal](#) home page:

1. Go to '**Governance**' on the navigation bar;
2. Then select '**Assessments**'

Note: You will be forwarded to the Interoperability Assessment space.

Step 2

Discovering existing assessment reports – 2/4

The screenshot shows the 'interoperable europe' website. At the top left is the European Commission logo. The main header is dark blue with the text 'interoperable europe' and navigation links: Policy, Solutions, Support Centre, Governance, Academy, a user profile icon, a bookmark icon, and a search icon. Below the header is a light blue banner for the 'Interoperability assessments space' with a 'Join this space' button. It shows '0 Solutions' and '54 members'. Topics listed are 'Digital-ready policymaking', 'eGovernment', 'European Policies', and 'Interoperable Europe policy'. A breadcrumb trail includes 'Welcome', 'Assessment Guidelines', 'Submission', 'Assessment reports', and 'Assessment Forum'. The 'Welcome' section features four cards: 'Guidelines for interoperability assessments', 'Draft and publish a report', 'Discover existing reports' (highlighted with a red circle and the number 3), and 'Share and explore'. Below the cards is a paragraph explaining that interoperability assessments are introduced by the Interoperable Europe Act to discover opportunities for more cross-border interoperability of public services across the EU. The Act provides minimum requirements for carrying out an interoperability assessment. The Interoperable Europe Board has adopted guidelines for interoperability assessments. The Commission is working on an online tool to produce and publish interoperability assessment reports. At the bottom, a light blue box states: 'This space is dedicated to gathering information and tools to help the successful implementation of the new instrument. You are invited to share your experiences in the forum and learn from others.'

Image from the Interoperability assessment space

Step 1

Step 2

From the [Interoperability Assessment space](#):

3. Click on 'Discover existing reports'

Discovering existing assessment reports – 3/4

The screenshot shows the 'interoperable europe' website. At the top left is the European Commission logo. A dark blue navigation bar contains the text 'interoperable europe' and several menu items: 'Policy', 'Solutions', 'Support Centre', 'Governance', 'Academy', a user profile icon, a bookmark icon, and a search icon. Below the navigation bar, the page title is 'Assessment reports'. There are two tabs: 'New assessment' (active) and 'My assessments'. A red arrow points from the 'My assessments' link to a text box on the right. The main content area displays a list of three assessment reports, each with a document icon, a title, a subtitle, and a category. The first report is 'Assessment report #8' with the subtitle 'Better cooperation with smart cities' and category 'European Policies'. The second is 'Assessment report #7' with the subtitle 'Spyco Initiative' and category 'European Policies'. The third is 'Assessment report #6' with the subtitle 'Better cooperation with smart cities' and category 'European Policies'. Each report card also shows a '0' next to a thumbs-up icon and a 'Document' icon with the word 'Document' next to it. A red bracket on the right side of the screenshot groups the three report cards, pointing to another text box on the right.

To **view your own assessments**, including those in published and in draft status, click the '**My assessments**' link.

List of all published assessment reports
The documents are viewable by all users.

Discovering existing assessment reports – 4/4



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Interoperability assessments space Join this space

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Topics: Digital-ready policymaking eGovernment European Policies Interoperable Europe policy

Welcome Assessment Guidelines Submission Assessment reports Assessment Forum

Submissions to *Online form for Assessments* for **Name SURNAME**

#	Organization	Initiative, project or action	Created	Completed	Report	Actions
1	European Commission	Example	3/3/2025 20:05	3/3/2025 22:40		Download PDF



Users can **download** the **assessment report** files in **PDF** format by clicking the link.

7

Searching for an assessment report

Searching for an assessment report – 1/2

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joinup becomes interoperable europe Portal

Start typing to search...

Need more search options? Use our **advanced search**

Discover more ...

1. From the Interoperable Europe Portal home page, click the **'advanced search'** link.

⚡ BROWSE BY MAIN TOPICS



Semantics

Discover how semantics facilitates the data reuse.



Open Source Software

Discover the power of open source software in the development of European digital public services.



Observatories

Explore the reports on the state of play of digital public administration and interoperability activities.



Digital-ready policymaking

Digital-ready policymaking considers digital aspects from start to finish to create policies that are future-proof and interoperable.



Searching for an assessment report – 2/2

The screenshot shows the 'interoperable europe' search interface. The top navigation bar includes links for Policy, Solutions, Support Centre, Governance, and Academy. A search bar at the top right contains the text 'Start typing to search...'. On the left sidebar, under 'CONTENT TYPES', the 'Assessment reports (2)' option is selected and circled in red. The main content area shows 'SEARCH RESULTS (2)' with a 'Sort by: Relevance' dropdown. A filter tag 'Assessment reports' is visible above the results. Two search results are displayed, each with a document icon, a 'Last update: 05/03/2025' timestamp, and the title 'Assessment report #1' and 'Assessment report #2' respectively. A red arrow points from the 'Assessment reports' filter tag to the search bar, and a red bracket groups the two search results.

2. In the **advanced search**, select the content type '**Assessment reports**' to list all published assessment reports, including those from other users.

List of all published assessment reports
The documents are viewable by all users.



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Thank you!



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