

INSPIRE

Infrastructure for Spatial Information in Europe

Terms of Reference of the INSPIRE Initial Operating Capability Task Force

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Initial Operating Capability Task Force Terms of Reference

The Commission Regulation amending Regulation (EC) No 976/2009 as regards download services and transformation services¹, Article 4., requires that,

1. *Not later 9 May 2011, Member States shall provide the Discovery and View Services with initial operating capability.*
2. *Not later than 9 November 2011, Member States shall provide the Discovery and View Services in conformity with this Regulation.*
3. *Not later than 28 June 2012, Member States shall provide the Download Services with initial operating capability.*
4. *Not later than 28 December 2012, Member States shall provide the Download Services in conformity with this Regulation.*
5. *“Not later than 28 June 2012, Member States shall provide the Transformation Services with initial operating capability”.*
6. *Not later than 28 December 2012, Member States shall provide the Transformation Services in conformity with this Regulation.*

Initial Operating Capability (IOC) is defined in Article 2.1 of the regulation as "*...the ability of a Network Service to provide full functionality without guaranteeing quality of service in conformity with the rules set out in Annex I to this Regulation or access to the service for all users through the INSPIRE geo-portal;*"

In this context the European Commission proposed the creation of the IOC Task Force (TF) consisting of representatives, from all Member States, responsible for the Architecture design and the service implementation of the National Spatial Data Infrastructures.

Purpose

The purpose of setting up the Initial Operating Capability Task Force (IOC TF) is to help and support the implementation of INSPIRE in the Member States.

Scope

The scope of the IOC TF includes architectural aspects and implementation of Network Services to ensure interoperability with the INSPIRE geoportal and among Member States. The IOC TF shall focus on the:

1. Download and Transformation Services:
 - a. Technical Guidance documents: Updating and Maintenance
 - b. Technical Issues related to their implementation and access through the INSPIRE geoportal
2. Helping in assessing technical impact of new relevant European legislation and initiatives (e.g. European Interoperability Framework, eGovernment Action Plan, etc.) on the architecture

while still addressing the following:

1. INSPIRE Architecture: National design and need for other components not explicitly required by the Directive (e.g. Registers and registry services) and maintenance of the Network Services Architecture document.
2. Discovery and View services: Continued Maintenance of the Technical Guidance Documents (TGs) until the end of the Initial Operating Capability period.
3. Liaise with the relevant INSPIRE maintenance entity (entities), once put in place, on cross cutting issues to foster consistency and harmonization.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:02009R0976-20101228:EN:NOT>

Objectives

The IOC TF goal is enabling interoperability among the INSPIRE technical components through facilitation, technical analysis, advocacy and education. The following items will be addressed:

1. INSPIRE Architecture: Best Practices; Identify needs and support the design and implementation of other components not explicitly required by the Directive (e.g. Registers and registry services, authorisation-authentication-accounting);
2. Ensure that the INSPIRE geoportal has a full functional access to the network services through testing to be done in close cooperation with the Member States;
3. Identify Technical Issues related to the implementation of download and if required transformation services, their implementation and access through the INSPIRE geoportal;
4. Identify Technical Issues related to the implementation of discovery and view services with IOC, their implementation and access through the INSPIRE geoportal; this will allow to perform any necessary modifications or adjustments to improve interoperability and the overall architecture performance and in general facilitate the way towards the full operating capability as required by Article 4.2 of the draft regulation;
 - a. Update of the Technical Guidance documents and related online schemas;
6. Define and establish interoperability arrangements, related to the implementation of the Network Services Regulation, to which Member States agree to adhere;
7. Review and Produce supportive technical documentation, considering that the current set may be incomplete and serves as a starting point for the Implementation;
8. Help promote exchange of information, according to National policies and the INSPIRE Directive and Regulations.
9. The IOC TF will encourage the broader use of existing standards in recommending interoperability solutions for INSPIRE, using formal international standards organizations as much as possible. Where appropriate, the IOC TF will identify gaps in current standards and promote the creation of standards through existing Standards Development Organizations to fill such gaps.

Approach and Functions

The IOC TF's approach to providing advice and recommendations in the implementation of INSPIRE may include:

- a. Providing a forum for dialogue and resolution of issues at varying levels;
- b. Advocacy within and across existing systems;
- c. Coordinating with, collaborating with, or referring specific tasks to, participating national agencies;

Membership – Appointments

The Task Force shall be composed of two representatives per Member State, one primary and one alternate member. Members shall be appointed by the INSPIRE National Contact Points and they represent the organisations responsible for the Architecture design and the service implementation of the National spatial data infrastructures.

Members are appointed for the duration of the Initial Operating Capability Task Force duration. Members who are no longer capable of contributing effectively to the group's deliberations or resign may be replaced for the remainder of the IOC TF duration.

Deliverables

Produce supportive technical documentation, considering that the current set may be incomplete and serves as a starting point for the Implementation, including:

1. Documented best practices and consensus building towards a common solution or set of solutions;

2. Technical documentation and associated schema documents for INSPIRE Download and Transformation Services;
3. Updated Technical Guidance documents for discovery and view services including necessary updates to the associated online schema documents;
4. Updated Network Services Architecture Document.

Relevant Documents

1. [Commission Regulation amending Regulation \(EC\) No 976/2009 as regards download services and transformation service](#)
2. [Draft Technical Guidance Download Services \(version 2.0\)](#)
3. [Draft Technical Guidance for INSPIRE Coordinate Transformation Services](#)
4. [Technical Guidance for the INSPIRE Schema Transformation Network Service](#)
5. [Technical Guidance for the implementation of INSPIRE Discovery Services](#)
6. [Technical Guidance for the implementation of INSPIRE View Services](#)
7. [Network Services Architecture \(Version 3.0\)](#)
8. [Technical Report: INSPIRE NETWORK SERVICES SOAP Framework](#)
9. [Technical Report: SOAP HTTP Binding Status - Survey on OGC and ORCHESTRA Specifications Relevant for the INSPIRE Network Services](#)
10. [INSPIRE SOAP primer for INSPIRE Discovery and View Services providing simple examples of the proposed INSPIRE SOAP framework and additional clarifications](#)
11. [Proposals for the documentation of the communication of the view and discovery service using the Web Service Description Language](#)

ANNEX 1:

Rules of Procedure of the Initial Operating Capability Task Force

(hereafter referred to as the “group”)

1. Opinions of the group

- As far as possible, the group shall adopt its opinions, recommendations or reports by consensus.
- In the event of a vote, the outcome of the vote shall be decided by a simple majority of the members.

2. Sub-groups

- In agreement with the services of the Commission, the Task Force may set up sub-groups to examine specific questions on the basis of terms of reference defined by the Task Force; such sub-groups shall be disbanded as soon as their mandate is fulfilled.
- The sub-groups shall report to the group.

3. Admission of third parties

The group members and/or the Commission's representative may invite on an ad hoc basis experts from outside the group with specific competence in a subject on the agenda to participate in the work of the group or sub-groups. In addition, the Commission's representative may give observer status to individuals, organisations and candidate countries.

Other Commission officials with an interest in the proceedings may attend meetings of the group and its sub-groups.

4. Correspondence

- A mailing list <inspire-ns-ioctf@jrc.ec.europa.eu> has been set up to facilitate communications within the group.

5. Document Management

- A dedicated CIRCA repository² has been set to facilitate the exchange of documents within the group.
- Final Versions of Technical Documentation and minutes of the meetings shall be published on the [INSPIRE web site](#).

6. Access to documents

Applications for access to documents held by the expert group will be handled in accordance with Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43)³ and detailed rules for its application⁴.

7. Confidentiality of deliberations

- The group's deliberations shall be confidential.

² http://circa.europa.eu/Members/irc/jrc/jrc_inspire_ioctf/library

³ http://www.europarl.europa.eu/RegData/PDF/r1049_en.pdf

⁴ [Commission Decision 2001/937 of 5.12.2001. OJ L 345 of 29.12.2001, p. 94.](#)

- In agreement with the Commission's services, the group may, by a simple majority of its members, decide to open its deliberations to the public.

8. Conflicts of interest

- Should a conflict of interest in relation to an expert arise, the Commission services may exclude this expert from the group or a particular meeting thereof or they may decide that the expert in question shall abstain from discussing the items on the agenda concerned and from any vote on these items.
- At the start of each meeting, any expert whose participation in the group's work would raise a conflict of interest shall inform the Chair.
- Conflicts of interest shall be reported in writing, e.g. in the summary minutes of the group's meeting.

9. Protection of personal data

All processing of personal data for the purposes of these rules of procedure shall be in accordance with Regulation (EC) No 45/2001⁵.

⁵ [REGULATION \(EC\) No 45/2001 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 December 2000](#) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.