



INSPIRE  
Infrastructure for Spatial Information in Europe

## Minutes 14<sup>th</sup> Telephone conference

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## Table of Contents

<b>ACTIONS LIST</b> .....	<b>3</b>
<b>LIST OF PARTICIPANTS</b> .....	<b>12</b>
<b>DRAFT AGENDA</b> .....	<b>13</b>
<b>AGENDA APPROVAL</b> .....	<b>13</b>
<b>ADOPTION OF PREVIOUS TELECONFERENCE MINUTES</b> .....	<b>13</b>
<b>REVIEW OF ACTIONS</b> .....	<b>13</b>
<b>NCP FEEDBACK STATUS RECEIVED</b> .....	<b>14</b>
<b>ATTENDANCE</b> .....	<b>15</b>
<b>AOB</b> .....	<b>16</b>
MEETINGS WITH AUSTRIAN BEV AND GDI-DE .....	16
COLLABORATIONS WITH OTHER DRAFTING TEAMS (DT DSS AND MD DT) .....	16
WG MEMBERS PARTICIPATION TO IR DEVELOPMENT.....	16
NEXT WEEK TELECONFERENCE .....	17

## Actions List

Action ID	Description	Actionee	Due Date	Status
M1-A1	Set the mailing list access status to closed	JRC	05/11/10	Closed
M1-A2	Access to the CIRCA folder only by WG members and JRC	JRC	05/11/10	Closed
M1-A3	Update terms of reference	JRC	05/11/10	Closed
M1-A4	nominate a chair/substitute	WG	30/11/10	Re-scheduled see M3-A1
M1-A5	Set-up SDS WG web page in INSPIRE web site	JRC	05/11/10	Closed
M1-A6	Define the consultation process	WG	30/11/10	Re-schedule see M3-A2
M1-A7	Provide more details on the distinction between NS and SDS	WG	30/11/10	Re-scheduled see M3-A3
M1-A8	Provide a recommendation if SDS of type discovery, view, download, transform and invoke are or not in the scope of the implementing rules	WG	30/11/10	Closed
M1-A9	Provide a simple example of the constraints an ASDS could face	FR	10/11/10	Closed
M1-A10	Describe oil spill forecast service as an example of a complex spatial data service	NO	12/11/10	Closed
M1-A11	Send a copy (or URL) of the slides on registry service and gazetteer service presented at the last IOC TF meeting	UK	12/11/10	Closed
M1-A12	Provide example of a specific download service	CZ	12/11/10	Closed
M1-A13	Provide access to the IOC TF template for describing services	JRC	29/10/10	Closed
M1-A14	Provide the description of a thesaurus service	BG	12/11/10	Closed
M1-A15	Provide a description of the Geospatial and Cadastre API	NO	19/11/10	Re-scheduled

Action ID	Description	Actionee	Due Date	Status
				See M2-A2
M1-A16	Provide a description of the Czech Republic Cadastre service	CZ	12/11/10	Closed
M1-A17	Provide list of questions to be answered to help refining the scope of the Spatial Data Services	JRC	05/11/10	Closed
M1-A18	Provide individual draft answers to the questions on the scope	WG	22/11/10	Closed
M1-A19	Provide list of Spatial Data Services included in the first National INSPIRE monitoring and reporting reports.	JRC	05/11/10	Closed
M1-A20	Send draft minutes to WG	JRC	29/10/10	Closed
M2-A1	Send a copy (or URL) of the slides on registry service and gazetteer service presented at the last IOC TF meeting	UK	19/11/10	Closed
M2-A2	Provide a description of the Geospatial and Cadastre API	NO	19/11/10	Re-scheduled See M3-A4
M2-A3	Provide individual draft answers to the questions on the scope	WG	22/11/10	Closed
M2-A4	Initiates an email discussion on the consultation process	JRC	2 <sup>nd</sup> telephone conference	Closed
M2-A5	Create specific folder on Circa for the WG to put in the initial answers.	JRC	17/11/2010	Closed
M2-A6	Compile initial answers to scoping questions as input to the next telephone conference into a single document.	SI	2 <sup>nd</sup> telephone conference	Closed
M2-A7	Create table of contents for the outcome document	WG	16/12/2010	Actionee Changed See M3-A5
M2-A8	Send draft minutes to WG	JRC	19/11/10	Closed
M2-A9	Adoption of draft minutes by email	WG	26/11/2010	Closed
M2-A10	Set up a doodle for the WG members to agree on the date	JRC		Closed

Action ID	Description	Actionee	Due Date	Status
	for the next telephone conference in calendar week 48.			
M3-A1	Nominate a chair/substitute	WG	3 <sup>rd</sup> Telephone Conference	Re-scheduled see M4-A1
M3-A2	Define the consultation process	WG	3 <sup>rd</sup> Telephone Conference	Closed
M3-A3	Finalize WG answers to questions	WG	3 <sup>rd</sup> Telephone Conference	Closed
M3-A4	Provide a description of the Geospatial and Cadastre API	NO	13/12/2010	Closed
M3-A5	Create table of contents for the outcome document	JRC	16/12/2010	Closed
M3-A6	Publish spatial data services examples on the INSPIRE Web Site	JRC	17/12/2010	Re-scheduled see M4-A3
M3-A7	Review summary answers and provide additional summary answers	WG	17/12/2010	Closed
M3-A8	Compile feedback on summary answers into one document	JRC	3 <sup>rd</sup> Telephone Conference	Closed
M3-A9	input for the main message to transmit at the next INSPIRE Committee meeting	WG	13/12/2010	Closed
M3-A10	Provide feedback on the network services position paper for the invoke service	WG	17/12/2010	Re-scheduled see M4-A2
M3-A11	Request SDS WG and NS DT availability for 3 <sup>rd</sup> teleconference	JRC	10/12/2010	Closed
M3-A12	Send draft minutes to WG	JRC	10/12/2010	Closed
M3-A13	Review Draft Minutes	WG	17/12/2010	Closed
M4-A1	Nominate a chair/substitute	WG	4 <sup>th</sup> Telephone Conference	Re-scheduled see M5-A1
M4-A2	Provide feedback on the network services position paper for the invoke service	WG	07/01/2011	Re-scheduled see M5-A2
M4-A3	Publish WG spatial data services examples on the INSPIRE Web Site	JRC	07/01/2011	Closed

<b>Action ID</b>	<b>Description</b>	<b>Actionee</b>	<b>Due Date</b>	<b>Status</b>
M4-A4	Rephrase question 1.1.2	UK	07/01/2011	Closed
M4-A5	Propose common answer to question 1.2.1	BG, SE, SI	07/01/2011	Re-scheduled see M5-A4
M4-A6	Propose common answer to question 1.2.2	BG, SE, SI	07/01/2011	Closed
M4-A7	Draft scope of spatial data services	JRC	14/01/2011	Re-scheduled See M5-A6
M4-A8	Request the provision of spatial data services metadata from the INSPIRE national contact points	JRC	24/12/2011	Closed
M4-A9	Send Draft Minutes of teleconference for adoption by e-mail	JRC	24/12/2011	Closed.
M4-A10	Upload INSPIRE Committee members feedback on Spatial Data Services on CIRCA	JRC	24/12/2011	Closed.
M5-A1	Nominate a chair/substitute	WG	5 <sup>th</sup> Telephone Conference	Re-scheduled See M6-A1
M5-A2	Provide feedback on the network services position paper for the invoke service	CZ, FR	18/02/2011	Re-scheduled see M7-A2
M5-A3	Draft scope of spatial data services recommendations	JRC	04/02/2011	Closed
M5-A4	Propose common answer to question 1.2.1	BG, SE, SI	5 <sup>th</sup> Telephone Conference	Closed
M5-A5	Propose common answer to question 1.2.2	BG, SE, SI	5 <sup>th</sup> Telephone Conference	Closed
M5-A6	Draft scope of spatial data services	JRC	04/02/2011	Closed
M5-A7	Explicit Reference to a rights management layer in the Invoke Position Paper	LB	11/02/2011	Re-scheduled see M7-A3
M5-A8	Clarify with IOC TF Belgian members the proposed involvement of the IOC TF in the SDS WG activity	NO	5 <sup>th</sup> Telephone Conference	Closed
M5-A9	Check with JRC data facilitators if TWG expressed requirements for additional spatial data services	JRC	5 <sup>th</sup> Telephone Conference	Closed

Action ID	Description	Actionee	Due Date	Status
M5-A11	Set doodle for next teleconference date and time	JRC	28/01/2011	Closed
M5-A12	Working group and drafting members to indicate availability to host the next physical meeting	WG, NS	5 <sup>th</sup> Telephone Conference	Closed
M5-A13	Check if the next physical meeting could be held in Brussels	JRC	5 <sup>th</sup> Telephone Conference	Closed
M5-A14	Send Draft Minutes of teleconference for adoption by e-mail	JRC	31/01/2011	Closed
M6-A1	Nominate a chair/substitute	WG	6 <sup>th</sup> Telephone Conference	Re-scheduled see M7-A1
M6-A2	Introduce definition of the invoke service in the NS position paper	LB	6 <sup>th</sup> Telephone Conference	Re-scheduled see M7-A4
M6-A3	Update definitions for web application and web services to ensure RESTful compatibility	CE	6 <sup>th</sup> Telephone Conference	Closed
M6-A4	Comment draft recommendations document	WG, NS	1 day before 6 <sup>th</sup> Telephone Conference	Re-scheduled see M7-A5
M6-A5	Chair physical meeting	NO	8-9/03/11	Closed
M6-A6	Send Draft Minutes of teleconference for adoption by e-mail	JRC	16/02/2011	Closed
M6-A7	Comment Draft Minutes	WG, NS	1 day before 6 <sup>th</sup> Telephone Conference	Closed
M7-A1	Nominate a chair/substitute	WG	Paris Meeting 8-9/03/11	Re-scheduled see M8-A1
M7-A2	Provide feedback on the network services position paper for the invoke service	CZ, FR	25/02/2011	Closed
M7-A3	Explicit Reference to a rights management layer in the Invoke Position Paper	LB	04/03/2011	Closed
M7-A4	Introduce definition of the invoke service in the NS position paper	LB	04/03/2011	Closed

<b>Action ID</b>	<b>Description</b>	<b>Actionee</b>	<b>Due Date</b>	<b>Status</b>
M7-A5	Comment draft recommendations document	WG, NS	04/03/2011	Closed
M7-A6	Update new Recommendation # 8 to mention API, human interfaces and machine to machine interaction.	JRC	04/03/2011	Closed
M7-A7	Update Recommendation # 4 to add human interaction as a characteristic of a GIS and include the need to have interfaces defined for the tools to be considered as SDS	JRC	04/03/2011	Closed
M7-A8	Group recommendations related to spatial data services metadata into one section	JRC	04/03/2011	Closed
M7-A9	Change “made available” into “made discoverable” in recommendation #6	JRC	04/03/2011	Closed
M7-A10	Detail the IOC TF formal role in recommendation #12	JRC	04/03/2011	Closed
M7-A11	Provide definitions including what makes the used term different for the alternative figure in recommendation #15	CE, LB, FR	04/03/2011	Closed
M7-A12	First draft of SDIC/LMO survey	JRC	04/03/2011	Closed
M7-A13	Set a doodle for teleconference week 14-18/03/2011	JRC	04/03/2011	Closed
M7-A14	Check SKYPE set-up in host facilities	JRC	04/03/2011	Closed
M7-A15	Comments draft minutes	WG, NS DT	1 day before the next teleconference	Closed
M8-A1	Nominate a chair/substitute	WG	31/03/2011	Re-scheduled see M9-A1
M8-A2	Update recommendations document following Paris meeting (version 0.3)	JRC	18/03/2011	Closed
M8-A3	Review V0.3 of the Recommendations document	WG, NS DT	28/03/2011	Closed
M8-A4	Update recommendations document following review of version 0.3 (V 0.4)	JRC	30/03/2011	Closed

<b>Action ID</b>	<b>Description</b>	<b>Actionee</b>	<b>Due Date</b>	<b>Status</b>
M8-A5	Update recommendations document following 8 <sup>th</sup> teleconference discussion of v 0.4 (V 1.0)	JRC	05/04/2011	Closed
M8-A6	Indicate availability for comments resolution workshop	WG, NS DT, JRC	25/03/2011	Closed
M8-A7	Indicate availability for workshop with NCP/IC	WG, NS DT, JRC	25/03/2011	Closed
M8-A8	Comments Draft minutes	WG, NS DT	30/03/2011	Closed
M9-A1	Nominate a chair/substitute	WG	14/04/2011	Re-scheduled see M10-A1
M9-A2	Provide Host welcome message summary	FR	01/04/2011	Closed
M9-A3	Publication of Paris meeting minutes	JRC	06/04/2011	Closed
M9-A4	Publication of 7 <sup>th</sup> teleconference minutes	JRC	07/04/2011	Closed
M9-A5	Update v0.4 of recommendations document to lessen potential ambiguity between SDS and NS and to record the agreement during the 8 <sup>th</sup> teleconference	JRC	01/04/2011	Closed
M9-A6	Inform INSPIRE NCP of the status and plans for both Implementing Rules	JRC	04/04/2011	Closed
M9-A7	Publish version 1 of the SDS recommendations document and of the invoke position paper on the INSPIRE web site	JRC	04/04/2011	Closed
M9-A8	Request feedback on both documents from TWG, IOC TF, DATA DT, METADATA DT and INSPIRE CT	JRC	05/04/2011	Closed
M9-A9	Launch SDIC/LMO survey	JRC	08/04/2011	Closed
M9-A10	Collate received comments	JRC	04/05/2011	Closed
M9-A11	Adoption of the 8 <sup>th</sup> teleconference minutes	WG, DT	14/04/2011	Closed
M9-A12	Discuss comments resolution workshop location	WG, DT	14/04/2011	Closed
M9-A13	Update SDS WG terms of reference to extend the time	JRC	13/04/2011	Closed

Action ID	Description	Actionee	Due Date	Status
	line to take into account the wider consultation.			
M10-A1	Nominate a chair/substitute	WG	28/04/2011	Re-scheduled see M11-A1
M10-A2	Publish 8 <sup>th</sup> teleconference minutes	JRC	23/04/2011	Closed
M10-A3	Provision of preliminary information on the next meeting	NO	19/04/2011	Closed
M10-A4	Confirm room booking for the DT/WG meeting during the INSPIRE Conference	JRC	12/05/2011	Closed
M10-A5	Add WG and DT members to the comments mailing list	JRC	23/04/2011	Closed
M10-A6	Confirm attendance to the next meeting	WG,DT	19/04/2011	Closed
M10-A7	Publication of the SDS WG members in the INSPIRE web site	JRC	19/04/2011	Closed
M10-A8	Adopt 9 <sup>th</sup> teleconference minutes	WG, DT	28/04/2011	Closed
M10-A9	Extend the SDIC/LMO survey until 04/05/2011	JRC	28/04/2011	Closed
M10-A10	Inform SDICS and LMOs on the survey extension	JRC	28/04/2011	Closed
M10-A11	Create a poll for the extraordinary telcon	JRC	02/05/2011	Closed
M10-A12	Send out daily updates of the survey until the due date	JRC	04/05/2011	Closed
M10-A13	Prepare the final survey results for analysis	JRC	04/05/2011	Closed
M10-A14	Initiate contact between JRC and LB on expert invitation	JRC	30/04/2011	Closed
M10-A15	Check members of the email list for comment distribution to the SDS WG and NS DT	JRC	02/05/2011	Closed
M10-A16	Confirmation of information on the Comment Resolution workshop in Oslo by email	JRC	02/05/2011	Closed
M11-A1	Nominate a chair/substitute	WG	06/05/2011	Re-scheduled see M12-A1

<b>Action ID</b>	<b>Description</b>	<b>Actionee</b>	<b>Due Date</b>	<b>Status</b>
M11-A2	Publish 9 <sup>th</sup> teleconference minutes	JRC	06/05/2011	Closed
M11-A3	Setting start and end date of Comment Resolution Workshop	JRC	06/05/2011	Closed
M11-A4	Adopt 10 <sup>th</sup> teleconference minutes	WG, DT	06/05/2011	Re-scheduled (see M12-A2)
M12-A1	Nominate a chair/substitute	WG	02/05/2011	Re-scheduled (see M13-A2)
M12-A2	Adopt 10 <sup>th</sup> teleconference minutes	WG, DT	12/05/2011	Closed
M12-A3	Propose to LB to draft resolutions for comments on invoke	JRC	09/05/2011	Closed
M12-A4	Setup a doodle for volunteers to indicate their willingness to draft resolutions	JRC	10/12/2011	Closed
M12-A5	Volunteer to draft comments resolution	WG, DT	12/05/2011	Closed
M12-A6	Propose initial list of SDIC/LMO to be invited to the OSLO meeting	JRC	07/05/2011	Closed
M12-A7	Finalize list of SDIC/LMO to be invited to the OSLO meeting	WG, DT	09/05/2011	Closed
M13-A1	Publish 10 <sup>th</sup> and 11 <sup>th</sup> teleconference minutes	JRC	16/05/2011	Closed
M13-A2	Nominate a chair/substitute	WG	26/05/2011	Re-scheduled (see M14-A2)
M13-A3	Indicate attendance to OSLO meeting	WG, DT	16/05/2011	Closed
M13-A4	Draft resolutions to comments	WG, DT	17/05/2011	Closed
M13-A5	Add agenda item to the OSLO meeting draft agenda to discuss possibility of another meeting or web conference	JRC	17/05/2011	Closed

Action ID	Description	Actionee	Due Date	Status
M14-A1	Publish 12 <sup>th</sup> teleconference minutes	JRC	16/05/2011	Closed
M14-A2	Nominate a chair/substitute	WG	26/05/2011	Closed (JRC to remain chair a.i.)
M14-A3	Review SDS recommendations and SDS Comments resolution document	WG	27/05/2011 (noon)	Closed
M14-A4	Publish SDS recommendations and SDS Comments resolution document and request NCP/IC feedback	JRC	01/06/2011	Closed
M14-A5	Discuss with the editor of the position paper for the invoke service the schedule for the position paper and the corresponding Comments resolution document	JRC	27/05/2011	Closed
M14-A6	Confirm participation for the workshop with the INSPIRE NCP/IC (28/06/2011) and the internal meeting (29-30/06/2011).	WG	03/06/2011	Closed
M14-A7	Follow up on chairmanship for workshop with the INSPIRE NCP/IC (28/06/2011)	JRC	15/06/2011	Closed (OO accepted)
M15-A1	Publish 13 <sup>th</sup> teleconference minutes	JRC	01/09/2011	Open

## List of participants

### Working Group

Code	Nominated by	Attending
FR	France	No
CZ	Czech Republic	No
SI	Slovenia	Yes
UK	United Kingdom	No
NO	Norway	Yes
LV	Latvia	No
SE	Sweden	No

Code	Nominated by	Attending
BG	Bulgaria	No

### **Network Services Drafting Team**

Initials
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### **JRC**

Chaired

### **Draft Agenda**

1. Adoption of agenda
2. Adoption of previous teleconference minutes
3. Review of Actions
4. NCP feedback status
5. NCP Workshop
6. AOB
  - Meetings with Austrian BEV and GDI-DE
  - Collaboration with other Drafting Teams (DT DSS and MD DT)
  - WG members participation to IR development
  - Next week Teleconference

### **Agenda Approval**

The draft agenda was adopted.

### **Adoption of previous teleconference minutes**

The minutes of the 13<sup>th</sup> teleconference have been adopted and will therefore be published on the INSPIRE web site (see Action M15-A1)

### **Review of actions**

The status of the actions still open before the teleconference was discussed and where appropriate the deadlines were moved.

- M14-A1: Closed. The 12<sup>th</sup> teleconference minutes have been published and are available at

[http://inspire.jrc.ec.europa.eu/documents/Spatial\\_Data\\_Services/spatial\\_services\\_meetings\\_teleconference\\_2011\\_6\\_12thtelcon\\_12-05-2011pdf\\_EN\\_1.pdf](http://inspire.jrc.ec.europa.eu/documents/Spatial_Data_Services/spatial_services_meetings_teleconference_2011_6_12thtelcon_12-05-2011pdf_EN_1.pdf)

- M14-A2: No chair was put forward. This action is closed and the JRC will remain chair a.i. until the conclusion of the WG activity.
- M14-A3: Closed. *Thanks to all who provided comments*
- M13-A4: Closed.
- M13-A5: Closed.
- M13-A6: Closed
- M14-A7: Closed OO accepted to chair the workshop.

## NCP Feedback Status Received

The feedback received is summarized in the following table:

Document	Country
SDS recommendations	
	DE
	UK
	BG
	CZ (15/06/2011)
	PL
	AT (twice)
Invoke Position paper	
	DE
	CZ (no comments)
	UK (17/06/2011)
	AT

We have 7 sets from 6 countries. JRC will clarify why there are two sets of comments from Austria and whether they are the same.

CZ wanted to provide comments by 15<sup>th</sup> but none have been sent yet. So we are waiting whether we will receive comments from them.

## Attendance

The following NCPs confirmed their participation:

Country
Sweden
Finland
Germany
Portugal
Ireland
Austria

JRC asked whether the participants know if anyone from their country will attend. SI and NO agreed to clarify this.

WG and DT attendance list seems to be complete. JRC will send a mail for final deadline for confirmation of meeting.

For the workshop:

Time and location

- Time: 14:00 – 17:00
- Location: room OCHIL

Agenda:

(NO Kindly accepted to chair the Workshop)

- Welcome (NO) (15 minutes)
- Status (JRC) (rational, history, process description) (15 minutes)
- SDS (?) (presentation of the recommendations, NCP feedback discussion) (60 minutes)
- NS (?) (presentation of the position paper, NCP feedback discussion) (60 minutes)
- Next steps (JRC) (15 minutes)
- Conclusion (NO) (15 minutes)

JRC sent a message to LB to ask whether he does the presentation of the position paper and NCP feedback discussion.

JRC sent a message to UK to ask whether he agrees to do the presentation of the recommendations and NCP feedback discussion. He awaits his reply. In case UK declines, NO volunteered to give this presentation and to take over the double task of chairing and presenting.

It was agreed that the group presents the NCPs feedback, to save time. The group will present what they believe is the essence of these comments and allow them to comment or clarify.

## **AOB**

### ***Meetings with Austrian BEV and GDI-DE***

To better understand the issues they have with SDS and/or NS invoke JRC will meet:

- BEV in Vienna on the 22/06/2011 in the afternoon
  - GDI-DE in INSPIRE Conference venue on the 27/06/2011 in the afternoon
- JRC offered to create a summary of the meeting with BEV for the WG. NO expressed his interest to participate into the meeting with GDI-DE during the INSPIRE Conference.

### ***Collaborations with other Drafting Teams (DT DSS and MD DT)***

- DT DSS for SLA guidelines:
  - JRC will attend the DT DSS meeting on Monday at 5.30 pm in Room Harris 2 at the Edinburgh Conference Centre (DT members more than welcomed) Welcome all the SDS team. OO indicates his interest to join.
  - Participation to Next DT DSS meeting welcome, volunteers sought.  
Current arrangements are:
    - Venue: Brussels
    - Dates: 6/7 Sept or 8/9 Sept (participation one day only)JRC points out that anyone could attend the meeting but that the interested people have to state their interest in time to be considered. JRC takes the action to inform the group to seek for volunteers. If there are none JRC will inform his colleagues accordingly.
- DT MD was recently contacted to assess if they would be interested to collaborate to define Spatial Data Services Additional Guidelines.

### ***WG Members Participation to IR Development***

The objectives of the SDS WG Members have been successfully met, the activity of the working group will therefore end. JRC thanked the group members for their participation and congratulated them on their work.

Before contacting the National Contact Points, the opinion of the members is needed to see if they are interested and available to develop the SDS IR. Currently one answer, so the other WG members are asked to answer a.s.a.p.

NO is interested in continuing. SI agreed to inform JRC a.s.a.p.

### ***Next Week Teleconference***

There will be a poll for the next teleconference as it is unclear if another one will be required before the INSPIRE Conference.