

EuroGeoNames (EGN) –
developing a European geographical names infrastructure and services

Minutes

of the
3rd Consortium Meeting

held on 7th March 2007

at Palacio de Zurbano, Madrid, Spain

1 Executive Summary

The main points to note from the meeting are:

- The ongoing Work packages (WPs) as well as the first actions for WPs to be started soon were discussed. Emphasis was put on the next steps towards the preparation of draft interface specifications as well as the finalization of the EGN conceptual data model.
- Tasks and deadlines fixed in the project management module of the EGN sharepoint were discussed and uncertainties clarified. Some amendments were suggested by the partners and will be considered by the Project Coordinator within the EGN workplan. The latter one will be updated and will comprise the full funded project duration of 30 month.
- In the sharepoint a WP3/4/6-meeting on data modelling is already announced. The meeting will be conducted on **23 and 24 April 2007** in **Edinburgh, United Kingdom**. The Project Coordinator suggested to limitate the meeting to WP4-partners only. Geodan will check whether or not a participation in the meeting is needed in order to safeguard the interests of WP6 as well will BEV for WP9.
- The next steps for developing a general security concept (technical & access rights) were discussed and underlined. The venue and date for the envisaged IT-specific Meeting on security issues were fixed to **3 May 2007**, in **Frankfurt am Main, Germany**. The addressees will be the IT-experts being in charge with the maintenance of web services and the internet access at the NMCAs.
- With regard to the Memorandum of Understanding (MoU) about the technical implications the RefGroup institutions will be faced with, the EGN Consortium agreed upon that BKG and EGHO will prepare a draft MoU by **30 April 2007**. The final document should be submitted to the RefGroup until **30 May 2007** at the latest.
- The 4th Consortium Meeting will be held on **5 June 2007** in **Dortmund, Germany**. It will be organized in conjunction with the 4th EGN workshop on business models to be held on **4 June 2007**.
- A mid-term project review meeting was announced by the EC. It will be checked whether or not this meeting requested by the EC can be arranged in conjunction with the 5th EGN workshop on implementing issues on **15 November 2007**, very likely to be held in **Paris, France**. The mid-term project review meeting will then take place on **16 November 2007**.

2 Participants

Ferjan Ormeling (Utrecht University, NL), Walter Wurzer (Austrian NMCA – BEV), Marija Brnot (Slovenian NMCA – SMA), Anne Blankert, Frans Knibbe (Geodan, NL), Andrew Corbett, James Reid (Edina, UK), Gerd Buziek, Georg Börner (ESRI, DE), Lise Just (EGHO, FR), Bernhard Schneider, Markus Ullrich (GeoTask/ProDV), Krister Olson (EC, LU), Jörn Sievers, Ronald Mordhorst, Roman Stani-Fertl, Pier-Giorgio Zaccheddu (BKG, DE).

3 Attachments

The detailed agenda for the 3rd Consortium meeting was updated during the meeting. All important internal dates are displayed in red, further comments or additional information in blue colour.

4 Agenda

TOP	Topic title
1	Reporting on ongoing work packages
2	Questions & answers
3	Next steps & meetings & workshops
4	Other matters
5	Next meeting

5 Minutes and results of the discussion

Minutes	Action
<p>1 Reporting on ongoing work packages</p> <p><u>WP1:</u></p> <p><i>Sievers</i> informed the Consortium that the first deliverables were submitted to the EC on schedule on 28 February 2007. <i>Olson</i> had comments for D10.1, the cost/benefit analysis, only. He suggested to integrate the comments and provide the EC with an amended version of D10.1. He especially mentioned D4.1, the European Data Model documentation, as being a very valuable deliverable to be used for the wider public.</p> <p><i>Olson</i> informed the EGN Consortium that not less than 75% of the total amount/instalment should have been spent in the first 13 months. He stated that the project has not to send invoices referring to the financial statements. The EGN partners should use the actual rates (i.e. salary without profits) for the statements.</p> <p>As agreed upon at the 2nd CM in Paris, all consortium members were asked to review the project workplan to identify time critical elements and</p>	Schneider

<p>dependencies so that critical paths can be ascertained. All partners are requested to report by email to <i>Zaccheddu</i> on dependencies between WPs.</p>	All
<p>The Slovenian mapping agency mentioned that the money transfer wasn't completed successfully so far. <i>Brnot</i> and <i>Zaccheddu</i> agreed upon checking the current status of the money transfer procedure with their respective administration (<u>comment</u>: the SMA account was credited on 8 March 2007).</p>	<i>Brnot</i> , <i>Zaccheddu</i>
<p>As for the reporting <i>Sievers/Olson</i> explained the differences between the progress reports and the annual reports. <i>Olson</i> mentioned that the EC will organize a mid-term review meeting, in which the 'key partners' of the projects should attend. According to the DoW the mid-term review meeting is planned to be held in conjunction with workshop 5 on implementing issues. <i>Just</i> and <i>Olson</i> will check whether or not this meeting requested by the EC can be arranged in conjunction with the <u>5th EGN workshop on implementing issues</u> on 15 November 2007, very likely to be held in Paris, France. The mid-term project review meeting will then take place on 16 November 2007.</p>	<i>Just</i> , <i>Olson</i>
<p><u>WP2:</u> With regard to WP2 <i>Ormeling</i> stated that the Final Report will be composed mainly by the content of the draft report, the executive summary as well as of the use cases. Furthermore the polls by questionnaire conducted by Geodan, GeoTask and ESRI referring to several items shall be included too. <i>Ormeling</i> will send a notifier to the partners involved requesting their contribution.</p>	<i>Ormeling</i>
<p><u>WP3:</u> With regard to WP3 <i>Brnot</i> agreed to prepare D3.2 according to the dates set in the sharepoint. Regarding D3.3, the metadata profile, all Consortium members offered to contribute to its development. <i>Brnot</i> agreed with preparing a draft metadata profile until 18 April 2007, to be used at the meeting in Edinburgh with focussing WP4-issues, especially the data modelling.</p>	<i>Brnot</i>
<p><u>WP4:</u> With regard to WP4 <i>Reid</i> agreed to prepare D4.2, the conceptual schema, as well as, D4.3 the draft application schema according to the dates set in the sharepoint.</p>	<i>Reid</i>
<p><u>WP5:</u> With regard to WP5 <i>Sievers</i> explained the call for tender procedure conducted for subcontracting tasks for the development of the exonyms database. <i>Stani-Fertl</i>, as being the subcontractor for tasks of WP5, agreed with preparing all deliverables according to the dates set in the sharepoint. He further agreed to prepare a draft report for D5.2, Methodology for validation of exonyms, before the workshop on exonyms in Prague (16 – 18 May 2007), very likely until 10 May 2007. The first draft for D5.3 – Exonyms database prototype will be prepared until 22 July 2007.</p>	<i>Stani-Fertl</i>
<p><u>WP6:</u> Regarding the EGN architectural model, Geodan was asked to prepare draft interface specifications (much earlier than these are requested in the grant agreement) for describing the connection between modules [4] to [6] as well as</p>	<i>Blankert</i> ,

<p>for [5] to [7]. <i>Blankert</i> and <i>Knibbe</i> agreed with elaborating a draft document asap (very likely by end of May 2007). <i>Knibbe</i> suggested to upload a draft document to the Online-user forum for further discussion/consideration.</p>	Knibbe
<p>With regard to D6.1, Web Services requirements documentation, which has to be submitted to the EC on 31 May 2007, <i>Knibbe/Blankert</i> agreed with circulating a first version until 30 April 2007, and with finalizing the document until 22 May 2007. Geodan was asked to check whether or not the planned draft interface specifications might be covered with document D6.1.</p>	Blankert, Knibbe
<p><u>WP7:</u> With regard to WP7 <i>Schneider</i> agreed with preparing D7.1, the concept and requirement for the EGN Web GIS reference application until 31 July 2007.</p>	Schneider
<p><u>WP8:</u> Actions within WP8 have not yet been started. However, <i>Buziek</i> emphasized that according to the dates set in the sharepoint, actions for WP8 can be started only if the planned draft interface specifications are ready.</p>	
<p><u>WP9:</u> <i>Wurzer</i> agreed to finalize the document D9.1, User test plan, until 10 August 2007.</p>	
<p>First versions of the reference application and the web services infrastructure will be created for the testing phase, so that users according to D9.1. can test the software pieces and provide the EGN Consortium with amendments. Costs and personnel are foreseen to install the software pieces at the BEV in Austria.</p>	
<p><u>WP10:</u> With regard to WP10 <i>Schneider</i> agreed to hold the <u>IT-specific meeting on security issues</u> in Frankfurt am Main. The date was set to Thursday, 3 May 2007. The organizational details will be discussed bilaterally between GeoTask and BKG.</p>	Schneider, Sievers, Zaccheddu, Mordhorst
<p>With regard to the <u>workshop on business model</u> on 4 June 2007 in Dortmund, documents will be prepared in advance. E.g. the first draft for D10.2, a conceptual business model, will be disseminated by 17 April 2007. Comments will be requested from the partners involved and will be included in the document. In parallel, a questionnaire will be prepared by GeoTask and referred to the WP10-partners, in order to obtain information concerning the pricing and licensing strategy used.</p>	Schneider Schneider
<p><u>WP11:</u> With regard to WP11, the preparation of the 'strawman' document was removed, but a public 'White Paper' will be considered. This document is to be prepared within WP12, very likely as a compilation of the publications/paper submissions to the ICA Moscow and the UNCSGN in New York, both in August 2007.</p>	Ormeling, Sievers, Zaccheddu
<p>With regard to D11.1, the analysis on implementing issues, Geodan offered to prepare a draft document according to the dates set in the sharepoint. EDINA and EGHO will then provide comments and further input to the document in</p>	Blankert, Knibbe

<p>order to finalize it on schedule.</p> <p><u>WP12:</u> With regard to WP12, <i>Zaccheddu</i> stated that D12.5, the EGN flyer, will be the rationale to be used for posters to be presented at the ICA and at the UNCSGN in August 2007. <i>Ormeling</i> will provide <i>Zaccheddu</i> with the size needed for the ICA. <i>Reid</i> asked to further comment on the content of the EGN flyer.</p> <p><u>WP13:</u> With regard to WP13 <i>Zaccheddu</i> informed the EGN Consortium about the request by EuroGeographics WG on quality. The need for quality indicators for geographical names was identified to be used within the INSPIRE process. However, some consortium partners suggested to postpone the discussion about quality indicators due to the technical prerequisites which have to be determined first.</p> <p>With regard to the Memorandum of Understanding (MoU) about the technical implications on the RefGroup institutions the EGN Consortium agreed upon that BKG and EGHO will prepare a draft MoU by 30 April 2007. The final document should be submitted to the RefGroup until 30 May 2007 at the latest. As for the current stage, the MoU will be signed only by the NMCAs using the software pieces provided by Geodan. It was clearly stated that the draft interface specifications for the connection between the modules [4] to [6] and [5] to [7] will most probably not be covered by the MoU. The RefGroup members will be requested to sign the MoU in order to commit their willingness and capacity to participate in the EGN project as well as to indicate their awareness about the implications regarding technical and personnel requirements.</p> <p>With regard to the 'Data Access Security form', which were filled out in January 2007 by all 15 RefGroup, <i>Zaccheddu</i> mentioned explicitly the reply of the NMCA of the Netherlands. The Dutch colleague asked whether the EGN Consortium have had already thoughts about agreements "<i>not only on the technical aspects of the hard- and software used, but also on the more soft aspects of security</i>". With soft aspects of security, processes like maintenance, change management, incident management etc were meant. <i>Zaccheddu</i> agreed with providing the EGHO with the reply for further consideration.</p>	<p>Ormeling Reid</p> <p>Sievers, Just</p> <p>Zaccheddu</p>
<p>2 Questions & answers</p> <p>Amongst others the workshop was evaluated. <i>Sievers</i> pointed out that all Consortium members contributed substantially to the fruitful discussion. The good working atmosphere and very positive attitude towards the EuroGeoNames project was underlined.</p> <p>As for the maps to be used for the future reference application it was mentioned that Google Maps should be considered to be used as digital map source for displaying the EuroGeoNames content.</p>	

<p><i>Just</i> suggested to provide the workshop participants with a questionnaire for evaluating the workshop. <i>Just</i> will prepare and send out the questionnaire for gaining information about the feeling towards the workshop in Madrid as well as towards its outcome. <i>Zaccheddu</i> agreed with providing <i>Just</i> with the list of workshop participants.</p>	<p><i>Just</i> <i>Zaccheddu</i></p>
<p>3 Next steps & meetings & workshops</p> <p>With regard to the <u>5th Consortium Meeting</u> to be held in Vienna, Austria, the EGN Consortium agreed upon postponing the date to 6 September 2007 (a dinner shall be arranged on 5 Sep '07).</p> <p>The <u>5th EGN workshop on implementing issues</u> will very likely be organized on 15 November 2007, in Paris, France. The <u>mid-term project review meeting</u> shall take place on 16 November 2007. <i>Olson</i> and <i>Just</i> will check the possibilities with their administrations. (<u>comment</u>: very likely a request from the UNGEGN WG on Toponymic Data Files and Gazetteers will be addressed to EGN to hold WS5 again as a joint WS with the WG).</p> <p>With regard to the <u>6th Consortium Meeting</u> the EGN Consortium agreed upon postponing the date to 29 November 2007. The venue will be Frankfurt am Main.</p> <p>Further upcoming meetings (dates and venue) were suggested or fixed and were notified in the detailed agenda attached to this minutes.</p>	<p><i>Wurzer</i> <i>Olson,</i> <i>Just</i></p>
<p>4 Other matters</p> <p><i>Sievers</i> informed the Consortium members about the interest of SwissTopo (CH) as well as of the Ordnance Survey (UK), expressed by e-mail, to become a member in the Reference Group. It was clearly stated by the Consortium that an extension of the Reference Group within the EC-funded project duration will be appreciated, but without any financial support and without adding more countries/NMCAs to the group of 15 for connection to the EGN infrastructure during the project lifetime.</p> <p><i>Zaccheddu</i> informed the EGN Consortium about the INSPIRE implementation rules procedure. It was clearly stated that the EGN project is willing to contribute to the implementation rules procedure for the theme geographical names somehow, but that more information about the requirements by the EC is needed.</p>	

5 Next Consortium meeting

The 4th Consortium Meeting will be held on **5 June 2007**, in conjunction with the workshop on business models to be held on **4 June 2007**, at the premises of GeoTask/ProDV, **Dortmund, Germany**.

All

P.-G. Zaccheddu & J. Sievers

Attachment:**Detailed agenda**

1. Reporting on ongoing WPs	Remarks or intern. deadl.	Submission to the EC	Action / contribution
WP1: - Financial conditions and provisions (BKG)			BKG
- 1 st Reporting to the EC (9 Deliverables D1.1, D3.1, D4.1, D10.1, D12.1 – D12.5)	completed	28.02.07	BKG
- EGN Sharepoint	Inter-depend. of WP-tasks		All
- Administrative matters	GeoTask->ProDV		
- 2 nd Periodic Progress Report + cost statements	17.08.07	31.08.07, D1.2	All
- 1 st Annual Report	13.07.07	31.08.07, D1.5	All
Mid-term review (meeting in month 15, venue tbd, likely Paris)			
WP2: - Final report on user/business req.,	30.04.07	31.05.07, D2.1	UU
WP3: - Data Selection evaluation and assessment report	11.05.07	31.05.07, D3.2	SMA, BEV, EDINA, BKG
- Defining metadata profile	31.08.07 17.08.07	31.08.07, D3.3 (Draft 18.04.07)	SMA, BEV, BKG, Edina, Geodan, EGHO; Esri, GeoTask
WP4: - Finalizing Conceptual schema	15.05.07	31.05.07, D4.2	EDINA, BKG, UU, Geodan
- Preparing first draft of application schema	03.09.07	31.12.07, D4.3	EDINA, WP4-partners
WP5: - Call for tender for Variant/exonyms names database	Completed		BKG
- Identifying, evaluating, assessing exonyms	30.04.07	31.05.07, D5.1	BKG; WP5-partners
- Defining methodology for validation of exonyms	10.05.07 (22.05.07)	31.05.07, D5.2	BKG, WP5-partners
- Developing exonyms database prototype (incl. UML-schema)	22.07.07 (31.07.07)	31.08.07, D5.3	BKG; WP5-partners
WP6: - Elaborating service/functional requirements	31.05.07 30.04.07 (22.05.07)	31.05.07, D6.1	Geodan; WP6-partners
WP7: - Developing concept and req. for Ref. Application	31.07.07	28.02.08, D7.1	GeoTask; WP7-partners
WP8: - No actions started yet	None	None	
WP9: - Developing a User Test Plan Report	15.06.07 (10.08.07)	31.08.07, D9.1	BEV; WP9-partners
- Developing a User Testing Component Demonstrator	31.01.08 222	29.02.08, D9.2	BEV, EDINA, Geodan, GeoTask
WP10: - Security issues: Preparing IT-specific Meeting on Security (e.g. in Frankfurt am Main)	April/May 07 03.05.07	None	GeoTask, BKG, Geodan, Esri, Edina

	- Preparing Workshop on Conceptual Business Models (Dortmund, Germany)	04.06.07	04.06.07	GeoTask, ESRI, Geodan, BKG
	- Preparing preliminary findings for a Conceptual Business Model	04.06.07 30.04.07	28.02.08 D10.2	GeoTask
WP11:	Preparing a "strawman"	30.04.07	None	BKG
	- Analysis of the State of the Art.: issues for implementing the EGN infrastructure	31.07.07	31.08.07, D11.1	Geodan, EDINA, EGHO
	- Preparing the Implementation Plan (beyond the funded project duration)	31.10.08	28.02.09, D11.2	BKG, EGHO
WP12:	- Maintaining the Online-user forum	09.03.07	28.02.07	BKG
	- Poster for the UNCSGN (Aug07) (NYC, USA)	15.08.07	None	BKG, ethere?
	- White paper on EGN	09.2007	None	
WP13:	- Defining quality indicators / model for EGN for INSPIRE process (requested by EGG WG on Quality)	04.06.07???	None	All
	- Follow-up agreement with RefGroup on EGN infrastructure (MoU or similar to be signed after the project duration?, Reply Back letter only?)	30.04.07 (30.05.07)	None	BKG, EGHO
2. Questions & answers				
	- Evaluating the outcome of the workshop; quest.	15.03.07	None	All EGHO
	-			
3. Next steps & meetings & workshops				
	- WP4-meeting (Edinburgh, UK)		23-24.04.07	WP4
	- UNGEEN WG on Exonyms (Prague, Czech Republic)		16.-18.05.07	WP5
	- Workshop4 on Business Models (Dortmund, Germany)		04.06.07	WP10, All WP, RefGroup
	- 4 th Consortium Meeting (Dortmund, Germany)		05.06.07	All
	- 5 th Consortium Meeting (Wien, Austria)	06.09.07	03.09.07	All
	- Workshop5 with RefGroup on Implementing Pan-European EGN Web services, Mid-term review		15./16.11.07	EGHO, BKG, RefGroup, EC
	- 6 st Consortium Meeting (Ljubljana, Slovenia → Frankfurt am Main, Germany)	28/29.11.07	03.12.07	All
	- 7 th Consortium Meeting, Ljubljana		03.03.2008	
	- 8 th Consortium Meeting, München		02.06.2008	
	- 9 th Consortium Meeting, Edinburgh		01.09.2008	
	- 10 th Consortium Meeting, Wien???		01.12.2008	
	- Closing Workshop, Cyprus???		15.01.2009	
4. Other matters				
	- Requests from CH and GB for being registered as members of the RefGroup			
	- EGN-workplan for the full project duration of 30 month			
	- INSPIRE implementation rules procedure			