

## **DC-GOVERNMENT WORKING GROUP MEETING**

### **SHANGHAI, CHINA**

**11 October 2004**

Present: John Roberts (Archives New Zealand, and Co-chair, DC - Government Working Group), Greg Renaud (Govt of Canada - Treasury Board Secretariat), Colette Coles (UK Govt – Cabinet Office), He Jiasun (Institute for Information Resources Management, Zhejiang University), Zhang Shuxia (State Archives Administration of China), Zhang Zhengqiang (Shanghai University, China), Cui Ping (Shanghai University, China), Chen Shunzhong (Shanghai Library), Andrew Wilson (National Archives of Australia), Paul Miller (Common Information Environment – UK), He Yan (National Library of China), Donald Lee (Wonders Information Co., China), Alain (Wonders Information Co., China), Stuart Weibel (OCLC Research, US)

### **1 Introductions**

John welcomed all attendees, and presented apologies from Palle Aagard, his Co-chair of DC-GOV. All attendees briefly introduced themselves and their involvement with e-government metadata.

### **2 Review of Workplan**

John suggested that the 2003/04 Workplan had been over-ambitious, and noted a shift in focus from the pursuit of an application profile to the area of service description. The specific work items for 2003/04 were:

#### 1 Application profile

The focus under this work item has been on providing input to CEN work (see 4 below) rather than the development of a separate DC-GOV application profile

#### 2 Updating of survey

Not completed.

#### 3 Definitions for service description

A request for definitions in use was sent to the list in January 2004, but there was a limited response. A number of definitions were subsequently proposed in the draft Service Description Guidelines.

#### 4 Service Description Guidelines

A draft set of best practice guidelines was developed and distributed through the list for comment. This revealed some useful work in the Government of Canada on the same issue, and a relationship to discussions of the Collection Description Working Group.

5 Collation of training materials

A number of government resources included on the resource page at <http://dublincore.org/resources/training/> have been updated or added.

### **3 Round up of e-Government initiatives**

Participants were asked to briefly share the state of e-Government initiatives in their jurisdictions:

#### ***New Zealand (John Roberts)***

E-Government work in New Zealand is focussing on a citizen-centric approach, identifying priorities based on the needs expressed by the public, and working to deliver tools and solutions that address the way citizens want to interact with Government, rather than how Government wants to interact with citizens. As such, a varied approach is likely in which services and functions are treated differently according to public expectations.

#### ***United Kingdom (Colette Coles)***

The UK e-Government focus is shifting from putting services on line to encouragement of the take-up of services. Work on a government taxonomy (the "Government category list") was also outlined. It was noted that archival and records management issues are important and add significant complexity to e-Government.

#### ***Canada (Gregory Renaud)***

Records management issues are also significant in E-Government in Canada. A new Policy for the Management of Government Held Information has been issued, which discusses metadata, but at present there is no established records management metadata set.

#### ***China (multiple participants)***

China has no national metadata standard. Two areas of significant work are the development of on-line e-services, and workflow between government agencies.

#### ***United States (Stu Weibel)***

A renewed government interest in metadata issues in general and in Dublin Core in particular was reported, though at present this is

mainly in the form of increased enquiries about DC than any formal implementation projects.

#### **4 CEN EU e-Government Metadata Framework**

John noted that he had been asked to provide comment on a number of draft CEN documents regarding e-Government metadata. He asked Makx Dekkers to provide a brief outline of CEN work in this area. Makx noted a shift in recent CEN initiatives from stocktakes of current practices to consideration of EU-wide governance models.

#### **5 Service Description using Dublin Core**

#### **6 Controlled Vocabularies**

#### **8 Proposed Work Plan 2004/05**

John took these three agenda items together in an open discussion on areas of interest and of potential for the Working Group to develop. Stu Weibel asked what advice participants had for a jurisdiction or agency commencing a metadata initiative? Colette Coles noted the importance of support, assistance and consultation. An effective initiative involves more than just a standard. Greg Renaud observed that discovery is only one of many purposes for metadata, and it is necessary to show an awareness of the range of metadata uses. Andrew Wilson commented on the importance of strategic alliances, and of well-managed relationships. Echoing Greg's views, he noted that Dublin Core metadata is insufficient for recordkeeping, and it is therefore important for an initiative to be clear about what it is aiming to achieve.

In discussion on service description, there was a generally positive response to the draft service description guidelines, but it was noted that this work was not Government-specific, and that there was a need to seek comment from other working groups.

In respect of controlled vocabularies, it was felt that there would be value in initially sharing experiences and choices of encoding schemes used in e-government.

John then proposed that, based on the areas of interest expressed in the meeting, work items be developed around four areas:

- The relationship between discovery metadata and recordkeeping metadata;
- Service description best practice;
- Use of controlled vocabularies; and
- Sharing of general planning advice for e-government metadata programmes.

#### Work Item 1 : Service description

In 2003/04 draft guidance for the use of DC to describe services was developed. As this work is relevant in areas other than the Government domain, input will be sought from the DC community generally. Further work will be done to identify existing practices in a range of implementation communities, and test the draft guidance against these. Some modelling of the understanding of services in the guidance will be carried out to help in its evaluation.

Responsible: John Roberts

Date: January 2005

#### Work Item 2: Controlled vocabularies

Many government implementations have developed controlled vocabularies, and/or policies for the selection and maintenance of controlled vocabularies. These are not readily shared at present. Work will be done to collect information on these encoding schemes and policies to support their possible use in other jurisdictions.

Responsible: Greg Renaud

Date: to be confirmed

#### Work Item 3: Records management metadata

Government information management is often regulated in respect of records management and archival practice. As recordkeeping metadata requirements are defined in this domain, there is a need for integration with discovery metadata strategies. A paper previously developed for the Advisory Board will be updated and recommendations made to support coordination with the recordkeeping community.

Responsible: Andrew Wilson and John Roberts

Date: January 2005

#### Work Item 4: Guide to planning ("War stories")

A number of jurisdictions have significant experience in the area of developing a local discovery metadata schema or application profile. Other jurisdictions, by contrast, are at an early stage and would benefit from advice about the lessons others have learned. This is

seen less as advice on the content of a metadata set, and more around the development and implementation process.

Responsible: Colette Coles

Date: June 2005

## **7 Charter for 2004/04**

John noted that Working groups are required to review their charters annually. In light of the proposed work programme he suggested that the current charter be amended to reference "terms" instead of "qualifiers and/or extensions" and to include best practices in the scope of the Working Group's deliberations. The following revised text was agreed by the meeting for submission to the list for further comment.

"The DC-Government Working Group is a forum for individuals involved in implementing Dublin Core within and between government agencies and International Governmental Organizations (IGO's).

The working group will identify commonalities in current public administration metadata implementations, and make recommendations for future DC terms and best practices. The working group will cooperate with other international standardization initiatives as appropriate and when benefits for the working group can be readily identified."

John thanked attendees for their participation, and urged those who had not subscribed to the DC-GOVERNMENT e-mail list to do so.