



# **MATRA-Flex Project: Support to the Introduction of Electronic Data Exchange Between Key Registers**



## Details of the Project

- Executing agency:  
Department Kadaster International of Cadastre,  
Land Registry and Mapping Agency of The  
Netherlands
- Beneficiary: Ministry of Administration
- Budget: EUR 84,300.-
- Duration: 10 months
- Starting date: 1 September 2012

# Objectives

Support the Croatian Government Committee for the coordination of the ICT development in the public sector and its Working group in setting basis for the development of electronic data exchange between key registers.

## **Activities and results:**

1. Strategy and legal baseline on key registers
2. Metaregister
3. Financial framework / development and maintenance
4. Pilot : A real case to be evaluated



# Background

- February 2012 - The Croatian Government established a high-level Committee for the Coordination of the ICT development in the public sector. The Committee has been established in order to ensure political commitment on the highest level to be able to make informed decisions on ICT reforms which will be based on the outcomes made by 5 working groups.
- The chair-woman of the Committee is Ms. Milanka Opačić, the vice president of the Government. Members of the Committee are two vice-presidents and eight ministers.
- Mr. Darko Parić, assistant minister at the Ministry of Administration is coordinating five established working groups in the name of the Committee.

## **Working groups:**

1. Electronic identity and authentication;
2. Standardisation of solutions for customers' access;
3. Key registers and electronic data exchange;
4. Defining of areas and topics for joint public procurement;
5. Infrastructure.



# The Working group on Key registers and electronic data exchange

has a project assignment with **4 main tasks to be executed until end 2013:**

1. To define a central list of key registers with data on their establishment, way of functioning, management and use of data, legal bases for accessing data and rules for shutting down of a specific register;
2. To define legal and technical framework of a web-portal for central electronic exchange of data and define terms of access, while respecting the rules of data protection, including identification and authorisation of persons and their roles by which they can access data;
3. To coordinate the process of connecting registers to a system of data exchange;
4. To implement a pilot.

## Project intervention

This project will give advice, Dutch experts will present experiences and pitfalls, will compare strategies used in different countries with different purposes. The project will organize workshops and will review documents created by the Croatian site.



# Project Objectives

1. Strategy and legal baseline on key registers;
2. Metaregister;
3. Financial framework / development and maintenance;
4. Pilot : A real case to be evaluated.



# Project objective 1.:

## Strategy and legal baseline on key registers

1.1. The **concept** of a Key Register.

1.2. Core of the system of Key Registers; **which are the registers?**

1.3. A step by step approach: **not one encompassing law** on a system of Key Registers.

Directing **many other organisations to the right improvements** ; the ‘blue print’ of the concept...

1.4. The concept and requirements applied to the laws that define the Key Registers, : e.g. derived from the 14 principles of a system of Key Registers : the requirements and questions to be answered on new proposed laws (a **“check list” for lawyers on Ministries**).

1.5. A **preliminary review on the law of the voters register**, and if and how the **addresses register can be used properly with a focus on the role of the Address register** as a key register for the voters register.

1.6. Confront **the above to the domain of the case / pilot**:

- Review the acts on Key Registers;
- Applying the check list.

# Project objective 2. : Metaregister

2.1.Review of a Croatian feasibility study of the metaregister or datacatalogue.

2.2.Discussions on the possible functions and what is needed to implement a metaregister: organizational, technical, legal; a review on the concept.

2.3.Relation to data protection issues ; a presentation on the **Belgian, Swedish and Dutch solution**; Scoping, functionalities and benefits.

2.4.How a metaregister enhances the reuse of data and entitlements of organizations or civil servants to the data that are involved?  
Permissions, Monitoring the enactment of data protection.

2.5.Who is in charge for the data in the catalogue; the catalogue should be useful; advice on starting a helpdesk.

2.6.Confront the above to the domain of the case / pilot.

## Project objective 3.: Financial Framework

3.1. Alternatives for it in theory;

3.2. PIN-system / give an example of retributions on costs differentiated to kinds of users (state bodies or local municipalities / self government/privat sector)

3.3. Apply the alternatives and questions to the pilot / case

3.4. Paying for registering (of a car/vehicle, or the property/house) or paying by users for the reuse of the data that is registered, or totally budget based exploitation (tax payer pays).

Situations in which a organization delivers data and uses/reuse, gets information out of the same register; events once in a life time, versus regular day to day information needs.

## Project objective 4.: Pilot

/ existing initiatives for improving the voters register  
(May 2013 implemented)  
(More or less a real life case/ a domain of application  
of the concept):

- 4.1. An evaluation document of the approach;
- 4.2. Plotting the 14 requirements on the solution in the proposed domain;
- 4.3. Ministry of interior and cadaster (SGA) on Spatial Units Register (Addresses) involved
- 4.4. E.g. organized say of users in exploitation of the Key Register and execution of datachanges / reuse

# Time planning

## Time planning

Inception

Overall Workshop

Presentations, workgroups and kick off on:

- the 14 requirements and legal base
- Metaregister models do and don'ts
- Financial models and maintenance
- Analyzing the pilot through the topics above

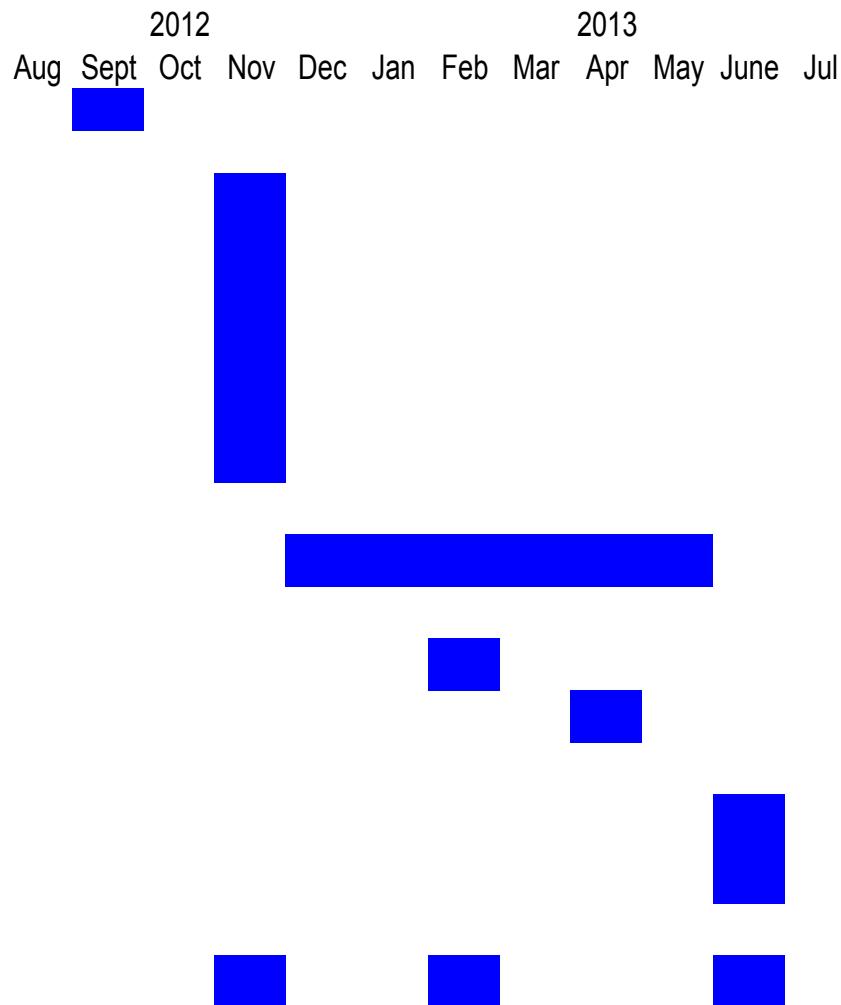
Review

Follow up mission 1

Follow up mission 2 (if necessary)

- closing workshop (given to all – principal and secondary stakeholders and broader audience)

PAC meetings





## Main Risks

Risk 1: Croatian site is not delivering the documents to be reviewed, is not attending the workshops.

*Measurement: Inception mission with Dutch and Croatian site to discuss deliverables together, signing of Inception Report by all parties.*

Risk 2: Experts on Dutch site are not available.

*Measurement: During Inception mission already commit the experts.*

Risk 3: Because of the political issues that can go together with elections, negative feelings about this project can arise.

*Measurement: study the particular law and advise the Croatian site on communication on this issue.*



# Summary of 14 requirements on a system of key registers (1-7)

1. KR are settled by law;
2. Content is defined clearly (scope and structure): which data are “authentical”
3. Obligatory use of KR throughout Public Administration – conformity
4. Roles on ownership, data supply and authorized use are stipulated
5. Relations between the KR are defined clearly – and implemented
6. Liability issues on correct data are settled or addressed
7. Well defined procedures on registration, delivery to users, authorization if necessary





## Summary of 14 requirements on a system of key registers (8-14)

8. Users have an organized say in decisions on maintenance and improvements
9. Regime or agreements on costs for development, exploitation and maintenance
10. Defined common standards for secure exchange of data (between Krs and users)
11. Obligation to administrators of the KR`s to take care of mutual relations
12. Harmonization in the logistics and delivery to using public institutions
13. Some form of coordination and governance of the system of KR`s as such
14. Flexibility in scope: other registrations may be added linked to identifiers



## WORKSHOPS: November 21/22 2012

### November 21, 2012

- I. PRESENTATION the 14 requirements how to apply: other explanations in general / legal  
Test the requirements on the pilot/real (in a group) e.g. the example of the user involvement on the quality of data of the Address register (how can the administrator of the voters register have an influence?): voters act & SUR-law  
Part in the workshop, part by the Croatian site afterwards, review by Dutch site.  
Identifying further actions on the case/pilot; possible improvements
- II. PRESENTATION on financial models for financing a system; (maintance).  
Sustainable chains of service delivery.
- III. PRESENTATION on the functions and options of a datacatalogue on the system of KR's. MODELS with dutch /belgium and other; and linking it with voting register and use of the addresses register.

## **WORKSHOPS: November 21/22 2012**

### **November 22, 2012**

WORKING GROUP I: - 14th requirements and OIB/PIN as a system; and thereafter more attention for the financial arrangements around the PIN, to discuss the models, and identify alternatives/amendments to the present situation in order to improve the sustainability of OIB in the light of the system of KR's.

WORKING GROUP II - datacatalogue; the design and the filling in of the datacatalogue...: who and on what will be the procedure

WORKING GROUP III - the checklist on legislation

WORKING GROUP IV /coordinator between 3 groups and the case - further analysis on the case/pilot

## **Molim Vas da odaberete radionicu:**

21. i 22. studeni 2012.:

1. Strategy and legal baseline on key registers;
2. Metaregister;
3. Financial framework / development and maintenance;
4. Pilot : A real case to be evaluated.