E-DOCUMENTS REFERENCE ARCHITECTURE

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CONTENTS

1. Introduction
2. e-Document Lifecycle
3. Interoperability views
4. Summary

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INTRODUCTION

MOTIVATION

To help architects working on e-Documents solutions for public administrations make informed decisions

1

To showcase the most important processes and building blocks that impact the architecture of a solution

2

To present the interoperability requirements and corresponding standards that are involved in each of the building blocks

3

To illustrate the lifecycle of electronic documents and all related issues from the legal, organisational, semantic and technical points of view

4

Help Member States speak a common e-Document language

OVERVIEW

The [e-Documents reference architecture]supports interoperability by presenting the relevant standards and requirements for common goals.

The architecture enables compliance with legal and business drivers via the e-Documents lifecycle.

The architecture consists of ArchiMate diagrams that follow the EIRA view structure, encompassing the same 4 parallel views: legal, organisational, semantic, and technical.

The current architecture relies on the analysis of solutions used to exchange e-Documents in 16 Member States of the EU.

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E-DOCUMENT LIFECYCLE

THE LIFECYCLE OF AN E-DOCUMENT

- Local preservation
- National archiving

Creation | **Management** | **Exchange** | **Preservation** | **Deletion**

- Digitisation of paper
- Creation of unstructured e-Documents
- Creation of structured e-Documents

- System-to-System exchanging
- User-oriented exchanging
- Safeguarding e-Documents

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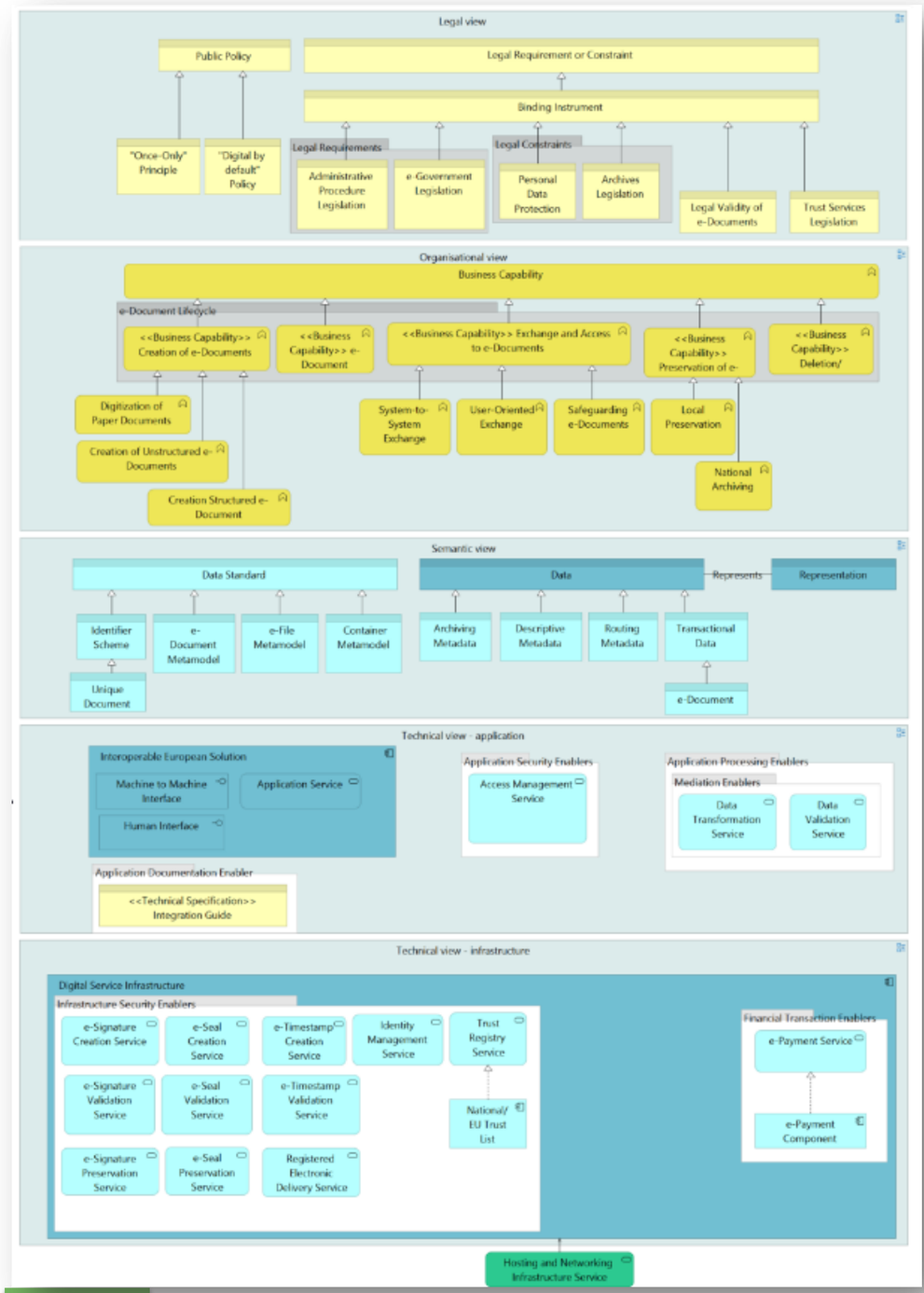
INTEROPERABILITY VIEWS

THE 4 VIEWS OF THE E-DOCUMENTS REFERENCE ARCHITECTURE

- The views run in parallel, each containing elements relevant for the domain.
  - **Legal**
  - **Organisational**
  - **Semantic**
  - **Technical**
- Users of the architecture can find out more about every concept, including examples from Member States, by clicking the different elements of the diagram.



Legal

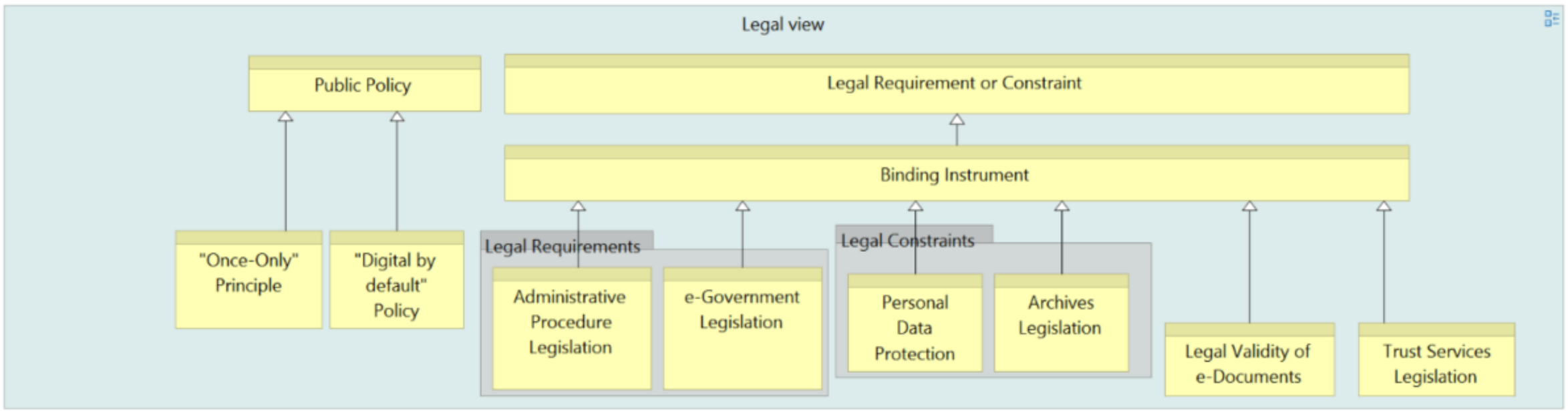
Organisational

Semantic

Technical

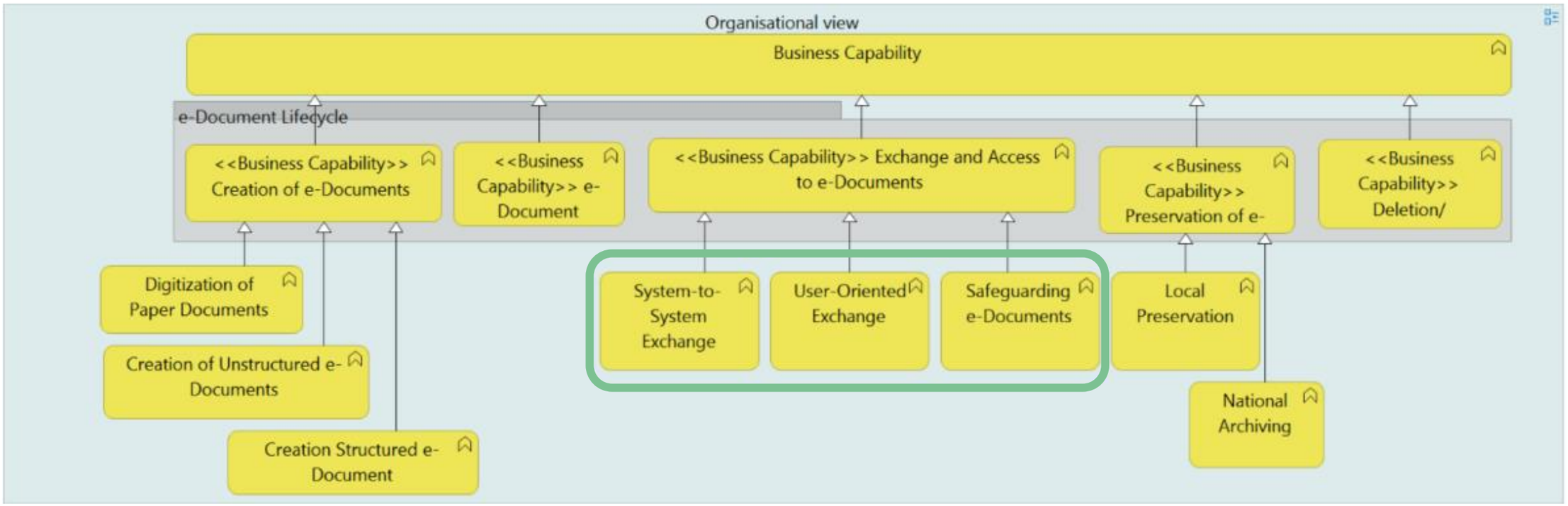
LEGAL VIEW

- The most important legislative elements that must be taken into account when designing an e-Document solution (Law 11/2007, NIF RD 4/ 2010, Law 39/ 2015).
- Public policies in scope, binding legal requirements and constraints.
- The individual pages include explanations, examples and links to relevant legislation.



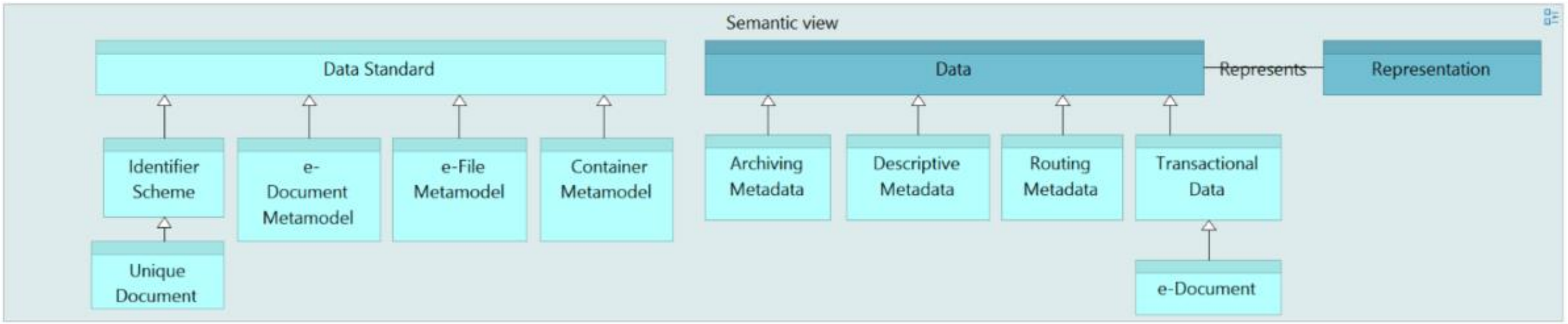
ORGANISATIONAL VIEW

- From creation through management, exchange, preservation/archiving and deletion.
- A functional categorisation of the different types of exchanges:
  - **System-to-System Exchange:** back-office solutions used by public administrations to exchange data between themselves.
    - Example: GEISER, Intermediation platform (data)
  - **User-Oriented Exchange:** solutions used by citizens in their relationships with public administrations (Notific@).
  - **Safeguarding e-Documents:** solutions that feature storing e-Documents and sharing them by giving others access (@DOC, INSIDE connectors to CMS).



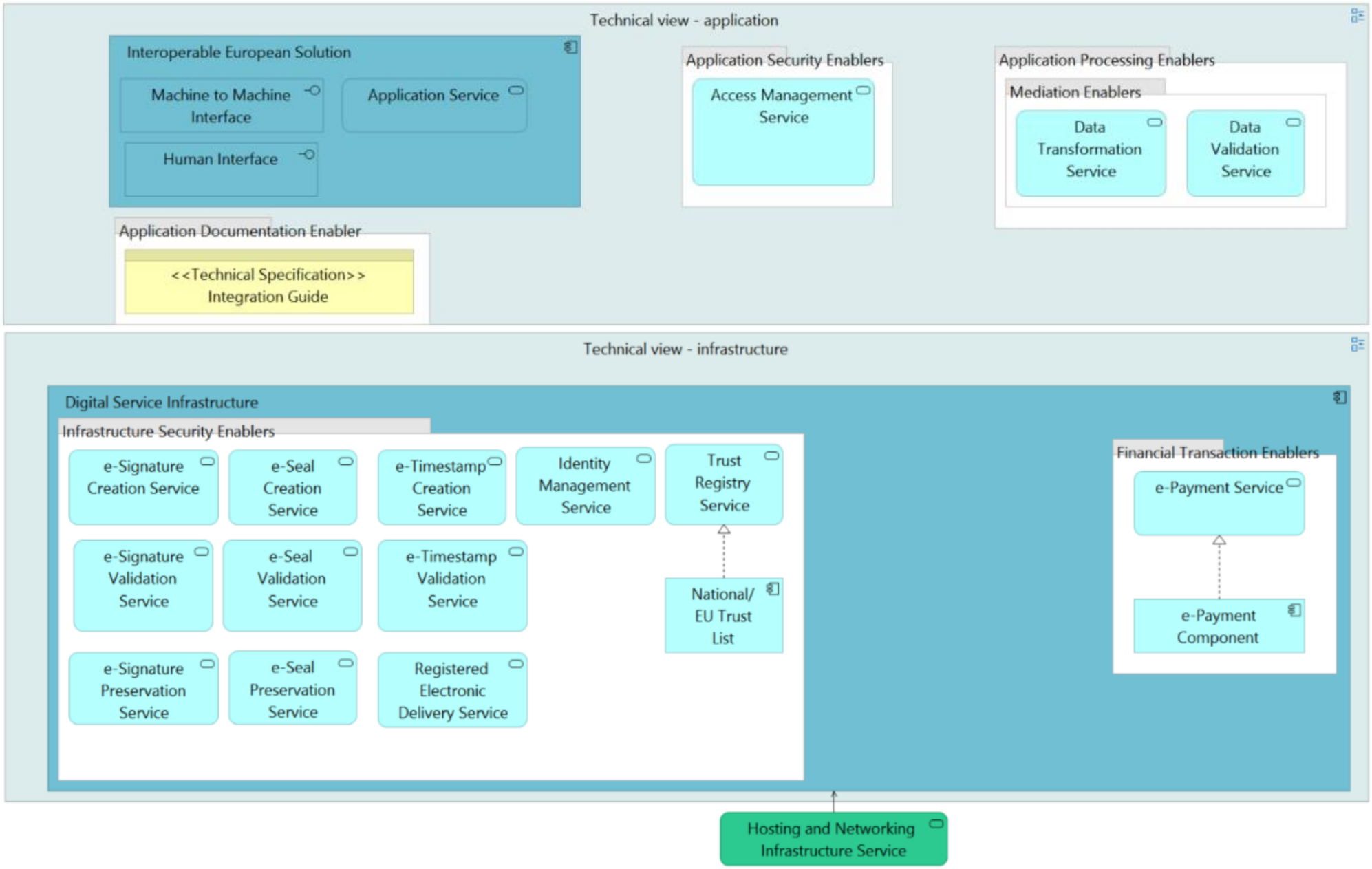
SEMANTIC VIEW

- The most important semantic decisions that need to be made when dealing with e-Documents, such as data standards .
- The logical organization of e-Documents or how the content, metadata and electronic signatures are bundled together (specs from NIF).
- Organising multiple e-Documents in the form of a file or a case.



TECHNICAL VIEW

- The building blocks used to implement specific functionalities required to support an e-Document solution.



SUMMARY

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- The e-Documents reference architecture can help public administrations make informed decisions about e-Documents solutions.
- The architecture can be used to support interoperability between Member States' ICT systems.
- The different stages in the lifecycle of an electronic document can be examined from the four EIRA views.

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HOW TO USE THE E-DOCUMENTS REFERENCE ARCHITECTURE?

- The architecture is available as a website.
- The landing page introduces the architecture and provides relevant links.
- The e-Document Lifecycle section highlights the progression of a document from creation to deletion.
- The Interoperability Views section details the elements in each of the views: legal, organisational, semantic and technical.
- Support via user navigation diagrams.

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THANK YOU!

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