

PROJECT DOCUMENTATION

NCP METADATA Standard (NMS Version 1.1)

Norfolk Connect Partnership

Norfolk Councils working together to provide joined up services

Norfolk Connect Project 2003/04

Release: Final (Controlled)

Date: 17/08/04

Author: Andrew Mewes, Gavin Cameron

Owner: Norfolk Connect Partnership Project Office

Client: Norfolk Connect Partnership

Document Number: 1.1

Document History

Revision History

Date of this revision: 17/08/04

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
11/12/03		First draft (vs 0.1) produced for discussion by Team Managers	
15/12/03	11/12/03	Draft (vs 0.2) produced following comments by Team Managers	
23/12/03	15/12/03	Draft (vs 0.3) produced following review by Team Managers on 19/12/03 and clarification from GovTalk to Simon Lincoln about use of DCTERMS & eGMS notation.	
05/02/04	23/12/03	Draft (vs. 0.4) produced following a workshop with Team Managers, Sopra and Open Objects on Friday 23 rd January 2004.	
11/02/04	05/02/04	Draft (vs. 0.5) produced following discussions at a Team Managers meeting, with Sopra and Open Objects on Friday 6 th February 2004	
16/02/04	11/02/04	Draft (vs. 0.6) produced following discussions at a Team Managers meeting on Fri 13th Feb 2004	
23/02/04	16/02/04	Final (vs1.0) produced following clarification from OoE & discussions at a Team Managers meeting on Fri 20th Feb 2004. At time of writing other guidelines/standards were at the following versions: eGMS v2.0 (final), eGMS v3.0 (draft), GCL v2.0, LAWs LGCL v1.03	
17/08/04	23/02/04	Amend to (vs1.1) in order to rename to NCP Metadata Standard (NMS) and amend all referrals to NML.	

Distribution

This document has been distributed to

Name	Date when last Issued	Version (& Date)
Project Team Managers	12/12/03	0.1 (11/12/03)
Project Team Managers	16/12/03	0.2 (15/12/03)
Project Team Managers, David Nice & Gavin Cameron	23/12/03	0.3 (23/12/03)
Project Team Managers, David Nice & Gavin Cameron	05/02/04	0.4 (05/02/04)
Project Team Managers, David Nice & Gavin Cameron	11/02/04	0.5 (11/02/04)
Project Team Managers, David Nice & Gavin Cameron	16/02/04	0.6 (16/02/04)
Project Team Managers, David Nice & Gavin Cameron	23/02/04	1.0 (23/02/04)
Project Team Managers, David Nice & Gavin Cameron	17/08/04	1.1 (17/08/04)

Major Changes since Version 1.0 release

Version	Major Changes in this version

Contents

1) The NCP Metadata Standard (NMS)	1
1.1) Purpose of Document	1
1.2) Coverage of this Document.....	2
2) The NMS specification	3
2.1) Meta Name Table - Mandatory, Recommended & Optional items	3
2.2) The HTML markup syntax for the NMS	4
3) The NMS Metadata elements (listed alphabetically)	6
DC.coverage.spatial	7
DC.creator	8
DC.date.....	9
DC.description	10
DC.identifier.....	11
DC.language	12
DC.publisher	13
DC.title.....	14
DC.title.alternative	15
DC.type.....	16
description.....	17
eGMS.accessibility	18
eGMS.subject.category.....	19
keywords	20
title	21
Appendix A: List of spatial references for the NCP schemes.....	22
Appendix B: List of DC.types for the NCP scheme.....	23
Appendix C: Government Category List (GCL).....	26
Appendix D: LAWS Local Government Category List (LGCL)	27
Appendix E: A-Z Services Directory – Guidelines for use of metadata ..	28
Appendix F: Joint FAQs – Implementation guidelines	30
Appendix G: Spatial Based Search – Guidelines for use of metadata	31
Appendix H: Clarification to metadata questions	32

1) The NCP Metadata Standard (NMS)

1.1) Purpose of Document

This document provides the specification of an agreed standard for metadata to be used by Partners of the Norfolk Connect Partnership in encoding resources for public websites belonging to Partners.

The standard has been agreed following extensive discussions between the Partner's Technical Project Management Team, and discussions with Sopra Group and Open Objects Software Ltd, the suppliers of the NCP Portal Search Engine.

The main principles used in defining the Norfolk Connect Partnership Metadata Standard (NMS) were:

- To provide a standard agreed by all Partners which can be applied consistently across all Partner sites.
- To provide a standard which ensures that Partner sites comply with the current mandatory requirements of the eGMS.
- To provide a standard that can be used by Partners to assist in the creation of Partnership-wide search functions (such as combined A-Z Services Directories, Councillor search).
- To take advantage of common usage of metadata by general web search engines to promote Partner sites.
- To be supportable by Partners' Content Management Systems.
- To minimise the overhead on Web Authors, Editors, Content Providers using metadata.

The standards for use of metadata on Government websites are still emerging, and it is likely that the NMS may have to adapt in future. Partners should be able to implement the NMS now and be assured that future changes or additions will cause minimum disruption or re-working of metadata already added. To limit disruption, the Partnership should use best endeavours to apply the following principles to future changes:

- Not to remove any elements or refinements
- Not to rename any elements or refinements
- Not to add new elements that could contain values contained in existing elements

1.2) Coverage of this Document

This document provides the following for the Norfolk Connect Partnership (NCP):

- An NCP Metadata Standard (NMS) that is compliant with eGMS
- The HTML syntax that should be used to implement the standard
- A description of each Metadata element
- A list of Spatial references for the NCP scheme
- A list of DC.types for the NCP scheme
- References to GCL & LCGL documents on the web
- Implementation guidelines for the NCP Joint A-Z Services Directory
- Implementation guidelines for the NCP Joint FAQs.

The initial focus of this document is to specify the NMS mandatory and optional items with corresponding HTML syntax and the approach for use of metadata to deliver the joint A-Z of Services for Partners. The NCP approach to be taken for spatial searches and corresponding metadata are to be refined and will be included in later versions of this document as it evolves.

2) The NMS specification

Below is the complete list of names for metadata elements that comprise the Norfolk Connect Partnership Metadata Standard. These are the meta names that Partners can use within their documents in order to provide NCP compliant metadata.

The table also indicates the level of obligation attached to each element within the NCP standard.

2.1) Meta Name Table - Mandatory, Recommended & Optional items

Meta name	Obligation
(Note: Meta names should be inserted with the exact combination of upper and lower case characters as indicated below).	
DC.creator	Mandatory
DC.date	Mandatory
DC.title	Mandatory
description	Mandatory
eGMS.subject.category	Mandatory
title	Mandatory
DC.coverage.spatial	Mandatory if applicable
DC.identifier	Mandatory if applicable
DC.publisher	Mandatory if applicable
DC.type	Mandatory if applicable
eGMS.accessibility	Mandatory if applicable
DC.description	Recommended
DC.language	Recommended
DC.title.alternative	Optional
keywords	Optional

2.2) The HTML markup syntax for the NMS

Below is an example of the HTML markup for a resource using all of the NCP metadata elements, showing the syntax in which each of the tags should be used.

NOTE: For completeness the following shows all the tags whether they are mandatory or optional in the NMS. The subsequent tables in Section 3 describes these tags in more detail.

```
<html>
<head>
  <title>Paying your Council Tax Online</title>
  <meta name="DC.title" content="Paying your Council Tax Online" />

  <meta name="DC.title.alternative" content="Online Payments" />
  <meta name="DCTERMS.alternative" content="Online Payments" />

  <meta name="description" content="It is easy to pay your Council Tax Online..." />
  <meta name="DC.description" content="It is easy to pay your Council Tax Online..." />

  <meta name="keywords" content="online payments; tax" />

  <meta name="eGMS.accessibility" scheme="WCAG" content="Double-A" />

  <meta name="DC.creator" content="John Smith" />

  <meta name="DC.date" scheme="W3CDTF" content="2004-02-01" />

  <meta name="DC.publisher" content="Breckland Council, Elizabeth House, Walpole Loke,
  Dereham, Norfolk, NR19 1EE. Telephone 01362 695 333. Facsimile 01362 851 184." />

  <meta name="DC.type" scheme="NCP" content="AtoZ" />

  <meta name="DC.coverage.spatial" scheme="NCP.CouncilArea" content="Breckland" />
  <meta name="DCTERMS.spatial" scheme="NCP.CouncilArea" content="Breckland" />

  <meta name="DC.language" scheme="ISO 639-2/T" content="eng" />

  <meta name="DC.identifier" scheme="URI"
  content="http://www.breckland.gov.uk/counciltax/index.html" />

  <meta name="eGMS.subject.category" scheme="GCL" content="GCLsubjects" />
  <meta name="eGMS.subject.category" scheme="LGCL" content="Council tax and finance" />

</head>
<body>
</body>
</html>
```

Points to note:

1. The metadata markup should appear between the <head> and </head> tags.
2. Separate multiple content entries using a semi-colon (e.g. content="online payments; tax" />).

3. Metadata from any of these fields could possibly be used within search results listings, so the content entries should be written in the correct mixed case typography and with punctuation that would be suitable for viewing by a user. The exception is the 'keywords' meta name for which we recommend all content entries are in lower case.
4. eGMS.subject.category tags should be terminated with a forward slash character (e.g. `content="Council tax and finance" />`) also it is recommended that all other tags are terminated in this way in order to comply with the requirements of standard XHTML.
5. Do not leave meta names defined with empty content tags (e.g. such an entry as follows should be removed from the document) –
`<meta name="DC.description" content=" " />`

3) The NMS Metadata elements (listed alphabetically)

DC.coverage.spatial

Obligation Level: Mandatory if applicable. This only needs to be used if it is intended that the resource should be included in spatial based searches.

Recommended HTML syntax:

```
<meta name="DC.coverage.spatial" scheme="NCP.Town" content="Wymondham" />
```

Notes:

When specifying this tag for use with the Norfolk Connect NMS syntax, you must include a scheme value from the list provided below which is specific to the NCP. The scheme is used to identify the type of spatial entity referenced by the content of the tag.

List of NCP agreed DC.coverage.spatial schemes:

- NCP.CouncilArea
- NCP.Town
- NCP.Parish
- NCP.Ward
- NCP.Division
- NCP.Constituency
- NCP.EuropeanElectoralRegion

The content entries (ie, names of actual town, parish, wards etc) for DC.coverage.spatial must be selected from the NCP list of spatial references (Appendix A). Content entries not on this list will not be supported by the spatial search functions of the Norfolk Connect Portal search facility.

In development of the NMS specification, investigation was undertaken into whether the Dublin Core "DCTERMS" syntax should be used for this metadata item. Ie, whether the item should be expressed as DCTERMS.<refinement> or DC.<term>.<refinement>. The Dublin Core guidelines for HTML/XHTML syntax (<http://dublincore.org/documents/dcq-html>) states that DCTERMS.<refinement> is the preferred syntax but DC.<term>.<refinement> is still acceptable. The guidelines also state that software applications should treat both forms as equivalent. Furthermore, advice received from the Office of the E-Envoy team (see Appendix H), who manage the development of eGMS, was that we could use the DCTERMS syntax but that this syntax would not be included in the final release of eGMS v3.0 but may be included in later versions of eGMS. (eGMS v2.0 and eGMS v3.0draft use DC.coverage.spatial in their examples).

Therefore when using this metadata item we recommend that DC.coverage.spatial is used. In addition, optionally, if your content management systems can be configured appropriately, we recommend that DCTERMS.spatial is also used (with both forms of syntax having the same content values) as shown below:

```
<meta name="DC.coverage.spatial" scheme="NCP.Town" content="Wymondham" />  
<meta name="DCTERMS.spatial" scheme="NCP.Town" content="Wymondham" />
```

DC.creator

Obligation Level: Mandatory

Recommended HTML syntax:

```
<meta name="DC.creator" content="John Smith" />
```

Notes:

This tag relates to the person, group or entity responsible for the material contained in the publication ie, this may be different to the publisher who makes the content available.

There is no controlled list for content entries for this tag. What you want to include is at your discretion, suggestions are the creator's (person or group) name, departmental area, organisation name and email address.

DC.date

Obligation Level: Mandatory

Recommended HTML syntax:

```
<meta name="DC.date" scheme="W3CDTF" content="2004-02-01" />
```

Notes:

Use the date of modification as the date value to enter in the content field. Dates must be expressed using the W3CDTF encoding scheme:

ccyy-mm-dd

The date can be extended optionally with a time value (24hour clock) using the following format:

ccyy-mm-ddThh:mm

For example, 1pm on 3rd January 2004 would be expressed as:

2004-01-03T13:00

We recommend that the time value is not used unless your content is very time oriented.

DC.description

Obligation Level: Recommended

Recommended HTML syntax:

```
<meta name="DC.description" content="It is easy to pay your Council Tax Online. Just follow these three easy steps" />
```

Notes:

The content entry of this tag should provide a short and unique description of the content of the resource (recommended no longer than 255 characters). The description will be viewable by users when they get search results through the Norfolk Connect Portal search facility and also on some of the general web search engines, so it should be written as though for reading by a user.

Use of the DC.description tag is recommended rather than mandatory but if used should have the same value as in the mandatory "description" meta tag.

DC.identifier

Obligation Level: Mandatory if applicable

Recommended HTML syntax:

```
<meta name="DC.identifier" scheme="URI"  
content="http://www.breckland.gov.uk/counciltax/index.html" />
```

Notes:

If "URI" is used then the full URI address (eg, http://...) needs to be included as in the Recommended HTML syntax example shown above.

This tag is mandatory if applicable in the eGMS, however its use is limited mainly to definition of a bibliographic type identifier (for example ISBN number, or catalogue number) as a unique way of referencing that resource. eGMS does suggest that the URL can be used for web based documents.

DC.language

Obligation Level: Recommended

Recommended HTML syntax:

```
<meta name="DC.language" scheme="ISO 639-2/T" content="eng" />
```

Notes:

DC.language entries should be encoded using the ISO 639-2/T scheme. For a resource written in English content="eng". For a resource written in Welsh content="cym". Further details of the encoding for other languages can be found at: <http://www.loc.gov/standards/iso639-2>

DC.publisher

Obligation Level: Mandatory if applicable

Recommended HTML syntax:

```
<meta name="DC.publisher" content="Breckland Council, Elizabeth House, Walpole  
Loke, Dereham, Norfolk, NR19 1EE. Telephone 01362 695 333. Facsimile 01362  
851 184." />
```

Notes:

The publisher is the organisation/website owner that is making the resource available. The publisher value should be the same throughout their site. It is recommended therefore that NCP Partners each identify/define their own standard content value for the publisher entry and use this on their website pages.

As well as postal address, inclusion of a telephone, fax number and email address is recommended if an NCP Partner has a common single contact point for website publishing enquiries.

DC.title

Obligation Level: Mandatory

Recommended HTML syntax:

```
<meta name="DC.title" content="Paying your Council Tax Online" />
```

Notes:

The content entry of this tag should provide a short, unique and meaningful title for the resource (recommended no longer than 95 characters). The title will be viewable by users when they get search results through the Norfolk Connect Portal search facility and also on many of the general web search engines, so it should be written as though for reading by a user.

The title should make sense 'out-of-context' (i.e. "Minutes 2003-11-14" does not tell the user which meeting these minutes refer to, but "Minutes 2003-11-14 – Scrutiny Committee" is more meaningful).

DC.title is also a key mandatory tag for use in providing the Norfolk Connect Joint A-Z of Services. See Appendix E for further details.

DC.title.alternative

Obligation Level: Optional.

Recommended HTML syntax:

```
<meta name="DC.title.alternative" content=" Bin Emptying; Recycling Collections" />
```

Notes:

This tag can be used to specify an alternative title for your resource. Its principle use with the NCP Portal search facility is for specifying alternative titles for use in the Norfolk Connect A-Z of Services. For example, if you want your item of content to appear in more than one place in the A-Z then you can specify alternative titles in this tag (use a semi-colon to separate each title). For example, to ensure details of the Council refuse collection service appear under 'Refuse Collection', 'Bin Emptying' and 'Recycling Collections' you should tag as follows:

```
<meta name="DC.title" content="Refuse Collection" />  
<meta name="DC.title.alternative" content="Bin Emptying; Recycling Collections" />
```

For further details on the Norfolk Connect A-Z metadata guidelines, see Appendix E.

In development of the NMS specification, investigation was undertaken into whether the Dublin Core "DCTERMS" syntax should be used for this metadata item. I.e, whether the item should be expressed as DCTERMS.<refinement> or DC.<term>.<refinement>. The Dublin Core guidelines for HTML/XHTML syntax (<http://dublincore.org/documents/dcq-html>) states that DCTERMS.<refinement> is the preferred syntax but DC.<term>.<refinement> is still acceptable. The guidelines also state that software applications should treat both forms as equivalent. Furthermore, advice received from the Office of the E-Envoy team (see Appendix H), who manage the development of eGMS, was that we could use the DCTERMS syntax but that this syntax would not be included in the final release of eGMS v3.0 but may be included in later versions of eGMS. . (eGMS v2.0 and eGMS v3.0draft use DC.title.alternative in their examples).

Therefore when using this metadata item we recommend that DC.title.alternative is used. In addition, optionally, if your content management systems can be configured appropriately, we recommend that DCTERMS.alternative is also used (with both forms of syntax having the same content values) as shown below:

```
<meta name="DC.title.alternative" content=" Bin Emptying; Recycling Collections " />  
<meta name="DCTERMS.alternative" content=" Bin Emptying; Recycling Collections " />
```

DC.type

Obligation Level: Mandatory if applicable

Recommended HTML syntax:

```
<meta name="DC.type" scheme="NCP" content="AtoZ" />
```

Notes:

This is mandatory if the resource is intended for inclusion in Norfolk Connect type-based searches (such as A-Z listing, Councillor search) and should specify scheme="NCP".

If scheme="NCP" is used then you must only use a content value from the agreed list of NCP types. This list includes some NCP specific types as well as types from the eGMS type encoding scheme (eGMSTES). The NCP scheme list is provided at Appendix B.

description

Obligation Level: Mandatory

Recommended HTML syntax:

```
<meta name="description" content="It is easy to pay your Council Tax Online. Just follow these three easy steps." />
```

Notes:

The content entry of this tag should provide a short and unique description of the content of the resource (recommended no longer than 255 characters). The description will be viewable by users when they get search results through the Norfolk Connect Portal search facility and also on some of the general web search engines, so it should be written as though for reading by a user.

If the DC.description tag is also used then it should have the same description value as in this tag.

eGMS.accessibility

Obligation Level: Mandatory if applicable

Recommended HTML syntax:

```
<meta name="eGMS.accessibility" scheme="WCAG" content="Double-A" />
```

Notes:

This tag is mandatory only for site homepages and main section head pages. The eGMS version 3.0 draft indicates that such pages should carry an Internet Content Rating Association (ICRA) label to indicate suitability of the material for children.

NML mandates an accessibility tag from the WCAG scheme (W3C Web Content Accessibility Guidelines 1.0) for all site homepages and main section pages, using the HTML syntax shown above. Partners should use the following free services on the web to test and validate pages for accessibility:

W3C Markup Validation Service

<http://validator.w3.org/>

Bobby Initiative

<http://bobby.watchfire.com/bobby/html/en/index.jsp>

These services will indicate the level of conformance to WCAG 1.0 for any given page. There are three levels that may be entered into the content entry of the eGMS.accessibility tag within the WCAG scheme. These are;

Conformance Level "A": All Priority 1 checkpoints are satisfied

```
<meta name="eGMS.accessibility" scheme="WCAG" content="A" />
```

Conformance Level "Double-A": All Priority 1 and 2 checkpoints are satisfied;

```
<meta name="eGMS.accessibility" scheme="WCAG" content="Double-A" />
```

Conformance Level "Triple-A": All Priority 1, 2, and 3 checkpoints are satisfied; <meta name="eGMS.accessibility" scheme="WCAG" content="Triple-A" />

eGMS.subject.category

Obligation Level: Mandatory

Recommended HTML syntax:

```
<meta name="eGMS.subject.category" scheme="GCL" content="GCLsubjects" />
```

```
<meta name="eGMS.subject.category" scheme="LGCL"  
content="Council tax and finance" />
```

Notes:

It is mandatory to include a subject tag from the GCL Version 2.0 or later and recommended to include a subject tag from the LAWS LGCL 1.02 list or later.

Information about the GCL is available here:

<http://www.govtalk.gov.uk/schemasstandards/gcl.asp>

Information about the LGCL is available here:

<http://www.esd.org.uk/Standards/lqcl/>

The entries for each scheme should be supplied as complete and separate metadata statements (as in the Recommended HTML syntax above).

Do not mix GCL and LGCL content entries in the same statement.

It is recommended that only the applicable leaf terms for both GCL and LGCL entries are used in the metatag content value. This is because the full hierarchical path of terms to the leaf term may significantly distort search results and cannot take account readily of the polyhierarchy of terms likely to become more common in future versions of GCL and LGCL.

keywords

Obligation Level: Optional

Recommended HTML syntax:

```
<meta name="keywords" content="online payments; tax" />
```

Notes:

Use this meta name only to qualify the eGMS.subject.category content with additional free-form keywords.

At times this meta name provides a useful free-form content area that can be used to boost/troubleshoot any specific search ranking issues with the Norfolk Connect Portal search facility. However, content creators should be discouraged from adding too many words and phrases to this tag. It creates additional overhead on web content teams to supply words for this tag and there is no standard list of keywords to pick from so the results may be unpredictable. Words and phrases added to this content tag should be in all lower case, and separated by a semi-colon.

title

Obligation Level: Mandatory

Recommended HTML syntax:

```
<title>Paying your Council Tax Online</title>
```

Notes:

This is not strictly a metadata element, but is the content of the <title> markup in standard HTML. This is the title that will be displayed by default in the title bar of the users browser window when the page is viewed. This must contain the same title content as is given in DC.title.

The title should make sense 'out-of-context' (i.e. "Minutes 2003-11-14" does not tell the user which meeting these minutes refer to, but "Minutes 2003-11-14 – Scrutiny Committee" is more meaningful).

Appendix A: List of spatial references for the NCP schemes.

Recommended HTML syntax:

```
<meta name="DC.coverage.spatial" scheme="NCP.Town"  
content="Wymondham" />
```

When specifying this tag, you must include a scheme value from the list provided below, which is specific to the NCP Standard. The scheme is used to identify the type of spatial entity referenced by the content of the tag.

The content entries for this tag must be selected from the NCP Standard of spatial references shown below.

List of NCP agreed DC.coverage.spatial schemes:

NCP Scheme: NCP.CouncilArea

- Breckland
- Broadland
- Great Yarmouth
- King's Lynn and West Norfolk
- Norfolk County
- North Norfolk
- Norwich City
- South Norfolk

NCP Scheme: NCP.Town

<List to be defined as part of Spatial Search enhancements>

NCP Scheme: NCP.Parish

<List to be defined as part of Spatial Search enhancements>

NCP Scheme: NCP.Ward

<List to be defined as part of Spatial Search enhancements>

NCP Scheme: NCP.Division

<List to be defined as part of Spatial Search enhancements>

NCP Scheme: NCP.Constituency

<List to be defined as part of Spatial Search enhancements>

NCP Scheme: NCP.EuropeanElectoralRegion

<List to be defined as part of Spatial Search enhancements>

Appendix G relates to the information provided above and will be included as part of the Portal Search facility enhancements for spatial searching.

Appendix B: List of DC.types for the NCP scheme.

The following is the list of all recognised resource types from the NCP scheme for the DC.type metadata tag. Items with a grey background are NCP specific types and the remainder are from eGMSTES (eGMS type encoding scheme). Use of these type values within the DC.type content tag is case insensitive.

Type	Description (The page contains...)
Accounts	
Act of Parliament	
Agenda	
Annual report	
Article	
AtoZ	details of a service
Bill	
Briefing note	
Budget	
Business plan	
By-law	
Call for expressions of interest	
Call for papers	
Case notes	
Circular	
Command paper	
Committee report	
Complaints document	
Consultation paper	
Contract	
Core agenda	an outline of key decisions to be taken by Cabinet
Correspondence	
Dataset	
Decision	details of a decision or decisions (other than Planning decisions)
Diary or calendar	
Directive	
Discussion forum	
Elected Representative Information	details about an elected representative (e.g. Councillors)
Environmental impact assessment	
Event details	details of an event (e.g. school fete; air display)
FAQ	a frequently asked question and its answer
Form	
Forward plan	an outline of key decisions to be taken by Cabinet

Green paper	
Home page	
House of Commons paper	
House of Lords paper	
Image	
Instructional	
Invitation to tender	
Invoice	
Job advertisement	
Job description	
Map	
Minutes	
Mission statement	
News item	an item of general news
Newsletter	
Organisation chart	
Parliamentary Question	
Physical object	
Plan drawing	
Planning application	details of one or more applications for planning permission
Planning decision	details of one or more decisions on applications for planning permission
Policy	
Presentation	
Press release	
Proceedings	
Programme	
Project document	
Promotional	
Public notice	
Purchase order	
Questionnaire	
Reference	
Report	
Report appendix	an appendix to a report
Route directions	details of the route to take to get to a specific location
Rules	
Scottish Executive paper	
Scottish Parliament paper	
Service level agreement	
Software	
Sound	
Specification	
Speech	
Staff appraisal	
Staff directory	
Standard	
Statistics	
Statutory guidance	
Statutory instrument	

Submission	
Terms of reference	
Treaty	
Video	
Website facility	
White paper	
XML schema	

Appendix C: Government Category List (GCL)

Government Category List (GCL) Version 2.0 or later.

Information about the GCL is available from this location:

<http://www.govtalk.gov.uk/schemasstandards/gcl.asp>

Appendix D: LAWS Local Government Category List (LGCL)

LAWS Local Government Category List (LGCL) Version 1.02 or later.

Information about the LGCL is available from this location:

<http://www.esd.org.uk/Standards/lgcl/>

Appendix E: A-Z Services Directory – Guidelines for use of metadata

The NCP Portal search engine will be used to automatically check Partner sites for Services pages to include in a combined A-Z of Services directory. The A-Z directory consists of the following internal fields:

1. Service name
2. Provider
3. URL of the resource with information about that service
4. Audience (i.e. who is the service intended for)

In order to have a page from your site included in the A-Z directory you will need to provide certain metadata on the page:

Mandatory for inclusion in the A-Z:

DC.type – ie, `<meta name="DC.type" scheme="NCP" content="AtoZ" />`. The content must be specified as `content="AtoZ"`. This is case insensitive though it is recommended to use the exact mixed case as above.

DC.title – the content value provided in this tag will be mapped to Service Name in the A-Z directory listing and will be displayed as such. When populating the DC.title content entry for a service page remember that the services are going to be listed to users in alphabetical order (A-Z) so the first word of your title should be the keyword or start of the phrase that best describes the service, for example "Electoral Registration". If you want to include additional information, then add it after the main service name, for example "Electoral Registration – Change of Address".

Optional:

DC.coverage.spatial – this should specify one or more content entries from the 'NCP.CouncilArea' scheme and will be mapped to Audience in the directory. If no DC.coverage.spatial tag is present, then Audience will be inferred from the domain name of the site on which the resource has been found.

DC.title.alternative – if you want your item of content to appear in more than one place in the A-Z then you can specify alternative titles in this tag (use a semi-colon to separate each title). For example, to ensure details of the Council refuse collection service appear under 'Refuse Collection', 'Bin Emptying' and 'Recycling Collections' you should tag as follows:

```
<meta name="DC.title" content="Refuse Collection" />  
<meta name="DC.title.alternative" content="Bin Emptying; Recycling Collections" />
```

Other fields for the A-Z Directory will be inferred from the location of the resource, i.e, Provider will be inferred from the site domain name, URL will be taken as the URL discovered by the indexing spider.

There is no controlled list of service names to use for the A-Z, so some ongoing work may need to be done by Partners to harmonise service naming schemes once the A-Z has been developed. One possible reference to use for naming consistency of service names is the PID list Version 2.0 published by IDeA as part of the ESD-Toolkit (<http://www.esd-toolkit.org/staticdownloads/Por03236.pdf>). However, it is recognised that some Partners will have additional entries specific to their own Authority that they will want to include and so we are not constraining the service names by adopting/developing a single controlled list.

Appendix F: Joint FAQs – Implementation guidelines

Individual Partner FAQs and other questions are implemented on the Norfolk Connect Portal search facility by use of the Recommended Links function. The Recommended Links will appear at the top of the list of search results when an end-user undertakes a search from that Partner's web site. Each Partner can implement their own Recommended Links by submitting a questions.xml file to Open Objects via the Sopra Helpdesk.

Joint FAQs are implemented using a similar mechanism but will appear when an end-user does an "All Norfolk" search from any of the Partner web sites. To implement a Joint FAQ a Partner submits a questions.xml file to Open Objects but would specify that this is for the "All Norfolk" questions.xml file rather than their own one. However, before a Partner submits such a file, they should first ensure that all Partners have agreed to it. This can be done via telephone or email to the respective Partners.

Appendix G: Spatial Based Search – Guidelines for use of metadata

< Details will be inserted here - this work is being undertaken as a subsequent phase to agreement on the basic NMS metadata and forms part of the Spatial Search enhancements to the Norfolk Connect Portal search facility >

Appendix H: Clarification to metadata questions

Areas for Clarification:

The Partnership sought the following clarifications in production of the NML:

- OeE Metadata Working Group 29 Oct03 minutes (item 11 in the minutes available at: <http://www.govtalk.gov.uk/documents/MWG%20minutes%202003-10-29.pdf>) say "eGMS" rather than "e-GMS" should be used, but "e-GMS" is shown in the OeE's e-GMS vs2.0 specification document. **[use "eGMS"]**
- GovTalk has clarified use of DC and eGMS/e-GMS use (their email is attached) but say a "/" will be needed after the eGMS tags as this will be included in eGMS v3 due out in Spring2004. Awaiting clarification on exact syntax, we assume it will be of the form: `<meta name="eGMS.element.refinement" content="value" />` **[Yes it is]**
- Dublin Core has clarified the syntax for use of refinements using DCTERMS. **[DCTERMS.refinement is preferred but DC.terms.refinement is equivalent, eGMS v3.0 will not be using DCTERMS but may in future - see email of 16/2/04 below]**
- The (Central) Government Category List (GCL) needs to be used in subject.category with 1 broad subject category required for eGMS compliance. We are looking to also adopt a LAWs Local Government Category List (LGCL) but want to adopt the best/most stable version to use. **[Use LGCL V1.02 or later]**
- Clarification on implementation syntax is required for LAWs LGCL ie, in a category value for subject.category should all the terms in the hierarchy down to the leaf be used or just the leaf term. The current LGCL (vs1.02) has introduced a poly-hierarchy whereby each term may now appear more than once in the hierarchical structure. **[Suggest Leaf term only is used in HTML]**

Email from GovTalk/OeE:

From: colette.coles@e-envoy.gsi.gov.uk
Sent: 22 December 2003 11:27
To: SLincoln@s-norfolk.gov.uk
Cc: farah.ahmed@e-envoy.gsi.gov.uk; Michael.Andrews@e-Envoy.gsi.gov.uk
Subject: Metadata: Encoding refinements in HTML

Simon
Your email to govtalk was passed on to me.

The new html syntax will be amended in e-GMS v3, due out in Spring 04. You can start using the new HTML but there will be little documentation available. I will try and get something out asap.

For DC elements use as the examples given in DC documentation

For e-GMS elements use the syntax as it is e-GMS 2 but add a '/' at the end of each tag and make sure that the name and content attributes are all in lower case.

Note that subject.category is an eGMS element refinement and should be prefixed with e-GMS and not DC.

Hope that helps!

Please get back to me if you need any further information

regards
Colette

~~~~~  
Colette Coles  
Interoperability Policy Advisor  
Office of the e-Envoy  
p: 020 7276 3099  
m: 07769 671 443

=====ORIGINAL EMAIL:

To: [govtalk@e-envoy.gsi.gov.uk](mailto:govtalk@e-envoy.gsi.gov.uk)  
From: **SLincoln@s-norfolk.gov.uk**  
Date: 15/12/2003 11:14  
Subject: Metadata: Encoding refinements in HTML

Dear Sir/Madam,

I and my peers in the Norfolk Connect Portal project are attempting to implement eGMS. Whilst investigating actual metadata encoding in HTML I came across the following recommendation, on the Dublin Core website, regarding encoding of refinements:

<http://dublincore.org/documents/dcq-html/>

Essentially this is saying that instead of encoding as:

```
<meta name="eGMS.subject.category" content="[value]" />
```

...we should now encode as:

```
<meta name="DC.subject" content="[valueA]" />  
<meta name="DCTERMS.Category" content="[valueB]" />
```

(although that *may* be "EGMSTERMS.Category" ?)

As this was made a recommendation on 2003-11-30, I'd like to know if this new encoding will be part of e-GMS v.3.0? - especially as we're about to embark on implementation and would prefer not to have to revisit it!

Cheers,  
Simon Lincoln CNE MCSE  
Web / Intranet Developer

---

South Norfolk Council  
t: +44 (0) 1508 533930  
f: +44 (0) 1508 533619  
e: [slincoln@s-norfolk.gov.uk](mailto:slincoln@s-norfolk.gov.uk)

From Gavin Cameron, Open Objects (16/2/04) relating to OoE/DCTERMS clarification:

Hi Andrew,

At 10:18 16/02/2004 +0000, you wrote:

>1) DCTERMS.alternative - If an alternative Title tag is used will this  
>affect the results/weighting of a general search results(not the A-Z  
>search), ie, would the values in this tag be interpreted by the search  
>engine and cause the search results to be higher in the ranking? (We assume  
>it will not as only the Title will be used in a general search).

This would not affect the ranking of general search pages in any significant way.

>2) In the notes we have the statement: Do not leave meta names defined with  
>empty content tags (e.g. such an entry as follows should be removed from the  
>document) -  
><meta name="DC.description" content=" ">. If a space is included between the  
>quotes is this the same as having the quotes together, ie, with no space  
>between them? Can the search engine disregard this metadata item if it  
>appears in the HTML but the two quotes are together with no space between  
>them ? Reason for asking is that some Content Management Systems might still  
>populate this item in the HTML but leave a blank (no space between quotes)  
>if no value has been entered and this should be disregarded if possible by  
>the search engine.

In the normal configuration, the tag would be treated the same whether there were blank spaces or no space at all between the speech marks. We could configure the Norfolk Portal search engine to ignore such tags, but the effect of leaving empty metadata fields may be unpredictable on other search engines. It only really matters for metadata items that user are going to see (such as DC.description), which if left empty might lead to odd looking search results.

>3) Have you had any clarification from OoE or Collette about use of DCTERMS  
>in eGMS vs3 ?

I have heard back from Colette and Farah Ahmed. The situation is that they intend to use DCTERMS in a future version but it is unlikely to be part of eGMS 3.0 as they are waiting for some consultation with the Dublin Core group on the exact syntax to use. When asked if they recommend that we use DCTERMS anyway, the reply was;

>>>>If you feel like expressing your syntax in the new format then please do so, and then at least

>>>>you will be one step ahead of us! It would also be useful to us if you could provide us  
>>>>examples of your work, perhaps even allow any examples to be posted on GovTalk?

>>>>Thanks,  
>>>>Farah

So I think it is open to the Partners to choose the DCTERMS syntax - and then maybe later submit some case material back to e-Envoy as an example of how to do it!!

best regards,  
Gavin.

\*\*\*END OF DOCUMENT