

Common Directory of Administrative Units and Offices

Key to Interoperability in the Exchange of Registry Entries, Invoices, Documents and E-Files

The high number of Public Administration agencies and associated information assets (procedures, registers, invoices, persons, offices, documents, files, etc.) makes it necessary to identify bodies and units for an adequate implementation of information systems. Before the enforcement of the [National Interoperability Framework](#), the regular practice used to be for each Agency to have its own directory.

Article 9 of the [National Interoperability Framework](#) takes a step further by pointing at the need for interoperability between inventories/directories and suggesting an interoperability scenario with a Common Directory setting forth the minimum information requirements and the single encoding for Agencies to relate to one another.

‘Public Administration agencies shall keep their records of administrative bodies and citizen service offices, and of the relationships between them, up to date. Said bodies and offices shall be recorded using a univocal code and the information shall be shared between Agencies.’

‘Every Public Administration agency shall regulate the development and update of their inventories/directories, to be linked to and to interoperate with the Inventory of the General Administration under the terms agreed upon by the parties and within the framework in this Royal Decree. If necessary, Public Administration agencies shall be able to use the central Inventory for their own inventories/directories.’

The [Technical Interoperability Standard](#) for Data Model Relationships also makes reference to the encoding of Public Administration Offices and Administrative Units, as well as to the Common Directory.

The Inventory of the General Administration is implemented through the [Common Directory \(DIR3\)](#), providing the hierarchical structure of Public Administration agencies with a single code, and updated by all participating Agencies. This means that the Common Directory is based on the coexistence of multiple sources of data from various Public Administration agencies for the benefit of them all.

The Common Directory, especially code maintenance and information lifecycle management, is key to building the minimum metadata required for [e-files and documents](#), [exchanging entries between Registries \(SICRES 3.0\)](#) and identifying e-invoices, among other fundamental aspects in the development of E-Government.

In accordance to the relevant [Technical Interoperability Standards](#), [e-files and documents](#) shall include the body code in their file names, and in their minimum required metadata, the information on registry entries is associated with the codes of the corresponding registry office and processing unit. As to electronic invoices, they shall be associated with a processing unit and a managing body, both of them identified with a code. All this information is actually related to the [Common Directory](#) and shared with all the other Public Administration agencies.

With a full catalogue of services stored in the cloud, the [Common Directory](#) enables the full or incremental download and provision of data by integrated bodies.

A description of the [Common Directory \(DIR3\)](#), its information structure and integration possibilities can be found at the [Technology Transfer Centre \(CTT\)](#) on the [E-Government Portal](#).