



# THE GIIG GLOSSARY

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# The GIIG Glossary

This glossary has been compiled to support the work of the GIIG and to help users understand terms used in GIIG deliverables.<sup>1</sup> It is intended to be understandable by technical and non-technical audiences. While the definitions align with relevant standards and other technical documentation, they are written to be comprehensible without specific reference to these.

A two-tier approach has been applied:

1. Simple 'plain language' definitions that straightforwardly explain key words and phrases; and
2. Recognising the considerable efforts already undertaken to develop and maintain a standards-based approach to information management using building information management (BIM), references to the relevant existing standards.

Terms specific to the ongoing development of the Client Information Management Platform (IMP) are additionally listed, with source documents, in Appendix A at the end of the glossary.

The definitions have been agreed by the GIIG which will seek to consistently apply the glossary across its various activities and in its engagement with stakeholders. However, it will be updated in light of engagement with government and industry stakeholders, further development of technical standards, and feedback informed by practical application of the terms.

<sup>1</sup> Other glossaries exist to support other UK Government related work – for example, there is an online UKGov Geospatial glossary, Crown Commercial Service has a Carbon Net Zero and Smart Solutions glossary of terms, and there is a Digital Twin Hub Glossary.

# The GIIG Glossary

Terms are listed in alphabetical order. \* Some terms (marked 'IMP') particularly relate to the Information Management Platform – summarised in table in Appendix A.

Term	Definition	*
<b>Appointed Party</b>	An individual or organisation who is commissioned to undertake a specific task and, in undertaking that task, to provide <b>information</b> relating to that task. See also <b>Lead Appointed Party</b> .	
	<b>ISO 19650-1:2018 3.2.7 task team:</b> individuals assembled to perform a specific task.	
	<b>ISO 19650-1:2018 3.2.3 appointed party:</b> provider of information concerning works, goods or services.	
<b>Appointing Party</b>	An individual or organisation – often referred to as the client – who commissions others ( <b>Lead Appointed Parties</b> ) to undertake a specific task and, in undertaking that task, to provide <b>information</b> relating to that task.	
	<b>ISO 19650-1:2018 3.2.4 appointing party:</b> receiver of information concerning works, goods or services from a <b>lead appointed party</b> .	
	Note: Clients or appointing parties may also include asset owner-operators, for example those who commission repair and maintenance work in relation to existing assets.	
<b>Asset</b>	An item, thing or entity that has potential or actual value to an organisation. See also <b>Data Asset, Knowledge Asset</b> As defined in <b>ISO 55001:2014 3.2.1 (also ISO 19650-1:2018 3.2.8) asset</b> . <i>Note 2 to entry: Physical assets usually refer to equipment, inventory and properties owned or managed by the organization. Physical assets are the opposite of intangible assets, which are non-physical assets such as leases, brands, digital assets, use rights, licences, intellectual property rights, reputation or agreements. ...</i> <b>Note:</b> The phrase 'built asset' may also be used - an asset may be built, manufactured, engineered or re-engineered, or be a natural feature, eg 'high ground' or 'marshland'.	
<b>Asset Information Model (AIM)</b>	An <b>Information Model</b> comprising <b>Information Containers</b> that support <b>Organisational Information Requirements (OIR)</b> and <b>Asset Information Requirements (AIR)</b> , i.e.: the operational information that an organisation needs about its <b>assets</b> to support its business functions. See also <b>Exchange Information Model</b> <b>ISO 19650-1:2018 3.3.9 asset information model AIM:</b> information model relating to the operational phase. <b>Note:</b> Typically, an AIM will be about a collection or portfolio of assets. An asset may be a whole building, equipment within it, or it may be component parts of, for example, a highway, water or environmental scheme. An AIM may relate to either.	





<b>Asset Information Requirements (AIR)</b>	<p><b>Information</b> requirements relating to managerial, commercial and technical aspects of <b>asset</b> operation.</p> <p><b>ISO 19650-1:2018 3.3.4 asset information requirements (AIR):</b> information requirements in relation to the operation of an asset.</p> <p><b>ISO 19650-1:2018 5.3 asset information requirements (AIR):</b> AIR set out managerial, commercial and technical aspects of producing asset information.</p>
<b>Assurance</b>	<p>Grounds for justified confidence that a claim has been or will be achieved.</p> <p>See also <b>quality assurance</b></p> <p>As defined in <b>ISO/IEC/IEEE 15026-4:2021: assurance.</b></p> <p><b>Note:</b> Assurance is the act of providing confidence or reducing risk in a product, system or service. It involves evaluating the quality, reliability, and security of the product, system or service to ensure that it meets specified requirements and expectations. Through formal processes such as testing, inspection and certification, assurance provides stakeholders with confidence that the product, system or service will perform as intended and that it meets the necessary standards and requirements. Stakeholders can then make informed decisions and reduce the risk of failure.</p>
<b>Authentication</b>	<p>The provision of <b>assurance</b> of the claimed identity of an entity.</p> <p>As defined by <b>ISO/IEC 10181-2:1996 3.3 authentication.</b></p>
<b>Authorisation</b>	<p>Right or permission granted to a system or a qualified person to perform a specific task; also includes permission applied to use of an item of <b>information</b>.</p> <p><b>ISO/TR 22053:2021 3.6 Authorization:</b> right or permission that is granted to a system entity to access a system resource.</p> <p><b>ISO/TR 22053:2021 3.7 Authorized personnel:</b> qualified personnel identified by the user (employer) or supplier to perform a specific task</p> <p><b>Note:</b> BS EN ISO 19659-2 UKA refers to 'Authorization' in its <b>CDE</b> process ('S4 for review and Authorization') where the Lead <b>Appointed Party</b> processes content for 'S5 review and Acceptance' by the <b>Appointing Party</b> ahead of publishing.</p>
<b>Backward compatibility</b>	<p>Ability to move <b>data</b> from a more advanced version of a system or software package to a less advanced version.</p> <p>As defined in <b>ISO 12651-1:2012 4.14 backward compatibility.</b></p>
<b>Breakdown structure</b>	<p>A structuring of activities, objects or <b>information</b> where the constituents or other aspects (such as responsibility) are systematically identified and progressively subdivided according to logically structured conventions, methods, and procedural rules.</p> <p><b>ISO/DIS 7817: breakdown structure:</b> decomposition of a defined scope into progressive levels</p> <p><b>ISO 10795:2019 3.30 breakdown structure:</b> framework for efficiently controlling some aspect of the activities of a programme ... or project</p> <p><b>ISO/TR 21506:2018 3.87 work breakdown structure:</b> decomposition of the defined scope of a project ... or programme ... into progressively lower levels consisting of elements of work</p>

<b>Classification</b>	<p>A process in which activities, objects or <b>information</b> are systematically identified and <b>structured</b> or arranged into categories by type or specialisation.</p> <p><b>ISO 17115:2007 2.7.1 classification:</b> exhaustive set of mutually exclusive categories ... to aggregate data at a pre-prescribed level of specialization ... for a specific purpose</p> <p><b>ISO 15489-1:2016 3.5 classification:</b> systematic identification and/or arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules.</p> <p><b>BS ISO 12006-2:2015</b> defines a framework for construction-sector classification systems. It identifies a set of recommended classification table titles for a range of construction object classes according to particular views, e.g. by form or function, supported by definitions. It shows how the object classes classified in each table are related, as a series of systems and sub-systems, e.g. in a building information model.</p> <p><b>ISO 19650-2:2018 5.1.7</b> requires that information containers be assigned classification metadata in accordance to ISO 12006-2. Uniclass is compliant with ISO 12006-2 and is the preferred classification system in the UK. It is referenced in the ISO 19650-2 National Annex. Uniclass contains multiple classification tables which can be used to classify different types of information containers.</p>
<b>Classification structure</b>	<p>Arrangement of similar entities based on 'type-of' relationships by intrinsic function, form, usage or other attribute. It can be rule-based if the attributes used can be identified.</p> <p>See also <b>breakdown structure</b></p> <p><b>ISO 17115:2007 2.7.1 classification:</b> exhaustive set of mutually exclusive categories ... to aggregate data at a pre-prescribed level of specialization ... for a specific purpose</p> <p><b>Cambridge Dictionary definition: structure:</b> the way in which parts of a system or object are arranged or organized, or a system arranged in this way</p>
<b>Client</b>	<p>A person, organisation or organisational unit responsible for initiating a project and approving a project brief.</p> <p>See also <b>Appointing Party</b></p> <p><b>ISO 19650-1:2018 3.2.5 client:</b> actor responsible for initiating a project and approving the brief.</p> <p><b>ISO 19650-1:2018 3.2.4 appointing party:</b> receiver of information concerning works, goods or services from a lead appointed party.</p> <p><b>Note:</b> In addition to 'initiating a project', the client may be an asset owner-operator who commissions repair or maintenance activities which may not be described as projects.</p>

<b>Common Data Environment (CDE)</b>	An information management process used to formally exchange, process and manage information for defined periods or purposes including for the whole life of an asset or assets.	
	See also <b>Immutable container store</b>	
	<b>ISO 19650-1:2018 3.3.15 common data environment:</b> <i>agreed source of information for any given project or asset, for collecting, managing and disseminating each information container through a managed process.</i>	
	<b>ISO 19650-1:2018 12.1 Principles:</b> <i>A CDE solution and workflow should be used for managing information during asset management and project delivery. During the delivery phase, the CDE solution and workflow support the information management processes in ISO 19650-2:2018, 5.6 and 5.7. At the end of a project, information containers required for asset management should be moved from the PIM to the AIM. Workflows for getting new or updated information into the AIM are governed by the CDE workflow and the details in ISO 19650-3 5.6 and 5.7.</i>	
<b>Data</b>	Collection of discrete values describing quantity, quality, fact, statistics or other basic units of meaning, represented by characters or symbols that may be further interpreted.	
	See also <b>open data, structured data, unstructured data</b>	
	<b>PAS 185:2017 3.1.14 data:</b> <i>series of marks, digital or analogue signals or encoded characters stored or transmitted electronically.</i>	
<b>Data asset</b>	A system or application output file, database, document, or web page.	
	See also <b>Asset and Knowledge asset</b>	
	Source: <i>NIST Computer Security Resource Center: Glossary</i>	
	<b>Note:</b> A data asset also includes a service that may be provided to access data from an application. For example, a service that returns individual records from a database would be a data asset.	
<b>Data model</b>	A diagrammatic and/or written representation of <b>data</b> , specifying their properties, structures and interrelationships.	
	<b>ISO/IEC 19778-1:2015 3.1.7 data model:</b> <i>graphical and/or lexical representation of data, specifying their properties, structures and interrelationships [SOURCE:ISO/IEC 11179-3:2003, 3.2.11, modified]</i>	
<b>Data quality</b>	The degree to which a set of inherent characteristics of <b>data</b> fulfils requirements.	
	See also <b>quality assurance</b> (including <b>validation</b> and <b>verification</b> )	
	As defined in <b>ISO 8000-2:2022 3.8.1 data quality</b> .	
<b>Data Requirements Library (DRL)</b>	A set of references defining and classifying the minimum <b>asset</b> objects and <b>data</b> container content required for each contracted <b>information exchange event</b> to meet the <b>Appointed Party's information</b> requirements.	<b>IMP</b>
	<b>Note:</b> The DRL is held in the <b>Reference Data Library (RDL)</b> . See Appendix A.	<b>IMP</b>
<b>Discovery protocol</b>	A network protocol that helps systems identify and connect to each other without (or with reduced) configuration efforts by users or system administrators.	
	<b>Note 1:</b> Also referred to as service discovery, this requires a common language to allow software agents to make use of one another's services without the need for continuous user intervention.	
	<b>Note 2:</b> See Appendix A	
<b>Enterprise system</b>	A large-scale software application used to manage fundamental aspects of an organisation's business.	
	<b>ISO 19650-3:2020 5.1.10</b> <i>"(establish links to enterprise systems)"</i>	
<b>Exchange event</b>	A pre-agreed and often contractual scheduled event involving an <b>information exchange</b> .	<b>IMP</b>
	Note: See Appendix A	
	A set of <b>information</b> containers that meet the requirements of a particular <b>exchange event</b> .	<b>IMP</b>
<b>Exchange Information Model (EIM)</b>	<b>Note 1:</b> An EIM may be defined as a collection of exchanged information containers by a single BS1192-4 Construction Operations Building Information Exchange (COBie) transmittal file and defined by its unique filename, ISO19650 status, version and other metadata all in accordance with the applicable information standard. The EIM forms the basis for the automated verification and reporting aspect of the Information Management Platform (IMP), and for its storage to support presentation and exploitation.	
	<b>Note 2:</b> See Appendix A	
<b>Exchange Information Requirements (EIR)</b>	Requirements relating to an appointment, concerning the production of project or asset <b>information</b> .	
	<b>ISO 19650-1:2018 3.3.6 exchange information requirements (EIR):</b> <i>information requirements in relation to an appointment.</i>	
	Note: EIR may take the form of a schedule of specific classified information requirements backed up by managerial, commercial and technical requirements specifications.	
<b>Facility</b>	A named distinct operational built or geographic <b>asset</b> or collection of assets - typically a building or section of infrastructure - built, installed or established to serve an entity's needs.	
	<b>ISO 41011:2017 3.2.3.2: Facility:</b> <i>collection of assets which is built, installed or established to serve an entity's needs</i>	
<b>Federation</b>	Creation of a composite <b>information model</b> from separate <b>information containers</b> .	
	<b>ISO 19650-1:2018 3.3.11</b> <i>creation of a composite information model ... from separate information containers</i>	
	<b>Note 1 to entry:</b> The separate information containers used during federation can come from different task teams.	



<b>Golden Thread</b>	<p>The <b>information</b> that those responsible for a building require to:</p> <ul style="list-style-type: none"> <li>show that the building was compliant with applicable building regulations during its construction and provide evidence of meeting the requirements of the new building control route throughout the design and construction and refurbishment of a building,</li> <li>identify, understand, manage and mitigate building safety risks in order to prevent or reduce the severity of the consequences of fire spread or structural collapse throughout the life cycle of a building.</li> </ul> <p>See also <b>provenance</b></p> <p><b>DLUHC (July 2021): 1.</b> “The golden thread will hold the information that those responsible for the building require to ....”<sup>2</sup></p>	
<b>Immutable container store</b>	<p>A store for <b>information</b> that has been delivered into an organisation that allows <b>assurance</b> activities to be undertaken before the <b>information</b> is accepted.</p> <p><b>Note:</b> See Appendix A</p>	<b>IMP</b>
<b>Information</b>	<p><b>Data</b> endowed with meaning, purpose and context.</p> <p><b>ISO 19650-1:2018 3.3.1 information:</b> <i>reinterpretable representation of data in a formalized manner suitable for communication, interpretation or processing.</i></p> <p><b>PAS 185:2017 3.1.23 information:</b> <i>one or more data items that have a context and therefore convey a message or meaning.</i></p> <p><b>ISO/DIS 7817 3.11</b> <i>meaningful data.</i></p>	
<b>Information container(s)</b>	<p>Named persistent set of <b>information</b> retrievable from within a file, system or application storage hierarchy.</p> <p>See also <b>classification</b></p> <p><i>As defined in ISO 19650-1:2018 3.3.12.</i></p> <p><b>Note:</b> <b>ISO 19650-2:2018 5.1.7</b> requires that information containers be assigned classification metadata in accordance to ISO 12006-2.</p>	
<b>Information Delivery Plan (IDP)</b>	<p>A schedule of specified and procured information deliverables contracted for each exchange event.</p> <p><b>Note:</b> See Appendix A</p>	<b>IMP</b>
<b>Information Delivery Specification (IDS)</b>	<p>A computer-interpretable document that defines the <b>exchange information requirements</b> of model based exchange.</p> <p><b>buildingSMART.org: IDS:</b> how objects, classifications, materials, properties, and even values need to be delivered and exchanged...<sup>3</sup></p>	
<b>Information exchange</b>	<p>A manual or automated exchange of an <b>information model</b> – often as a contractual requirement between two organisations, and subject to appropriate <b>authorisation</b> and acceptance terms.</p> <p><b>ISO 19650-1:2018 3.3.7 information exchange, verb:</b> <i>act of satisfying an information requirement or part thereof.</i></p>	

<b>Information management</b>	<p>The process by which an organisation, with appropriate security controls, specifies (including provisions for <b>data quality</b> and <b>provenance</b>), procures, assures, stores, presents, and exploits <b>data</b> and information to achieve its objectives.</p> <p><b>Note:</b> <b>ISO 9000</b> definitions cover quality, <b>information</b> and management. Combining these: information management is:</p> <p>Management (coordinated activities to direct and control) of information (a representation of something) with particular regard to quality (the degree to which a set of inherent characteristics of an object fulfils requirements – i.e.: needs or expectations that are stated, generally implied or obligatory).</p>	
<b>Information Management Platform (IMP)</b>	<p>A process and technology suite that enables the secure specification, procurement, assurance, storage, presentation and exploitation of <b>information</b>, whether <b>data</b> or <b>information</b> is obtained internally or from third parties, to maximise value in the creation, maintenance, use and disposal of a client’s assets.</p> <p><b>Note:</b> See Appendix A</p>	<b>IMP</b>
<b>Information model</b>	<p>A coherent set of structured and/or unstructured <b>information containers</b>.</p> <p><b>ISO 19650-1:2018 3.3.8 information model:</b> <i>set of structured and unstructured information containers. (See also ISO 19650-2:2021 UKNA 5.1)</i></p> <p><b>Note:</b> not necessarily a 3D or geometrical model – geometrical information may form part of an information model.</p>	
<b>Information Protocol</b>	<p>A resource produced by the <b>Appointing Party</b> to support the implementation of <b>information management</b> using building information modelling (BIM).</p> <p><b>Note:</b> ISO 19650-2 and ISO 19650-3 require the Appointing Party to produce an <b>Information Protocol</b> and that it forms part of tender and appointment documents. Its purpose is to set out the rights and obligations of the two parties entering into an appointment that requires the management or production of information.</p>	
<b>Information purpose(s)</b>	<p>The purpose(s) for which <b>data</b> or <b>information</b> is created or for which that data or information exists – the process, activity or task it will help to address.</p> <p><b>Note:</b> The high-level goals of an organisation may be decomposed into a number of defined or intended information purposes (there may also be instances where data or information could be used for purposes for which it was not designed).</p>	
<b>Information security</b>	<p>The protection of <b>information</b> and information systems from unauthorised access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity, and availability.</p> <p>See also <b>security-mindedness</b></p> <p><b>Note:</b> <i>Above definition used by the National Infrastructure Commission’s Data for the Public Good (2018) in its glossary (p.68), referencing NIST SP800-53 (“Security and Privacy Controls for Federal Information Systems and Organizations”).</i></p>	
<b>Interoperability</b>	<p>The ability to exchange and use <b>information</b> securely, ensuring that information is independent of the technologies used to deliver it.</p> <p>See also <b>openness</b></p> <p><b>Note:</b> Developed by GIIG from definition adopted by BIM Interoperability Expert Group (BIEG), March 2020 report,<sup>4</sup> with addition of the word ‘securely’.</p>	

<sup>2</sup> Building Regulations Advisory Committee: golden thread report (July 2021)

<sup>3</sup> buildingSMART.org Information Delivery Specifications (IDS)

<b>Interoperability Code of Practice for Technologies</b>	<p>A code of practice containing recommendations and supporting guidance, usually reflecting current good practice as employed by competent and conscientious practitioners, that can also be used to monitor claims of compliance relating to the <b>interoperability of information</b> created or managed by technologies.</p> <p>Based on <b>BS 0: 2021 9.4.1</b> with addition in relation to 'Delivering Valuable Data' CoP.</p>	<b>Master Information Delivery Plan (MIDP)</b>	<p>A schedule aggregating the task information deliverables to be completed by appointed parties through the <b>Lead Appointed Party</b>.</p> <p>See also <b>Task Information Delivery Plan</b></p> <p><b>ISO 19650-2:2018 3.1.3.3 Master Information Delivery Plan:</b> plan incorporating all relevant task information delivery plans</p>
<b>Knowledge assets</b>	<p>Intangible assets an organisation holds, including <b>information</b>, that are critical to the effective operation of the organisation.</p> <p>See also <b>Asset and Data asset</b></p> <p><b>Note: BEIS, Government Office for Technology Transfer, HM Treasury - Rose Book: guidance on knowledge asset management in government (2021)</b> – "Knowledge assets, often also known as intangible assets ... are the information an organisation holds, the skills and experience of its staff, even its reputation. ... These assets are critical to the effective operation of any organisation, including in the public sector. Moreover, they are growing in importance, as the role of technology and data in public service delivery increases, and as the government delivers more through partners, where an understanding of the ownership of the underpinning knowledge assets is vital to continued success." Table 1A summarises five asset types: <b>information</b>, innovation, creative, reputational, knowhow.<sup>5</sup></p>	<b>Metadata</b>	<p><b>Data</b> describing data - metadata provides additional <b>information</b> about a specific set of <b>data</b> (for example, an <b>information container</b>).</p> <p><b>ISO 23081 2:2007 3.7 metadata:</b> structured or semi-structured information, which enables the creation, management, and use of records through time and within and across domains.</p>
<b>Lead Appointed Party</b>	<p>The individual or organisation appointed to be accountable for delivery of agreed (often contracted) <b>information</b> deliverables at defined exchange points.</p> <p><b>ISO 19650-1:2018 3.2.3 Appointed Party:</b> provider of information concerning works, goods or services - Note 1 to entry: A Lead Appointed Party should be identified for each delivery team, but this can be the same organization as one of the task teams.</p>	<b>Openness</b>	<p>Capability to reliably and securely find, access, use and make available <b>asset information</b> in perpetuity without obstruction or restriction due to closed or proprietary software applications and/or data formats.</p>
<b>Level of information need</b>	<p>Framework which defines the extent and granularity of <b>information</b>.</p> <p>As defined in <b>ISO 19650-1:2018 3.3.16 level of information need</b>. Note 1: One purpose of defining the level of information need is to prevent delivery of too much information</p>	<b>Open data</b>	<p><b>Data</b> that is made freely available by the data owners, can be reused without formal permission, and is not legally or technically restricted to specific software solutions.</p> <p>See also <b>portable data</b></p> <p><b>International Open Data Charter Principles:</b> Open data is digital data that is made available with the technical and legal characteristics necessary for it to be freely used, reused, and redistributed by anyone, anytime, anywhere.</p>
<b>Longevity</b>	<p>Long term shareability and accessibility of <b>information</b> enabling its use, including for audit trail, <b>provenance</b> or regulatory purposes, through the whole lifecycle(s) of the physical <b>asset(s)</b> to which it relates.</p> <p><b>ISO/IEC 20944-1:2013 3.21.15.1 Longevity</b> attribute of a data element in a data structure that indicates intention for incorporation into past, present, or future editions of the normative document that specifies the data structure.</p>	<b>Open format</b>	<p>A format for storing <b>data</b>, defined by a published specification or <b>schema</b>, and which can be accessed, used and implemented by anyone.</p> <p><b>Open Knowledge Foundation:</b> An open format is one which places no restrictions, monetary or otherwise, upon its use and can be fully processed with at least one free/libre/open-source software tool.<sup>6</sup></p>
<b>Master data</b>	<p>Lasting records of objects of interest that exist in space-time such as <b>assets</b>, people, customers, suppliers.</p> <p>See also <b>data</b></p> <p><b>ISO 5127:2017, 3.1.10.06 master data:</b> data that represent content features of their data objects which are the lasting base for certain recurrent processes, can be repeatedly used in a variety of operations and so remain stable for a longer time.</p>	<b>Open source</b>	<p>Computer software that is released under a license in which the copyright holder grants users the rights to use, study, change, and distribute the software and its source code to anyone and for any purpose.</p> <p><b>Note: OpenSource.org Open Source definition:</b><sup>7</sup> Open source doesn't just mean access to the source code. The distribution terms of open-source software must comply with 10 criteria, including that licences must not restrict other software, and must be technology-neutral.</p>
		<b>Open standard</b>	<p>A standard for which the specification or <b>schema</b> is publicly available, where the drafting and maintenance of the specification is open to all interested parties and is consensus-based, and where use of the resulting standard is royalty-free.</p> <p><b>Central Digital and Data Office (updated March 2021) Guidance: Make use of open standards:</b> "Open standards: common rules that allow any user to create compatible and consistent products, processes and services. They are designed collaboratively, are publicly available, and free or low cost."<sup>8</sup></p> <p><b>Cabinet Office Policy paper: Open Standards principles (updated 5 April 2018):</b> Open standards give users permission to copy, distribute and use technology freely or at low cost.<sup>9</sup></p>

<sup>4</sup> CDBB (March 2020) [BIM Interoperability Expert Group \(BIEG\) Report](#).

<sup>5</sup> BEIS, GOTT, HM Treasury (December 2021), [The Rose Book: guidance on knowledge asset management in government](#), ss 1.4, 1.5 and 1.7.

<sup>6</sup> [Open Knowledge Foundation: Open Format](#)

<sup>7</sup> [The Open Source definition](#)

<sup>8</sup> [Central Digital and Data Office \(updated March 2021\) Guidance: Make use of open standards](#)

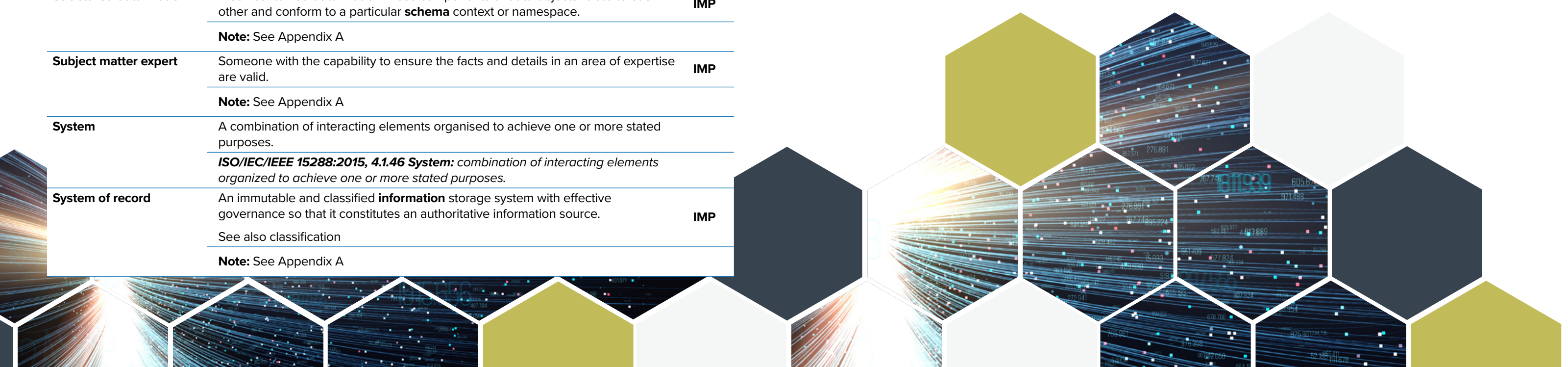
<sup>9</sup> Cabinet Office (2018) Policy paper: [Open Standards principles](#).

<b>Organisational Information Requirements (OIR)</b>	The <b>information</b> needed by an organisation in order to satisfy its business objectives. <b>ISO 19650-1:2018 3.3.3 organizational information requirements (OIR):</b> information requirements in relation to organizational objectives.
<b>Portable data</b>	<b>Data</b> useable in more than one application software without incurring subsequent claims of ownership to any of the data by third parties. <b>ISO 8000-2:2022(en), 3.9.4: portable data:</b> where the formal syntax, semantics and any use restrictions are explicit - Note 1 to entry: When the use restrictions so allow, a set of portable data is useable in more than one application software ... without incurring subsequent claims of ownership to any of the data by third parties.
<b>Project Information Model (PIM)</b>	An <b>information model</b> of classified and federated file and object containers supporting the collaborative and coordinated delivery of a project. <b>ISO 19650-1:2018 3.3.10 project information model (PIM):</b> information model relating to the delivery phase.
<b>Project Information Requirements (PIR)</b>	<b>Information</b> requirements in relation to the delivery of a defined project. <i>As defined in ISO 19650-1:2018 3.3.5 Project Information Requirements</i>
<b>Protocol</b>	A system of rules that allows two or more entities of an electronic communications system to transmit <b>information</b> . <b>IMP</b> <b>Note 1:</b> The protocol defines the rules, syntax, semantics and synchronization of communication and possible error recovery methods. Protocols may be implemented by hardware, software, or a combination of both. <b>Note 2:</b> Not to be confused with <b>Information Protocol</b> . <b>Note 3:</b> See Appendix A
<b>Provenance information</b>	The assured origin of an item of <b>information</b> or <b>data</b> – where, when and from whom did the information originate. <b>ISO/IEC 20944-1:2013 3.44 - provenance information:</b> information ... that documents the history of the content information ... Note 1 to entry: This information states the origin or source of the content information, any changes that may have taken place since it was generated, and who has had custody of it.

<b>Quality assurance (including verification and validation)</b>	Planned and systematic actions necessary to provide adequate confidence that <b>data</b> or <b>information</b> satisfies given requirements for quality. <b>ISO/TR 21506:2018: quality assurance:</b> planned and systematic actions necessary to provide adequate confidence that a process, measurement or service satisfies given requirements for quality. <b>Verification:</b> A process to evaluate that a <b>data</b> set meets specified input requirements (ie: the required <b>information</b> has been delivered). <b>ISO 8000-2:2022 3.8.5 and ISO 29148:2018 3.1.37 and ISO 6707-2:2017 3.5.21: verification:</b> confirmation, through the provision of objective evidence, that specified requirements have been fulfilled. <i>Note 1 to ISO 29148:2018 3.1.37 entry: Verification in a system life cycle context is a set of activities that compares a product of the system life cycle against the required characteristics for that product. This may include, but is not limited to, specified requirements, design description and the system itself. The system has been built right.</i> <b>Validation:</b> An evaluation of <b>data</b> and <b>information</b> to determine whether the output is able to accomplish its intended use, goals, objectives and purpose (ie: the right <b>information</b> has been delivered). <b>ISO 8000-2:2022 3.8.6 and ISO 29148:2018 3.1.36 validation:</b> confirmation, through the provision of objective evidence, that the requirements for specific intended use or application have been fulfilled [SOURCE: ISO 9000:2015, 3.8.13, modified] <i>Note 1 to ISO 29148:2018 3.1.36 entry: Validation in a system life cycle context is a set of activities ensuring and gaining confidence that a system is able to accomplish its intended use, goals and objectives. The right system has been built.</i> <b>Note:</b> ISO 19650-4:2021 Clause 7 'Criteria for reviewing an information exchange' relates to validation.
<b>Reference data</b>	<b>Data</b> and definitions of classes, properties, units of measure, standards, rules and relationships that help set values to be used to populate other <b>data</b> sets. See also <b>data</b> <b>ISO/TS 18101-1:2019 3.14 reference data:</b> domain and sector standardized data sets that help define the set of values to be used to populate other data sets. <b>ISO 15926-1:2004, 3.1.18 reference data:</b> process plant life-cycle data that represents information about classes or individuals which are common to many process plants or of interest to many users.
<b>Reference Data Library (RDL)</b>	A curated and securely accessible collection of <b>reference data</b> standards and data sets (externally or internally authored) required to be used for built environment <b>information</b> management throughout an organisation, including by its authorised external supplier partners. <b>IMP</b> <b>ISO 15926-1:2004 3.1.19 reference data library (RDL):</b> managed collection of reference data. <b>Note:</b> See Appendix A

<b>Schema</b>	An organisational pattern or structure describing categories of <b>information</b> and the relationships among them (for example, how relational databases are divided into database tables). <i>ISO 23081 1:2006 3.3 schema: logical plan showing the relationships between metadata elements, normally through establishing rules for the use and management of metadata specifically as regards the semantics, the syntax and the optionality (obligation level) of values.</i>
<b>Security-minded</b>	Understanding and applying appropriate and proportionate security measures in any business situation so as to deter and/or disrupt hostile, malicious, fraudulent and criminal behaviours or activities.  See also <b>information security</b>  <i>As defined in ISO 19650-5:2020 3.10 Security-minded.</i>
<b>Software as a Service (SaaS)</b>	A way of deploying software applications via the Internet as a service rather than as installed software. <i>ISO/IEC 17788:2014 3.2.36 Software as a Service (SaaS): Cloud service category in which the cloud capabilities type provided to the cloud service customer is an application capabilities type.</i>
<b>Structured (and semi-structured) data</b>	<b>Data</b> where values and variables are organised and are addressable for computer interpretation and analysis.  See also <b>unstructured data</b> <i>ISO/IEC 20546:2019 3.1.35 structured data which are organized based on a pre-defined (applicable) set of rules. Note 1: The predefined set of rules governing the basis on which the data is structured needs to be clearly stated and made known.</i>  <b>Note:</b> Examples of data structures include arrays, linked lists, stacks, queues, trees, and graphs.
<b>Structured data model</b>	A self-contained <b>data</b> model whose components or <b>data</b> objects relate to each other and conform to a particular <b>schema</b> context or namespace. <b>IMP</b>  <b>Note:</b> See Appendix A
<b>Subject matter expert</b>	Someone with the capability to ensure the facts and details in an area of expertise are valid. <b>IMP</b>  <b>Note:</b> See Appendix A
<b>System</b>	A combination of interacting elements organised to achieve one or more stated purposes. <i>ISO/IEC/IEEE 15288:2015, 4.1.46 System: combination of interacting elements organized to achieve one or more stated purposes.</i>
<b>System of record</b>	An immutable and classified <b>information</b> storage system with effective governance so that it constitutes an authoritative information source. <b>IMP</b>  See also classification  <b>Note:</b> See Appendix A

<b>Task information delivery plan (TIDP)</b>	A schedule of <b>information containers</b> and delivery dates, for a specific task team.  See also <b>Master Information Delivery Plan</b> <i>ISO 19650-2:2018 3.1.3.4 Task Information Delivery Plan: schedule of information containers and delivery dates, for a specific task team.</i>
<b>Transaction data</b>	<b>Records</b> of business transactions, measurements and other events.  See also <b>data</b> <i>ISO 8000-2:2020 3.10.2 transaction data: data representing a business transaction (completion of a business action or a course of action)</i>
<b>Unstructured data</b>	Data where content (values and variables) are not organised according to a standard or agreed data schema for computer interpretation and analysis.  See also <b>structured data</b> <i>ISO/IEC 20546:2019 3.1.37 Unstructured Data: data which are characterized by not having any structure apart from that record or file level. Note 1: On the whole unstructured data is not composed of data elements.</i>
<b>Validation and Verification</b>	See <b>quality assurance</b>
<b>Zone</b>	Part of a <b>facility</b> ... consisting of (part of) one or more spaces or functional areas with assumed uniform properties related to a specific service, service component, function or purpose.  <i>As defined in ISO 18523-1:2016 as part of a building ... consisting of (part of) one or more spaces with assumed uniform properties related to a specific service or service component, or (in absence of a service) assumed uniform indoor environmental conditions</i>





# Appendix A - Information Management Platform

This section is focused on definitions specific to the Information Management Platform. Currently, no standards-derived definitions exist for IMP-related terms.

More information is provided in a CPNI guidance document,<sup>10</sup> a related case study regarding implementation of an IMP by the Environment Agency,<sup>11</sup> and an online toolkit, IMPACT.<sup>12</sup>

Term	Definition
<b>Data Requirements Library (DRL)</b>	An individual or organisation who is commissioned to undertake a specific task and, in undertaking that task, to provide information relating to that task. See also <b>Lead Appointed Party</b> .
<b>Discovery protocol</b>	A network protocol that helps systems identify and connect to each other without (or with reduced) configuration efforts by users or system administrators.
<b>Exchange event</b>	A pre-agreed and often contractual scheduled event involving an <b>information exchange</b> .
<b>Exchange Information Model (EIM)</b>	A set of <b>information containers</b> that meet the requirements of a particular <b>exchange event</b> .
<b>Immutable container store</b>	A store for <b>information</b> that has been delivered into an organisation that allows assurance activities to be undertaken before the information is accepted.
<b>Information Delivery Plan (IDP)</b>	A schedule of specified and procured <b>information</b> deliverables contracted for each <b>exchange event</b> .
<b>Information Management Platform (IMP)</b>	A process and technology suite that enables the secure specification, procurement, assurance, storage, presentation and exploitation of <b>information</b> , whether <b>data</b> or information is obtained internally or from third parties, to maximise value in the creation, maintenance, use and disposal of a client's assets.
<b>Protocol</b>	A system of rules that allows two or more entities of an electronic communications system to transmit <b>information</b> .
<b>Reference Data Library (RDL)</b>	A curated and securely accessible collection of <b>reference data</b> standards and data sets (externally or internally authored) required to be used for built environment <b>information</b> management throughout an organisation, including by its authorised external supplier partners.
<b>Structured data model</b>	A self-contained <b>data</b> model whose components or data objects relate to each other and conform to a particular <b>schema</b> context or namespace.
<b>Subject matter expert</b>	Someone with the capability to ensure the facts and details in an area of expertise are valid.
<b>System of record</b>	An immutable and classified <b>information</b> storage system with effective governance so that it constitutes an authoritative information source.

For references to related standards and other notes, see the main glossary definitions.

<sup>10</sup> CPNI, [Information Management Platform: Guidance Document](#)

<sup>11</sup> CPNI, [How the Environment Agency developed its Information Management Platform](#)

<sup>12</sup> Available at <https://www.cpni.gov.uk/information-interopability>

