M2.4 Guidelines for eArchiving Building Block specifications and documentation endorsement

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REPORT

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Cover Sheet

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Document Approver(s)

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Name	Role
DILCIS Board	Owner of the procedure
eArchiving Building Block users	eArchiving Building Block specification creators

Summary of Changes:

Version	Date	Created by	Short Description of Changes
V0.1	2020-11-01	Karin Bredenberg and Jaime Kaminski	First version created
V1.0	2021-08-31	Karin Bredenberg and Jaime Kaminski	First version publication

Glossaries of terms
E-ARK vocabs: http://evoc.dlmforum.eu/E-ARK/group/5568370c3448e76821b3942f/list   CEF Glossary https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/CEF+Glossary

M2.4 Guidelines for eArchiving Building Block specifications and documentation endorsement

Contents

Guidelines for endorsement of a new Content Information Type Specification (CITS) (version 1.0)

Summary

This guide describes the process of endorsement of a new Content Information Type Specification (CITS) based upon a pre-existing specification.

Before endorsement

The endorsement of a specification to a CITS is driven by a need for that specification CITS from the user community. A user group can propose and explain the need for an endorsement and creation of CITS by e-mailing the DILCIS Board at info@dilcis.eu or by sending a request to the eArchiving Building Block Service Desk (https://ec.europa.eu/cefdigital/tracker/plugins/servlet/desk). The request needs to contain:

- An overview of the proposed specification endorsement,
- Information about why the proposed endorsement is required,
- A plan for the creation of a CITS document,
- The use case scenario(s) for the CITS,
- Information about who will develop the CITS, and
- A timeline for its development.

A simple CITS endorsement form can be found in Appendix 1 of this document. The DILCIS Board will evaluate the request.

Endorsement

A specification that is already in use can be endorsed as CITS. In these cases, a short CITS will be needed to be created that references the original specification. A description of how the information is placed in the package will be the focus and described in the CITS document.

Creation of the CITS specification

The user group requesting the endorsement of a specification to a CITS must take part in the CITS development work because they will be experts on that specific information type. A member of the DILCIS Board will assist with creating the description of how the CITS is placed in an information package following the Common Specification for Information Packages (CSIP) and the E-ARK profiles for SIP/AIP/DIP. The CITS document will be placed in a GitHub repository, and schemas will be placed either in the GitHub repository or in its original location.

Deliverables

The CITS endorsement process requires the delivery of the following documents to the DILCIS Board:
- The CITS document,
- An information type description (this might be a reference to a published description),
- An XML schema or a link to the XML schema describing the content information type,
- Examples showing the specification in use, more than one example is needed.

Review of the endorsed specification

The specification being endorsed is recommended throughout its working process to undergo reviews. These will be handled by the owner group of the endorsed specification and is not part of the CITS review.

Review of the CITS specification

The CITS will be subject to an open review following guidelines from the DILCIS Board (a separate procedure is available for the open review process). After review, comments need to be incorporated as appropriate before the CITS can officially be published on the DILCIS Board webpage, GitHub site and eArchiving Building Block website. There may be some instances when a review will not be performed. The decision will be made on a case by case basis for each CITS specification creation process.

Publication of the CITS specification

The CITS will be published and announced through the set-up channels, including the DILCIS Board website, mailing lists, webpages, Twitter and LinkedIn.

Revision of the endorsed specification

The endorsed specification will be maintained and follow the revision cycle set up by the group responsible for the specification.

Revision of the CITS specification

After publication, the CITS will be placed into the Release Management plan, where it will follow a revision cycle described in the Guideline for Revisions. If the CITS is created through endorsements, the specification will follow its internal revision schedule.

Appendix 1: eArchiving CITS endorsement request form

eArchiving CITS endorsement request form	
Name Name and contact to the submitter	
Organisation Affiliated organisation submitting the request	
User group/community represented Name of groups represente3d in the request	
Name of specification to be endorsed Name of the specification to be endorsed	
Name of the proposed CITS Suggested name for the CITS using the endorsed specification	
Description of the specification proposed for endorsement Describe the purpose of the proposed endorsement CITS and its general functionality	
Why is the proposed endorsement required? Describe why the user community would benefit from the endorsement of this specification	
Provide a use case scenario(s) for the CITS Describe when this CITS will be used.	
Describe the group who will be creating the accompanying CITS Describe the who will be responsible for creating the CITS which describes the placement of the endorsed specification in an information package	
How long will it take to develop the CITS? Describe time the documents accompanying the endorsed will need to be developed.	