

## M2.3b Guidelines for creating a new Content Information Type Specification

# E-ARK3 REPORT



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## Cover Sheet

### Document Status:

Status
Draft

### Document Approver(s)

Name	Role
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### Document Reviewer(s)

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	2019-05-02	Karin Bredenberg	First version created
V0.2	2019-05-14	Jaime Kaminski, Miguel Ferreira	Updates in the text
V0.3	2019-05-20	Jaime Kaminski	Finalisation of draft
V1.0	2019-05-31	Karin Bredenberg	Release of version 1.0
V1.1	2020-06-03	Karin Bredenberg and Jaime Kaminski	Update towards version 2.0

### 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>

## **M2.3b Guidelines for creating a new Content Information Type Specification**

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# Guidelines for creating a new Content Information Type Specification (CITS) (version 1.1)

## Summary

This guide describes the process of creating a new Content Information Type Specification (CITS).

## Before creation or endorsement

The creation of a CITS, or endorsement of a specification to a CITS, is driven by a need for that particular CITS from the user community. A user group can propose and explain the need for a new CITS by e-mailing the DILCIS Board at [info@dilcis.eu](mailto: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 CITS,
- Information about why the proposed CITS is required,
- The use case scenario(s) for the CITS,
- Information about who will develop the CITS, and
- A timeline for its development.

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

## Endorsement

In some instances, specifications that are already in use will be endorsed as CITS. In these cases, a short CITS will be created that references the original specification. A description of how the information is placed in the package will be described in the CITS. Endorsements are described in a separate procedure document.

## Creation

The user group requesting the CITS is required to 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 the creation of 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 creation 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

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

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

## Revision

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 own internal revision schedule.

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## Appendix 1: eArchiving CITS creation request form

eArchiving CITS creation request form	
<b>Name</b>	
<b>Organisation</b>	
<b>User group/community represented</b>	
<b>Name of the proposed CITS</b>	
<b>Description of the proposed CITS</b> Describe the purpose of the proposed CITS and its general functionality	
<b>Why is the proposed CITS required?</b> Describe why the user community would benefit from the creation of this CITS	
<b>Provide a use case scenario(s) for the CITS</b>	
<b>Who will develop the CITS?</b>	
<b>How long will it take to develop the CITS?</b>	