

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

E-ARK4ALL
REPORT



EARK4ALL: AGREEMENT No LC-00921441 CEF-TC-2018-15 eArchiving

Cover Sheet

Document Status:

Status
Final

Document Approver(s)

Name	Role
Fulgencio Sanmartin	DG CNECT Business Owner

Document Reviewer(s)

Name	Role
DILCIS Board	Reviewers of the guideline

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.

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>

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

Contents

Cover Sheet	2
Guidelines for creating a new Content Information Type Specification (version 1.0)	4
Summary	4
Before creation or endorsement	4
Endorsement	4
Creation	4
Deliverables	4
Review	4
Publication	4
Revision	4

Guidelines for creating a new Content Information Type Specification (version 1.0)

Summary

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

Before creation or endorsement

Before the creation of a CITS, or endorsement of a specification to a CITS is initiated, there needs to be a need for that particular CITS from the user community. A user group can explain the need and request the creation of a new CITS by e-mailing info@dilcis.eu or by placing a request to the Service Desk. The request needs to contain:

- Information about the CITS
- The use case scenario(s) for its existence
- Who will undertake the work, and
- A suggested timeline.

The request will be evaluated by the DILCIS Board.

Endorsement

Sometimes there will be specifications that are already in use that 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 guide.

Creation

The user group requesting the CITS is required to take part in the CITS development work as they will be the experts on that specific information type. A member of the DILCIS Board will aid with the creation of the description of how the CITS is placed in an information package following 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

Review

The CITS will be subject to an open review following guidelines from the DILCIS Board. After review, comments need to be handled before the CITS can officially be published.

Publication

The CITS will be published and announced through the set-up channels including the DILCIS 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.