

Working Group on Standards (WGoS) - Best Practices Code

Objectives

1. Controlling and checking APE standards
2. Controlling and checking EAG standard
3. Solving incidents or problems related to standards that developers come across
4. Solving incidents or problems related to standards that are reported by Country Managers and Institution Managers
5. Discussing the acceptance of new standards in APE
6. Adapting APE to evolving and new standards as appropriate
7. Monitoring the evolution of international standards and their changes
8. Representation of APE interests in international committees, working groups, meetings, workshops or conferences

Members and Chair

1. The WGoS is formed of Country Managers and people related to the AoA member countries as well as representatives from the technical team. New members must be formally accepted by the Governing Board.
2. The Chair will be designated by the Governing Board.

Discussing issues

1. The WGoS will decide on the best medium to use to discuss all issues related to the objectives, e.g. email, discussion forum, etc.
2. All members of the WGoS can open a new issue.
3. No matter the chosen medium for discussion, the opening of new issues must be notified to the WGoS by email.
4. If an issue aims at a change in the schema or in the conversion to the APE profiles, we have to follow these steps:
 - a. Name and place of the specific element / attribute, that needs to be changed
 - i. Needs to include name(s) of (all) parent elements where a new element should be added to the schema or conversion
 - ii. Needs to include any attributes that should be used with the new element, plus suggestions for specific default values (if applicable)
 - b. Description why it needs to be changed
 - c. Example for usage of this changed element (including potential attributes) in the portal (use case)
 - d. Attaching XML code to such a request (the way an issue is dealt with now and the way one would like it to be dealt with in the future)
 - e. Deadline, in case you need a decision before the next WGoS meeting, please give a reason
5. After receiving an email notifying members of a new issue, all the members have 10 working days to respond, explaining their opinion (members may agree / disagree / have no opinion / ask for additional explanations)

Decisions

1. Decisions will be accepted during regular monthly meetings of the WGoS.
 - a. Decisions will seek the best possible balance between the likely uptake of a suggested change and the time required for its implementation.
 - b. The WGoS members will agree among themselves on a fixed day and time for these meetings as well as the most suitable medium (e.g. Skype).
 - c. Depending on the situation, a face-to-face meeting (e.g. in the context of a Country Managers meeting) can replace a regular virtual monthly meeting.
2. If no unanimous agreement is reached, the WGoS will vote. If a technical tie was the result of such vote, the vote of the WGoS Chair will count double.
 - a. In case of a vote, at least five of the WGoS members need to be present at the meeting for either approval or dismissal of an issue.
3. All meetings will be documented alternating by one member of the WGoS.
 - a. Minutes will be kept in the WGoS folder on Google Drive.
 - b. Members of the WGoS will have one week to comment or suggest changes.
 - c. After one week, the WGoS Chair will approve the finalised minutes and send them to the Governing Board for information.

Communication of changes (once agreed)

1. Decisions of the WGoS on changes to the schema, conversion, processing and/or display also need to include a decision with regard to how these changes will be communicated.
 - a. Changes to the schema should be documented in the schema itself as well as the tag library.
 - b. Changes to the conversion and/or processing should be documented in the according part(s) of the code.
 - c. Changes that influence how information is processed and/or displayed based on the way that information is encoded need to be documented in the public documentation on the use of standards in the Archives Portal Europe.
 - i. Such changes should be communicated to content providers at the time of implementation. The Technical Coordinator will liaise with the PR Officer about suitable ways of communication.