

How do I participate? Address problems and suggest changes to the Code tables

1. Create an issue with a meaningful title and explain the problem. You can find a detailed instruction [here](#). If you need feedback from the team, add a deadline for the issue of 30 days and add the label "discussion required". If it is a technical issue/typo and you don't need any feedback from the team, add the label "Technical change/Typo".

Important: Create an issue for each required change or each small problem! Split up big problems into small pieces.

2. Make a proposition how the problem can be solved and discuss it with the team on the issue-page here in Github.
3. Create a new branch starting from the master where this issue will be solved. You can find a detailed instruction how to create a new branch [here](#). The name of the branch should be issue<number of issue>. State in the issue that you created a branch and give the URL of the branch.
4. Make the changes on the branch on your local copy of the repository and commit them with a comment summarizing what you did. You can find a detailed instruction how to change a table [here](#). Copy the commit number into the issue completed with a short explanation.

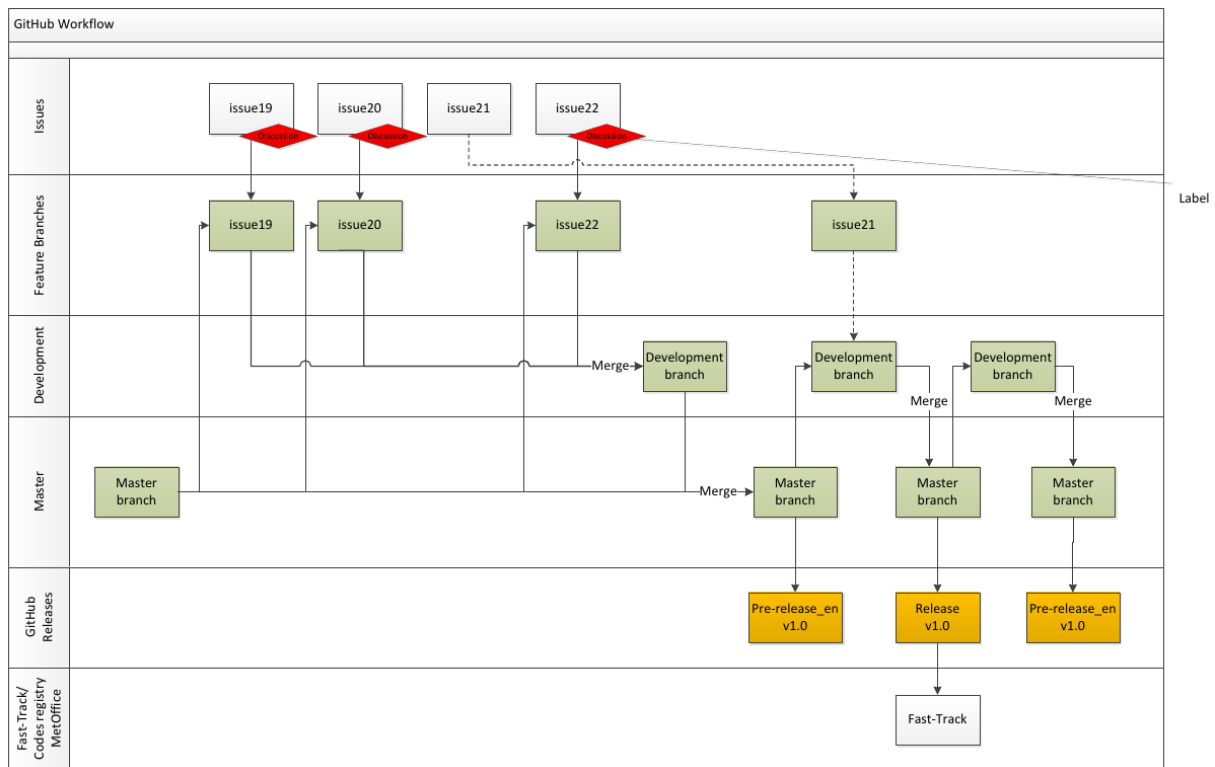
Important: Check the encoding of the CSV before you commit it. We only work with CSV in UTF-8.

5. After the deadline (for issues with the label "discussion required") or immediately after its implementation on a feature branch (for technical changes/typos) the co-chairs with delegation to Nina and to the Secretariat/WIGOS-PO close the issues and merge the respective feature branch to the development branch.

Generally: Each issue is addressed individually and finally merged into the master. We can group the issues using labels.

The screenshot shows the GitHub repository page for `wmo-im/wmds`. The `Issues` tab is selected and highlighted with a red box, showing 26 issues. Below the repository navigation, the `WIGOS Metadata Representation` section has tabs for `wigos`, `metadata`, `observations`, `xml`, `wmo`, and `codes`. The repository statistics bar shows 49 commits, 12 branches (highlighted with a red box), 1 release, and 4 contributors. At the bottom, a list of commits shows a merge pull request #26 from `wmo-im/issue18`. The commit `efucile Merge pull request #26 from wmo-im/issue18` is highlighted with a red box, and the file `tables_en` is also highlighted with a red box.

How does working with Github works? The general concept



The diagram above explains how your planned improvements on the WMDS Code tables find their way to the Codes registry. It all starts with an issue where you propose a change and discuss your idea with the other task team members. Once the change is approved by the task team it needs to be implemented in the code tables itself. This will be done using a feature branch (based on the master, our base version of the tables), which will have the name corresponding to your issue. Once this is done and everybody is happy with the result, the co-chairs, with delegation to Nina and to the Secretariat/WIGOS-PO close the issue and merge the feature branch into the development branch. The development branch is the working copy of the tables where we implement step wise all the changes for a new release. When the deadline for the fast-track procedure arrives all changes contained in the development branch will be merged to the master and a new release will be created from the master. It is like a snapshot of our tables at a certain point of time and can be submitted to the fast-track procedure or any other approval process. The releases are done by the Secretariat/WIS following consultation with the Co-Chairs and the WIGOS/PO.