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M2.3d Guidelines for revision
of Common Specifications and
Content Information Type
Specifications

E-ARK3
REPORT



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Cover Sheet

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Document Approver(s)

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Name	Role
DILCIS Board	Owners of the procedures
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	Jaimie Kaminski	Finalisation of draft
V1.0	2019-05-31	Karin Bredenberg	Release of version 1.0.
V1.1	2020-04-15	Karin Bredenberg and Jaime Kaminski	Update towards version 2.0
V1.1	2020-09-01	Karin Bredenberg and Jaime Kaminski	Draft released for public comments
V1.2	2021-02-01	Karin Bredenberg and Jaime Kaminski	Update towards version 2.0
V2.0	2021-08-31	Karin Bredenberg and Jaime Kaminski	Version 2.0 published

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>

M2.3d Guidelines for revision of Common Specifications and Content Information Type Specifications

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Guidelines for revision of Common Specifications and Content Information Type Specifications (version 2.0)

Summary

This guideline describes the revision cycle process and work related to the revision cycle for Common Specifications and Content Information Type Specifications (CITS). The revision cycle of the specifications is closely connected with the release management in the eArchiving Building Block (<https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eArchiving>). There also are revision cycles that run independently for specifications that are endorsed by the DILCIS Board.

Revision

The revision cycle consists of the following elements:

- **Minor changes:** The specification will be updated and released at the next available release point.
- **Major changes:** The specification requires major changes before deployment (the DILCIS Board will determine the release date according to the amount of revision required).
- **Obsolescence:** Appropriate steps for maintaining access to the current version of the specification will be undertaken, but the support of the specification will cease.

DILCIS Board

The DILCIS Board has the pre-set rules found in the following sections for revision. The Board commits to carrying out major reviews of all its products every five years. Minor reviews will take place on an ad hoc basis.

The common step for a minor and major review is as follows:

- after the release of a product, feedback will be gathered on an ongoing basis through appropriate mailing lists, GitHub and (if deemed necessary by the Board member(s)) responsible for other methods;

A review has to cover all the components of a product (the specification text, XML Schemas, sample packages or files, revision change lists, training and marketing resources, and any other components deemed necessary for a given product). The Board member responsible will ensure that all these components are revised and updated.

If deemed necessary by the responsible Board member, a review process might also be initiated earlier than five years after the release of the previous revision.

Major review

The procedure for a major review is as follows:

- at least six months before the next revision is due, a specific call for feedback will be issued on the board website, circulated through the public Board-maintained mailing list, orally at

the nearest DLM Forum members meeting, and also on external mailing lists and social media channels at the discretion of the Board member responsible;

- the feedback period shall be a minimum of two and a maximum of three months;
- the Board member responsible will carry out a review of all change requests together with the product working group and decide if a new revision of the product is required. The decision has to be clearly explained;
- if a revision is deemed to be reasonable, the Board member responsible will prepare an updated version of the product and a clear change list. Both will be made available for external review at least two months before the revision is due;
- the Board member responsible will set up and announce (on the website and appropriate mailing lists) virtual discussions or workshops immediately after the release of the proposed revision of the product, which provide additional comments by and discuss any open items with the general community;
- the revision resulting from these discussions will be presented at the next Board meeting but at least one month before the revision is due by the Board member responsible;
- following a majority vote of the Board the revised product will either be published on the Board website and announced on appropriate communication channels or sent back to the working group for additional updates;
- in the latter case, the Board will agree on a strict timeline and a further meeting for a re-vote. This might also mean that the revision deadline is reviewed and extended.

Minor review

The procedure for a minor review is as follows:

- the Board member responsible will carry out a review of all change requests together with the product working group and decide if a new minor revision of the product is required. The decision will be clearly explained;
- if a revision is deemed to be reasonable, the Board member responsible will prepare an updated version of the product and a clear change list;
- following a majority vote of the Board, the revised product will either be published on the Board website and announced on appropriate communication channels or sent back to the working group for additional updates;
- in the latter case, the Board will agree on a strict timeline and a further meeting for a re-vote. This might also mean that the revision deadline is reviewed and extended.

Version numbers of a specification

The specifications have version numbers to identify the different versions available. The version number will follow the practice of semantic versioning. A description of the practice is available here, <https://semver.org/>. This version number is found on the first page of a specification. The update of the number can be performed after a revision has been approved and before publication in cooperation with the DILCIS Board.

Given a version number [MAJOR].[MINOR].[PATCH], increment the:

- MAJOR version when incompatible changes are made,
- MINOR version when functionality is added in a backwards-compatible manner, and
- PATCH version when backwards-compatible bug fixes are made.

Additional labels for pre-release and build metadata are available as extensions to the MAJOR.MINOR.PATCH format.

An example of a version number is “Version 1.2.0”, which is denoted as:

Version = Term to tell it is a version number

1 = denotes the major version to be 1; this version is the first major version

2 = denotes the minor version to be 2; this version has been updated with two minor versions

0 = denotes the patch to be 0; this version has no patches implemented

Identifying a specification version in CSIP

All approved CITs specifications will get an updated reference number in the revision that is shown in the pre-set value list in the element with ID CSIP4, which denotes the used "Content information Type Specification". The value is provided by the DILCIS Board, and the new value will be given to the specification creators during the final phases of a major or minor revision.

Each major and minor update will yield a new value being added to the value list present in CSIP4.

The value has the form "Name_v?_?" (Where "v" is for "version" and "?_?" represents the version number)

"Name" is to be decided by the DILCIS Board. The new and updated value gives that the DILCIS Board will perform updates in the vocabulary "VocabularyDetailedContentType" found at <https://eakcsip.dilcis.eu/schema/CSIPVocabularyContentType.xml> and in the extension schema "DILCISExtensionMETS.xsd" found at <https://eakcsip.dilcis.eu/schema/DILCISExtensionMETS.xsd> to make the CSIP hosting the value.