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Documentation Priorities for 2006

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1. Introduction

This document is the deliverable for milestone #15 of the TDWG Infrastructure Project (TIP): '*Prioritised list for 2006 for populating standards documents*'. This document draws on '*A Documentation and Supporting Software Strategy for TDWG*' (milestone #13) and is the first part of the implementation of that strategy.

The high level goals of this prioritisation are to:

- Document the new TDWG Process, and in particular, create all the necessary templates, so that current and future subgroups can produce standards and their companion documents more efficiently.
- Document current standards to validate the system and provide examples for subsequent documentation.

The MoSCoW prioritisation scheme that has been used in other TIP documents is followed here. This has four levels: must; should; could; won't.

2. Priority One Documents – MUST

The strategy promotes documentation that is controlled through a set of administrative standards. The main priority for 2006 is to establish these administrative standards. The six standards that must be produced are listed below. Each one of these standards will consist of a set of five or more documents (see Documentation and Supporting Software Strategy 4.1). These standards must also pass through the standards track that will be developed by the Process subgroup.

- **File Formats Standard.** The file formats, naming and versioning conventions used in all TDWG standards.
- **Layout Template Standard.** A specification of how human readable documents should be structured.
- **Cover Page Specification Standard.** A specification for the cover page document that must accompany every standard. This contains the metadata for the standard.
- **Copyright Notice Standard.** The text of a copyright notice to be used on TDWG standards documents along with notes on how the standards may or may not be modified.
- **Intellectual Property Statement Standard.** Guidelines for inclusion of Intellectual Property Rights statements in TDWG standards documents.
- **Process Document Standard.** A document specifying how the TDWG process track is administered; the responsibility of the Process subgroup.

3. Priority Two Documents – SHOULD

- Three new standards were passed by TDWG in 2005 under the old documentation regime.
- The three standards are:
  - ABCD2 Standard
  - SDD Standard
  - TCS Standard
- These standards are supported by active research communities and therefore make ideal candidates to validate the new documentation system. Each of these standards is currently only represented by XML Schema files. Associated documentation either has no formal status or is lacking. The minimum Type1[1] and Type 2[2] documents (recommendation 4.6) **should** be produced in line with recommendation 4.1.

- Two activities are likely to generate standards within the next year. The two activities are the TAPIR protocol and the Technical Architecture Group. Outputs from these activities **should** be supported by Type 1, Type 2 and Type 3[3] documents.

4. Priority Three Documents – COULD

Some of the thirteen pre-2005 TDWG **standards** could be brought into the new system. Candidates include:

- Standardisation of a botanical author names web service - which is likely to be created during the course of the year.
- Migration of one or more of the existing geographic standards into the new system.

Type 3 **documents** such as user guides and introductions could be created to:

- Support and explain the documentation and standards process specified in the six administrative standards.
- Support and explain the three initial standards that pass through the system.

5. Priority Four Documents – WON'T

TDWG and the TDWG Infrastructure Project have limited resources. All thirteen pre-2005 TDWG standards cannot be migrated into the new system. The Executive Committee may decide to retire some of these standards during 2006 or prioritise some for inclusion in the new documentation system. Until their status is determined, no resources should be dedicated to documentation

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[1] Type 1 documents are normative parts of a standard.
[2] Type 2 documents are non-normative parts of a standard.
[3] Type 3 documents are non-normative supporting documents that do not form part of a standard.