

# Metadata TDG standardization procedure

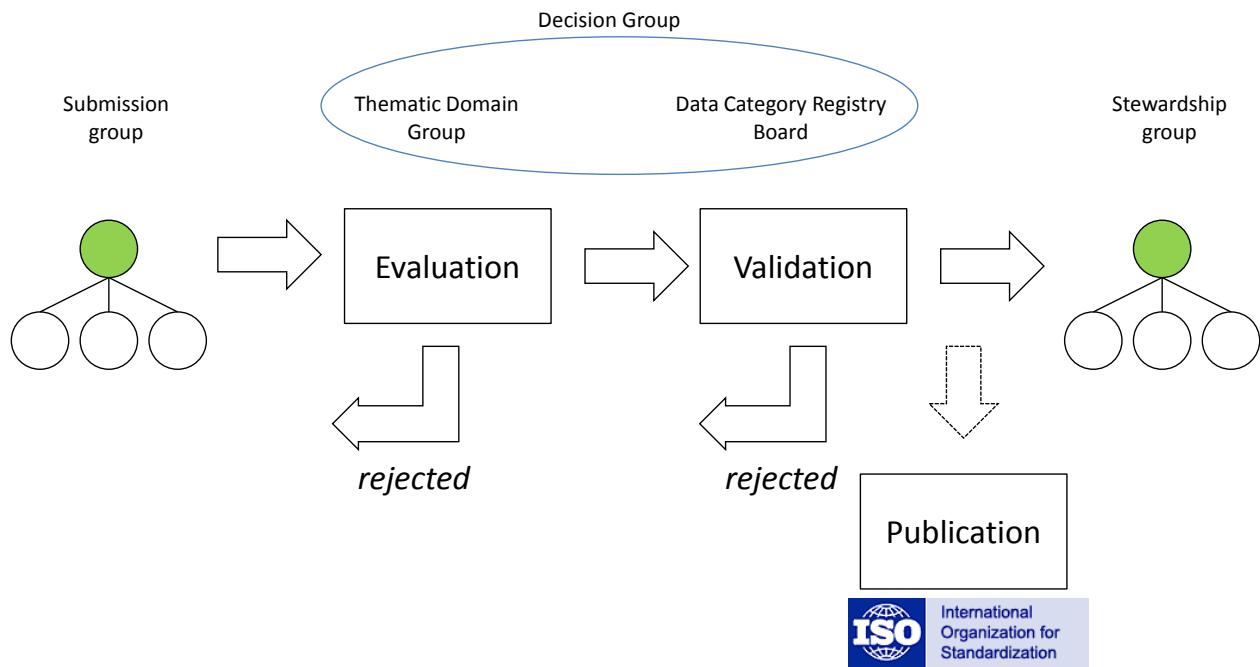


Figure 1 Standardization workflow

The Thematic Domain Group (TDG) is responsible for the evaluation phase in the complete Data Category Registry (DCR) standardization workflow as depicted above. Requests for standardization of a data category (DC) or of a Data Category Selection (DCS) are generated when an individual or group submits a Change Request (CR). All TDG members can participate in the evaluation of a CR; they form the TDG Decision Group (TDG/DG). For each CR, the TDG chair appoints a chair for the TDG/DG. The evaluation phase consists of two steps:

1. pre-evaluation: the TDG/DG members can inspect the submitted DCs, discuss their findings on a public forum and edit the DC specifications to reflect the outcome of these discussions;
2. evaluation: the chair of the TDG/DG starts the actual ballot which runs for 2 months; during this time the TDG/DG can accept or reject the DCs.

At the end of the ballot the *Status* attribute for any DCs with an acceptance rate of 70% or higher is changed to *TDG-accepted*, any non-approved DCs change status to *TDG-rejected*. The CR then proceeds to the next phase, which is validation by the DCR Board. It is also possible at this point for the TDG/DG to reconsider the rejected DCs, revise them accordingly, and conduct a supplemental ballot in an effort to achieve acceptance.

## Metadata TDG specific procedures

The general standardization procedure leaves room for the TDGs to fine tune it to their own needs. The following adaptations are suggested for the Metadata TDG:

1. During the each week of the pre-evaluation phase, 5 to 10 DCs of the CR are selected and discussed;
2. The TDG/DG chair then edits the DC specifications to reflect the outcome of these discussions, i.e., (s)he is the only one editing the DCs;
3. When all DCs have been discussed in this fashion the TDG/DG chair starts the actual ballot for the evaluation phase, during which time the DCs are locked and non-editable.

## What does this look like in ISOcat?

The screenshot shows the ISOcat web interface in Mozilla Firefox. The browser address bar displays `http://lux13.mpi.nl/interface/index.html`. The page title is "ISOcat" and the user is logged in as "Welcome Sue Ellen Wright". The main content area is titled "20110511-13:37-peterwittenburg-athens-core-submission-1".

On the left, there is a navigation menu with "Transactions" and "Metadata". The "Metadata" section is expanded, showing a tree view with "20110511-13:37-pe" selected. A detailed view of the "annotation format - 1:0" DC is shown in a pop-up window. This window contains the following information:

Key	2562
PID	<a href="http://www.iso-cat.org/datacat/DC-2562">http://www.iso-cat.org/datacat/DC-2562</a>
Type	complete
Owner	TDG: Metadata
Scope	public

Below this is the "1. Administration Information Section" and "1.1 Administration Record":

Identifier	annotationFormat
Version	1:0
Registration Status	candidate
Administration Status	pre-evaluation
Justification	Standard metadata element

The main content area displays a table of DCs:

#	Name	Version	Administration st	Registration stat	Check	Type	Owned b
2562	annotation format	1:0	pre-evaluation	candidate	✓	open	Metadata
2564	annotation level type	1:0	pre-evaluation	candidate	✓	open	Metadata
2506	annotation mode	1:0	pre-evaluation	candidate	✓	open	Metadata

At the bottom, there is a table of TDG members:

Name	First name	Last name
Arstar, Anthony	Anthony	The LINGUIST List
Broeder, Daan	Daan	Broeder
Declerck, Thierry	Thierry	Declerck
Dry, Helen	Helen	Dry

Figure 2 ISOcat interface for a CR during pre-evaluation

1. The CR is accessible to TDG members in the shared section of their workspace under the Metadata TDG node<sup>1</sup>;
2. Click on the CR is to load;
3. The Data Category Selection (DCS) which is the core of the CR will appear at the bottom of the CR viewer;
4. Click on the magnifier icon in the lefthand column to inspect a DC;
5. The DC viewer will open in a separate window;
6. There is a link to the external forum where the DCs in the CR can be discussed by the TDG/DG, but actually this forum is open to contribution from others as well;
7. The TDG/DG chair can open the DC editor to change the DC specification to reflect the outcomes of the discussion;
8. When all DCs have been discussed and if needed changed the TDG/DG chair can initiate the next step, i.e., the actual ballot;

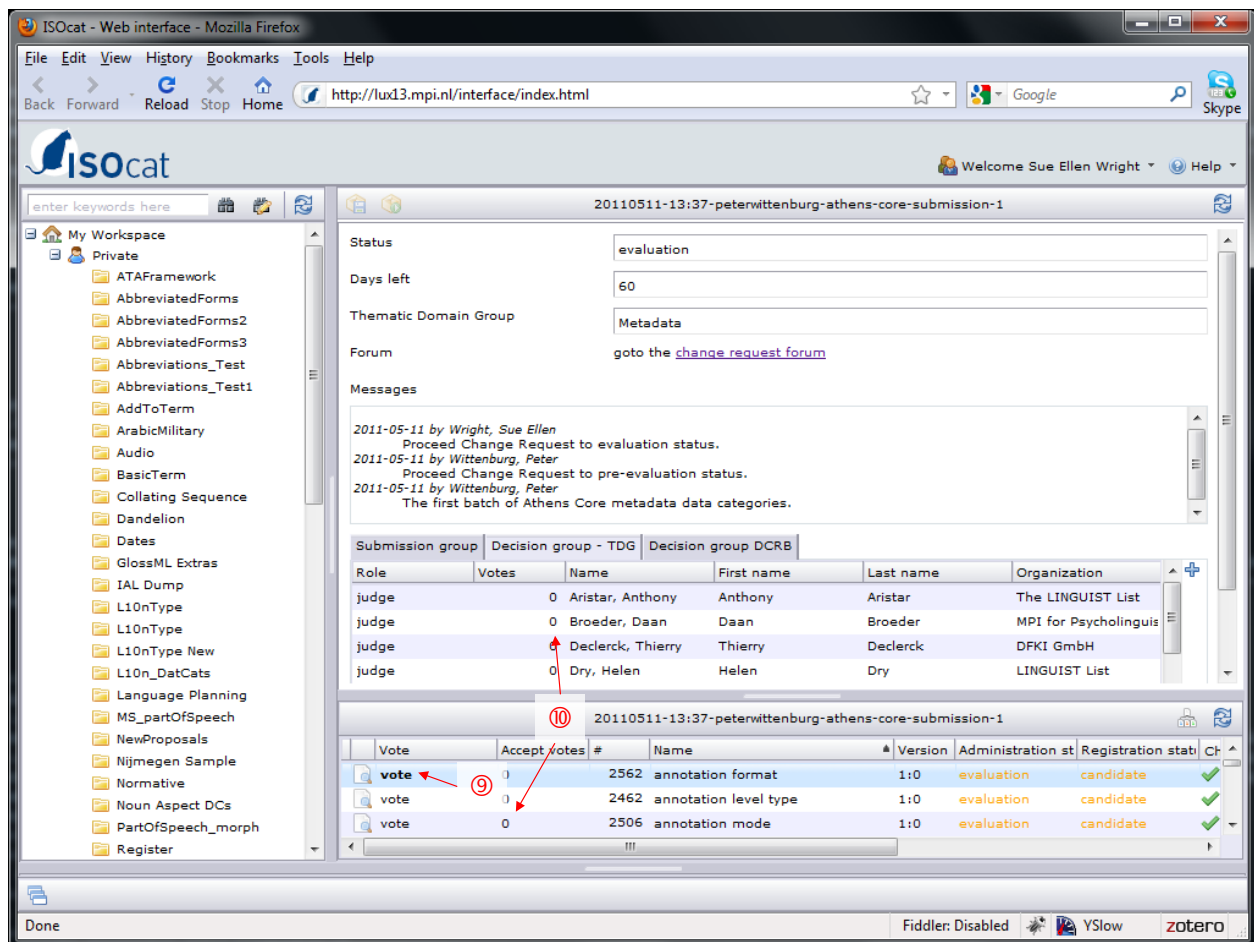


Figure 3 ISOcat interface for a CR during evaluation

9. To accept or reject a DC, click on the vote cell in any given DC;

<sup>1</sup> TDG chairs will find their TDG node in their private section.

10. Counters keep track of the progress of the ballot.

The ballot is automatically ended by the system after 2 months and the CR will proceed to the validation phase.

### **ISOcat test and production server**

During the web meeting the ISOcat test server (<http://lux13.mpi.nl/isocat/>) will be used, so anyone can feel free to experiment. All feedback is also very much appreciated and can be mailed to the ISOcat system administrator ([isocat@mpi.nl](mailto:isocat@mpi.nl)). Once the TDG chair decides to start the standardization process an actual submission on the ISOcat production server (<http://www.isocat.org/>) will be created. No actual standardization process can thus take place on the ISOcat test server, and any actions one once to persist need to be redone on the production server.