Procedure for Maintenance of PCA MMT SIG Approved Templates

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Abstract

This document contains a procedure by which POSC Caesar Association (PCA) shall maintain and update the PCA endpoint containing approved templates, based on ISO 15926-7 and hosted by PCA Reference Data Services (PCA RDS).

Objective

The goal of this procedure is to describe the criteria and activities required to be performed by the various PCA Modelling, Methods and Technology Special Interest Groups (MMT SIG) when a change request is received by SIG, in order to modify and delete a Template from the PCA endpoint.

Prerequisites for publishing templates

New templates are approved by voting in the MMT SIG (a poll created for each batch of templates in a forum on www.15926.org). Only members of MMT SIG have right to vote.

The MMT SIG group reviews, comments and discusses modelling issues related to templates. In general 2/3 majority counts, but anyone in the MMT SIG group can at any time request for a Veto-no-vote. The decision for approving or declining will be done by the MMT SIG chair person.

Approved templates then will be published at http://data.posccaesar.org/tpl endpoint as suggested by the JORD project. Ref. https://www.posccaesar.org/svn/pub/JORD/JORD RDS ID Spec.pdf. See Figure 1 for procedural steps to publish an approved template (batch of templates) that shows the detailed process and responsibilities in the BPMN[1] notation. A list of approved templates is maintained at https://www.posccaesar.org/wiki/SigMmt/Templates/Approved

Metadata to manage templates

These metadata is recorded when publishing templates:

- *label (title) - mandatory*
- *definition - mandatory*
- *status (draft, valid (released), under revision, deprecated) - mandatory*
- description (notes, purpose)
- example
- alternative label
- date of approval
- date of revision
- change note
- author (person)
- approving organization
- submitting organization
- naming in other languages

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[1] http://www.bpmn.org/

Procedural steps, actions and responsibility

The following subsections describe the procedural steps associated with the process for proposed maintenance of the approved templates. Visual process is depicted in Figure 2 showing the detailed process and responsibilities using the BPMN notation.

1. Initiation of Template Change Request

A Template Change Request (TCR) shall be submitted to a MMT SIG chair for screening. The chair is responsible to check if the provided information is correct (see a bullet list below). If so, to disseminate TCR to MMT SIG on an online forum on 15926.org or by an email. TCR is included into agenda of an upcoming MMT SIG meeting.

TCR must have specified the following information:

- Proposer (can be an individual, a project, a company);
- Contact person (name (if different from the proposer's) and email address);
- Template ID / URI;
- RDL Designation (name of the template to be changed);
- Change description;
- Reason for change.

The following changes in templates signatures require creation of new template signatures rather update of existing:

- Renaming template signature;
- Changing or renaming role.

2. Evaluation of the Template Change Request

TCR is checked for completeness within two days after reception. If TCR is correctly filed, it is forwarded to the MMT SIG to be processed at the following meeting:

- If the reason for change and change description are satisfactory the MMT SIG appoints a person responsible (responsible editor) to make changes to the template and schedules a review of the updated template for the next meeting, i.e. one month is given to update the template. The status of the template in the *TPL metadata registry* is changed to "ToBeRevised" identifying the reason for change (for instance, correction of formal error, semantic change).
- If the reason for change and change description are found insufficient, or if the TCR is deemed not to be satisfactory, the proposer is notified and asked to revise the TCR.

If considered practical, the MMT SIG may decide to combine templates under more than one TCR into one batch, or to separate templates submitted under one TCR into several batches.

3. Validation of the Updated Template

The assigned editor notifies MMT SIG upon completion. The updated template (a batch) is checked for correctness and completeness, and discussed at the MMT SIG meeting. The group makes a verdict whether the template (the batch) is correct or not.

4. Resolution of the CR

Given the verdict of the MMT SIG, the Change Request may be:

- approved for inclusion in the RDL and uploaded to the staging area
  http://staging.data.posccaesar.org/tpl
- sent back to the appointed editor responsible for modifications with requests for revise

5. Publishing the Updated Template

After a CR is approved (either directly or after required modification), the PCA RD Maintenance Team staff uploads/changes into the PCA RDL staging endpoint for templates, sets the status identification to "released", updates valid from dates in the Metadata registry. The proposer and community of users are notified about template changes and updated the staging endpoint. The proposer and community is given three months to provide feedback on the updated templates before they are moved to the production endpoint for templates.
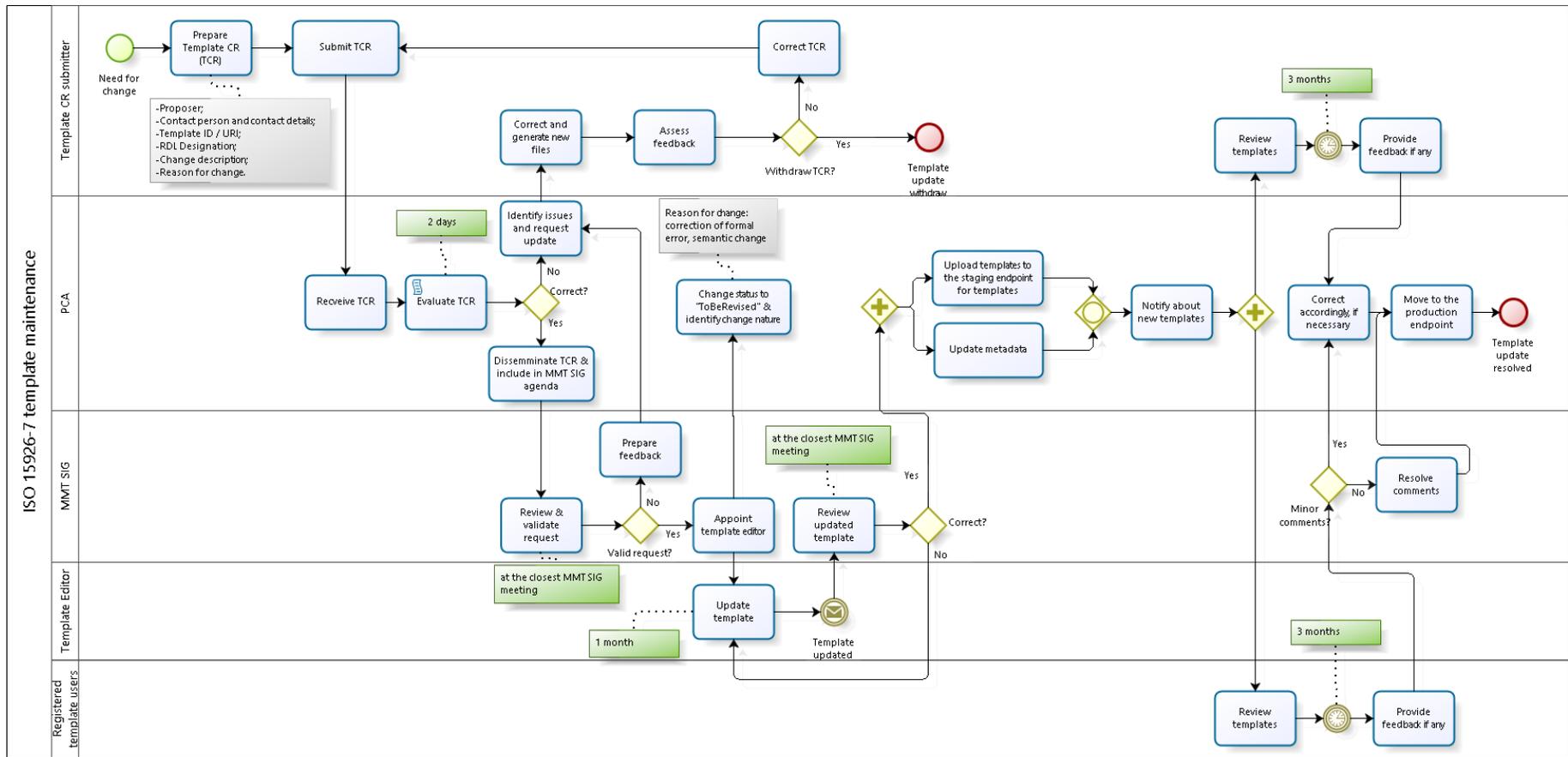
Figure 1. Process to publish an approved template

Figure 2. Process to update an existing template