Proposal for Version Management for key ICG documents
(For discussion)

UN ICG

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What is the issue?

- The Performance Standards Team has prepared a document called "Guidelines for Developing Performance Standards".

- Intended for use by the Providers, version 1.0 is expected to be approved at ICG-13.

- While not mandatory, the document is expected to be followed by all providers, hence it does carry some weight.

- It is a living document that will be subject to revisions over the coming years, as systems and standards evolve.

- It is important to implement some kind of document version management process in order to ensure that:
  - any proposed revisions to the document are subject to scrutiny and approval by all providers before adoption.
  - there is only one valid and recognised document at any one time, and it is stored in a well-known location, accessible to all concerned.

- Other key documents will need to be handled in a similar way.

Proposal for document management process

- Each key document has a nominated "book captain", who is responsible for coordinating any proposals for changes to the document.

- The book captain is responsible for drafting and getting agreement for any new text based on the revision(s) proposed. This is then elaborated very clearly in the form of a "Document Change Notice" (DCN), containing

  - old text

  - proposed new text

  - justification for change

- The resulting DCN is then submitted to a "board" of some kind, which has the mandate to approve such changes and ensure full visibility to all providers.

  - Ideally such a board would <u>include representatives of all providers</u>, who have not personally been involved in preparing the proposal.

How would it work?

- On publication, the key document is archived in a specific well-known location (UN server?), accessible to all concerned, but not editable by anyone.

- Any revisions to the Guidelines document are proposed to the document book captain.

- The book captain ensures the consolidation of the proposal at working level by engaging the technical people concerned.

- The resulting proposal is then submitted to the "board" for approval.

- After approval, the revisions are introduced into the document and a new version can be published online, while the previous version is archived.

What is new?

- The process identifies a book captain for each key document, who is responsible for managing all change proposals to the document.

- The DCN process ensures that any changes to key documents are well documented and justified.

- The creation of a board, including representatives of all providers, will ensure that there is widest possible awareness amongst the providers of what is being done at the working level.

  – This board could be at WG level, or even at ICG level, where documents from different WGs could be considered.

- The process ensures inclusion and transparency to all providers, while keeping the number of people involved in the detailed work and approval at a manageable level

  – No need to reopen discussion at ICG plenary.

- The board could be convened whenever needed, so does not need to be constrained by ICG meeting schedule.