

**CEOS**

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**Working Group on Information Systems and Services**

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# **WGISS Document and Web Pages Content Review Cycle**

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***CEOS WGISS***

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## Introduction and Scope

The WGISS website (<https://ceos.org/ourwork/workinggroups/wgiss/>) encompasses all Interest Groups information, activities and documentation. It is a good way to publicise the WGISS activities, collaborations, outcomes and for this reason it needs to be periodically reviewed to ensure the information is accurate and up to date. The review involves documents (Best Practices, White Paper and Guides) and all relevant Interest Groups web pages.

The screenshot displays the WGISS website interface. At the top is a dark blue navigation bar with links: HOME, ABOUT CEOS, OUR GROUPS, OUR WORK, NEWS, PUBLICATIONS, MEETINGS, CONTACT US, and LOGIN. Below this is the CEOS logo and the text 'Committee on Earth Observation Satellites'. A search bar and social media icons are on the right. On the left, a sidebar titled 'Our Groups' lists various categories, with 'WGISS' expanded to show sub-groups like Data Discovery and Access, Data Interoperability and Use, etc. The main content area is titled 'WGISS Working Group on Information Systems and Services'. It features a 'WGISS Organizational Structure' diagram showing the hierarchy from CEOS down to various interest groups and their principals. To the right of the diagram is a paragraph describing WGISS's role as a subsidiary body supporting CEOS. Below the diagram is a link to 'What can WGISS do for CEOS agencies and Data Providers? Please click HERE'. Further down are sections for 'WGISS Actions tracking', 'MEETINGS:' (with dates for March 2024 and October 2023), 'WGISS Brochure', and 'WGISS Terms of Reference' (with a video link for a demonstration).

The scope of this document is to define:

- What is required for a document to be published on the WGISS website
- When endorsement of a document by CEOS Principals is required
- The review cycle for WGISS Documents (Best Practices, White Papers and other documents)
- The review cycle for other web page content

## Definitions

### Best Practice

A best practice is a standard or set of guidelines that is known to produce good outcomes if followed. Best practices are related to how to carry out a task or configure something. Strict best practice guidelines may be set by a governing body or may be internal to an organization. Other best practices may be more informal and can be set forth in manufacturer's guidance, in published guidelines or even passed along informally. In some industries, there may be a legal requirement to follow best practice guidelines. In many technological fields, however, a best practice usually presents the optimal way to work, how to use a product or a set of ideals to reach toward. *It may not be required to follow a best practice, but an organization should consult a best practice regularly and follow it wherever possible.* Best practices can come from an individual or from groups as they exchange ideas and experience. Often, these best practices are written down, either in a book or online, to be shared with others.

### White Paper

A white paper is an authoritative, research-based document that presents information, expert analysis and an organization or author's insight into a topic or solution to a problem. White papers are more technical and in-depth than other types of content, such as blogs and case studies. They use research, statistics, expert opinions and original analysis to promote a product, service or methodology. These products and services are often referred to as solutions by technology vendors, as they are claimed to solve a client's particular issue. Other organizations, such as research institutes, universities, nonprofit groups and government agencies, use white papers to present findings and guidance, and to propose policies and initiatives.

## Publication of WGISS Documents

This section outlines how documents produced by WGISS can be approved, and when endorsement from CEOS Principals is required.

To be published on the WGISS website, a document must go through thorough review by the Executive committee (consisting of all Interest Group leads, as well as representatives from each participating Agency). Either:

1. The document is presented at one of the biannual in-person WGISS Meetings for discussion. The document should be shared to the [wgiiss-internal@wgiiss.ceos.org](mailto:wgiiss-internal@wgiiss.ceos.org) mailing list at least two weeks prior to the meeting. If no major comments are raised at the meeting, the document can be considered endorsed by WGISS, and should be published online.
2. The document is shared for virtual endorsement. The document should be distributed to the [wgiiss-internal@wgiiss.ceos.org](mailto:wgiiss-internal@wgiiss.ceos.org) mailing list with at least a two week review period. If no major comments are received within this period, the

document can be considered endorsed by WGISS, and should be published online.

In both cases, if any major comments are received, the document should be shared for an additional two week review period to ensure all concur with the final document before publication.

There are certain cases where endorsement by CEOS Principals may be desired. This is not often required, but some cases where it might be prudent to present the document to CEOS Principals include:

- If other CEOS entities are involved in the creation of the document.
- If the document is applicable to other experts within CEOS.
- If the activity is in response to an action assigned at the SIT or Plenary level.

WGISS should consult the CEOS Chair if and when CEOS Principal endorsement is required.

All documents endorsed by WGISS throughout the year should be presented for information at the annual WGISS report to CEOS Plenary.

## WGISS Documents review cycle

The WGISS website contains a Best Practices and Guide web page which collects all documentation and reports generated by each Interest Group.

For this scope the maintained and exposed metadata information are the Curator, Version, Document Data, Status and Last Review. In particular, the last review filed is used to trigger a new review of the document.

The screenshot shows the WGISS website interface. The top navigation bar includes links for HOME, ABOUT CEOS, OUR GROUPS, OUR WORK, NEWS, PUBLICATIONS, MEETINGS, CONTACT US, and LOGIN. The main content area is titled 'Best Practices and Guides' and features two tables.

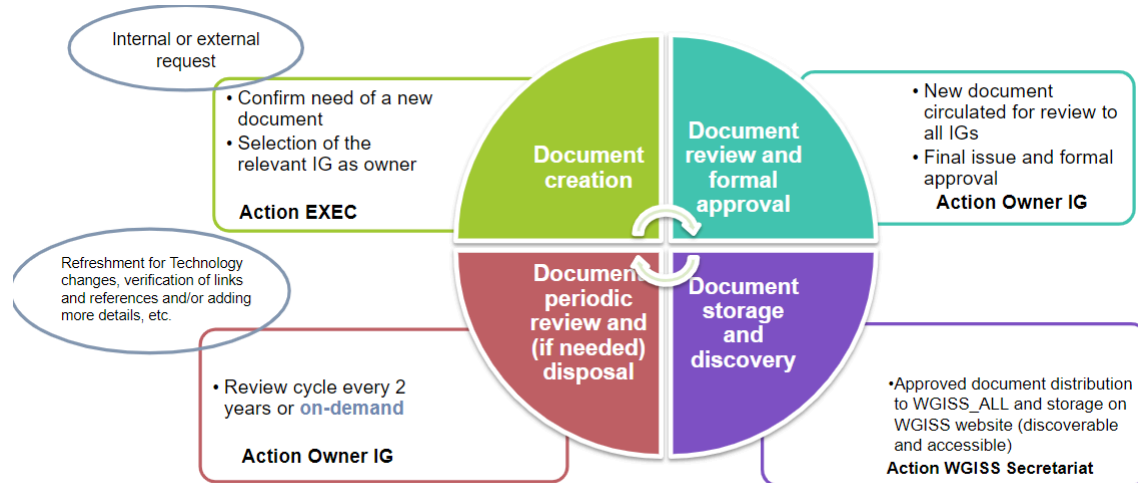
**General Table:**

Document	Curator	Version	Document Date	Status	Last Review Date
What is WGISS	EXEC	1.0	Mar-2015	Needs review	
WGISS Terms of Reference	EXEC	2015	Oct-2015	Up to date	April 2021

**Data Preservation and Stewardship Table:**

Doc. Ref.	Document	Curator	Version	Document Date	Status	Last Review Date
DSIG.DSMM	WGISS Data Management and Stewardship Maturity Matrix White Paper Maturity Matrix Schema (.xlsx)	DSIG	1.0	Jun-2023	Up to date	Jun-2023
DSIG.ATE	Archive Technology Evolution White Paper	DSIG	1.0	Jun-2023	Up to date	Jun-2023

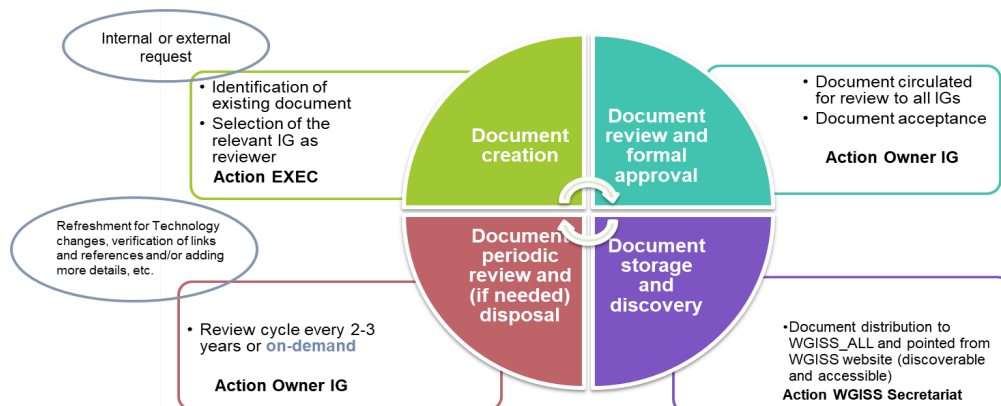
The diagram below presents the approved Document lifecycle from the generation to the periodic maintenance.



Concerning the review cycle the WGISS members decided to review the documentation **every 2 years or “on-demand”** when it is evident the need to update them.

### Documents from other sources

The documentation uploaded in the WGISS website can also include existing documents from other sources (CEOS agencies, CGMS, etc.) which might be of interest for WGISS. The diagram below presents the approved “external” document lifecycle from the external or internal request to maintain and review an external document to this periodic maintenance.



Concerning the review cycle of the “external” documents the WGISS members decided to review them **every 2-3 years or “on-demand”** when it is evident the need to update them.

## **WGISS Web Pages**

The WGISS Website is composed of a few general web pages focused on organisation and documentation and four Interest Groups with their relevant web pages sessions . The review of WGISS web pages should be performed ***every 2 years*** (e.g. when a new chair commences their term).

The web pages sessions to be included in the review lifecycle are:

- Organisation
- Terms of Reference
- Interest Groups definitions
- Collaborations projects
- Contacts