

TDWG Website Preview Guide

Version 0.7 – 24 Apr 2006

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1. Introduction

This document outlines the new TDWG website and on-line collaboration environment. This document is targeted at:

- TDWG Executive members, TDWG content editors and subgroup conveners;
- TDWG Members and anyone interested in TDWG and the TDWG Infrastructure Project.

Three components make up the new TDWG website and on-line collaboration environment:

- The website uses an open-source Content Management System (CMS) called Typo3;
- The subgroup collaboration environment is implemented using TWiki; and
- GNU Mailman is used to provide mailing lists for subgroups.

For more details about that software, please refer to the **Website Technology Evaluation** document at:

http://wiki.tdwg.org/twiki/bin/view/TIP/Review_TIPDocuments_Dec2005#5_Website_Technology_Evaluation

There remain issues regarding TDWG identity that are yet to be determined, such as its goals, target audience and name, all of which would affect the web and graphical design. A professional web designer will be employed when these details are known. Any re-design of the website is simple as content is separated from design.

The content used in the preview is not definitive but sufficient to demonstrate the website functionality.

2. Features of the Website

- How to add pages and content to the website using Typo3 CMS administration user interface;
- How to enter news items and events announcements;
- How subgroup conveners can announce reviews of drafts in Typo3 and collect feedback using page templates in TWiki;

- How the website helps manage the new TDWG standards track and other new processes, such as the request and review of new subgroup charters, and the annual review of existing standards and subgroups;
- How subgroups can use the collaboration environment to produce documents collaboratively and to publish other relevant information on TWiki;

3. How to Use the Preview Website

The web addresses of the preview website and collaboration environment are:

Website: <http://www.tdwg.gbif.org/>

Administration User Interface (Typo3): <http://www.tdwg.gbif.org/typo3/>

Wiki: <http://wiki.tdwg.org>

Mailing Lists: <http://lists.tdwg.org/mailman/listinfo/>

The preview website has two main sections: the public accessible website, called here **the front-end**; and the administration user interface, called here **the back-end**. The front-end works like any regular website. It can be viewed with any standard web browser. To browse the back-end the user must log in with 2 sets of credentials. The first one is issued by Apache Web Server. Enter the user name **typo3** and password **vxy6**. This dialog is temporary and is being used to prevent worms to access Typo3 scripts while a more permanent and less intrusive solution is put in place.

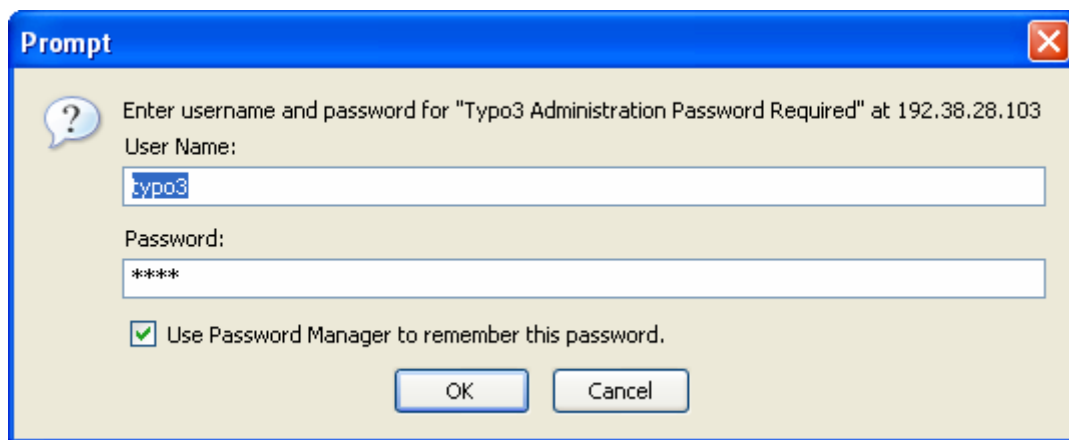


Figure 1 – First login dialog, used temporarily for security reasons. User is **typo3** and password is **vxy6**.

The second set of credentials (Figure 2) defines which parts of the back-end interface each user has access to. You can choose one of the following fictitious users to browse the website back-end (Table 1).

User name	Password	Privileges
editor	editor	Generic content editor user. This user has privileges to add and edit pages and content on the subsection of the website called Sandbox .
exec_member	exec_member	These are generic TDWG Executive members. They can cast votes during Executive Committee reviews. They can be used to simulate a real vote procedure with many votes.
exec_member0	exec_member	
exec_member1	exec_member	
exec_member2	exec_member	
ig_member	ig_member	Generic Interest Group convener. This user has the rights to edit the charter of the Sample Interest Group.
tg_member	tg_member	Generic Task Group convener. This user has the rights to edit the charter of the Sample Task Group.
tag_member	tag_member	These are generic TAG members. They can cast votes during TAG reviews. They can be used to simulate a real vote procedure with many votes.
tag_member0	tag_member	
tag_member1	tag_member	
tag_member2	tag_member	
tdwg_editor	tdwg_editor	This user is responsible for ensuring that the standards submitted for review and ratification follow TDWG documentation guidelines. These reviews have no voting procedure. Not to be confused with the editor user, who is responsible for editing website content.
track_master	track_master	This user has privileges to lead and vote on all review steps of the standards track. This user can create and submit standard draft templates, open, edit, close, cast vote on, and make recommendations on any review of the standard drafts. This special user is very handy in demonstrating all features of the standards track user interface.

Table 1 – Fictitious users that can be used during website preview.



Figure 2 – Main login dialog for Typo3 administration user interface.

4. Adding Pages and Content to the Website

Authoring a website with any Content Management System is significantly different from authoring static HTML websites using desktop tools such as Front Page or Dreamweaver. In Typo3, the website is managed and updated via a web application.

The following page show a guided tour to Typo3 and demonstrate how to content is managed on the TDWG preview website.

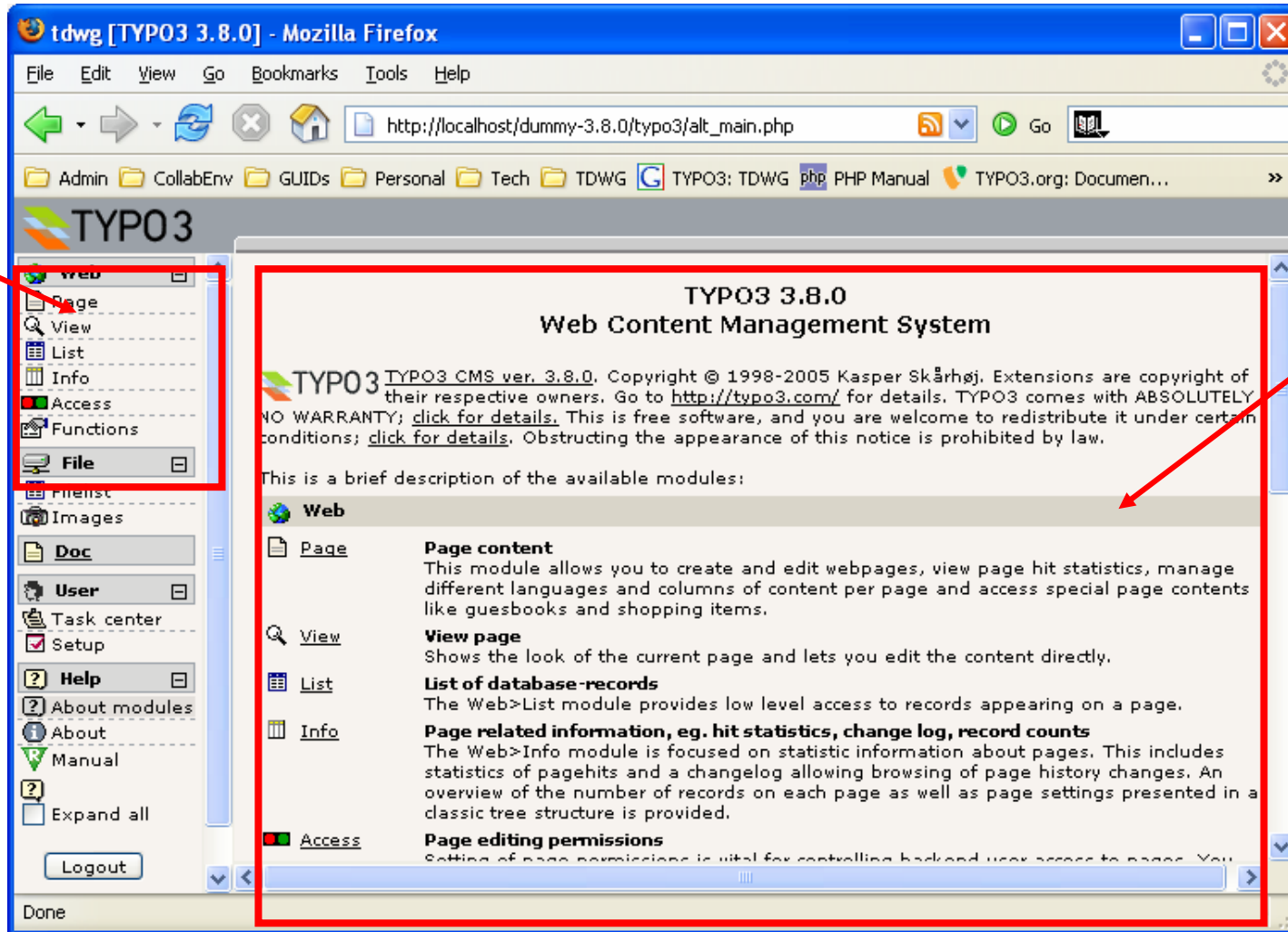
4.1. Typo3 Initial Page (for editor user)

Web Module:

These are the main operation modes of administration user interface.

Each mode (also called **module**) gives access to different aspects of content management.

See next pages for details on the operations of each main module (page and view modes).



Main Content Area:

This is where most of the interaction with the user happens.

This picture shows the welcome page and a brief description of each module available.

4.2. The Web->View Module

View Module:

The view module lets you preview web pages before they are published.

Page Explorer:

The page explorer shows all the pages on your website in a tree-like display as in Windows Explorer.

Clicking on the plus (+) or minus (-) sign expands and collapses the sub-tree.

Click on the desired page on the explorer to preview it on the content area.

tdwg [TYPO3 3.8.0] - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://localhost/dummy-3.8.0/typo3/alt_main.php

Admin CollabEnv GUIDs Personal Tech TDWG TYPO3: TDWG PHP Manual TYPO3.org: Documen...

Web

- Page
- View
- List
- Info
- Access
- Functions
- File
- Filelist
- Images
- Doc
- User
- Task center
- Setup
- Help
- About modules
- About
- Manual
- Expand all
- Logout

Sandbox

- Page 1
- Page 2
- Subpage 2.1

Reload the tree from server

TDWG Taxonomic Databases WORKING GROUP

Sandbox

The sandbox is an area where preview can edit content free

Sample Content

TDWG Taxonomic Databases WORKING GROUP

Lorem Ipsum is the printing at Lorem Ipsum t standard dum 1500s, when an unknown prin and scrambled it to make a tr

Home

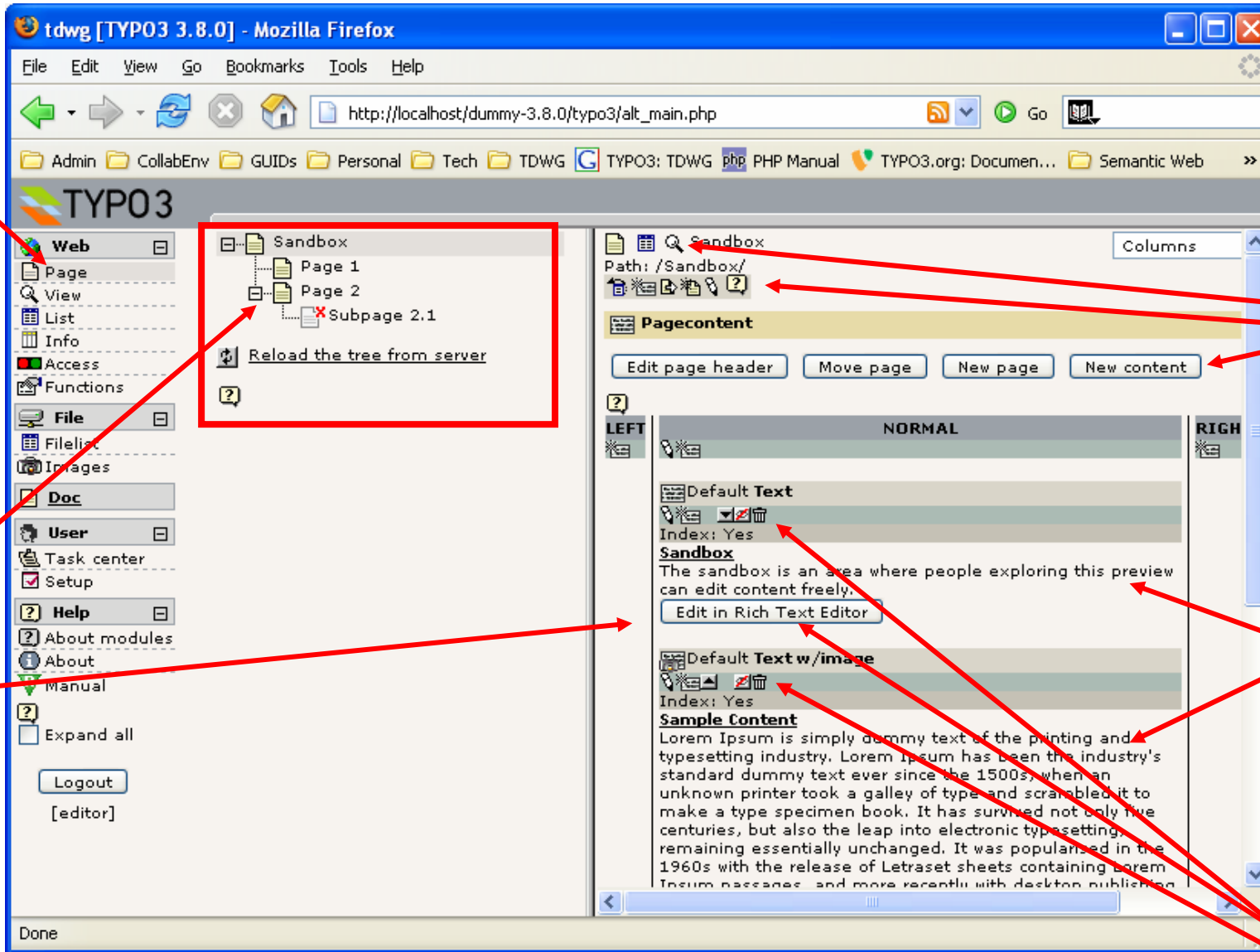
About TDWG

Standards

Subgroups

Done

4.3. The Web->Page Module



Page Module:

The page module is used to edit page contents.

It is the main module in Typo3 user interface.

Page Explorer:

Select the page you want to work with on the page explorer.

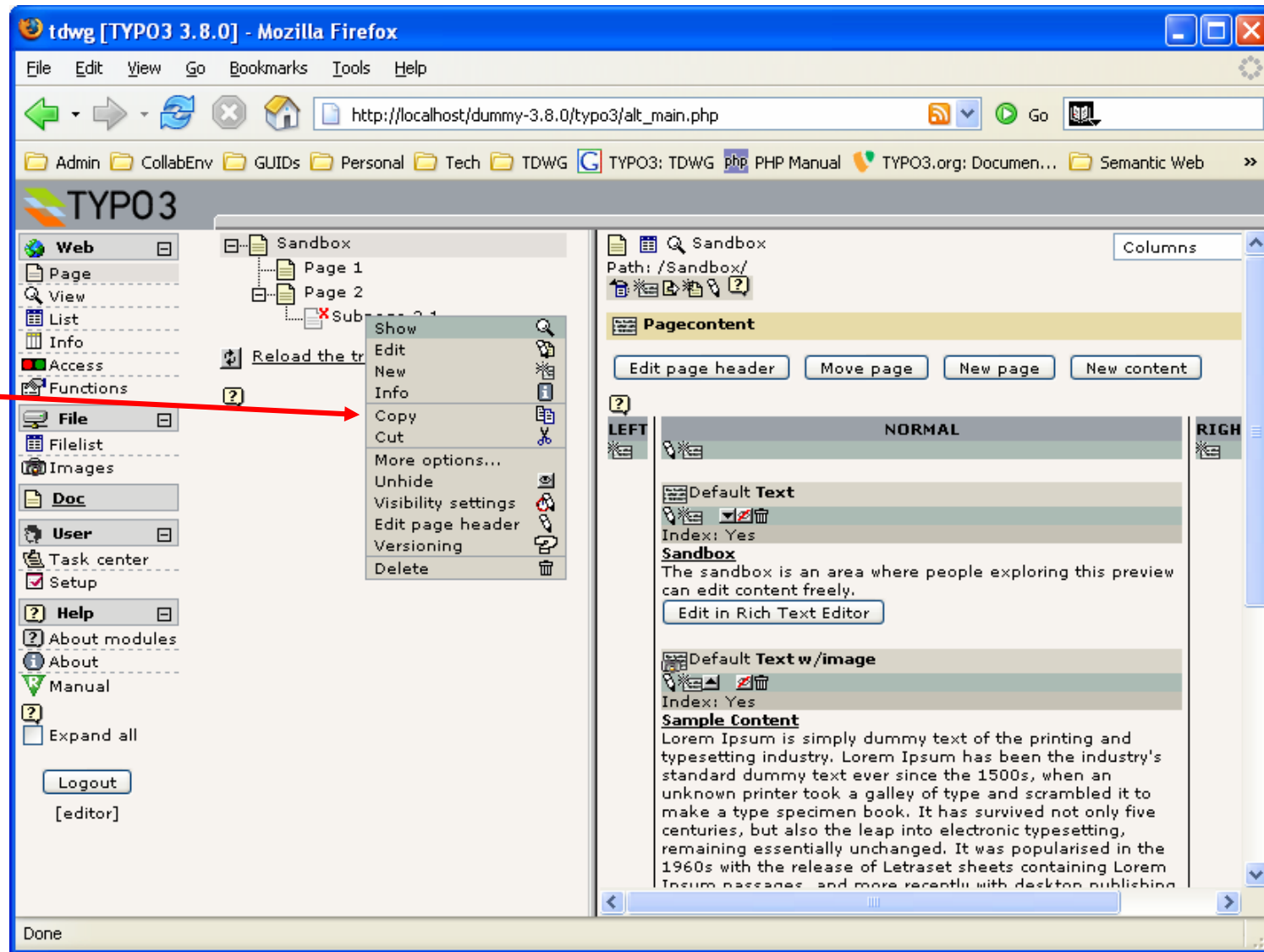
Details of the page you selected will be displayed on this other panel on the right-handed side.

These toolbars let you perform operations on the page (see next page for details).

Page content is displayed here.

These toolbars let you modify aspects of individual content items.

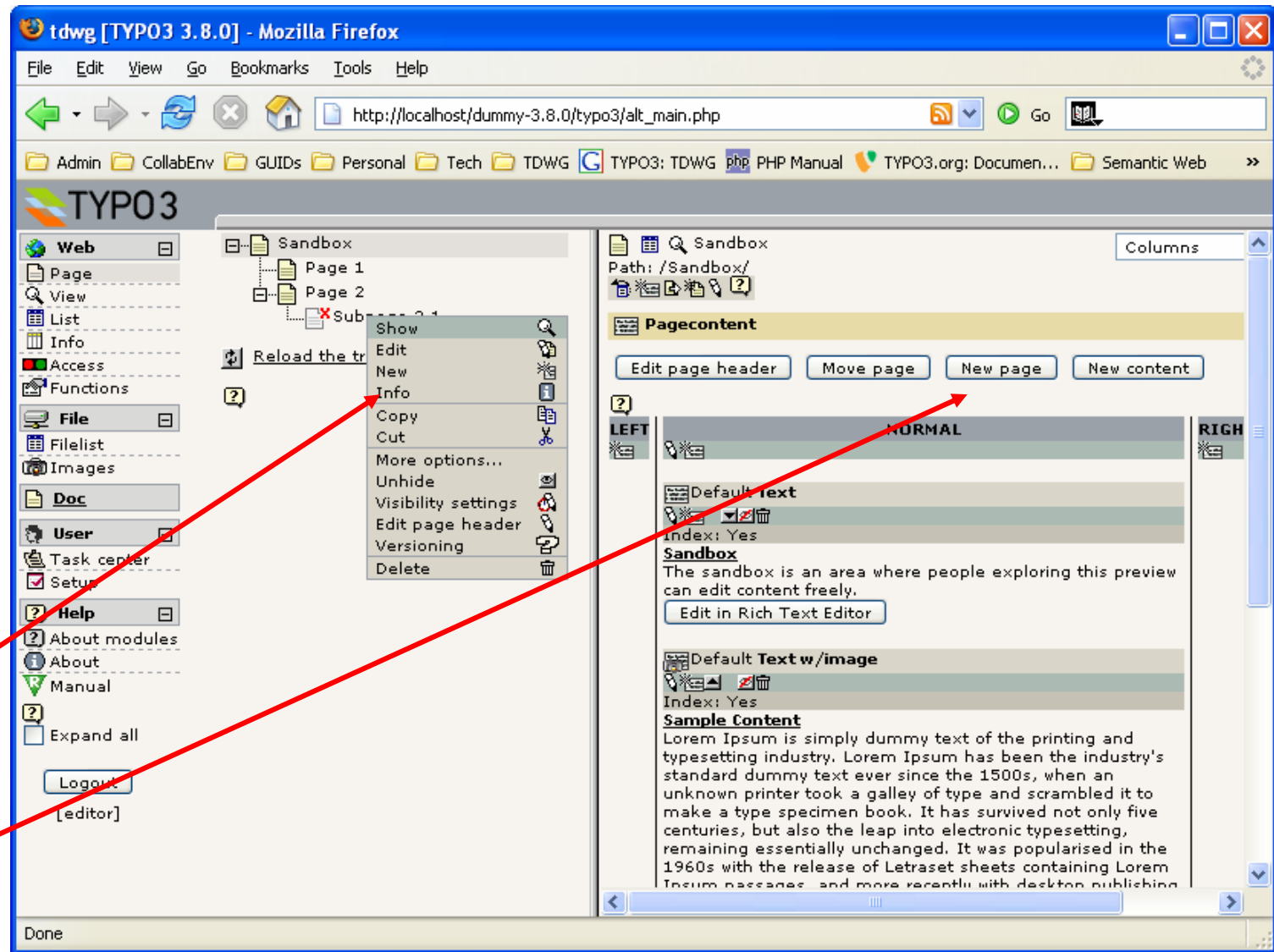
4.3.1. Right-clicking the page explorer to get more options



Page Explorer:

A context-sensitive menu is available by right-clicking the page name or icon on the page explorer.

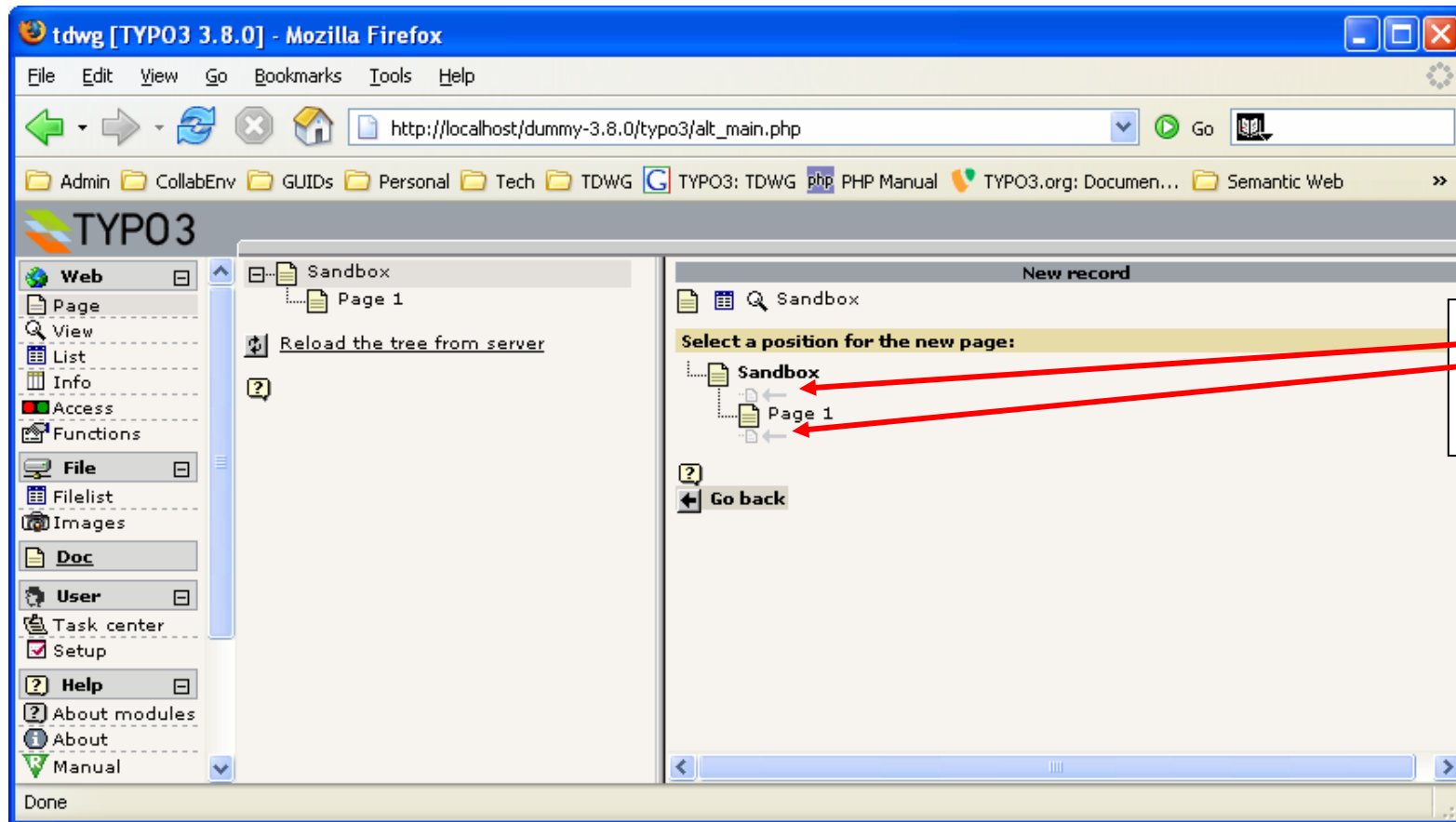
4.3.2. Adding a New Page



To create a new page, right-click on the page that will hold the new page and select the **new** option...

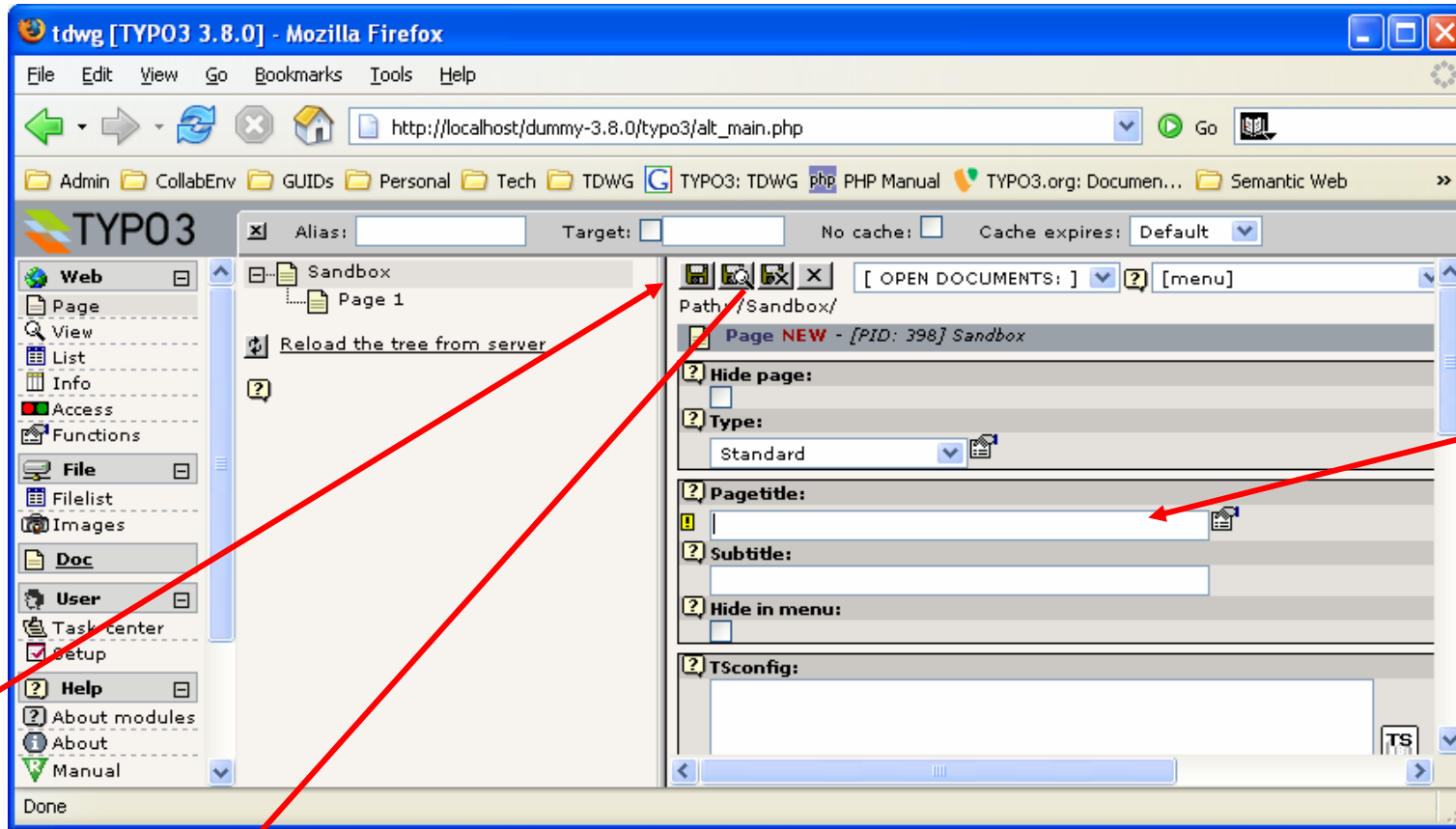
...or click the **New Page** button.

4.3.3. Choosing Where to Put the New Page



Select where you want to place the new page by clicking one of the arrows.

4.3.4. Filling In New Page Header Details



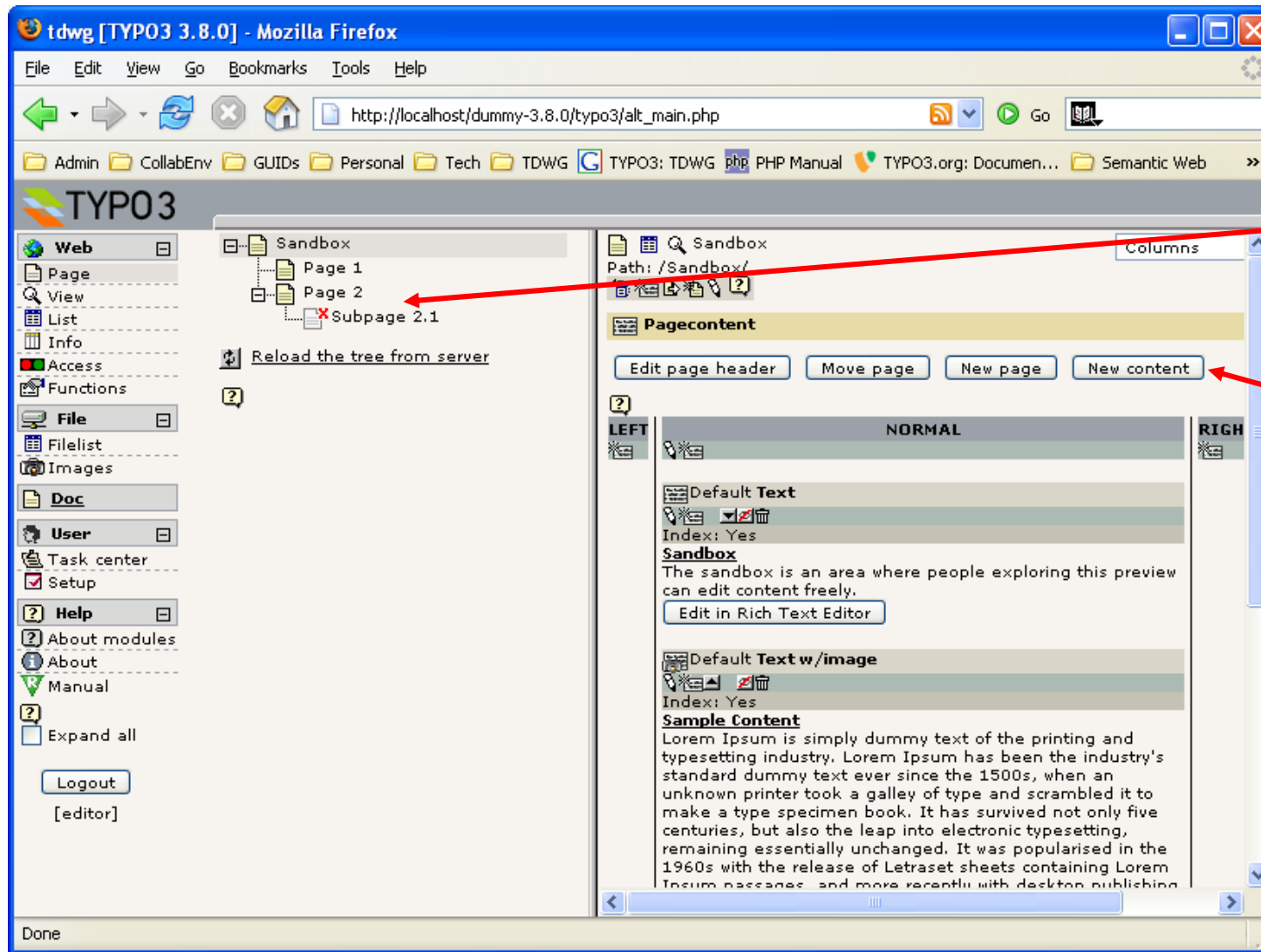
When you are done, use the icons on the tool bar to save your work

Then fill in the page details.
The only required field is the page title.

Toolbar Key

 Saves changes and bring form back for more changes	 Closes form without saving changes
 Saves changes and displays it in a new window	 Saves changes and closes form.

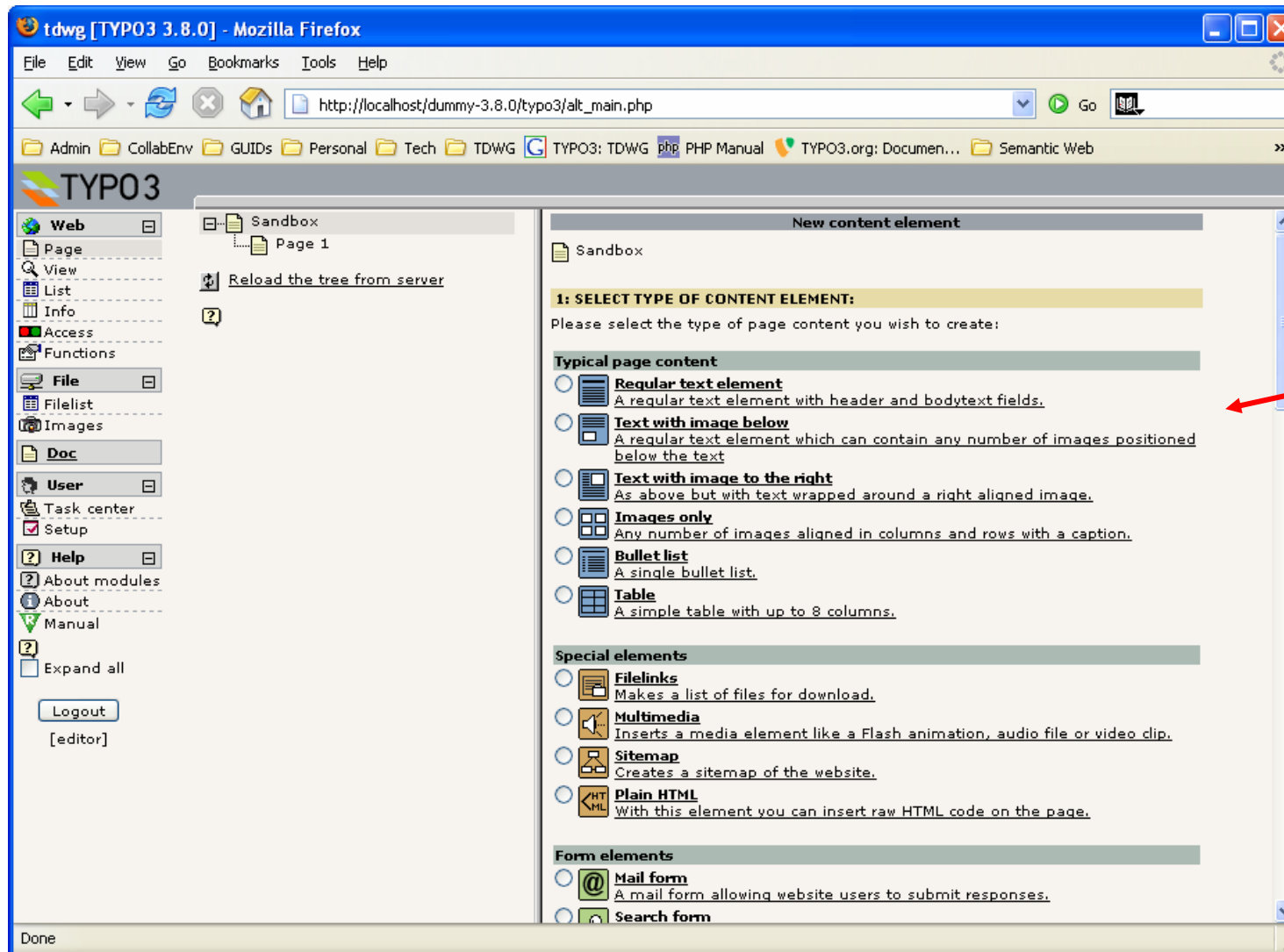
4.3.5. Creating a New Content Element



First select the page where you want to create more content using the page explorer.

Then create new content for the page by clicking the **New Content** button.

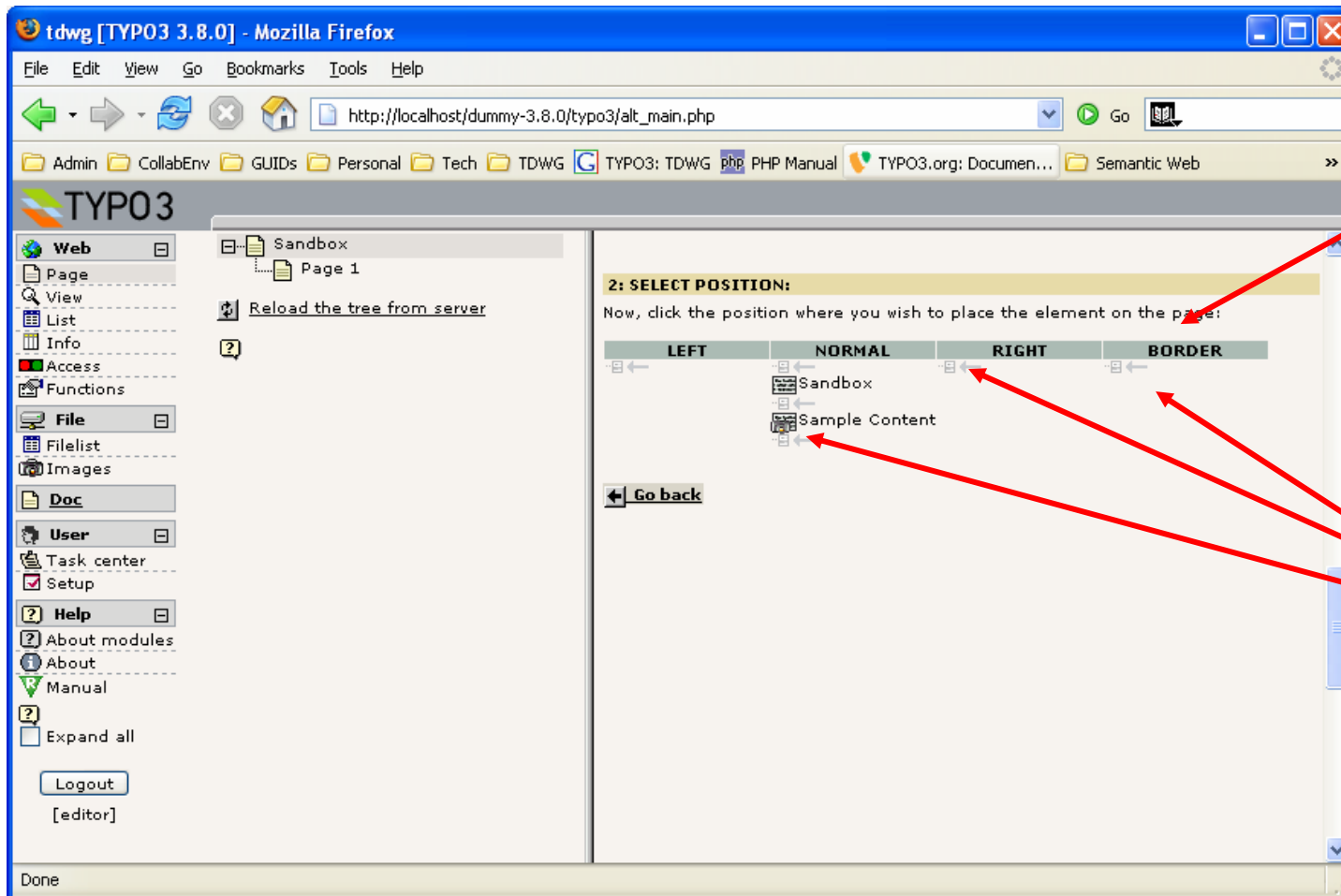
4.3.6. Selecting the New Content Type



Select the type of content you want to place on the page.

Choose from content items with text only, with images, tables, and more.

4.3.7. Selecting Content Position

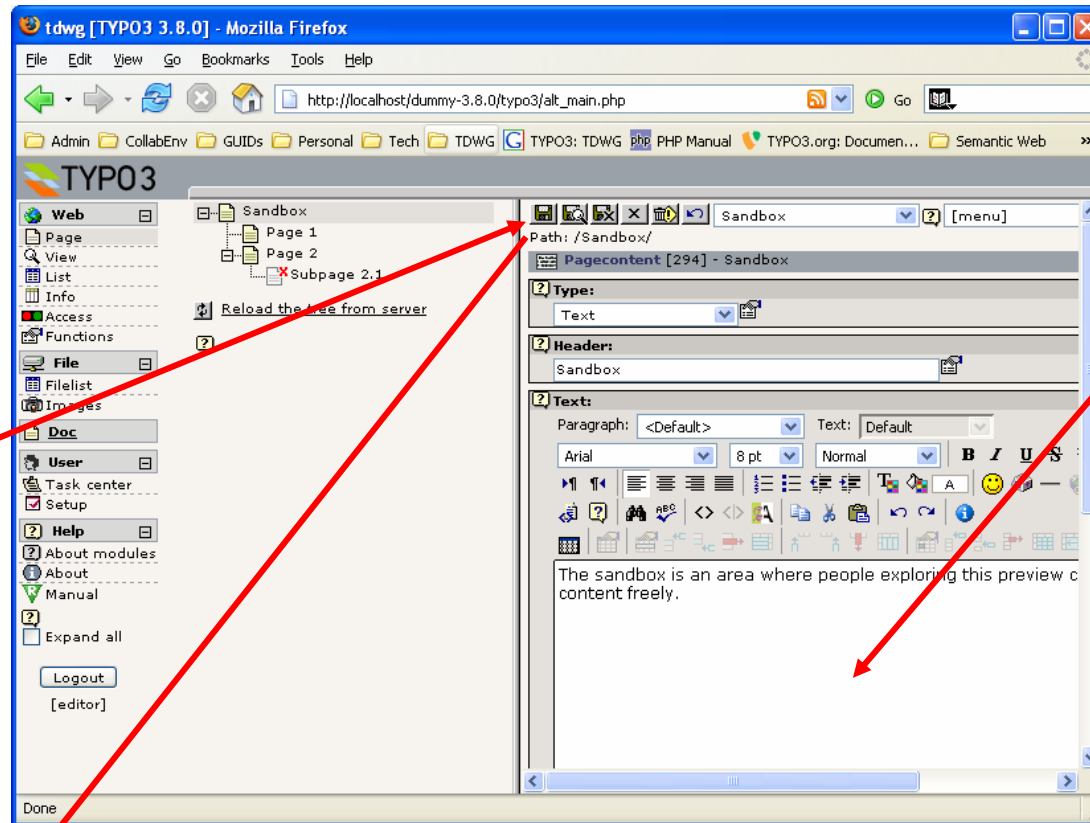


Select where you want to place the content within the page by clicking in one of the arrows.

You can choose to place the content on the main column (called **normal**) or on the left-, right-handed, or bottom columns.

The current website is setup to display content placed only on the normal and right columns.


4.3.8. Entering Content



When you are done, use the icons on the tool bar to save your work

Type in the content using the Rich Text Editor (RTE).

Toolbar Key

 Saves changes and bring form back for more changes	 Closes form without saving changes
 Saves changes and displays it in a new window	 Deletes the content element.
 Saves changes and closes form.	 Reverts content information to last saved changes.

4.3.9. Editing Existing Content

tdwg [TYPO3 3.8.0] - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://localhost/dummy-3.8.0/typo3/alt_main.php

Admin CollabEnv GUIDs Personal Tech TDWG TYPO3: TDWG php PHP Manual TYPO3.org: Documen... Semantic Web

TYPO3

Web
Page
View
List
Info
Access
Functions

File
Filelist
Images

Doc

User
Task center
Setup

Help
About modules
About
Manual
Expand all

Logout [editor]

Done

Sandbox

- Page 1
- Page 2
- Subpage 2.1

Reload the tree from server

Sandbox

Path: /Sandbox/

Pagecontent

Edit page header Move page New page New content

LEFT NORMAL RIGHT

Default Text

Index: Yes

Sandbox

The sandbox is an area where people exploring this preview can edit content freely.

Edit in Rich Text Editor

Default Text w/image

Index: Yes

Sample Content

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing

You can also edit existing content by clicking the pencil icon or the content element title.

You can also move the content item down (or up) using the arrow icons.

The eye icon is used to hide/show the content item on the website. It is useful for editors to control what is published on the website.

Use the trash can icon to delete the content element.

5. Subgroup Pages and Charters

The preview website has a section dedicated to TDWG subgroups. Each subgroup has a page containing all of its relevant information.

All information in the subgroup pages conform to a standard metadata profile, i.e., they all conform to a subgroup charter template. This template contains the minimum information required to characterize each subgroup. Once the website visitors become familiar with the charter structure, it becomes easy for them to quickly locate relevant subgroup information in any subgroup page.

According to the new process that is being proposed for TDWG, subgroups will now be classified into 2 categories: **Interest** and **Task Groups**.

Interest Groups

These groups gather members who are interested in solving problems in a given area of Biodiversity Informatics, such as imaging, protocols, specimen, or taxonomic data. They may be more or less active throughout its lifecycle.

Interest Groups usually do not have specific set of deliverables to produce or strict timeline to follow. These groups spawn individual Task Groups to accomplish specific goals.

TDWG does not review Interest Group progress or impose any strict guidelines on their operation.

Task Groups

Spawned off of Interest Groups, the Task Groups have very strict set of goals and deliverables, and have a well define schedule and lifecycle.

Standards are usually developed within Task Groups. Once they achieve their goals, the Task Group is closed.

Task Groups have their progress reviewed yearly by TDWG.

The following pages show examples of subgroup pages in more detail.

5.1. List of TDWG Subgroups

TDWG Subgroups

[uid]	Name	Acronym	Group Type	Status
23	Access to Biological Collections Data	ABCD	Interest Group	Open
19	DarwinCore Group	DwC	Interest Group	Open
25	Economic Botany Group		Interest Group	Open
29	Geography Group	Geo	Interest Group	Open
26	Technical Architecture Group	TAG	Interest Group	Open
30	Globally Unique Identifiers Group	GUID Group	Task Group	Open
27	Imaging Group	Img	Interest Group	Open
28	Literature Group	Lit	Interest Group	Open
18	Natural History Collections Group	NCD	Interest Group	Open
16	Observational Group	Obs	Interest Group	Open
15	Process Group	Process	Interest Group	Open
22	Sample Interest Group	Sample IG	Interest Group	Open
21	Sample Task Group	Sample TG	Task Group	Open
24	Spatial Group	Spatial	Interest Group	Open
17	Structure of Descriptive Data Group	SDD	Interest Group	Open
20	Taxonomic Names and Concepts Group	TCS	Interest Group	Open

Filter Groups: **Open** [All](#) [Closed](#)

All TDWG subgroups are listed on this page.

According to the new proposed TDWG process, groups will now be divided into two categories:

Interest Groups: broader in scope, and less specific about goals and deliverables.

Task Groups: Spawned off of Interest Groups, the Task Groups are more specialized groups which are focused on producing specific deliverables. Task Groups have a well defined schedule and lifecycle.

Click on a group name to see more details about it.

The list can be filtered by group status.

5.2. Sample Subgroup Page

The screenshot shows a Mozilla Firefox browser window displaying a web page titled "Technical Architecture Group - Mozilla Firefox". The address bar shows the URL "http://localhost/dummy-3.8.0/index.php?id=377". The page header features the "TDWG Taxonomic Databases WORKING GROUP" logo. A navigation menu on the left includes links for Home, About TDWG, Standards, Subgroups, Membership, News, Events, Search, TDWG Blog, and Sandbox. The main content area is titled "Subgroup Page" and "Technical Architecture Group". It contains several sections: "Name" (Technical Architecture Group (TAG) - Interest Group), "Version History" (November 7, 2005 - Document created - by John Doe; December 3, 2005 - Document edited - by Jane Doe), "Convener" (John Doe (john.doe@somedomain.com)), "Core Members" (Jane Doe (jane.doe@somedomain.com); Somebody Else (s.else@somedomain.com)), "Resources" (Wiki: http://wiki.tdwq.org/twiki/bin/view/TAG; Mailing List: http://lists.tdwq.org/mailman/listinfo/tdwg-tag_lists.tdwq.org), and "Purpose" (Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown...).

On the right side, there are two sections: "Subgroup News & Events" with a link "1st TAG Meeting approaching." dated 06-04-06, and "Subgroup Reviews" with the text "no news in this list."

This is a sample group page.

All information presented in this page is drawn from the group charter.

News articles and events announcements for the subgroup are displayed in this area.

Conveners can also advertise public draft reviews on this area.

5.3. Administration Interface of Subgroup Page

The screenshot shows the TDWG administration interface for a subgroup page. The browser window title is "TDWG [TYPO3 3.8.1] - Mozilla Firefox". The address bar shows the URL "http://www.tdwg.gbif.org/typo3/alt_main.php". The left sidebar contains navigation menus for Web, Page, File, Doc, User, and Help. The main content area shows a tree view with "DarwinCore Group" and "Process Group" selected. Below the tree is a "News" section with a table of news items, a "Subgroups" section with a table of subgroup details, and a "SEARCH" section with a search string input field. A "Logout" button is visible at the bottom left.

Title:	Author:	Em
1st Process Subgroup Meeting held in Durham, NC, USA	Ricardo Pereira	rica

Name	Process Group
Acronym	Process
Convener	John Doe (john.doe@someo...)
Parent Group	
Group Type	Interest Group
Status	Open

Conveners use the Page module to manage their subgroup page.

News items for this subgroup are listed here.

Most subgroup information is in the subgroup charter.

Click on the pencil icon to edit the subgroup charter (see details on next page).

5.4. Editing the Subgroup Charter and Saving Changes

The screenshot shows the TDWG [TYPO3 3.8.1] web interface in Mozilla Firefox. The browser's address bar shows the URL `http://www.tdwg.gbif.org/typo3/alt_main.php`. The interface features a sidebar on the left with navigation options such as Web, File, Doc, User, and Help. The main content area displays the 'Process Group' form for editing a subgroup charter. The form includes fields for Name, Acronym, Parent Group, Group Type, Status, Version History, Convener, and Core Members. A toolbar at the top of the form contains icons for save, refresh, delete, and other actions. A red arrow points from a text box on the right to the form, and another red arrow points from a text box below to the toolbar.

This form is used to update the subgroup charter.

Save any changes made to the charter using the toolbar.

6. News Items and Event Announcements

The website has a powerful and flexible news publishing system. The main features of this system are:

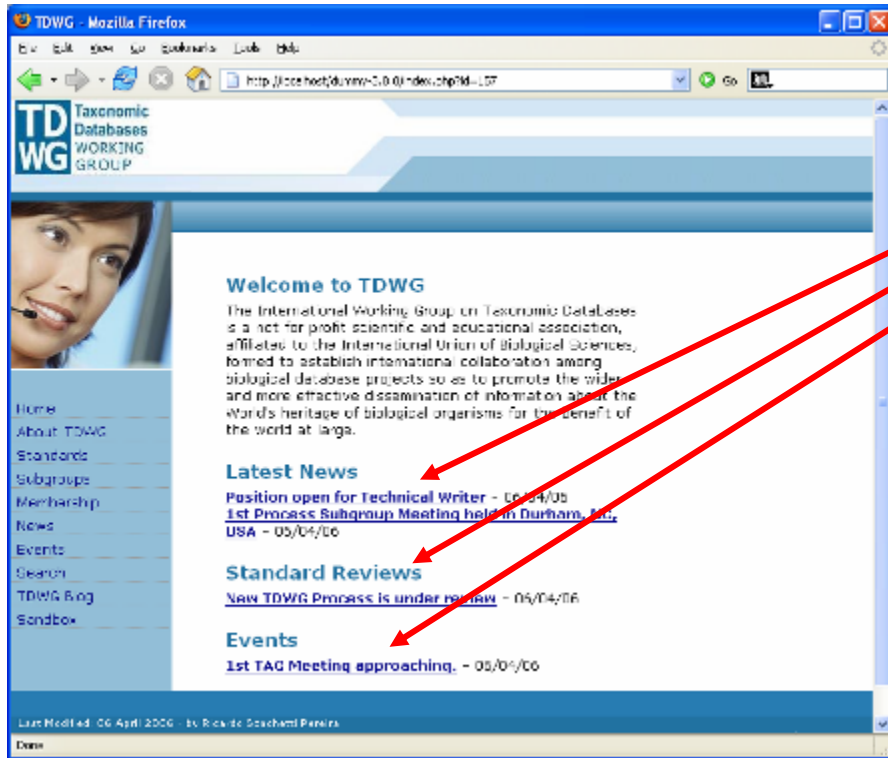
- News items can be configured to appear on the website on a predefined date. A date for automatic archival can also be configured.
- News items are also advertised through an RSS feed.
- A single news item can be advertised in both the homepage and on the subgroup page.
- Old items are archived manually or automatically after it is no longer relevant.
- News items have permanent web addresses (URL), allowing bookmarks to remain valid for longer periods. The web address remain valid even after it the news item is archived.
- News items are separated into 3 categories so that special categories can be highlighted and advertised separately from the others, as needed.

There are three main categories of news items in the website preview:

- **Reviews:** This is a special kind of news item used to advertise standards drafts that are up for public review. They are displayed in a separate news list to highlight their importance. Review announcements are displayed on the homepage and also on the page of the subgroup running the review.
- **Events:** Category of news items used to advertise meetings and other events.
- **News:** generic news items that do not fit the profile of the other two categories.

The following pages show a guided tour on how news items are created and used throughout the website.

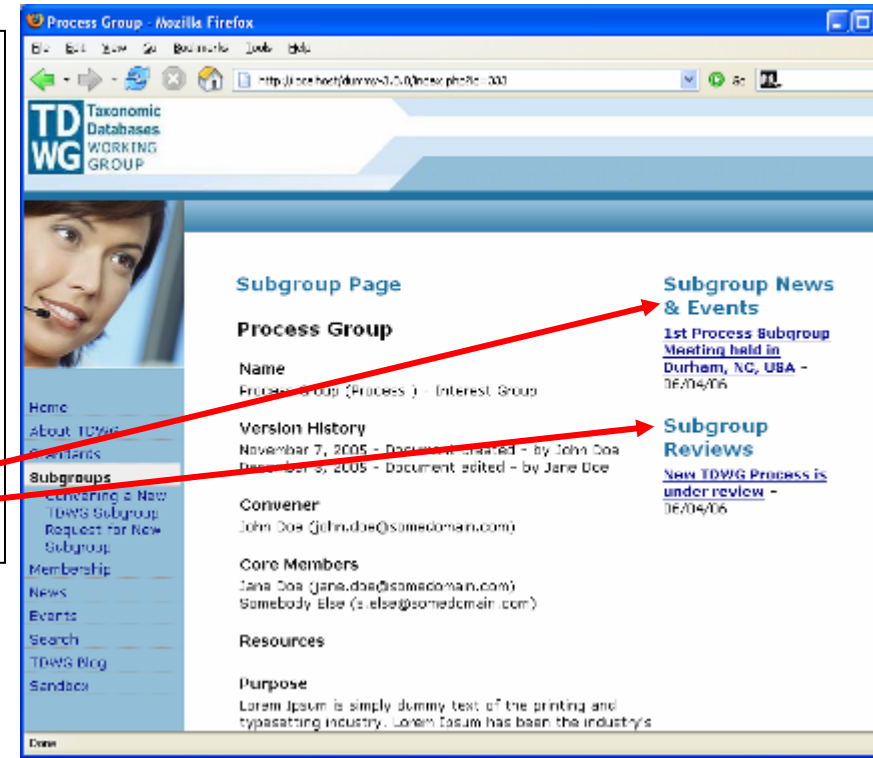
6.1. News Items: Overview



TDWG related news and events can be announced on the website.

All news and events are advertised on the home page.

Subgroup specific news items are advertised on the subgroup page.



6.2. Creating a News Item

To create a news item:

1) Open the administration user interface in your browser and click on the **page** module link.

2) Select the page where you want to store the news item (in this case, that is the **News and Events Page**).

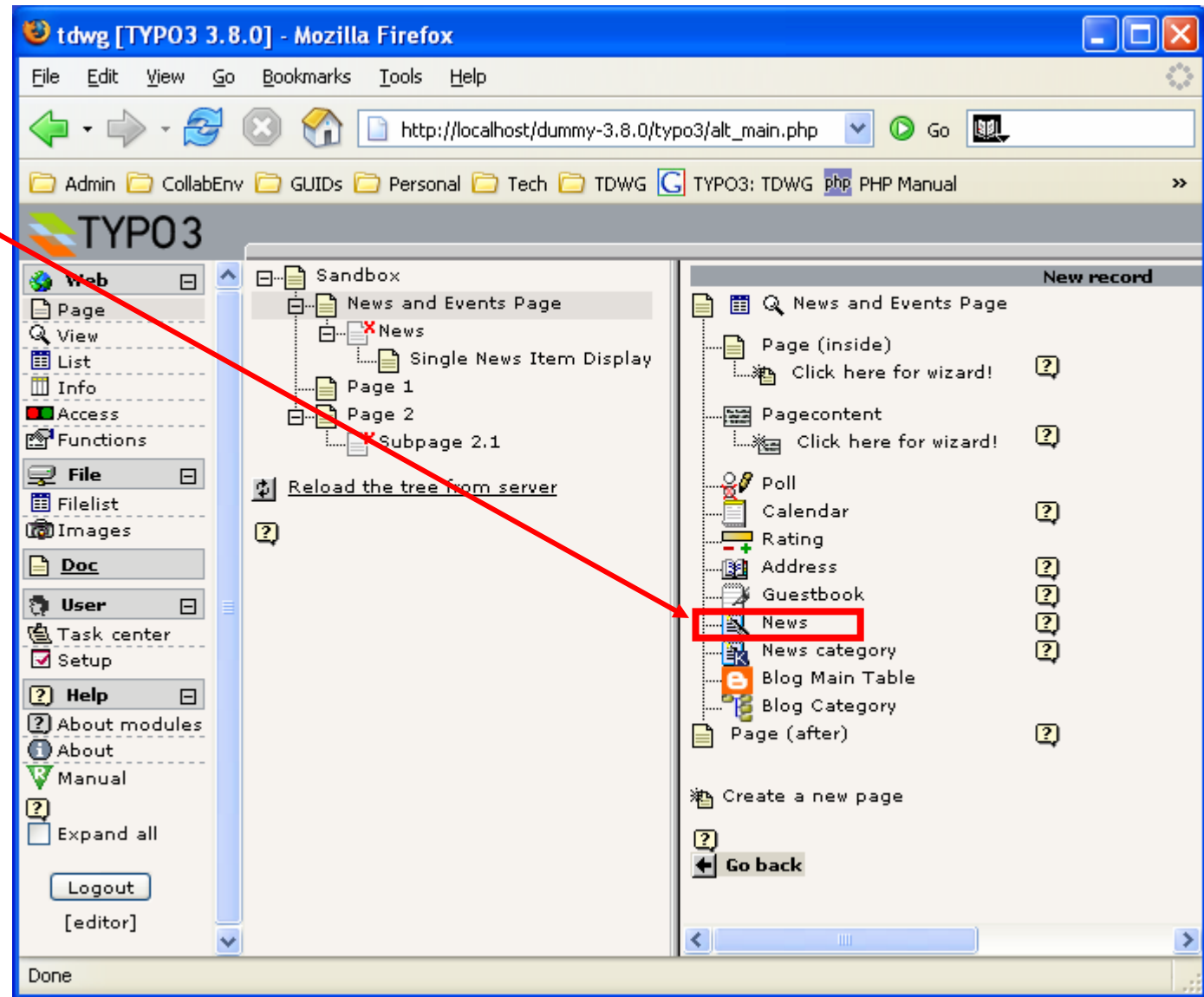
3) Click on the **create new record** button.

The screenshot shows the TYPO3 administration interface in a Mozilla Firefox browser window. The address bar shows the URL `http://localhost/dummy-3.8.0/typo3/alt_main.php`. The interface is divided into several sections:

- Left sidebar:** Contains navigation menus for 'Web', 'File', 'Doc', 'User', and 'Help'. The 'Page' link under the 'Web' menu is highlighted with a red arrow.
- Tree view:** Shows a hierarchical structure of pages. The 'News and Events Page' is selected and highlighted with a red arrow.
- Main content area:** Displays the 'Pagecontent' section for the selected page. It includes buttons for 'Edit page header', 'Move page', 'New page', and 'New content'. Below these are three columns for content elements: 'LEFT', 'NORMAL', 'RIGHT', and 'BORDER'. The 'NORMAL' column contains three 'Default Insert plugin' entries with options for 'Index: Yes', 'Plugin: News', and 'CODE:'. A 'SEARCH' section is also visible, with a search string input and a 'Search' button. At the bottom, the 'ADVANCED FUNCTIONS' section contains a 'Create new record' button, which is highlighted with a red arrow.

To create a news item (cont'd):

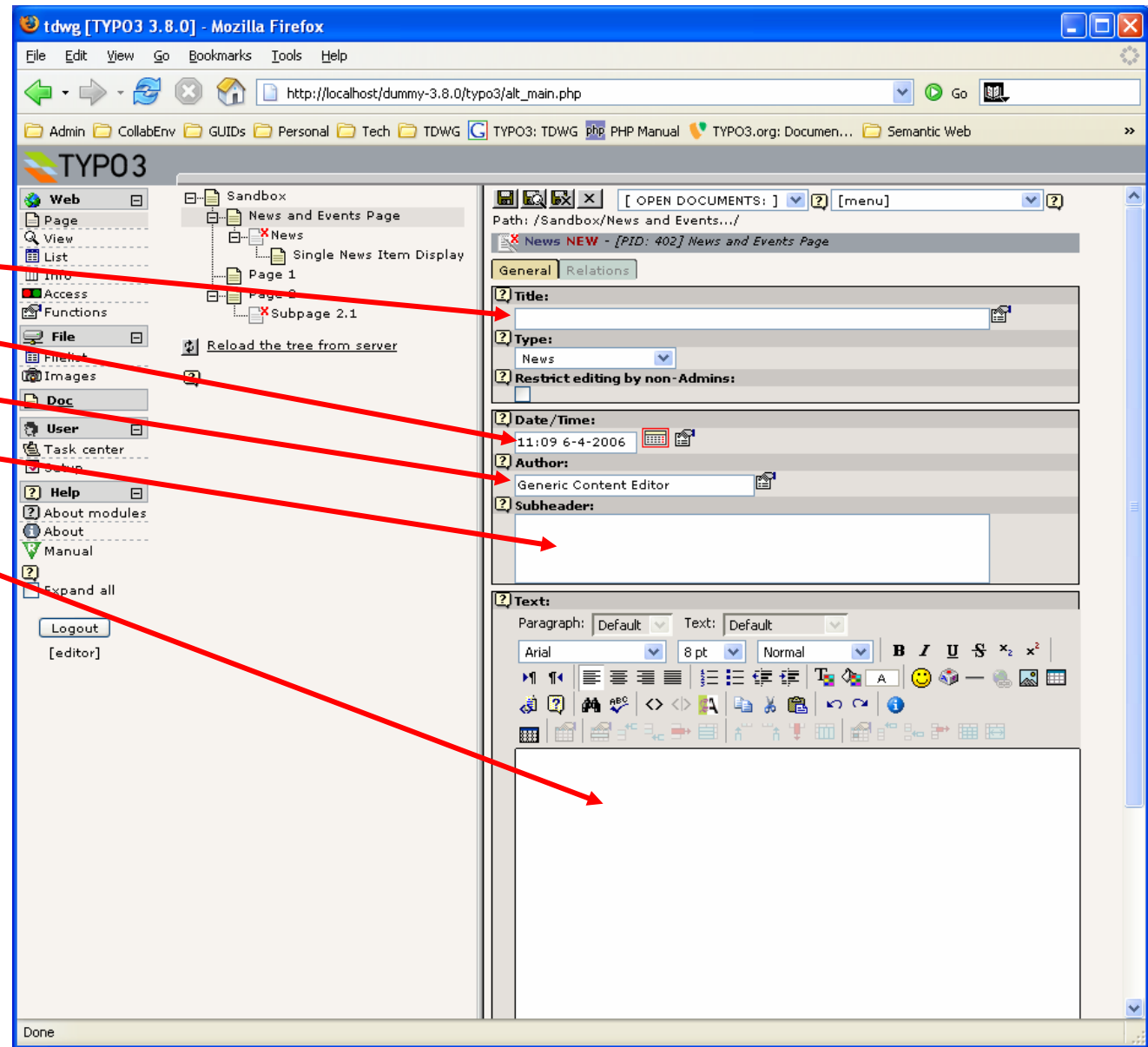
4) Select News



To create a news item (cont'd):

5) Fill in the news record with:

- **Title**
- **Date/Time**
- **Author**
- **Sub-header**
- **Main text**

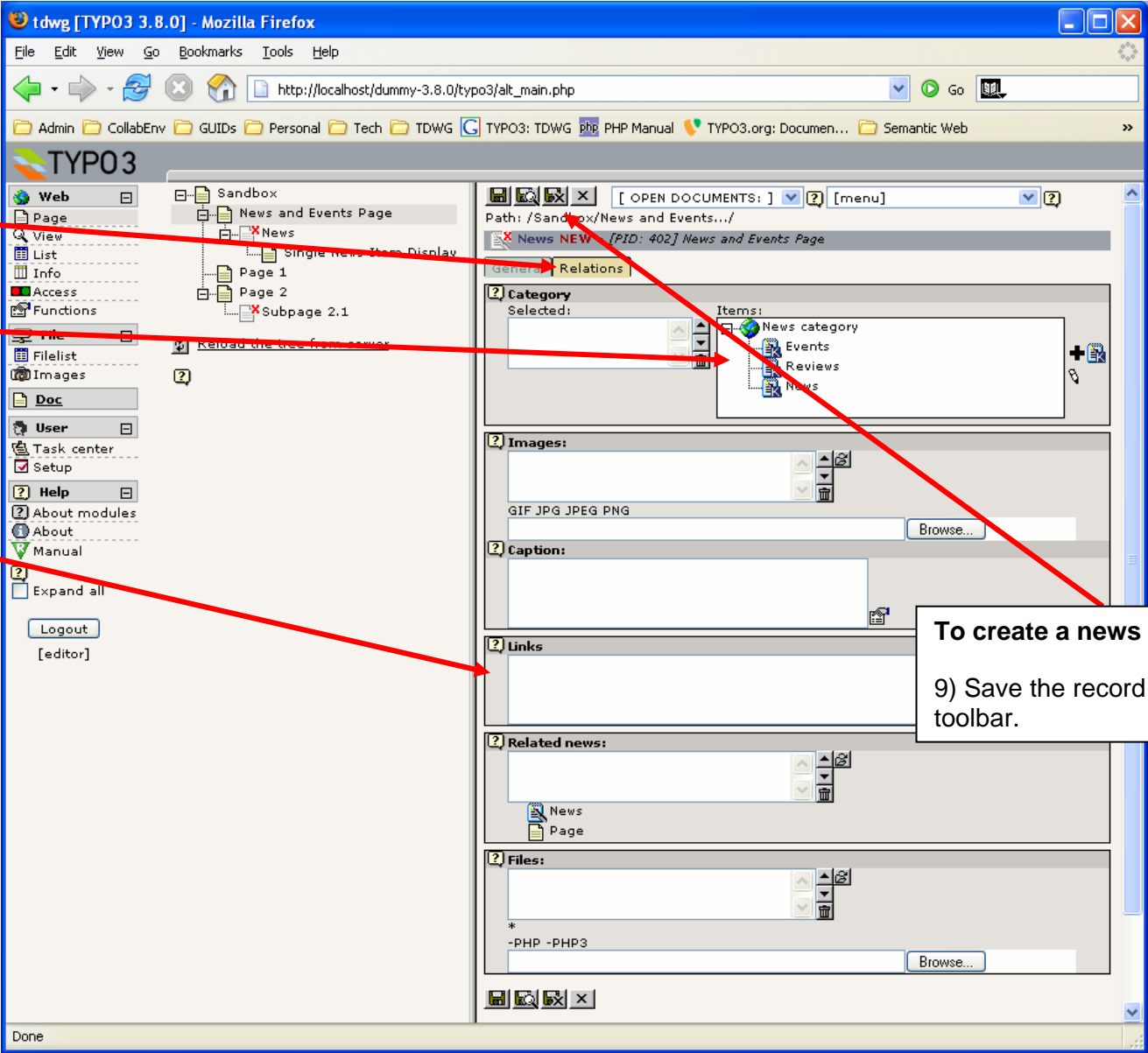


To create a news item (cont'd):

6) Click on the tab named **Relations**.

7) Select a category: **Events, News or Reviews**. Each will be displayed in the appropriate list on the web page.

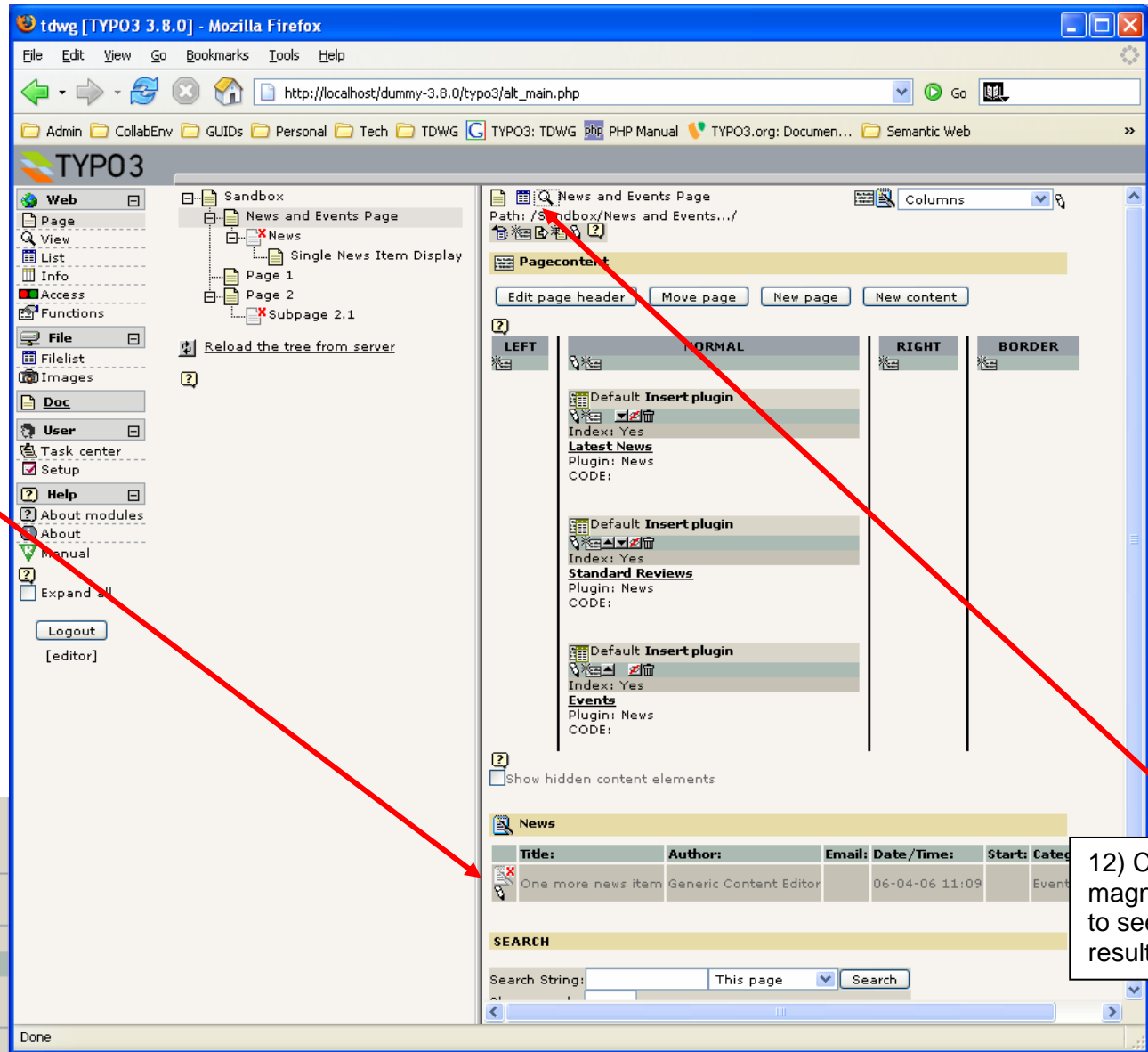
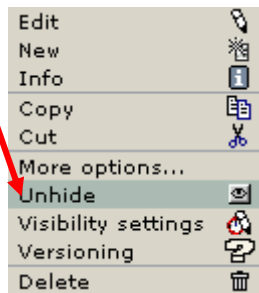
8) If required, add details such as images, captions, links, related news and files.



To create a news item (cont'd):

10) Once you close the form, the new record appears on a list. The icon of a page with a red cross indicates that the news item has not yet been published to the website.

11) To publish the new item, right-click on the icon and select the **Unhide** option.



12) Click on the magnifying glass to see the results.

6.3. News Items: Results

The new record is displayed on the web page.

The screenshot shows a Mozilla Firefox browser window titled "News and Events Page - Mozilla Firefox". The address bar displays the URL: `http://localhost/dummy-3.8.0/tdwg/sandbox/news-and-events-page/`. The page header includes the TDWG logo and the text "Taxonomic Databases WORKING GROUP".

The main content area is divided into three sections:

- Latest News**
 - [Position open for Technical Writer](#) - 06/04/06
 - [1st Process Subgroup Meeting held in Durham, NC, USA](#) - 06/04/06
- Standard Reviews**
 - [New TDWG Process is under review](#) - 06/04/06
- Events**
 - [One more news item](#) - 06/04/06
 - [1st TAG Meeting approaching.](#) - 06/04/06

The left sidebar contains a navigation menu with the following items: Home, About TDWG, Standards, Subgroups, Membership, News, Events, Search, TDWG Blog, and Sandbox. Under the "Sandbox" section, there are links for "News and Events", "Page 1", and "Page 2".

The footer of the page contains the text: "Last Modified: 06 April 2006 - by Ricardo Scachetti Pereira", "© Copyright 2006 TDWG. All Rights Reserved.", and "Design by Interspire".

The new announcement is advertised through the RSS feed.

7. Public Reviews of Standard Drafts

The TDWG website preview has a new feature designed to help subgroup conveners to run public reviews of standards drafts and maximize feedback catchments from the community.

The support for review is provided in conjunction by TWiki and Typo3.

Each group has a set of predefined wiki pages that helps the convener to set up and run public reviews of standard drafts. The review can then be advertised using the news publishing system presented on the previous section of this document.

The following pages present a set of screen shots demonstrating the use these tools in more detail.

7.1. Wiki Reviews: Templates and Review Creation

The screenshot shows a Mozilla Firefox browser window displaying the TWiki page 'Wiki Reviews'. The page content includes:

- A breadcrumb trail: You are here: TWiki > Sandbox Web > ConvenersToolkit > WikiReviews
- A title 'Wiki Reviews' with a red arrow pointing to it.
- Text: 'This page contains instructions on how to set up and run a public review of a standard draft and collect feedback using TWiki.'
- Text: 'The review uses two other pages as templates:'
- List of templates:
 - [ReviewInstructionsTemplate](#) - page template with the instructions to the reviewers;
 - [ReviewQuestionsTemplate](#) - template for the questions that the reviewers will be asked to answer.
- Text: 'You can customize all new reviews issued in your TWiki web by changing the pages above.'
- Section: **Instructions To Create a New Review**
- Text: 'To create a new review page, enter a name for the review in the field below and click the "Create Review" button. Then fill in the newly created review page with details of your review. Follow the instructions on that page, marked with "Note to Convener".'
- Form: 'Enter the name for the new review page:
- Text: '(Keep the word "Review" as a prefix on the page name)'
- Section: **Existing Reviews and Feedback**
- Table of reviews:

Review Name	Status	Time	Author
ReviewSandbox6	NEW	02 Apr 2006 - 19:36	RicardoPereira
ReviewSandbox6ByRicardoPereira	NEW	02 Apr 2006 - 19:37	RicardoPereira
ReviewSandbox7	NEW	02 Apr 2006 - 19:56	RicardoPereira
ReviewSandbox7ByRicardoPereira	NEW	02 Apr 2006 - 19:53	RicardoPereira

The TDWG Wiki comes with a set of pages that makes it easier for conveners to advertise and run public reviews of standard drafts. These pages are called **Wiki Reviews**.

First, the convener customizes two wiki pages that will serve as review templates.

The first template is for the review instructions (the **ReviewInstructionsTemplate**).

The second template will define the pages that the reviewers will fill in while providing feedback (the **ReviewQuestionTemplate**).

To create a new review based on those templates, the convener types in a name for the new review and clicks the **Create Review** button. A new review page is created as shown on the next page.

7.2. Editing the Newly Created Review Page

(edit) ReviewSandbox2006x04x08 < Sandbox < TWiki - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://wiki.tdwg.org/twiki/bin/edit/Sandbox/?topic=ReviewSandbox2006x04x08;templatetopic=Revie

Admin CollabEnv GUIDs Personal Tech TDWG TYPO3: TDWG PHP Manual TYPO3.org: Documen... Semantic Web

collaborate with
TWiki

ReviewSandbox2006x04x08 (edit)

[Show formatting help](#)

----++ %TOPIC%

----++Description

The Taxonomic Databases Working Group (TDWG) and its %WEB% Subgroup is seeking feedback on the following draft standard.

----++Documents Under Review

- * Document #1
- * Document #2

----++Associated Documentation

- * Additional document #1
- * Additional document #2

----++How to Provide Feedback

If you have feedback regarding this document, we would love to hear from you!

To provide feedback, please, create a new wiki page with your comments by clicking the button below. It will automatically create a page with your name and a set of questions for you to answer.

Your signature to copy/paste:

[Add form](#)

Force new revision [help](#)

or or

Done

A new review page is created based on the templates.

The page content can be further customized to meet the requirements of that specific review.

The convener can enter links to the documents being reviewed and other supporting documentation.

Once the convener is happy with the review instructions, the page can be saved using the **Save** button.

7.3. A Newly Created Review Page is Published

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://wiki.tdwg.org/wiki/bin/view/Sandbox/ReviewSandbox2006x04x08>. The page content is as follows:

Sandbox
Hollo Ricardo Pereira
Log Out
Create personal sidebar

Webs
Main
Observational
Process
Sandbox
TAG
TCS
TIP
TWiki

Sandbox Web
Home
Index
Search
Changes
Notifications
Statistics
Preferences
ConvenersToolkit

You are here: [TWiki](#) > [Sandbox Web](#) > [ConvenersToolkit](#) > [WikiReviews](#) > [ReviewSandbox2006x04x08](#) r1 - 08 Apr 2006 - 21:19 - Ricardo Pereira

ReviewSandbox2006x04x08

[Edit](#) [Attach](#) [Printable](#)

Description

The Taxonomic Databases Working Group (TDWG) and its Sandbox Subgroup is seeking feedback on the following draft standard.

Documents Under Review

- Document #1
- Document #2

Associated Documentation

- Additional document #1
- Additional document #2

How to Provide Feedback

If you have feedback regarding this document, we would love to hear from you!

To provide feedback, please, create a new wiki page with your comments by clicking the button below. It will automatically create a page with your name and a set of questions for you to answer.

[Create or Edit Feedback Page](#) (The page will be named "ReviewSandbox2006x04x08ByRicardoPereira")

Review Period

This document will be under public review until **###ADD END DATE HERE###**.

The review instructions are then published.

The next step is to announce the review on the TDWG website.

7.4. Creating Announcement of Review on TDWG Website

The screenshot shows the TDWG [TYPO3 3.8.1] - Mozilla Firefox interface. The browser address bar shows the URL http://www.tdwg.gbif.org/typo3/alt_main.php. The interface is divided into three main sections: LEFT, NORMAL, and RIGHT. The LEFT section contains a page explorer with a tree view of the website structure. The NORMAL section shows the content of the selected page, and the RIGHT section shows the page layout with various plugins. A context menu is open over a news item in the NORMAL section, with the 'New' option highlighted. Red arrows point from the text boxes on the right to specific elements in the screenshot: the 'Page' link in the page explorer, the 'News' link in the page explorer, the 'New' option in the context menu, and the 'ReviewSandbox2006x04x08' news item.

Wiki Reviews can be advertised on the main website (and RSS feed) using news records.

To announce the review on the TDWG website, follow these instructions:

- 1) Log in using your user name and password. Then click on the **page module** link;
- 2) Click on the subgroup page on the **page explorer**;
- 3) Right click the notebook icon of an existing news item. That will show the context-sensitive menu;
- 4) Select **new** on the menu;

The instructions continue on the next page.

7.5. Entering the Review Announcement Content

The screenshot shows the TDWG TYPO3 3.8.1 web interface in Mozilla Firefox. The browser window displays the URL http://www.tdwg.gbif.org/typo3/alt_main.php. The page shows a tree view of the TDWG website structure on the left, with 'Process Group' selected. The main content area displays the 'General' tab for a news item titled 'ReviewSandbox2006x04x08'. The form includes fields for Title, Type (set to 'News'), Date/Time (13:22 8-4-2006), Author, and Subheader. The 'Text' section contains a rich text editor with a toolbar and the text 'Document is under public review at: <http://wiki.tdwg.org/twiki/bin/view/Sandbox/ReviewSe>'.

Entering Review Announcement (cont'd):

5) Enter the announcement title;

6) Enter any text you want displayed on the body of the announcement using the text editor. Include the web address of Wiki Review on the body of the announcement.

7.6. Marking Item as a Review Announcement

The screenshot shows the TDWG [TYPO3 3.8.1] web interface in Mozilla Firefox. The browser address bar shows http://www.tdwg.gbif.org/typo3/alt_main.php. The interface includes a left sidebar with navigation menus for Web, File, User, Tools, and Help. The main content area displays a tree view of the TDWG site structure. The 'Relations' tab is selected, showing a 'Category' section with 'Selected:' and 'Items:' lists. The 'Selected:' list contains 'Reviews', and the 'Items:' list contains 'News category', 'Events', 'Reviews', and 'News'. Red arrows point to the 'Relations' tab, the 'Reviews' category in the 'Selected:' list, and the 'Reviews' item in the 'Items:' list. Below the 'Category' section are fields for 'Images:', 'Caption:', and 'Links'.

Entering Review Announcement (cont'd):

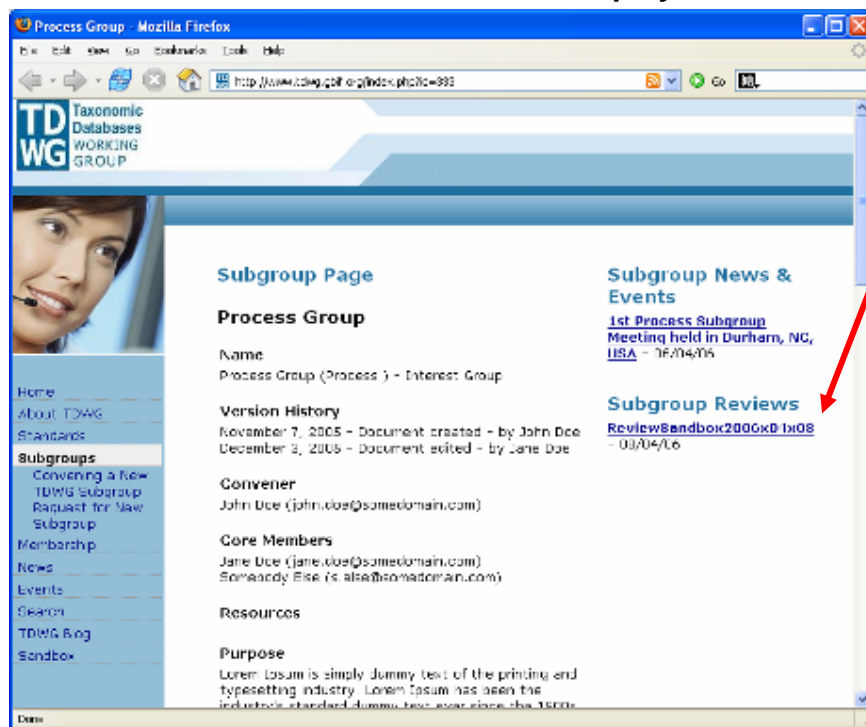
7) Click on the **Relations** tab and select **Review** as the news record category.

Review Announcements are a special category of news items that are displayed in their own separated lists on the homepage and on the subgroup pages.

8) Save the announcement using the toolbar on the top of the page.

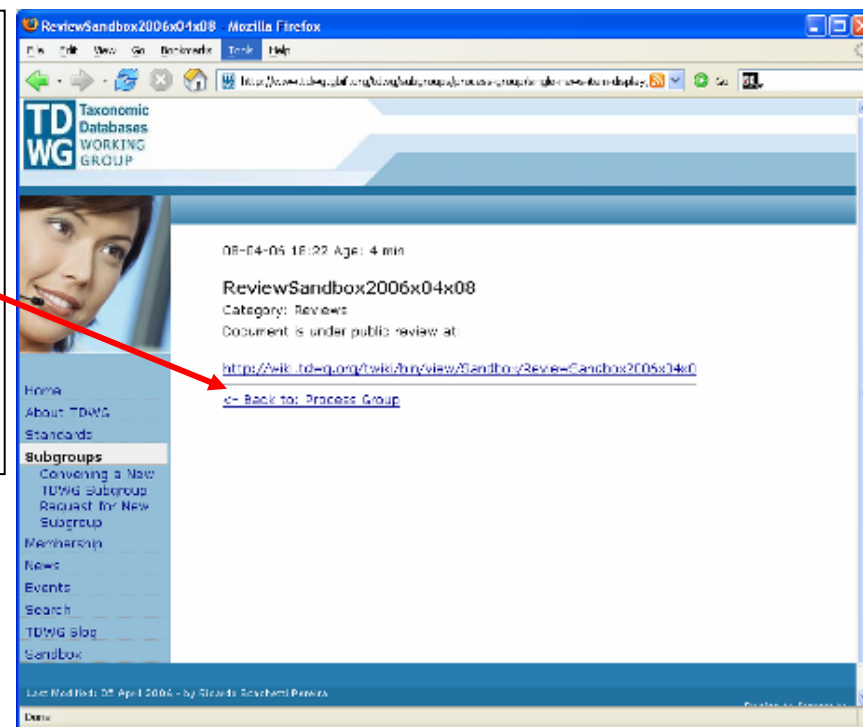
See the results on the next page.

7.7. Review Announcement Displayed on TDWG Website

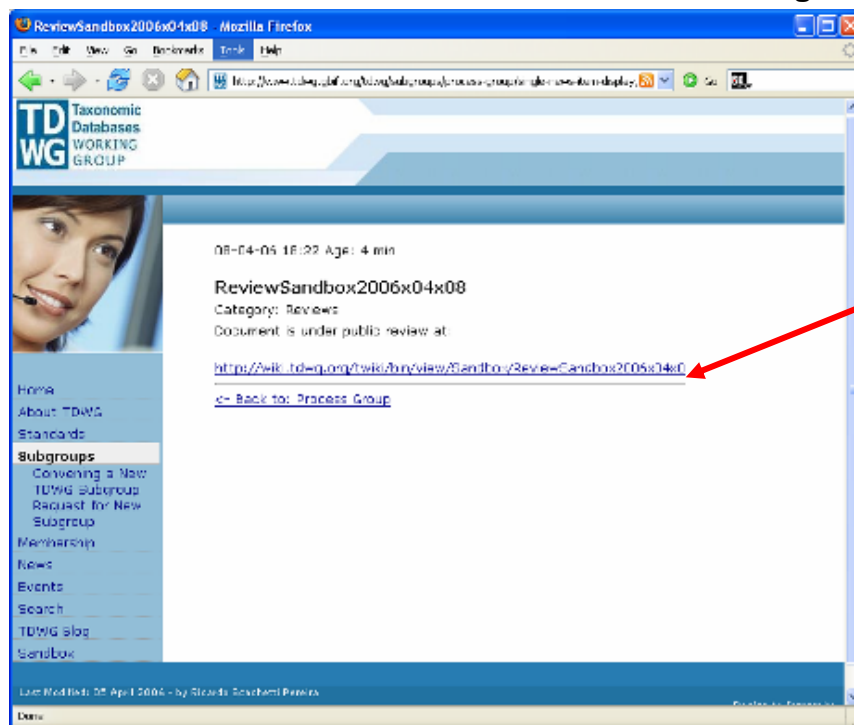


The review announcement will appear on the homepage and in the subgroup page.

The link to the review page on the Wiki will be displayed on the body of the announcement.



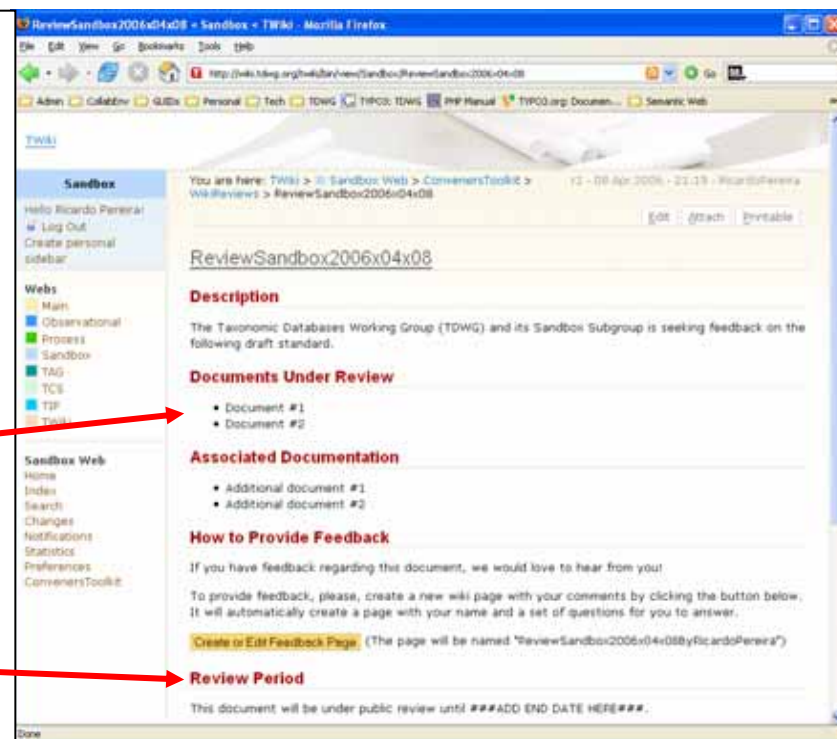
7.8. How Reviewers Provide Feedback using Wiki Reviews



1) Potential reviewers will read the announcement on the TDWG website.

2) By clicking the link on the announcement they will get to the review instructions previously created on section 7.3.

3) Following the review instructions, the reviewer will click on the **Create or Edit Feedback Page**



7.9. Reviewer Providing Feedback

(edit) ReviewSandbox2006x04x08ByRicardoPereira < Sandbox < TWiki - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://wiki.tdwg.org/twiki/bin/edit/Sandbox/?topic=ReviewSandbox2006x04x08ByRicardoPereira&ster

Admin CollabEnv GUIDs Personal Tech TDWG TYPO3: TDWG PHP PHP Manual TYPO3.org: Documen... Semantic Web

collaborate with
TWiki

ReviewSandbox2006x04x08ByRicardoPereira (edit)

Show formatting help

```
---+%TOPIC%  
Review: %META{"parent"}%  
Reviewer: Main.RicardoPereira  
---+++1. Question #1  
My Answer to Question #1.  
---+++2. Question #2  
My Answer to Question #2|  
---+++3. Question #3  
---+++4. Question #4  
---+++5. Question #5  
  
-- Main.RicardoPereira - 08 Apr 2006
```

Your signature to copy/paste:

Add form

Force new revision help

Save Quiet save Checkpoint or Preview or Cancel

Done

How Reviewers Provide Feedback Using Wiki Reviews (cont'd):

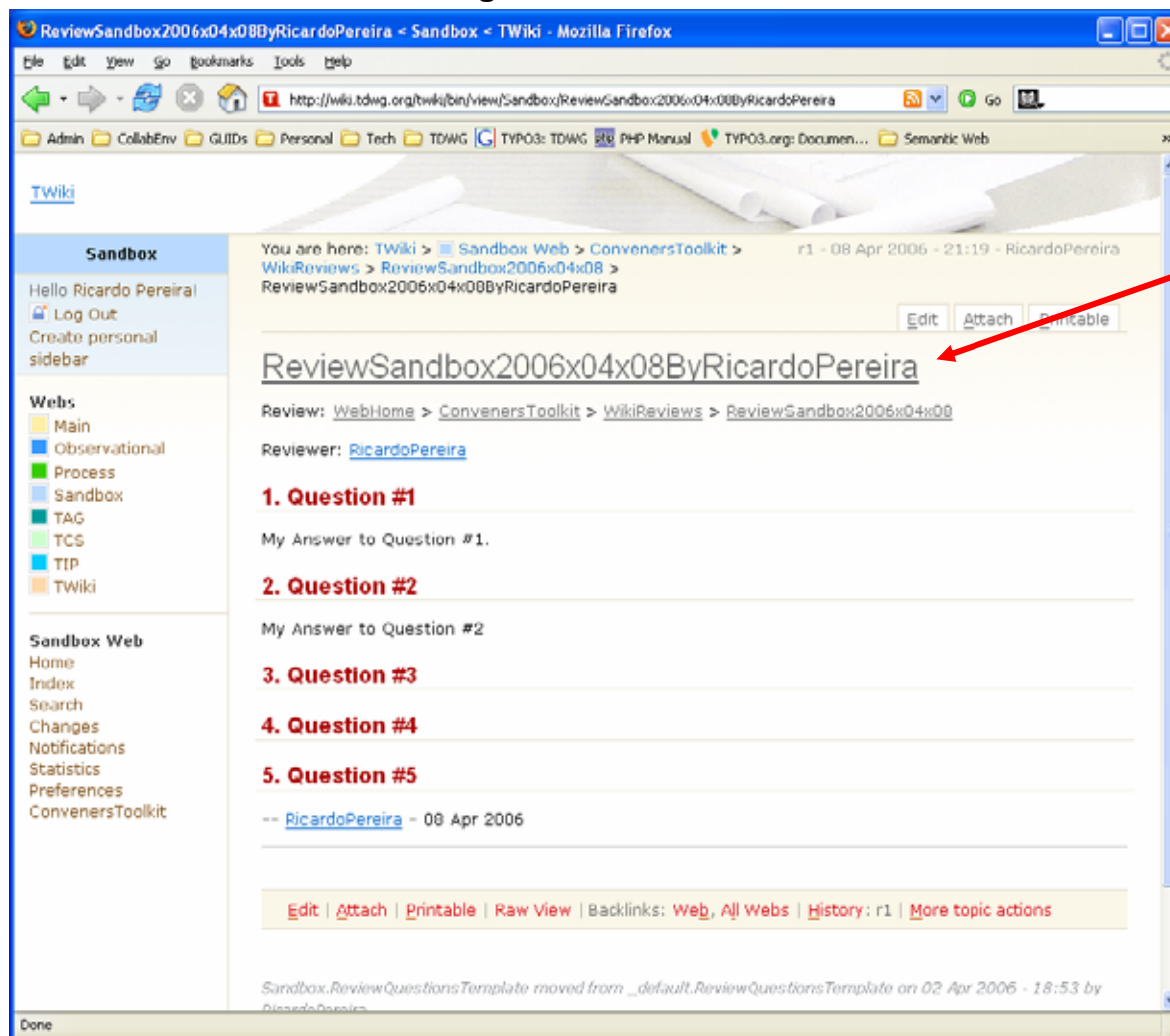
4) By clicking the **Create or Edit Feedback Page** (see previous page) a new feedback page is created for the reviewer. Note that the topic title will automatically include the reviewer name.

5) The reviewer provides feedback by answering questions based on the template.

6) The reviewer then clicks the **Save** button to save their comments.

See the results on the next page.

7.10. Reviewer Providing Feedback



The screenshot shows a Mozilla Firefox browser window displaying a TWiki page. The address bar shows the URL: <http://wiki.tdwg.org/twiki/bin/view/Sandbox/ReviewSandbox2006x04x08ByRicardoPereira>. The page content includes a breadcrumb trail: "You are here: TWiki > Sandbox Web > ConvenersToolkit > WikiReviews > ReviewSandbox2006x04x08 > ReviewSandbox2006x04x08ByRicardoPereira". Below the breadcrumb, there are "Edit", "Attach", and "Printable" buttons. The main heading is "ReviewSandbox2006x04x08ByRicardoPereira". The review content lists five questions and answers:

- 1. Question #1**
My Answer to Question #1.
- 2. Question #2**
My Answer to Question #2
- 3. Question #3**
- 4. Question #4**
- 5. Question #5**

At the bottom of the review, it says "-- RicardoPereira - 08 Apr 2006". Below the review, there are links for "Edit", "Attach", "Printable", "Raw View", "Backlinks: Web, All Webs", "History: r1", and "More topic actions".

The feedback provided by the reviewer is linked back to the review page automatically.

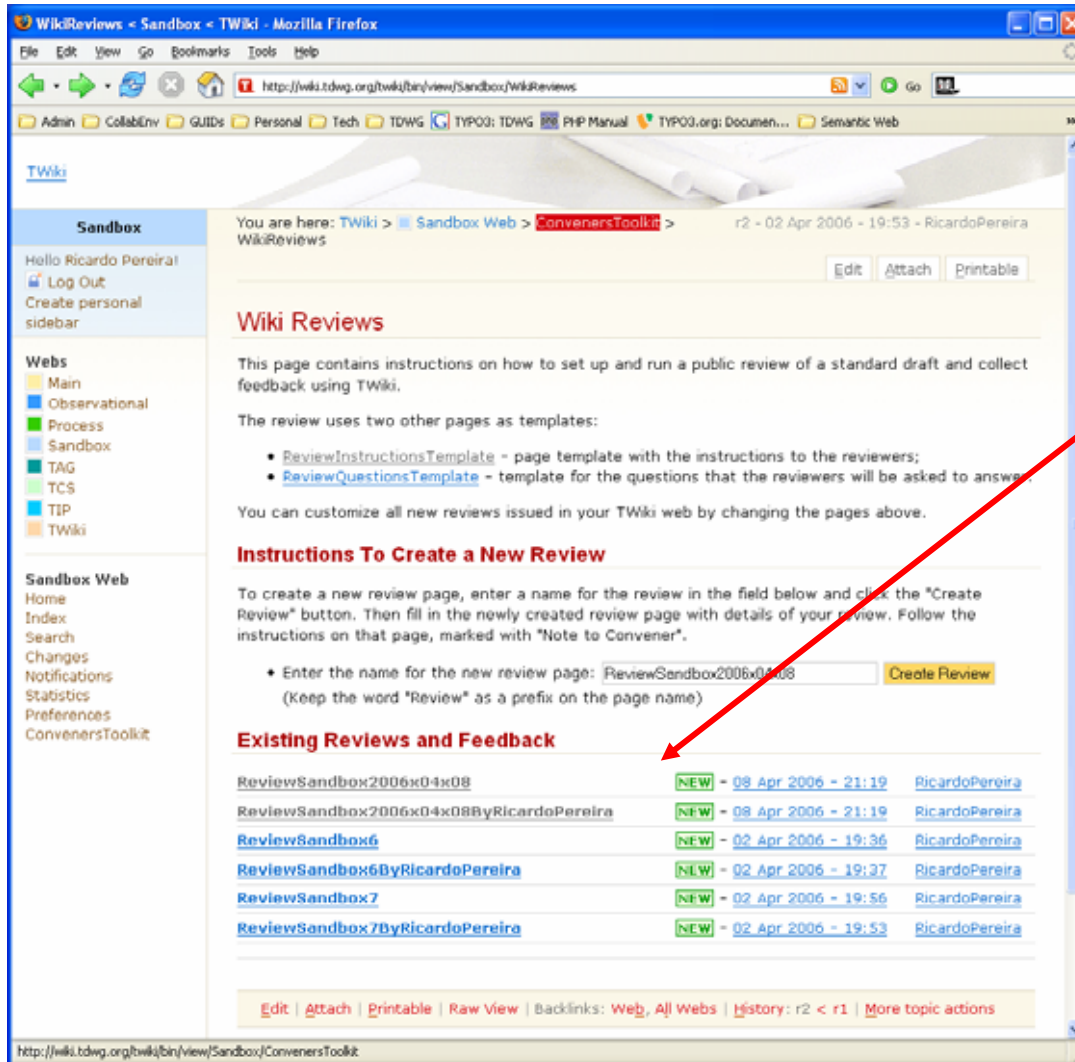
Each reviewer feedback page is identified by his or her user name as a suffix.

7.11. All Feedback Provided is Listed on the Bottom of the Review Page

The screenshot shows a web browser window displaying a TWiki page titled "ReviewSandbox2006x04x08". The browser's address bar shows the URL: <http://wiki.tdwg.org/twiki/bin/view/Sandbox/ReviewSandbox2006x04x08>. The page content includes a sidebar on the left with navigation links like "Sandbox", "Webs", and "Sandbox Web". The main content area has a breadcrumb trail: "You are here: TWiki > Sandbox Web > ConvenersToolkit > WikiReviews > ReviewSandbox2006x04x08". Below the breadcrumb are "Edit", "Attach", and "Printable" buttons. The page title is "ReviewSandbox2006x04x08". The "Description" section states: "The Taxonomic Databases Working Group (TDWG) and its Sandbox Subgroup is seeking feedback on the following draft standard." The "Documents Under Review" section lists "Document #1" and "Document #2". The "Associated Documentation" section lists "Additional document #1" and "Additional document #2". The "How to Provide Feedback" section includes instructions and a link to "Create or Edit Feedback Page". The "Review Period" section states: "This document will be under public review until ###ADD END DATE HERE###." The "Feedback Provided" section shows a list of feedback entries, with the first entry being: "ReviewSandbox2006x04x08ByRicardoPereira" with a "NEW" status, dated "08 Apr 2006 - 21:19" by "RicardoPereira". A red arrow points from a text box on the right to this feedback entry.

All feedback is listed under the main review page.

7.12. Subgroup Reviews are Listed on the Bottom of the Wiki Review Page



The screenshot shows a Mozilla Firefox browser window displaying a TWiki page. The page title is "Wiki Reviews" and the URL is "http://wiki.tdwg.org/wiki/bin/view/Sandbox/WikiReviews". The page content includes a sidebar with navigation links, a main content area with instructions on how to set up and run a public review, and a section titled "Existing Reviews and Feedback" at the bottom. This section contains a table of reviews with columns for the review name, status, date, and author. A red arrow points from a text box on the right to the "Existing Reviews and Feedback" section.

Review Name	Status	Date	Author
ReviewSandbox2006x04x08	NEW	08 Apr 2006 - 21:19	RicardoPereira
ReviewSandbox2006x04x08ByRicardoPereira	NEW	08 Apr 2006 - 21:19	RicardoPereira
ReviewSandbox6	NEW	02 Apr 2006 - 19:36	RicardoPereira
ReviewSandbox6ByRicardoPereira	NEW	02 Apr 2006 - 19:37	RicardoPereira
ReviewSandbox7	NEW	02 Apr 2006 - 19:56	RicardoPereira
ReviewSandbox7ByRicardoPereira	NEW	02 Apr 2006 - 19:53	RicardoPereira

All reviews performed by a subgroup are automatically listed under the Wiki Reviews page.

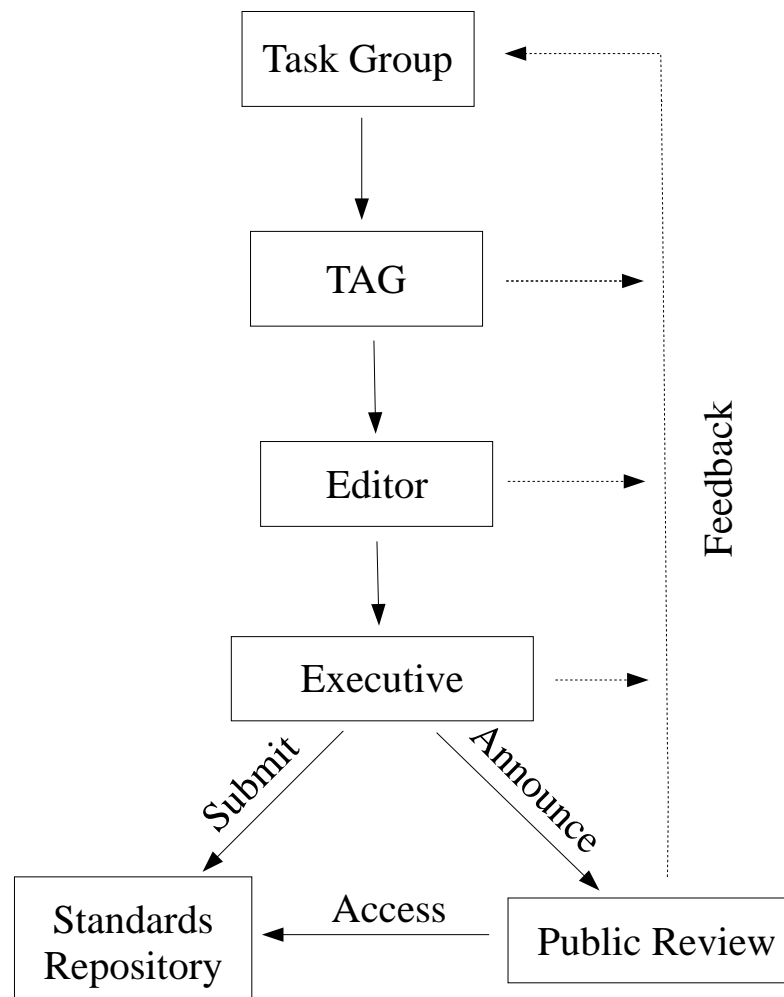
8. The Standards Track Management User Interface and The Standards Repository

The new TDWG website has a custom developed extension to Typo3 to manage new processes defined by the TDWG Process subgroup-

- reviewing and ratifying standards,
- reviewing existing standards and subgroups annually, and
- requests for creation of new subgroups.

Currently, only the first process, the reviewing and ratifying of standards is supported. The other processes will be supported in future releases of the extension.

Below is a diagram representing the new process for reviewing and ratifying standards as proposed by the Process Subgroup.



Below is a summary of this new process:

1. Task Groups create working drafts of standards that should be submitted to the TAG for feedback.

2. Task Groups submit a Draft Standard to the TAG. If the Draft is approved, it is forwarded to the Editor. During the review the package is guaranteed to be unaltered.
3. The Editor approves the structure and format and on approval, submits the Draft to the Executive Committee for approval.
4. The Executive Committee reviews the Draft. The Executive Committee must respond to the Task Group within 30 days of receipt of the Draft. The Executive Committee has three choices with mandatory consultation with the TAG-
 - a. The Executive Committee directs the Draft to be placed in the repository, publishes a RFC and describes facilities for and duration of public comment with minimum of 30 days. Responses to RFC must be documented. It is up to the responders to the RFC to engage with the Task Group Convener to ensure that their views are adequately addressed. Applications and responses will be public by default.
 - b. The Draft becomes a TDWG standard
 - c. Upon decline, the Executive Committee must provide reasons to the Task Group

The new Typo3 extension automates much of the manual labor involved in this process and minimizes reviewers time by only presenting relevant information required for their decisions. Attention from the secretary and system administrator is only required to assure the processes are working and to take action in any non-standard circumstances.

The extension can be configured to support processes with any number of review steps. Each review may or may not have a vote. When a vote is required, an approval rate can be specified (say, 50% plus one vote for democratic reviews, or 90% or more when consensus is required). The extension handles the votes automatically. An example of review that does not have a vote is a review by an editor, in which only one person will review the standard and make recommendations.

A guided tour of the extension is presented on the following pages.

8.1. Standards Track Module: Getting Started

Walkthrough the TDWG Standards Track Management Interface

1) Log on to the Typo3 administration user interface.

2) Click on the 'Standards Track' module link on the left-handed side of your window.

Note that you will only be able to see the link to the module if you have appropriate privileges.

Use one of logins of the fictitious subgroup conveners or the standards track master user.

3) Click on one of these buttons to create a new standards draft.

The screenshot shows the TDWG Standards Track Management Interface. The browser window title is 'tdwg [TYPO3 3.8.0] - Microsoft Internet Explorer'. The address bar shows 'http://localhost/dummy-3.8.0/typo3/alt_main.php'. The interface has a sidebar on the left with various navigation options. The main content area is titled 'Standards Track' and contains several sections:

- Standard Drafts for TAG:** A table with columns: Title, Identifier, Status, Date Modified, Date Accepted, and actions (edit, delete, submit). The table contains two rows:

Title	Identifier	Status	Date Modified	Date Accepted	
Some Other TAG Standard		Obsolete			edit delete submit
TDWG Baseline Architecture	tdwg_tag_baseline	Obsolete	06-04-06 (7 hrs)		edit delete submit
- Standard Drafts for Subgroup ABCD:** A section with a button 'Create New Standard Draft For Subgroup ABCD'.
- Standard Drafts for Subgroup Process:** A section with a button 'Create New Standard Draft For Subgroup Process'.
- Subgroup Standards Reviewed By TDWG:** A table with columns: ID, Standard, Review. It contains one row:

ID	Standard	Review
61	TDWG Process	ongoing Review Details

At the bottom of the interface, there is a 'Logout' button, a user name '[ricardo]', and an 'Edit Page ID' field.

Standards Track User Interface Overview:

This area shows the standard drafts under preparation by the subgroup convener.

Each record listed here represents a standard cover page that is under preparation but not yet been submitted for review.

The menu on the right-hand side of the table allows the convener to **edit** or **delete** cover pages, or **submit** them for review.

8.2. Standards Track Module: Filling In the Standard Cover Page

Walkthrough the TDWG Standards Track Management Interface (cont'd):

4) Fill in the details of the standards draft using this form.

This information will be later used by the reviewers to evaluate the submitted draft.

The form is similar to that one used for entering details of web pages and content elements.

5) Once you are done editing the cover page, save your work using the toolbar.

The screenshot displays a web-based form for editing a standard draft. At the top, there is a toolbar with icons for save, refresh, print, close, and delete, followed by a dropdown menu showing 'Std 3' and a help icon. Below this, the path is shown as '/Root/TDWG/Standards/'. The main content area is titled 'Standards [59] - Std 3' and features a tabbed panel with three tabs: 'Cover Page' (selected), 'Body', and 'Files'. The 'Cover Page' tab contains several form fields: 'Title' (Std 3), 'Identifier' (LoremIpsum123), 'Task Group' (Sample Task Group), 'Replaces Standard' (Std 2), 'Status' (Current), 'Date Modified' (6-12-2005), and 'Date Accepted'. A list of items is visible under 'Replaces Standard', including Std 1, Std 2, Std 0, Std 3, and TDWG Baseline Architecture. At the bottom, there are checkboxes for 'Show secondary options (palettes)', 'Show field descriptions', and 'Disable Rich Text Editor (RTE)', along with a help icon.

Tabbed Panel:

6) Click on the other tabs to get to fill in the other fields in the draft cover page.

8.3. Standards Track Module: Submitting the Standard for Review

Walkthrough the TDWG Standards Track Management Interface (cont'd):

7) Once you save and close the standard cover page, it will appear on this table with the other drafts you are preparing.

8) Click the submit button to send the draft to the TDWG standards track.

9) Once the standard is submitted, it is displayed here.

10) The convener can track the status of the submitted standards by clicking on the **review details** button.

The screenshot displays the TDWG Standards Track Management Interface. The browser window title is "tdwg [TYPO3 3.8.0] - Microsoft Internet Explorer". The address bar shows "http://localhost/dummy-3.8.0/typo3/alt_main.php". The main content area is titled "Standards Track" and contains several sections:

- Standard Drafts for TAG:** A table with columns: Title, Identifier, Status, Date Modified, Date Accepted, and actions (edit, delete, submit). Two rows are visible:

Title	Identifier	Status	Date Modified	Date Accepted	Actions
Some Other TAG Standard		Obsolete			edit, delete, submit
TDWG Baseline Architecture	tdwg_tag_baseline	Obsolete	06-04-06 (7 hrs)		edit, delete, submit

 Below the table is a button: "Create New Standard Draft For TAG".
- Standard Drafts for Subgroup ABCD:** A button: "Create New Standard Draft For Subgroup ABCD".
- Standard Drafts for Subgroup Process:** A button: "Create New Standard Draft For Subgroup Process".
- Subgroup Standards Reviewed By TDWG:** A table with columns: ID, Standard, Review, and actions (Review, Details). One row is visible:

ID	Standard	Review	Actions
61	TDWG Process	ongoing	Review, Details
- Ongoing Standard Reviews:** A section titled "Ongoing Standard Reviews" with the text: "The following standards are being reviewed and require you to take action." Below it is a "Review Information" table.

The left sidebar contains navigation menus for "Web", "File", "Doc", "User", "Tools", "Help", "TDWG", and "Admin functions". The bottom of the page shows a "Logout" button, the user name "[ricardo]", and an "Edit Page ID" field.

8.4. Standards Track Module: Review Details and Commands

The screenshot shows a web browser window titled "tdwg [TYPO3 3.8.0] - Microsoft Internet Explorer". The address bar shows "http://localhost/dummy-3.8.0/typo3/alt_main.php". The page content includes a table of reviews, a section for ongoing reviews, and a detailed view of review information and vote summary. A red arrow points to the "Edit Review" link in the "Vote Summary" section.

ID	Standard	Review	
61	TDWG Process	ongoing	Review Details

Ongoing Standard Reviews
Current status of the review of standard 61.

Review Information	Vote Summary	
Review by TAG: Standard 61	TAG Recommends Adoption: 0 votes	Edit Review
Identifier:	TAG Recommends Rejection: 0 votes	Cast Vote
Creator:	(No votes yet)	Make Recommendation
Task Group:	(8+ votes to win)	(no enough votes to close)
View Standard	(9 possible votes)	

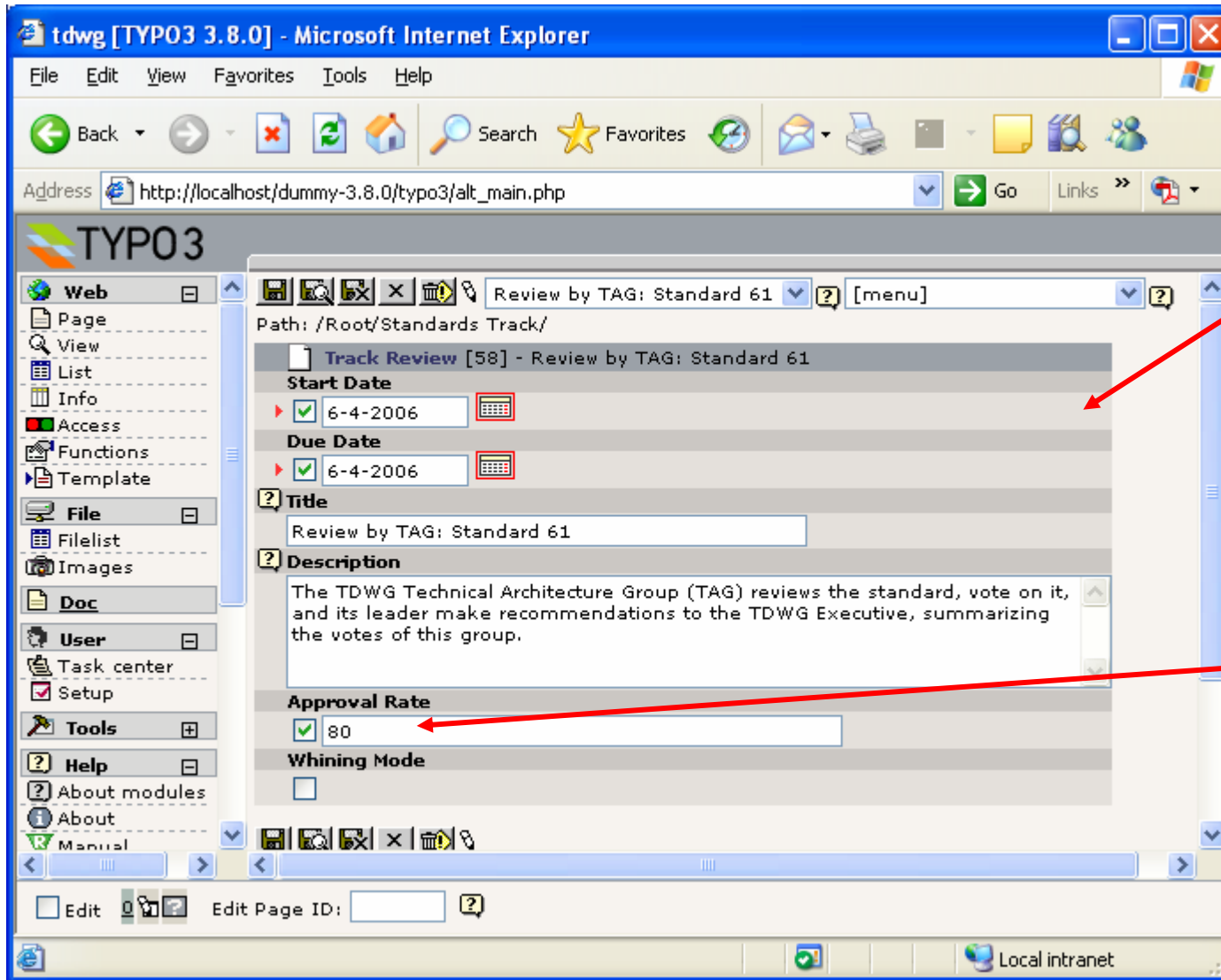
[Go back to review summary](#)

Review leaders, such as the TAG Convener, TDWG Editor and TDWG Chair have more options available.

These users can, for example, edit details of the reviews, such as voting approval rate, and review title. See next pages for more details.

TAG and Executive members, can cast votes on these reviews. They cannot edit reviews details or make recommendations. Those are roles of review leaders.

8.5. Standards Track Module: Editing Review Details



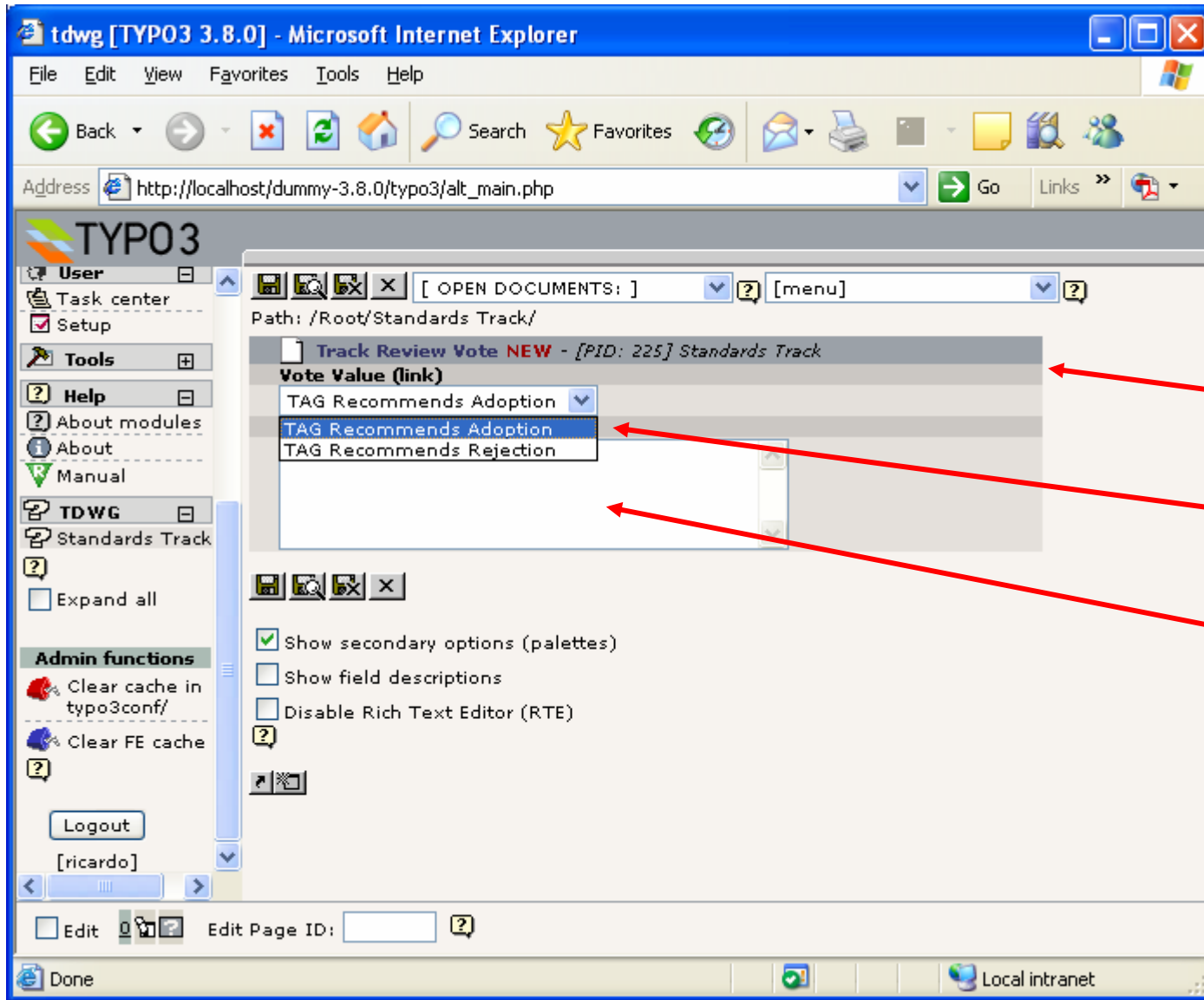
Review leaders can edit review parameters such as its start and end dates, title, description, voting requirement and the approval rate for the review.

Default values for these parameters are set up by the system administrator.

Votes can be configured under different "modes". For example a "democratic vote" when the approval rate is set to 51%, or "consensus mode" when this value is set above "90%".

The leader can turn the vote into a "dictatorship" by not requesting a vote.

8.6. Standards Track Module: Casting a Vote



TAG or Executive members can cast their votes using this form.

They must choose among the vote options and can provide comments.

Some kinds of votes (usually rejections) require the voter to provide his or her reasons.

8.7. Standards Track Module: Editing Votes and Making Recommendations

The screenshot displays the TYPO3 Standards Track Module interface. The browser window title is "tdwg [TYPO3 3.8.0] - Microsoft Internet Explorer". The address bar shows "http://localhost/dummy-3.8.0/typo3/alt_main.php".

The main content area is titled "Subgroup Standards Reviewed By TDWG" and contains a table with the following data:

ID	Standard	Review
61	TDWG Process	ongoing Review Details

Below this table is the "Ongoing Standard Reviews" section, which states: "The following standards are being reviewed and require you to take action." This section details "Review by TAG: Standard 61" with the following information:

- Identifier:** TAG Recommends Adoption: **1 vote** (This was your vote)
- Creator:** TAG Recommends Rejection: **0 votes**
- Task Group:** (1+ votes to win) (9 possible votes)

At the bottom of the review information, there are three links: [Edit Review](#), [Edit Vote](#), and [Make Recommendation](#). Red arrows point from the text boxes on the right to the [Edit Vote](#) and [Make Recommendation](#) links.

While the review is open, voters can change their votes if desired.

The review leader is in charge of closing the review.

The review leader must make a recommendation that sums up the vote and then close the review.

If there are more review steps to be performed before the standard is accepted, this recommendation will be forwarded to the next reviewers. Otherwise, the standard is either rejected or ratified.

8.8. Standards Track Module: Editing a Recommendation

The screenshot shows a web browser window with the following elements:

- Browser Title:** tdwg [TYPO3 3.8.0] - Microsoft Internet Explorer
- Address Bar:** http://localhost/dummy-3.8.0/typo3/alt_main.php
- Page Header:** TYPO3 logo and navigation menu (User, Task center, Setup, Tools, Help, TDWG, Standards Track, Admin functions).
- Main Content:** A form titled "Track Review Recommendation NEW - [PID: 225] Standards Track". The form includes:
 - Path: /Root/Standards Track/
 - Recommendation Value (link): A dropdown menu with the selected option "TAG Recommends Adoption".
 - Reason: A large text input area.
- Footer:** Edit Page ID: [input field] and Done status.

Review leader makes a recommendation using this form; similar to the one used by voters.

8.9. Standards Track Module: Closing a Review

The screenshot displays the TYPO3 Standards Track module interface. The browser window title is "tdwg [TYPO3 3.8.0] - Microsoft Internet Explorer". The address bar shows the URL "http://localhost/dummy-3.8.0/typo3/alt_main.php".

The main content area is divided into several sections:

- Subgroup Standards Reviewed By TDWG:** A table listing standards. The first entry is ID 61, "TDWG Process", with a review status of "ongoing" and a link for "Review Details".
- Ongoing Standard Reviews:** A section titled "The following standards are being reviewed and require you to take action." It details the review for "Standard 61".
- Review Information:**
 - Review by TAG: Standard 61**
 - Identifier:**
 - Creator:**
 - Task Group:**
 - Links: [View Standard](#), [View Review Details](#)
- Vote Summary:**
 - TAG Recommends Adoption: **1 vote** (This was your vote) (This was the recommendation)
 - TAG Recommends Rejection: **0 votes**
 - (1+ votes to win) (9 possible votes)
- Action Links:** [Edit Review](#), [Edit Vote](#), [Edit Recommendation](#), and [Close Review](#).

The sidebar on the left contains navigation options: "User" (Task center, Setup), "Tools", "Help" (About modules, About, Manual), and "TDWG" (Standards Track, Expand all). Under "Admin functions", there are buttons for "Clear cache in typo3conf/" and "Clear FE cache", along with a "Logout" button and the user name "[ricardo]".

Review leaders can change their recommendations before closing the review.

Once the vote is finished and the recommendation is made, the review leader can close the review.

The review can only be closed if the recommendation follows the vote results.

8.10. Standards Track Module: Next Reviews

The screenshot shows the TYPO3 Standards Track Module interface in a Microsoft Internet Explorer browser window. The browser title is "tdwg [TYPO3 3.8.0] - Microsoft Internet Explorer". The address bar shows the URL "http://localhost/dummy-3.8.0/typo3/alt_main.php".

The page content includes a sidebar with navigation options like "User", "Tools", "Help", and "TDWG". The main content area has a section titled "Subgroup Standards Reviewed By TDWG" with a table listing a standard with ID 61, "TDWG Process", in an "ongoing" review state. Below this is a section "Ongoing Standard Reviews" with a table for "Review Information" and "Vote Summary" for "Standard 61". A red arrow points from a text box on the right to the "Review by the Executive: Standard 61" entry in the table.

Review Information	Vote Summary
<p>Review by the Executive: Standard 61</p> <p>Identifier:</p> <p>Creator:</p> <p>Task Group:</p> <p>View Standard View Review Details</p>	<p>Please, open this review by clicking the link on the right-handed side to start the vote.</p> <p>(5+ votes to win) (9 possible votes)</p> <p>Edit Review Open Review</p>

Once TAG and TDWG Editor review the draft, it is time for the Executive Committee to review it, using the recommendations provided by the other two entities.

The Executive makes a decision to either adopt the standard or to reject it.

In case it is adopted, the draft is automatically moved to the standards repository and its status change to **current**.

In case the draft is rejected, it is stored in the appropriate section of the repository for record keeping.

The group convener can review what the reasons for rejection were, correct them and submit a new draft for review.

9. Subgroup Collaboration Environment (TWiki and Mailing Lists)

Besides the pages on the Typo3 website, each TDWG subgroup also has a separate area, called the TDWG on-line collaboration environment, which can be used by subgroups to conduct their day-to-day activities.

The on-line collaboration environment is mainly composed by two tools: TWiki and GNU Mailing List Manager.

Each subgroup has a separate section of TDWG TWiki that they can use to publish any information about the group, such as:

- Non-normative documentation about standards developed by the subgroup;
- Normative standard documentation that is under development;
- Summaries of discussions from mailing lists;
- Any other relevant subgroup information.

Website visitors can get to the subgroup collaboration environment from the subgroup page, through the links to the subgroup resources.

The following pages show these subgroup areas in more detail.

9.1. The Subgroup Page Points to the Collaboration Environment

Technical Architecture Group - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.tdwg.gbif.org/tdwg/subgroups/techn

Admin CollabEnv GUIDs Personal Tech TDWG TYPO3: TDWG PHP Manual

Subgroup Page

Technical Architecture Group

Name
Technical Architecture Group (TAG) - Interest Group

Version History
November 7, 2005 - Document created - by John Doe
December 3, 2005 - Document edited - by Jane Doe

Convener
John Doe (john.doe@somedomain.com)

Core Members
Jane Doe (jane.doe@somedomain.com)
Somebody Else (s.else@somedomain.com)

Resources
Wiki: <http://wiki.tdwq.org/twiki/bin/view/TAG>
Mailing List: http://lists.tdwq.org/mailman/listinfo/tdwg-tag_lists.tdwq.org

Purpose
Lorem Ipsum is simply dummy text of the printing and

Subgroup News & Events
no news in this list.

Subgroup Reviews
no news in this list.

TDWG
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roups
vening a New
VG Subgroup
uest for New
group
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h
Blog
ox

Done

Each subgroup has an area on the TDWG Wiki for collaborative development of standards and documentation.

Each subgroup has a mailing list that can be used for announcements and discussion.

9.2. Subgroup TWiki Area

WebHome < TAG < TWiki - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://wiki.tdwg.org/twiki/bin/view/TAG/WebHome

Admin CollabEnv GUIDs Personal Tech TDWG TYPO3: TDWG PHP Manual TYPO3.org: Documen... Semantic Web

TDWG Taxonomic Databases WORKING GROUP

TAG

You are here: [TWiki](#) > [TAG Web](#) > WebHome

r18 - 23 Feb 2006 - 14:51 - RogerHyam

[Log In or Register](#) [Edit](#) [Attach](#) [Printable](#)

Welcome to the Technical Architecture Subgroup Wiki

This wiki is for the development of:

- An overall architecture for TDWG standards.
- A migration route from the current Standards and Proposed standards to the new architecture.
- A role for Technical Architecture Group within the TDWG standards development process.

This wiki serves other purposes:

- Test the suitability of [TWiki](#) as a technology for hosting all TDWG wikis.
- Test the suitability of wikis and [TWiki](#) in particular as a tool for collaboratively developing TDWG technical documents.

If you are new to the site you could read the [ArchitectureOverview](#) for a summary of the current thinking though this is developing as the ideas do.

If you are following the discussions in the TAG email group and meetings you may like to review the [TagDiscussionRoadMap](#).

TAG-1 Meeting 2006

A meeting to discuss the way forward with the TDWG technical architecture is planned for early

Done

A Wiki is a flexible collaboration area where which pages can be edited by any registered user.

Subgroups may use the TDWG wiki to develop standard drafts collaboratively, to publish non-normative standards documentation and to summarize the results of discussions on mailing lists.

To edit a page, click on the **edit** button.

Use the **Log In** link to provide your credentials and edit pages on the wiki.

Click the **Register** button if you don't have an account yet. Anyone can register.

9.3. Subgroup Mailing List

Tdwg-tag -- TDWG Technical Architecture Group Discussions

About Tdwg-tag English (USA)

This list is for the discussion of an umbrella architecture for the TDWG standards.

To see the collection of prior postings to the list, visit the [Tdwg-tag Archives](#).

Using Tdwg-tag

To post a message to all the list members, send email to Tdwg-tag@lists.tdwg.org.

You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to Tdwg-tag

Subscribe to Tdwg-tag by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a private list, which means that the list of members is not available to non-members.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your

This is the information page of the mailing list for the TDWG Technical Architecture Group.

Each TDWG subgroup is entitled to a mailing list to support its operations.