

NISO STS (Standards Tag Suite) Steering Committee Decision Minutes for STS Draft Version 1.0

For NISO STS Steering Committee
Meeting of November 2015

November 16, 2015, 9:00 am - 10:00 pm USA EST

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1. Introduction

These minutes record decisions made and action items assigned during the NISO STS Steering Committee meeting November 16, 2015. A recording of the full meeting is available on the NISO website. Details on this work item are available at:

http://www.niso.org/apps/group_public/document.php?document_id=15278

1.1. Attendees for November 16, 2015

- Fadik, Becky (SAE International)
- Landesman, Betty (NISO)
- Lapeyre, Debbie (Recorder, Mulberry Technologies)
- Neylon, Eamonn (Consultant)
- Reczek, Karen (NIST)
- Rosenblum, Bruce (Co-chair, Inera)
- Salcedo, Ivan (BSI)
- Saari, Antti (SFS)
- West, Lesley (ASTM)
- Wheeler, Robert (Co-chair, ASME)
- Wischhöfer, Cord (DIN Software GmbH)
- Usdin, Tommie (Mulberry Technologies)
- Xu, Hong (CEN)

1.2. The Next Call

The next meeting for the NISO STS Steering Committee will be held by conference call on Wednesday, December 9, 2015, at 11:00 am US EST.

US and Canada Toll free number: 1-877-375-2160

Passcode: 6874-6477

UNITED KINGDOM

0808-234-8621

02031070236

Global numbers can be found via <http://bit.ly/1KCHbsT>

For security reasons, the Passcode will be required to join the conference.

Join call with conference code: 6874-6477

Leader PIN (to start; record the call via *2): 6690-9282

2. Scoping Decisions

The following decisions were made by the NISO STS Steering Committee at the November 2015 meeting:

- **Phased Approach** — This NISO STS project should be viewed as a phased project. Not everything declared in scope can be accomplished in Phase I; certain items will be deferred to future phases. Phase I will go to NISO vote, and be used as a foundation for subsequent phases. We plan to bring Phase I to NISO vote in less than 18 months. (**ACTION ITEM:** Betty Landesman takes an action item to determine how a phased approach will impact the NISO STS Charter.)

- **Design for the Common Middle** — Phase I of this tag set will be designed for text structures that are compatible with the basic structure of JATS. [Note: This does not mean that we are explicitly excluding any particular standards documents: outliers and corner cases *that fit the models* may be tagged using this Tag Set, but such documents will not be the focus of the analysis and design.]
- **Normative Documents** — (In-scope) In Phase I, we will model *normative* formal standards and specifications. These may be International, National, or Regional Standards; or standards created by Standards Development Organizations or Consortia. Such standards may also be called “guides” and “guide specifications” (as opposed to “Guidelines” below). [Note: This does not mean that the NISO STS Tag Set cannot be used for non-normative documents that may fit the models, only that we will design for normative documents.]
- **Non-normative Documents** — (Out of scope) In Phase I, *non-normative* documents (such as *Commentaries*, *Guidelines*, and other monographs, handbooks, or commentary books that focus on practical assistance for implementing the standard, guidance on using the standard, case studies, etc.) are explicitly ruled out of scope. [Note: This does not mean that the NISO STS Tag Set cannot be used for non-normative documents that may fit the models, only that we will design for normative documents.]

Action Item (future): As part of this project, the NISO STS Steering Committee will recommend to the BITS Working Group that some of the standards material (metadata and structures to be determined) might best be incorporated into BITS to facilitate reuse of standards material in books.

- **Current Content** — In Phase I, we will model *current* content, that is standards and specifications that are under active creation or update for publication, not those that have been withdrawn or superseded. (Some “current” standards may have begun life many years ago, but they are current content.) The Steering Committee does not mean to exclude any particular backfile content, many backfile standards may fit nicely in to the NISO STS models, but we will not be analyzing backfiles for metadata and structure. Petitions for minor changes can be made to handle situations where an optional, minor structural tweak would enable use of NISO STS. In a future Phase, the NISO STS may look more directly at backfile content, which may need a looser model (as JATS Publishing compares to JATS Archiving).
- **Best Practices** — As part of the documentation for this Tag Set, the Committee will solicit examples from Committee members and document *recommended* or *best practice* solutions, particularly for common conversion issues.
- **ISO STS Backward Compatibility** — Although the new NISO STS model may make many changes from ISO STS in the way documents and metadata are modeled, we will remain backwardly compatible with ISO STS. ISO STS was based on the tighter Publishing version of JATS, not the looser Archiving and Interchange JATS, and the Committee feels this is appropriate for standards.

For practical purposes, being backward compatible means that all new metadata and structural additions will be optional.