Introduction

The CIDOC CRM grows and evolves through community engagement in the standard and the constant revision of the existing specification as well as the proposal for additions, modifications or deletions to it.

Changes to the CIDOC CRM necessarily happen through a formalized, documented process in order to ensure the community engagement with the topics and an awareness of the reasons behind the evolution and changes of the model.

The CIDOC CRM changes through proposing, discussing and eventually resolving Issues.

Issue Definition

An Issue is a problem posed by a community member for debate and decision.

Issue Kinds

Issues raised by community members are categorized into the following types:

1. Model Change (3): issues of this type have to do with a modification to the CRM model itself, adding, modifying or deleting classes or properties or changing their scope notes
2. Editorial (1): issues of this type do not change the meaning of the model but have to do with providing additional material within the specification which clarifies and illuminates the use and functioning of the model
3. Community (2): issues of this type are related to the growth and development of the CIDOC CRM community, things like adding or changing members, organizing conferences, advertising the groups' work etc.
4. Additional Documents (4): issues of this type have to do with the generation of documents that are extra to the CIDOC CRM specification but which may help illustrate the standard or how to use it

Issue Raising Rights

Anyone, regardless of whether they are a representative of a CIDOC CRM member institution may raise an issue at any time. An issue is raised either on the CIDOC CRM SIG mailing list or during the course of a CIDOC CRM SIG meeting.

Issue Formulation and Workflow

In order for issues to be addressed in a managed and reasonable way, they need to be formulated and addressed in such a manner that the problem posed is clearly understood and that the proposed solution is formally outlined in such a way that SIG members can vote in a Yes or No manner (in person or virtually) to accept the proposed solution.

1. **Initial Issue and Proposal Formulation**

An issue should be formulated in the following manner:

Title: propose a title of the issue which is somehow an index for the subject to be discussed

Background: write a resume of what prompts the raising of the issue and other contextual background so that other SIG members understand the origin of the question. The background information should indicate clearly what problem has arisen and provide example material and evidence where possible. Examples of the case are of particular importance.

Proposal: formulate a proposal to solve the issue which can be voted on by other SIG members. The proposal should be answerable in a yes or no format.

Status: Open

Date: start of the issue

Issue Raiser: person goes here

Forum Raised: CRM SIG Mailing List of CRM SIG Event

Whether formulated on the SIG mailing list or during the course of a CIDOC CRM SIG meeting, these issues must then be registered in the issue list of the CIDOC CRM SIG site

2. **Issue Discussion:**

Before an issue can be decided, it is discussed by the group. Group members can pose questions, raise objections, offer changes and advice. If the discussion finds no significant problem with the proposal then it can be voted on immediately. Otherwise, a new proposal should be formulated taking into account the group's discussion.

3. **Proposal Reformulation**

It is often the case that proposals for solving an issue will have to go through several permutations before arriving at a state in which they can ultimately be accepted. When an issue has been discussed and a proposal not accepted, a new proposal taking into account the group discussion should be put together, as a continuation of the discussion. This reformation should include

Original Issue: verbatim from start

Original Proposal: verbatim from start

Discussion Text: cut and paste from email discussion or meeting minutes

New Proposal: rearticulation of a new proposal which can be voted yes/no

4. **Issue Concluding**

Issues are discussed on this basis (the play between 2 and 3) until they are solved. An issue is considered solved when either

- a proposal is accepted which closes the issue
- The issue is declared no longer of interest / need
- There is not enough evidence to proceed

When an issue is closed, the following data should be added to the issue:

Outcome: a summary of the final decision leading to the closing of the issue and references to any follow on issues

Status: can be changed to ‘closed’ or ‘paused’

Closing Date: the date issue was closed

Manner of Decision of Issues

The CIDOC CRM SIG operates on a democratic basis. Decisions are put to the member community. Votes can either be taken through the mailing list or in person. Votes can only be taken on issues formulated as outlined above. The possibilities for voting are:

- Yes
- Yes with caveat
- No
- No with caveat

If a vote is called and all votes are yes, then the decision passes. This is as true for a vote within a CRM SIG session as it is for a vote via email.

If a vote is called and there are all yesses but some caveats then these must be addressed and then the decision passes

If a vote is called and there is even one no vote, then a new discussion has to occur leading to a new formulation of the proposal to solve the issue which will then be submitted to a new voteIn the course of a CIDOC CRM SIG meeting if a decision has been taken, it cannot be undone within the course of that same meeting.

There is no quorum rule for voting.

An issue once decided and closed cannot be undone. If there is a challenge to it, have to create new issue.

Long-term Issue Management - Documenting the Provenance

Although the CRM grows and develops through the opening and resolving of issues, the overall mass of issues and the queue that develops needs to be properly managed over time in order to avoid becoming bogged down in minor, poorly documented and poorly understood issues. In order to help keep track of issues over time, it is important they are curated over time and accounted for with regards to their origin, their meaning and their relevance.

The SIG should therefore have an account at the start of each SIG of how many issues are open of what kind for each family model. At the end of each SIG the number of issues closed and new ones raised should also be indicated. Documenting the provenance (ie the issue raiser) can help to trace the raison d'etre of an issue and lead to potential closing of issues if they pass in relevance over time.

Issues that are over two years old should be considered for staleness and potentially put on pause or closed for lack of interest. The issues that fall in this category should be considered within a session of the SIG in order to ensure the continuous curation and pruning of issues and help avoid overloading the SIG with outdated and irrelevant issues with no use case or supporter.

Membership

Members of CIDOC CRM SIG are its member institutions. Member institutions receive one vote. This vote is cast by their representative or a representative of their representative.