COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)

PUBLICATION 1
ANNEX G

CFBLNET DOCUMENT MANAGEMENT

Version 7.0
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DOCUMENT CONTROL AND TRACKING METADATA

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CHAPTER 1 – INTRODUCTION

Purpose

101. Annex G to the CFBLNet Pub 1 defines the management policies, processes and procedures, controlling the process of creation, development, change, control and tracking of documents for CFBLNet, which functions under the authority of the CFBLNet Technical Arrangement / Charter.

Authority

102. The C-EG is the issuing authority for Annex G acting on behalf of the C-SSG. The provisions of this and all associated publications shall govern the conduct of all documentation activities performed by the CFBLNet participants, subject to their respective laws and military regulations.

103. The Documentation Working Group (DWG) is the technical body, comprised of appropriate representatives from the Core CFBLNet Mission Partners (CMP), which supports the documentation policy and guidance staffing process for the CFBLNet on behalf of the C-EG. The terms of reference, membership and responsibilities of the DWG are described within Annex A.

Document Structure

104. Pub 1, Annex G has the following structure:

a. Introduction
b. Staffing process for CFBLNet documentation;
c. Life cycle process for CFBLNet documentation;
d. Records management for CFBLNet documentation;
e. Format of CFBLNet documentation.

Rationale

105. Policy and governance documentation is the communications tool which organisations use to provide internal guidance to members on how to carryout their roles within the CFBLNet community. Unambiguous, authoritative documentation is essential for any organisation to carry out its business effectively. Strong documentation control and tracking systems and procedures are vital to providing organisation members being able to perform their tasks effectively.

106. Pub 1, Annex G will help the CFBLNet community to identify, authenticate, describe and manage their documents and records in a systematic and consistent way to meet business, transparency, accountability and fiduciary requirements throughout the documents life cycle.

Scope

107. The following is the list of CFBLNet Documents which are subject to the processes and controls provided in Annex G:

a. Combined Federated Battle Laboratories Network (CFBLNet) Technical Arrangement (Charter);
b. Combined Federated Battle Laboratories Network (CFBLNet) Strategic Plan;
c. CFBLNet Publication 1 Main;
d. CFBLNet Publication 1 Annexes/Appendices/Tabs;
e. CFBLNet Annual Reports;
f. New CFBLNet documents as developed and provided through the processes in this Annex.

Note: The lifecycle of a CFBLNet Initiative Information Pack (CIIP) is covered in Annex B, and is outside the scope of Annex G.

Amendments

108. Pub 1 Annex G may be amended when the DWG determines that there is an identified requirement. The DWG chair will propose the text of the amendment to the DWG members for endorsement. Once the DWG members have endorsed the amendment, it will be submitted for C-EG approval. Upon approval by the C-EG, the Secretariat will re-issue a new version of Annex G.

Effective Date

109. The current version of CFBLNet Pub 1, Annex G is effective upon the latest approval by the C-EG.

CHAPTER 2 – STAFFING PROCESS FOR CFBLNET DOCUMENTATION

General

201. The CFBLNet documentation staffing process is the means by which an activity is supported to create, amend existing documents or destroy documentation for the CFBLNet community. It encompasses the entire life-cycle of documentation excluding:

a. Initiatives documentation.
b. Working-level documents of groups. Note: The term "group" is used to mean the originating Working Group or the Executive Group throughout the entirety of Annex G.

202. Significant working-level documents also require control and tracking (e.g. the CIIP is an IWG responsibility). Other working-level documents may not require control and tracking by the group (e.g. national topology diagrams, site layouts, e-mails etc). It is the responsibility of each group to determine the control and tracking of its own working-level documents; therefore the subject is not detailed in Annex G.

203. Documentation for presentation and tracking of Initiatives is not covered by Annex G. This documentation is covered in Pub 1 Annex B.

204. All policy and guidance documents require endorsement by the issuing authority before becoming authoritative.

Roles

205. The owner of the CFBLNet documentation is the C-SSG. The role of the C-SSG is described in Pub 1 Main.

206. The issuing authority of the CFBLNet documentation is the C-EG, on behalf of the C-SSG. The role of the C-EG is described in Pub 1 Main.

207. The Secretariat has the role to publish, distribute and maintain a master copy of all CFBLNet publications, and to provide a library and reference centre for CFBLNet related information. The role of the Secretariat is described in Pub 1 Main.

208. The editor of a CFBLNet document is a specific CFBLNet chair (either a WG chair or the chair of the C-EG). The editor of a document is a persistent role (i.e. it remains with the same chair unless the issuing authority passes it to a different chair).

209. The document manager of all CFBLNet documents is the DWG chair.

210. The author(s) of a CFBLNet document is a specific individual or number of individuals who are tasked by the editor to write new text. The author of a document is a transient role (i.e. it changes over time and does not persist after the new text has been written).

211. The change proposer is any individual in the CFBLNet community who suggests a change to a CFBLNet document.

Responsibilities

212. The owner of the CFBLNet documentation is responsible for oversight.

213. The issuing authority of the CFBLNet documentation is responsible to the owner for:

a. Issuing documents which support the Technical Arrangement / Charter and Strategic Plan of CFBLNet.
b. Informing the Secretariat when a document changes issued state to:
   i. **Issued:** new current version of a document
   ii. **Superseded:** ceases to be the current version because it has been replaced by a new current version
   iii. **Deprecated:** ceases to be the current version because it no longer applies.
c. On request of an editor, making the determination whether a substantive change proposal should be implemented or rejected.

214. The Secretariat is responsible to the issuing authority for:

a. Making the current versions of the issued documents with accompanying metadata available to the CFBLNet community through an appropriate password-controlled Internet accessible document store.
b. Maintaining an appropriate backup and archive facility for issued documents.
c. Disposing of documents which the issuing authority has stated are "superseded" or "deprecated". The CFBLNet documents and associated metadata records are to be retained in a retrievable format, for a period not less the minimum mandatory period for any Mission Partner, subject to their respective regulations. In any case the Secretariat shall retain the documents for at least two years after they have become superseded or deprecated.

215. The editor is responsible to the issuing authority for:

a. Responding appropriately to received change proposals by:
   i. Working with the change proposer to capture the change proposal in a clear and unambiguous manner.
   ii. Maintaining the document comment matrix for issued documents.
b. Making the determination whether the change is:
   i. **Substantive:** these changes require review by issuing authority to decide whether they should be implemented or rejected. Substantive changes include but are not limited to: creation; deletion; significant content changes; and contentious content changes
   ii. **Not substantive:** prior approval by the issuing authority is not required for minor amendments which do not change the substantive content of a document
   iii. **Rejected:** changes which can be rejected without review by the issuing authority.

c. Keeping the group members informed of the change proposal and achieving group consensus on the planned response. Consensus is determined by the group chairman.
d. Tasking an author to write new text. The author will usually be a member of the relevant (working / executive) group.
e. Editing the document to ensure that it is complete, correct, self-consistent, and has the correct metadata. Editors should follow the guidance given in Section 6 of Annex G. The editor is responsible for providing the appropriate metadata elements to enable the life cycle management of the documents.
f. Making the determination whether the document has completed editing and is ready for passing to the DWG chair.
g. The editor is responsible for the correctness of the document.

216. The DWG chair is responsible to the issuing authority for making the determination whether the changed document received from the editor is consistent with the other CFBLNet documents and is ready for passing to the issuing authority with updated metadata. This responsibility can be delegated. The DWG chair should follow the guidance given in Section 6 of Annex G. The DWG chair is responsible for providing the appropriate metadata elements to enable the life cycle management of the documents.

Note: If the DWG chair makes the determination that a changed document will cause inconsistency with other CFBLNet documents, this will be resolved either by raising a new change proposal(s) on one or more CFBLNet documents, or by referring the inconsistency to the issuing authority for guidance.

217. The author(s) of a CFBLNet document is responsible to the editor to write new text that meets the need identified by the change proposal.

218. The change proposer is responsible to the CFBLNet community to clearly communicate the suggested change to the appropriate editor.

219. Figure 1 depicts a high level view of the roles and responsibilities described in this chapter.

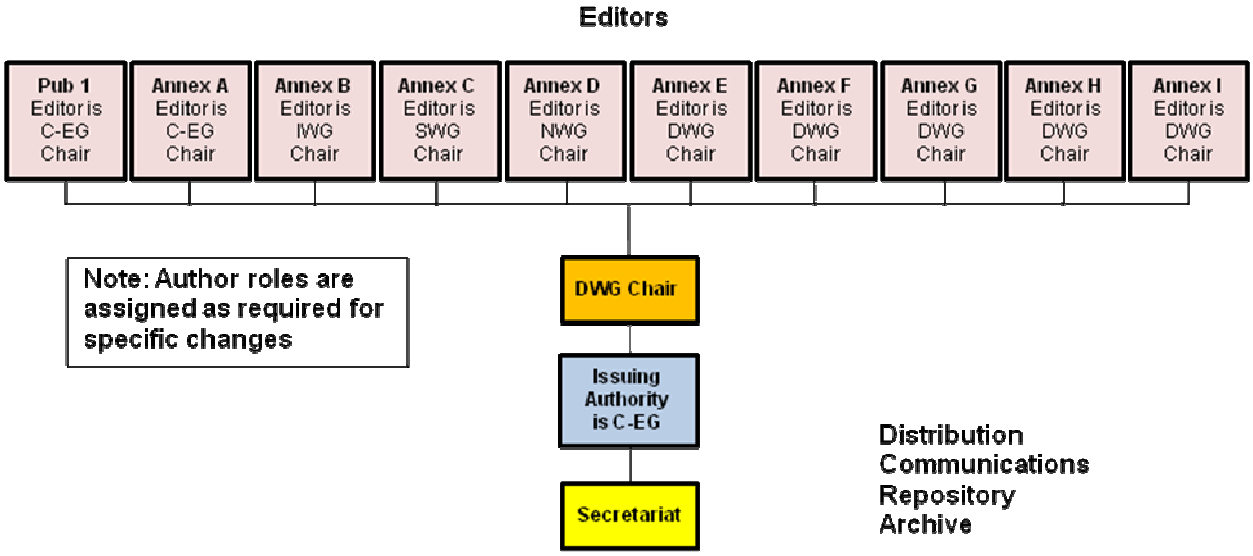


Figure 1: CFBLNet Community Governance Documentation Roles and Responsibilities

CHAPTER 3 – LIFE CYCLE PROCESS FOR CFBLNET DOCUMENTATION

CFBLNet Documentation Processes

301. The CFBLNet documentation creation process and change processes are described in 2 ways:

a. Process 1 – CFBLNet Document Creation Process, and
b. Process 2 – CFBLNet Document Change Process.

302. The workflows for each process are depicted in Figures 2 and 3 respectively. The details for each of the activities in each step of the flowchart are described after each process.

CFBLNet Documentation Version Labelling

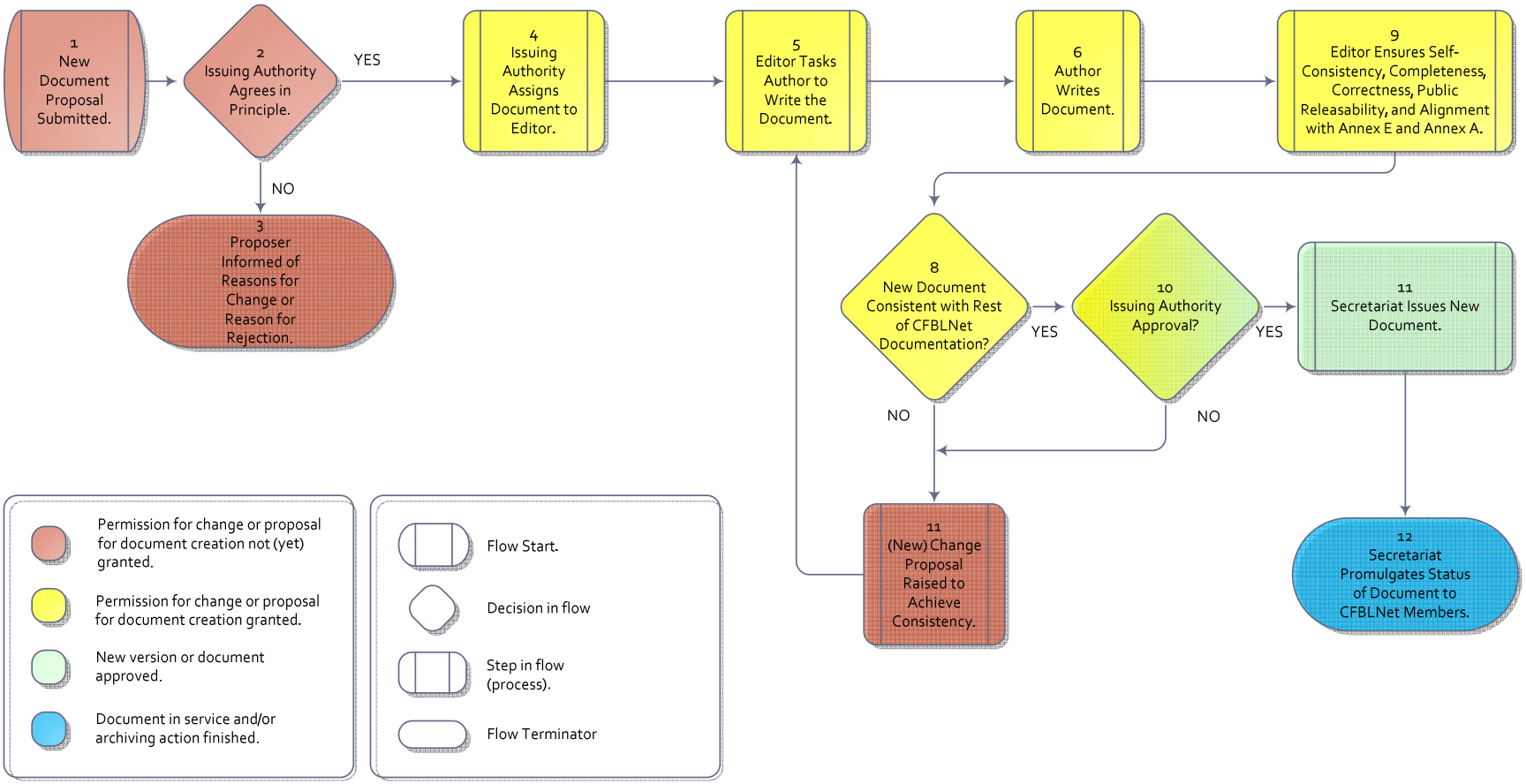
303. Versioning guidance for documentation is depicted in Table 1. The release between levels is to be authorized by the appropriate editor.

Document Version number	Document status
vn.0	Current Approved Documentation
vn.1nnn	Level 1 Draft (NWG, SWG, IWG, DWG, C-EG)
vn.2nnn	Level 2 Draft (DWG)
vn.3nnn	Level 3 Draft (C-EG)
vn+1.0	Final Approved Documentation

Table 1. Version Labelling

‘v’ is for version.
‘n’ is the sequential number discriminating the document from other versions.

Figure 2. CFBLNet Document Creation Process – Workflow Diagram



Process 1 - Document Creation Process

Step 1 - Document creation proposals

304. Input - Ad-hoc requests from CFBLNet community for addition to existing CFBLNet document set.

305. Participants:

a. Anyone in the CFBLNet community (individual / Working Group / Executive Group / Secretariat / CLR / GLR) may propose the creation of a new document.

306. Procedures - The request and proposed scope can be made in free format and forwarded to the issuing authority; electronically where possible.

307. Output - New document proposal.

Step 2 - Issuing authority agreement in principle

308. Input - New document proposal.

309. Participants:

a. Document proposer
b. Issuing authority

310. Procedures - The need to develop new CFBLNet documentation will be determined by the issuing authority with advice from the appropriate CFBLNet Working Groups (if any).

311. Output - Agreement in principle to create new document, or reason for rejection.

Step 3 - Issuing authority rejection of new document proposal

312. Input - Issuing authority reason for rejection.

313. Participants:

a. Issuing authority
b. Document proposer

314. Procedures - The proposer is informed of the reason for the document rejection.

315. Output - There are no outputs.

Step 4 - Issuing authority assign document to editor

316. Inputs - Issuing authority agreement in principle and new document description.

317. Participants:

a. Issuing authority
b. Editor

318. Procedures - The issuing authority selects an existing editor or creates a new one and tasks them to be responsible for the new document.

319. Output - Assigned editor.

Step 5 - Editor tasks author

320. Input - New document proposal.

321. Participants:

a. Editor
b. Author

322. Procedures - The editor for the document selects an appropriately qualified person to write the document (potentially themselves) and provides guidance on timeline and process.

323. Output - An author for the new document.

Step 6 - Author writes document

324. Input - New document proposal.

325. Participants:

a. Editor
b. Author
c. Document proposer

326. Procedures - The author writes the document with inputs from the document proposer and guidance from the editor.

327. Output - Initial draft of new document.

Step 7 - Editor edits new document

328. Input - Initial draft of new document.

329. Participants:

a. Editor
b. Author
c. Document proposer

d. Members of the group.

330. Procedures - The editor edits the new document according to the guidance to editors in Annex G, including circulation to (Working / Executive) Group members if applicable.

331. Output - Version 0.10xx of new document.

Step 8 - DWG chair reviews the document

332. Input - Version 0.10xx of new document.

333. Participants:

a. DWG chair
b. Editor
c. DWG members
d. Author(s)

334. Procedures - The DWG chair reviews the new document according to guidance to DWG chair in Annex G, including circulation to DWG members.

335. Output - Version 0.20xx of the new document and results of consistency review

Step 9 - New change proposal raised

336. Input - Results of consistency review or issuing authority rejection

337. Participants:

a. DWG chair
b. One or more editors
c. Issuing authority (if from step 10)

338. Procedures - The DWG chair writes a change proposal to achieve consistency for the CFBLNet documentation set and proceed to Step 5.

339. Output - One or more change proposal(s).

Step 10 - Issuing authority reviews new document

340. Input - Version 0.20xx of the new document and results of consistency review.

341. Participants:

a. Issuing authority
b. Members of the group.

342. Procedures - the issuing authority makes a determination whether to accept or reject the new document.

343. Output - Version 0.30xx of the new document or issuing authority rejection.

Step 11 - Secretariat issues new document

344. Input - Version 0.30xx of the new document.

345. Participants:

a. Secretariat
b. Editor

346. Procedures - The Secretariat creates an official published version of the new document and places it in the Document Repository. The editor creates the initial Document Comment Matrix for the new document.

347. Output - Version 1.0 of the new document and Document Comment Matrix (initial version).

Step 12 - Secretariat promulgates the new document

348. Input - Version 1.0 of the new document from the Document Repository.

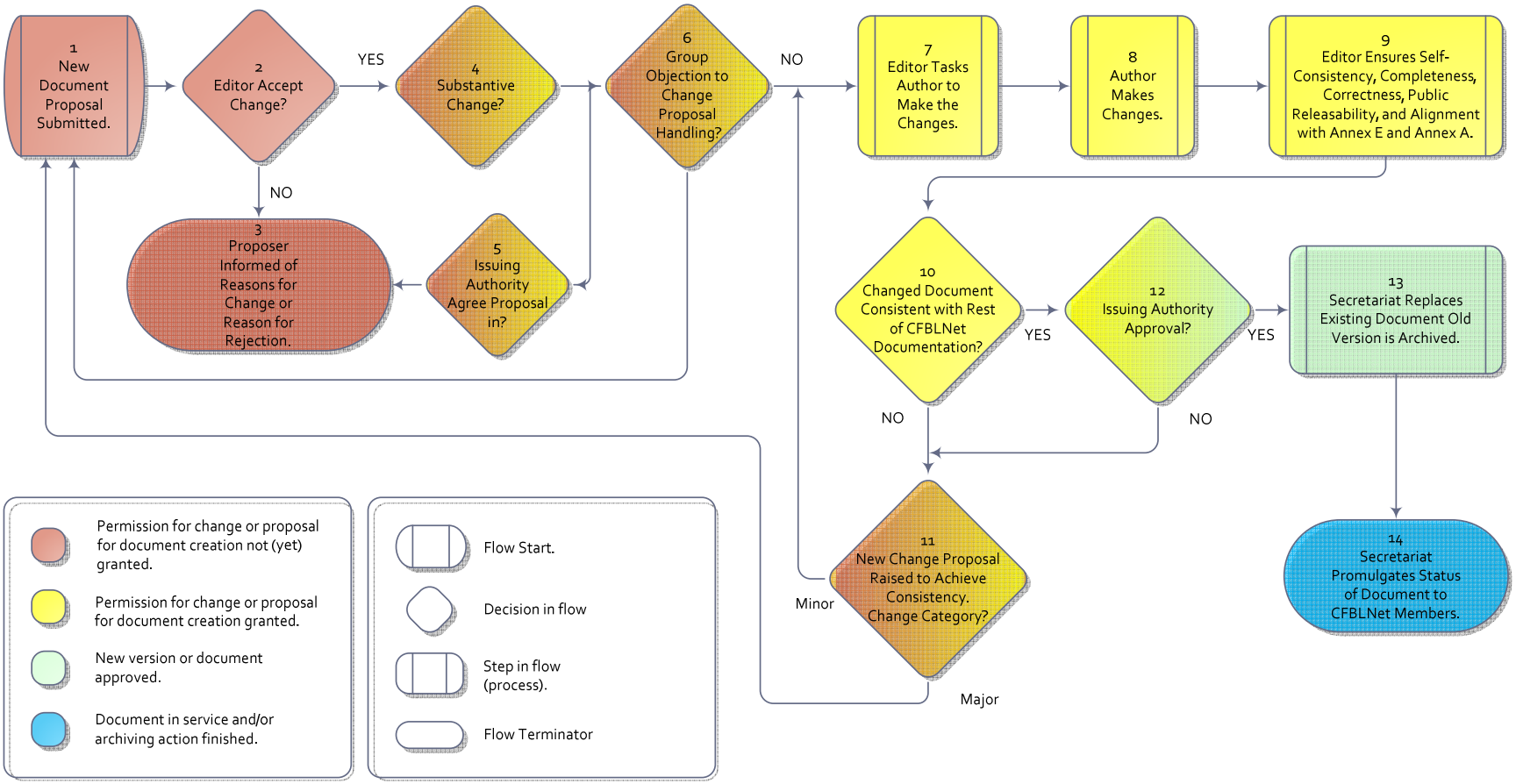
349. Participants:

a. Secretariat

350. Procedures - The Secretariat electronically distributes the new document to the CFBLNet community using approved distribution mechanisms.

351. Output - Distribution of version 1.0 of the new document to the CFBLNet community.

Figure 3. CFBLNet Document Change Process – Workflow Diagram



Process 2 - Document Change Process

Step 1 - Document Change Proposal

352. Input - Ad-hoc requests from CFBLNet community for change to an issued document.

353. Participants:

a. Anyone in the CFBLNet community (individual / Working Group / Executive Group / Secretariat / CLR / GLR) may propose a change to an issued document.

354. Procedures - change proposal is made to the editor of the document in free format (preferably electronically) and captured on the Document Comment Matrix which is maintained by the editor.

355. Output - Updated Document Comment Matrix (with proposed changes).

Step 2 - Editor accepts change?

356. Input - Updated Document Comment Matrix.

357. Participants:

a. Editor

358. Procedures - The editor makes a reasoned decision to accept or reject the change.

359. Output - Updated Document Change Matrix (acceptance or reason for rejection).

Step 3 - Proposer informed of rejection

360. Input - Change rejection.

361. Participants:

a. Change proposer
b. Editor

362. Procedures - The change proposer is advised by the editor that the change has been rejected.

363. Output - Updated Document Change Matrix (notification of rejection).

Step 4 - Substantive Change

364. Input - Document Comment Matrix.

365. Participants:

a. Editor

366. Procedures - The editor assesses the impact of the proposed change.

367. Output - Updated Document Change Matrix (impact assessment).

Step 5 - Issuing authority agreement in principle

368. Input - Document Change Matrix.

369. Participants:

a. Editor
b. Issuing authority

370. Procedures - The issuing authority makes a determination whether the benefits of the change outweigh the impact as assessed by the editor.

371. Output - Updated Document Change Matrix (agreement in principle to change document, or reason for rejection).

Step 6 - Group objection to the proposed change

372. Inputs - Document Comment Matrix.

373. Participants:

a. Editor
b. Members of the group.

374. Procedures - the editor circulates the Document Comment Matrix to the (Working / Executive) group under a short silence procedure. If the members of the (Working / Executive) group break silence then the Document Comment Matrix is amended to reflect the comments, which may result in rejecting the change proposal. The editor is responsible to make the determinations on the length of the silence procedure and whether the change should be amended or rejected based on the (Working / Executive) group responses.

375. Output - Updated Document Comment Matrix (updated proposal or rejection reason).

Step 7 - Editor tasks author

376. Input - New document proposal and published document from Document Repository.

377. Participants:

a. Editor
b. Author

378. Procedures - The editor for the document selects an appropriately qualified person to write the document (potentially themselves) and provides guidance on timeline and process.

379. Output - An author for the new document.

Step 8 - Author changes document

380. Input - Document Comment Matrix.

381. Participants:

a. Editor
b. Author
c. Change proposer

382. Procedures -The author changes the document with inputs from the change proposer and guidance from the editor.

383. Output - Draft of changed document.

Step 9 - Editor edits changed document

384. Input - Draft of changed document.

385. Participants:

a. Editor
b. Author
c. Change proposer
d. Members of the group.

386. Procedures - the editor edits the new document according to the guidance to editors in CFBLNet Document management Annex, including circulation to (Working / Executive) group members if applicable.

387. Output - Version x.10xx of new document.

Step 10 - DWG chair reviews the document

388. Input - Version x.10xx of new document.

389. Participants:

a. DWG chair
b. Editor
c. DWG members
d. Author(s)

390. Procedures - The DWG chair edits the new document according to guidance to DWG chair in CFBLNet Document management Annex, including circulation to DWG members.

391. Output - Version x.20xx of the new document and results of consistency review.

Step 11 - New change proposal raised

392. Input - Results of consistency review or issuing authority rejection.

393. Participants:

a. DWG chair
b. One or more editors
c. Issuing authority (if from step 12)

394. Procedures - The DWG chair writes a change proposal to achieve consistency for the CFBLNet documentation set and determine category change (minor or major).

395. Output - One or more change proposal(s) and change category

Step 12 - Issuing authority reviews changed document

396. Input - Version x.20xx of the new document and results of consistency review.

397. Participants:

a. Issuing authority
b. Members of the group.

398. Procedures - The issuing authority makes a determination whether to accept or reject the new document.

399. Output - Version 0.30xx of the new document or issuing authority rejection.

Step 13 - Secretariat issues changed document

400. Input - Version x.30xx of the new document.

401. Participants:

a. Secretariat

402. Procedures - The Secretariat creates an official published version of the new document and puts it into the Document Repository.

403. Output - Version x.0 of the new document.

Step 14 - Secretariat promulgates the new document

404. Input - Version x.0 of the new document from the Document Repository.

405. Participants:

a. Secretariat

406. Procedures - The Secretariat electronically distributes the new document to the CFBLNet community using approved distribution mechanisms.

407. Output - Distribution of version x.0 of the new document to the CFBLNet community.

CHAPTER 4 – CFBLNET DOCUMENTATION MANAGEMENT GUIDELINES

401. The version numbering scheme for the CFBLNet documentation is based on the maturity level of the draft versions. The scheme is shown in table 1 Version Labelling (para 303)

402. A document comments matrix is maintained for each document by the editor. The format is shown at Appendix 1. Note that the document comments matrix is not created until the document is issued by the issuing authority for the first time.

403. The version tracking system for the CFBLNet documentation is managed through metadata records. A subset of metadata fields are listed in Appendix 2 with the non-essential elements deleted. The elements in the list have hyperlinks to the Australian National Archives web site. The links provide specific detail on each element and its application.

404. To ensure the CFBLNet Document Control and Tracking system is extensible, suitable for future integration into other repositories and easy to automate, a metadata system based on internationally agreed standards is to be used. The current relevant standards are:

a. DoD 5015.2;
b. ISO 15498.1 - 154891.1 - 2002, Records Management; and
c. ISO 23081.1 - 2004, Information Documentation - Records Management Processes - Metadata for Records - Principles.

Document Repository

405. The Secretariat will maintain a repository of approved CFBLNet documents. This repository will provide the reference point for all ‘in-service’ documents.

406. The repository is to be the unclassified password protected CFBLNet web site maintained by the Secretariat. In-service documents are to be used as authoritative guidance for CFBLNet members to fulfil their duties and obligations. Archived versions of earlier documents may be accessed for historical reference; however the in-service documents have precedence.

407. The Secretariat is to ensure a copy of each CFBLNet document is archived for auditing purposes.

CHAPTER 5 – FORMAT OF CFBLNET DOCUMENTATION

501. This chapter describes the format which all CFBLNet documentation should use, in order to ensure consistency.

Security Classification

502. With exceptions, all CFBLNet policy and guidance documents are 'Unclassified' (Releasable Internet).

Headers and Footers

503. The classification is in the page header and page footer on every page.

504. The name, version and page number (in the form "page n of nn") are in the footer of every page.

Document Distribution File Formats

505. All draft (editable) CFBLNet policy and guidance documents are to be distributed using file formats which can be edited using Microsoft Office document editing tools.

506. All final (non-editable) CFBLNet policy and guidance documents are to be distributed using the Adobe portable document format.

Language and Grammar

507. The official language of the US and CCEB is English, and the two official languages of NATO are English and French[1]. Most of the work of CFBLNet is conducted in the English language and the CFBLNet documents will normally use the English language. Where NATO provides documents in French it will also provide the document in English.

508. Where the English language is used the grammar used may be Australian, Canadian, New Zealand, United Kingdom, or United States.

Font

509. The CFBLNet documents will use the Times New Roman font.

Abbreviations

510. The CFBLNet standard abbreviations are listed in Pub 1 Annex I. Documents which are part of Pub 1 should not include any abbreviations without ensuring that they are included in Pub 1 Annex I. Documents which are not part of Pub 1 must include a list of abbreviations at the end of the document.

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[1] As per the "Final Communiqué of the first Session of the North Atlantic Council - (Terms of Reference and Organisation)" dated 17 September 1948 [http://www.nato.int/cps/en/natolive/official_texts_17117.htm].

References

511. References are provided in the reference list in alphabetical order. All references listed in the reference list must have a textual mention in the main report of annexes.

Document Types

512. The following CFBLNet document types are defined:
   a. Technical Arrangement / Charter. This is a historical document, and does not need to conform to Annex G.
   b. CFBLNet Pub 1 Main
   c. CFBLNet Pub 1 Annexes
   d. CFBLNet Strategic Plan
   e. CFBLNet Annual Reports
   f. Initiatives documents. These documents are described by Pub 1 Annex B, and do not need to conform to Pub 1 Annex G.
   g. Working-level documents. These documents have scope only within the group, and do not need to conform to Pub 1 Annex G.

Document Structure for CFBLNet Pub 1 Main and Annexes

513. All CFBLNet policy and guidance documents are to include the following Chapters and sections in the order listed:

   a. Cover page. The cover page of Annex G should be used as a template.
   b. Table of contents.
   c. Chapter 1 Introduction
      i. Purpose (see Annex G for example text)
      ii. Authority (see Annex G for example text)
      iii. Document Structure (see Annex G for example text)
      iv. Amendments (see Annex G for example text)
      v. Effective Date (see Annex G for example text)
   d. Chapter 2 and subsequent chapters for the content of the document
   e. Appendices and Tabs as required.

514. The Chapters are numbered Chapter 1, Chapter 2, and Chapter 3, etc. The Chapter titles are in 14 point bold text, with initial capitalisation.

515. The Sections are not numbered. The Section titles are in 12 point bold text, with initial capitalisation.

516. The Paragraphs in the main body and Annexes are numbered with a three digit number of the form XNN, where X is the Chapter number and NN is the paragraph number within the Chapter, starting at 01. Documents with more than 10 chapters will use four digit paragraph numbering of the form XXNN. The paragraph text is in 12 point normal text.

517. The Paragraphs in the Appendices to Annexes are numbered sequentially starting from 1. The paragraph text is in 12 point normal text.

518. The sub-paragraphs may use lower case letters for secondary numbering, and lower case Roman numerals for tertiary numbering.

519. The Annexes are numbered A, B, C, etc.

520. If Annexes have Appendices these are numbered 1, 2, 3, etc.

521. If Appendices have Tabs these are numbered A, B, C, etc.

CHAPTER 6 – GUIDANCE TO EDITORS AND DWG CHAIR

601. This chapter provides guidance to authors, editors and the DWG chair to help them achieve consistency, completeness, and correctness in the CFBLNet documentation.

Guidance to Editors

602. Guidance for purpose sub-section.

a. Short statement of what the document is for.
b. Should include a statement of what would go wrong if the document did not exist.
c. Should state relationship to the strategic plan.

603. Guidance for audience sub-section.

a. List of roles who should read the document, with short description of what they will gain by reading it. Roles include: C-EG; CLR; GLR; WG chairs (which ones); Secretariat; WG members (which WGs); Initiative Lead; Initiative participants; Initiative security lead; Initiative technical lead; National Accreditation Authority; Site security officer; Initiative proposers.

604. Guidance for consistency check.

a. Consistent use of terminology. Terms used must make use of relevant Annex I definitions, if any.
b. Internal document cross-references should be checked.
c. Statements made within the document should not conflict. Detection of conflicting statements is best achieved by the editor periodically reading the document in its entirety.

605. Guidance for completeness check.

a. No sections which are “to be completed”.
b. The sections of the document should be compared with the purpose of the document, considering the intended audience of the document.
c. The actual sections of the document should be compared with the stated structure of the document.

606. Guidance for correctness check.

a. It is recommended that the document be circulated to the group members for comment, together with the change history, prior to editor sign-off.

607. Guidance for check of appropriate content.

a. Information given should clearly relate to the purpose of the document.
b. Information which is not clearly related to the purpose should be excluded, or replaced by a reference to an appropriate source.
c. The level of detail provided should balance the need to inform against the need to maintain the document as complete, correct, consistent and clear.

608. Guidance for clarity check.

a. Sentences should be short and simple.
b. Where background detail is given in an Annex, it should be provided as an Appendix.
c. Figures or diagrams should be used to explain complex interactions.
d. Structure should aid clarity.

609. Guidance for structure check.

a. The document should be split into sections.
b. An introduction should be included at the start of the document. The references and abbreviations should be listed at the end of the document, before any Appendixes.
c. The introduction section should include the following sub-sections: Purpose; Authority; Audience; Structure; Amendments; Effective date. The introduction may also include the following sub-sections: Applicability; Scope; Rationale.

610. Guidance for style check.

a. Concise.
b. Present tense.
c. Acronyms should be expanded on their first use in each section.
d. All figures should be referred to in the text.
e. References should be cited in preference to cut-and-paste from other documents.
f. The citing of references which have a more restricted distribution/availability than the main document should be kept to a minimum.

611. Guidance for maintainability check.

a. Statements relating to specific implementations or products should be localised.
b. Statements which refer to future calendar dates should be used with caution, and localised.
c. Information in the document which is likely to require update at each revision cycle should be gathered together into a specified section or Appendix, where possible. Examples of such information include: topology; membership; milestones; and statistics.
d. Internal cross-references to section and sub-sections should be used in preference to repetition of statements.

612. Specific questions.

a. Where the document creates roles are these explicitly defined?
b. Where the document creates responsibilities of roles are these explicitly stated?
c. Where defined terms are used, do they cross-reference Annex I?
d. Where Initiative processing is addressed, are there cross-references to Annex B?
e. Where security topics are addressed, do they cross-reference Annex C?
f. Where network operations are discussed, are there cross-references to Annex D?
g. Where site processing is discussed, are there cross-references to Annex E?

h. Where Guest CFBLNet Mission Partner (GMP) sponsorship processing is discussed, are there cross-references to Annex F?
i. Where document management is discussed, are there cross-references to Annex G?
j. Where information management guidance is discussed, are there cross-references to Annex H?

Guidance to DWG chair

613. The responsibilities of DWG chair are to:

a. Ensure that the parts of Pub1 are integrated into a consistent document which supports the CFBLNet Strategic Plan.
b. Ensure consistency across all published CFBLNet documents.

614. Guidance for checking support to CFBLNet Strategic Plan

a. The stated purpose of the document should support the Strategic Plan.
b. There should be traceability from the Strategic Plan to the topics covered in the Pub 1 main body.
c. There should be traceability from Pub 1 main body back to the topics covered by the Strategic Plan.

615. Guidance for consistency check

a. There should be traceability from Pub 1 main body to the topics covered by the Annexes.
b. There should be traceability from the topics covered in the Annexes back to Pub 1 main body.
c. Discussion of similar topics in different parts of the document should be kept to a minimum.
d. Repetition of information in different parts of Pub 1 should be avoided.
e. The roles should be explicit and consistent across Pub 1.
f. The responsibilities of the roles should be explicit and consistent across Pub 1.
g. Terms should be used consistently. Where appropriate the terms should be defined in Annex I.
h. The parts of Pub1 should have a consistent style and structure.
i. Cross-references within Pub 1 should be checked for correctness.

616. Specific Questions

a. Is the document readable and comprehensible?
b. What changes are required in this or other CFBLNet documents in order to achieve a consistent set of CFBLNet documents?
c. Are there topics which should be addressed in the set of CFBLNet documentation, but which are not addressed?

Appendix 1 – CFBLNet Document Comment Matrix - Example

CFBLNet Document Comment Matrix					
Document: CFBLNet Pub 1 Annex F: Soda Policy			**Version: 1.0**	**Publication date: 20xx-mm-dd**	
Maintainer: Mr. S. Drinker (Nat), BWGC			**Tel: +xxxxxxx**	**Email:** soda.drinker@soda.n**at**	
Name (CMP/GMP) Date	**Para #**	**Rel Inter-net?**	**C/S/A (Critical, Substantive or Administrative)**	**Original text, proposed new text, and reason**	**Status (Editor) Comment**
Lady White (US) 20xx-mm-dd	101	Y	**C**	*Read As:* 'The soda is tasty in Norway.' *Change To:* 'The soda is very tasty however it is expensive in Norway'. *Reason:*	Closed (BWGC). ..... New change proposal raised instead.....

Appendix 2 – Document Control and Tracking Metadata Elements

1. The data contained in this appendix is copied from the National Archives Australia website. It provides a complete, succinct, functional application and explanation of metadata for Record Keeping and Management Systems (RKMS).

2. Compliance with RKMS standards will enable the CFBLNet community to identify, authenticate, describe and manage their electronic records in a systematic and consistent way to meet business, accountability and archival requirements.

3. The standard is designed to be used as a reference tool by agency corporate managers, IT personnel and software vendors involved in the design, selection and implementation of electronic recordkeeping and related information management systems.

4. It defines a basic set of 20 metadata elements (eight of which constitute a core set of mandatory metadata) and 65 sub-elements that may be incorporated within such systems, and explains how they should be applied.

5. Table 2 denotes a list contains a very small subset of these elements. The original numbering has been maintained to indicate where non-elements have been omitted. For a complete list of elements and related details follow this link:

http://www.naa.gov.au/recordkeeping/control/rkms/function.html**.**

6. Table 3 is an example of the documented changes in a document.

	Element	Obligation	Sub-element	Obligation
1.	**AGENT**	Mandatory	1.1 Agent Type	Mandatory
2.	**RIGHTS MANAGEMENT**	Mandatory	2.1 Security Classification	Mandatory
3.	**TITLE**	Mandatory	3.1 Scheme Type	Mandatory
10.	**DATE**	Mandatory	10.1 Date/Time Created	Mandatory
14.	**RECORD IDENTIFIER**	Mandatory	-	-
15.	**MANAGEMENT HISTORY**	Mandatory	15.1 Event Date/Time	Mandatory
19.	**DISPOSAL**	Mandatory	19.1 Disposal Authorisation	Mandatory

Security Classification	Unclassified
Access Status	Published

Title Words	CFBLNet Pub 1 – Annex E
Alternative	ISO 1548.1 - 2002

Table 2. List of Document Control and Tracking Metadata

Event Date	Agent Type	Agent Name	Agent Details	Event Type	Event Description
2006-06-24	DWG Officer	N. James	CMM06 - 2 DWG	New Annex E to Pub 1 created.	Item now contained in DWG file store /Pub 1/AnnexE.
2006-07-10	Secretariat Officer	P. Hillis	Secretariat	Location Changed and published.	File moved from DWG file store to Secretariat Information Services area and placed on web portal.
2007-02-22	DWG Officer	R. Lee	CMM07 1 DWG	Related	Item replaced by new version 'Annex E v2'.
2007-02-23	Security Officer	L. Jones	CMM07 1 SWG	Reclassifie d	To Confidential
2007-02-25	Security Officer	L. Jones	CMM07 1 SWG	Caveat Changed	Commercial-in-Confidence added
2007-03-02	Secretariat Officer	P. Hillis	Secretariat	Published	V2 Placed on CFBLNet Document repository website. V1 moved to archive.
2009-01-13	Records Manager	I. Stamp	Secretariat	Closed	Parent file 'Pub 1' closed and archived. Replaced by 'Pub Bigger 1'
2030-02-19	Sentencer	A. Smith	C-EG	Sentenced	PUB 1 Under Disposal request.
2030-03-13	Records Manager	I. Stamp	Secretariat	Destroyed	Pub 1 Shredded.

Table 3. Document Changes - Example