

# Recommendation to the CCT: document archiving, indexing and outreach approach

Prepared by the CCT Task Group on Digitalization (CCT-TG-Dig)

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## Preamble

The BIPM web site hosts many important CCT documents, such as the *Mise en pratique* for the definition of the kelvin in the SI (*MeP-K*), temperature scales and guides, meeting reports and working documents, and guidance documents on the CIPM MRA.

These documents are key outputs of the CCT. They are used as the basis for calibrations and research by the international thermometry community, and are cited in external publications. The CCT periodically revises and updates documents to reflect evolving best practices and technological advances.

CCT-TG-Dig recommends that the CCT adopt the following guidelines in order to improve the findability, usability and impact of CCT documents, both current and former versions.

## 1) Archiving of CCT documents

At the discretion of the relevant Working Group or Task Group, **when a new version of an existing CCT document is created**, the following actions should be taken:

- 1.1. The authors of the new document version should write a short description of what has been changed in the document. This description should be added as a new entry in the changelog file associated with the given document. If a changelog file does not yet exist for the given document, it should be created.
- 1.2. The prospective changelog entry should be included when sending the new document version for CCT and/or Working Group approval, to streamline the review process.
- 1.3. Once the new document version has been approved for release by the CCT, previous versions of the given document should have red text inserted at the top of the first page indicating that they are archival and no longer represent current CCT guidance. These previous versions should remain publicly accessible to users.
- 1.4. BIPM staff are requested to make the new document version, previous versions of the document and the updated changelog file available on the BIPM web, in a manner consistent with BIPM website policy and architecture.

## 2) Indexing of CCT documents

- 2.1. Digital Object Identifiers (DOIs) are requested to be issued by the BIPM for all publicly-accessible CCT documents. DOIs should be integrated with the document archiving guidelines in section 1 above: each DOI should be for a particular version of a document, and should remain

attached to that version as it becomes archived. A DOI should not refer to a general landing page containing many documents (for example, the Guides landing page).

- 2.2. BIPM staff are requested to undertake Search Engine Optimization (SEO) so that the most recent versions of official CCT documents are consistently promoted in external search engine results and internal BIPM web site searches.

### 3) Community outreach for CCT documents

An electronic mailing list should be established to tell the thermometry community when new or updated CCT documents have been issued:

- 3.1. This should be strictly for technical documents. It should not be a general newsletter.
- 3.2. List membership should begin with the CCT: delegates and Working Group / Task Group members. The list should also include the chairs of the RMOs' thermometry technical committees. Other interested parties may also opt in to the list, such as BIPM staff, CIPM members, NMI colleagues, accreditation bodies, commercial laboratories, clients, etc.
- 3.3. Messages should only be sent out to the mailing list after the new/updated documents have received permanent DOI links from the BIPM. These DOI links should be included in the messages.
- 3.4. The frequency and scheduling of mailing list messages may vary depending on CCT activity. Other than in exceptional circumstances, messages should not normally be sent to the list more than twice per year.