



IPTC Standards

NewsCodes

supplemental document:

Change Management Guidelines

Document Revision 6



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(More information on IPTC URNs in RFC 3937)

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1 Introduction to the IPTC NewsCodes

The IPTC develops technical formats for the exchange of news – such as text, photos, graphics, audio, video etc. – and metadata to describe this content.

To guarantee that consistent metadata values are assigned, the IPTC also develops and maintains controlled vocabularies.

Having a controlled vocabulary does not imply that changes or updates are not allowed. IPTC sets out a procedure to manage the inclusion of new, and the amendment of existing terms within NewsCode sets.

2 Changes to the Subject NewsCodes and SubjectQualifier NewsCodes

As these two sets of NewsCodes are primarily intended to describe the content of a news object—and not its construction—the IPTC sets out a special procedure for updates.

2.1 Criteria for inclusion or change:

1. An IPTC member must need to use the term/s and gain support from other members for the inclusion during the process below.
2. All requests from non-IPTC members must be sponsored by an IPTC member in good standing.
3. The term should relate to general news, not to a specific discipline and have a universal meaning. The exception is the term that has come into global usage although its origin may be specific to a local discipline.
4. The term is unique in its name and explanation and not a synonym of an existing term unless it falls under the definition of “Synonym” in section 4.1 of this document.
5. Each new term must be accompanied by a precise explanation, in British English within the intended context of its use which will be included in the respective set of NewsCodes.
6. Each new term requested should be in lower case, in the singular unless it is a plural noun and in British English.
7. The Fast Track process (see section 2.2) can be used for both SubjectQualifiers and SubjectDetails.



8. No one member may submit more than 20 new terms per week in a “Fast Track” submission.
9. Requests shall be made using the form available at <http://www.iptc.org/std/NewsCodes/0.0/documentation/IPTC-SCQsubmission.xls>

2.2 Change Request Procedures Fast-Track (Subject Detail and Subject Qualifier)

1. Change submissions – using the form in item 9 above - to be sent to the Managing Director by e-mail (office@iptc.org).
2. No more than 20 new terms will be accepted per submission.
3. Accelerated process (similar to ISO fast track) maybe implemented for Subject Detail and Subject Qualifiers only. Fast track takes 28 days.
4. A jury of at least three but no more than five will consider change requests for Subject Detail and Subject Qualifiers only. The chairman of the Standards Committee will appoint the jury with the concurrence of the committee itself (These members should have a good knowledge of the Subject NewsCodes and its background)
5. A Change Submission will be circulated to all members by the Managing Director. Members have 21 days to forward comments and constructive objections to the Managing Director from the request being circulated. The Managing Director will forward any comments to the jury at the end of the comment period.
6. Within 7 days following the 21 day “Comment” period the jury will either:
 - * Agree the request as is.
 - * Agree the request with minor modifications and agree with the requestor that their needs are still met.
 - * Refuse the request but provide suggestions for a re-submission that could be agreed, or provide reasons why the proposal is not acceptable considering the criteria above. A resubmission will need to go through the full process again.
7. The jury spokesperson will inform the Director and the News Metadata Working Party Chair of its decisions at the end of the 7 day period.
8. If agreed by the jury, the The Managing Director will assign a FormalName (Code) to each term as necessary and update the Subject-NewsCodes or the SubjectQualifier-NewsCodes and version number as applicable and post the updated version on the IPTC web site as soon as possible after the jury’s decision.
9. A change submission refused by the jury under the fast track process may be re-submitted for consideration under the non-fast track procedure below.
10. A Change Submission received by the Managing Director within 8 weeks of a formal IPTC meeting cannot be guaranteed to be dealt with by the jury before that meeting.

2.3 Change Request Procedures Standard-Track (Subject Matter, Subject Detail and Subject Qualifier)

1. Change submissions – using the form in item 9 above - to be sent to the Managing Director by e-mail (office@iptc.org).
2. The Change Submission is circulated to the membership inviting comments to be sent to the Managing Director within a timeframe specified by him but not less than 21 days.
3. An ad-hoc Working Party of at least three but no more than five will consider the requests, reviewing suggestions and comments with the requesting organization, possibly changing a Subject Matter request to a Subject Detail, re-circulating a modified version to



membership for comments. If agreement cannot be reached between the ad-hoc WP, the requestor may submit the change request directly to the NewsCodes WP for debate at the next full WP meeting

4. Once agreement is reached between the ad-hoc WP and the requesting organisation, the final result is circulated to all members and the ad-hoc WP will request the NewsCodes WP approve a motion to the Standards Committee that the terms and explanations contained in this paper be included in the respective set of NewsCodes. The Standards Committee will vote on the motion at their next meeting.
5. The Managing Director will assign a FormalName (Code) to each term as necessary and update the Subject-NewsCodes or the SubjectQualifier-NewsCodes and version number as applicable and post the updated version on the IPTC web site as soon as possible after the Standards Committee's approval.
6. A Change Submission received by the Managing Director within 8 weeks of a formal IPTC meeting cannot be guaranteed to be dealt with by the ad-hoc WP before that meeting.

3 Changes to other sets of NewsCodes

3.1 Criteria for inclusion or change:

1. An IPTC member must need to use the term/s and gain support from other members for the inclusion during the process below.
2. All requests from non-IPTC members must be sponsored by an IPTC member in good standing.
3. Each new term is unique in its name and explanation and not a synonym of an existing term
4. Each new term must be accompanied by a precise explanation, in British English within the intended context of its use
5. Each term requested should be in lower case, in the singular unless it is a plural noun and in British English.
6. Requests shall be made using the form available at <http://www.iptc.org/std/NewsCodes/0.0/documentation/IPTC-TOSsubmission.xls>

3.2 Change Request Procedures

1. Change requests by the form described in section 6 above to be sent to the Managing Director by e-mail (office@iptc.org).
2. The Change Request is circulated to the membership inviting comments to be sent to the Managing Director within a timeframe specified by him but not less than 21 days.
3. An ad-hoc Working Party of at least three but no more than five will consider the requests, reviewing suggestions and comments with the requesting organization, re-circulating a modified version to membership for comments. If agreement cannot be reached between the ad-hoc WP, the requestor may submit the change request directly to the NewsCodes WP for debate at the next full WP meeting
4. Once agreement is reached between the ad-hoc WP and the requesting organisation, the final result is circulated to all members and the ad-hoc WP will request the NewsCodes WP to approve a motion to the Standards Committee that the terms and explanations contained in this paper be included in the respective set of NewsCodes. The Standards Committee will vote on the motion at their next meeting.



5. The Managing Director will assign a FormalName (Code) to each term as necessary and update the respective set of NewsCodes and its version number and post the updated version on the IPTC web site as soon as possible after the Standards Committee's approval.
6. A Change Request received by the Managing Director within 8 weeks of a formal IPTC meeting cannot be guaranteed to be dealt with by the ad-hoc WP before that meeting.

4 Appendix

4.1 Synonyms (in the scope of the Subject and SubjectQualifier NewsCodes)

Synonyms are used to describe common concepts that use different terminology depending on the cultural and legal framework. Synonyms only apply at the Subject Matter level. That is, the same code is used for terms meaning the same or equivalent thing in different languages. There may be regional authorities in some countries such as Germany and France that might also be included within the generic subject matter description. Every attempt has been made to use cultural-neutral English where possible.

Specific institution or national organisation names are translated into the terms used in the respective language but reflect back to a single English term and the related code. A particular example of this is Parliament that has different terminology depending on the language and culture. Regional chambers should be subject to local IPR but in turn refer back to Parliament at the Subject Matter level. Some national legislative bodies (groups elected for law making or legislative power) occur at different levels within societies. Local additions should be made as subject details with local IPRs.

Individual users are responsible for maintaining their own lists of local synonyms and for ensuring their customers have the appropriate information to interpret any local extensions to the scheme.

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