Standard Operating Procedure

Number: **016**

Short title: **Release management**

Long title: Procedure to create and update information and quality assets on the EU Pollinator Hub

Category: Data management

Status: Approved

Version: 1.0

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Authors: Michael Rubinigg

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2023-04-24 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2023-06-30 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-02-07 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

DR	Dataset Report
EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
SOP	Standard Operating Procedure
WI	Work instructions

3 Introduction

The current document regulates the release of information and quality assets on the EU Pollinator Hub.

3.1 Definitions

Creator is anyone having created an information asset or a quality standard.

Data asset refers to an entity that is comprised of data.

Dataset Reports are reports in compliance with SOP-003 (DR instructions).

Information assets consist of data assets, metadata assets and Dataset Reports.

Metadata asset refers to an entity that is comprised of metadata.

Preparation refers to the processing of an information asset or quality standard from its creation by an external user or by a person having a role withing the EUPH to its approval by the person responsible for quality management, as defined by SOP-004, or by a person appointed by him/her for this purpose.

Publication refers to the processing of an information asset or quality standard from its approval to its deployment by an external user or by a person having a role withing the EUPH to a predefined set of users.

Quality standards are Standard Operating Procedures (SOP) or Work Instructions (WI).

Standard Operating Procedures (SOP) are quality standards in compliance with SOP-001 (SOP instructions).

Work instructions (WI) are quality standards in compliance with SOP-002 (WI instructions).

4 Validity

4.1 Area

The of validity of this document is limited to the procedure of creation and update of information and quality assets on the EU Pollinator Hub.

4.2 Time

The period of validity of this SOP begins on 2024-02-07 and ends with its revocation.

4.3 Related Documents

Document type	Document ID	Title
SOP	001	SOP instructions
SOP	002	WI instructions
SOP	003	DR instructions
SOP	004	Organisation chart
SOP	009	Methods
SOP	012	Data standardisation
SOP	013	Data classification
SOP	015	Peer reviewing

4.4 Related Tasks

Persons who have been assigned one of the following tasks, as defined in SOP-004, assume a responsibility within this SOP:

- Quality management

5 Procedure

5.1 Responsibilities

- The person responsible for quality management, as defined by SOP-004. Is responsible for all processes described in this SOP.

5.2 Versioning

5.2.1.1 Version numbering

- Versions of information and quality assets are referred to by two integer numbers separated by a dot (**.**).
- The number on the left-hand side refers to the n^{th} release (***1*** for first release, etc.) starting at 1.
- The number on the right-hand side refers to the n^{th} revision cycle a release has gone through (***1*** for first revision, etc.) starting at 0.

5.3 Life cycle of information assets

5.3.1 Preparation of information assets

5.3.1.1 Drafting

- After the creation of an information asset it receives the preparation status ***Draft*** and the Publication status ***None***.

5.3.1.2 Submission

- An information asset is submitted for approval by the provider of the information asset.
- The information asset receives the preparation status ***Submitted***.
- The creator of an information asset my request approval by peer reviewing.

5.3.1.3 Reviewing

- For all data and metadata assets the person responsible for the process verifies that the information asset fulfils the following criteria:
  - Compliance with the FAIR principles [1].
  - Complete and correct description of all relevant columns with units.
- For all Dataset Reports (DR) the person responsible for the process verifies that the asset complies with SOP-003 (DR instructions).

5.3.1.4 Missing unit

- In the event that a unit is missing in a column that does not exist in the Units Catalog, the person responsible for the management of process makes a formal request for the creation of the unit in the Units Catalog, as defined in SOP-012.

5.3.1.5 Minor changes

- The person responsible for the process may apply the following minor changes on a submitted information assets after consultation with the provider:
  - Assignment of units to columns.
  - Assignment of global descriptors to columns.

5.3.1.6 Classification

- The person responsible for the process assigns classifiers to the dataset, as defined by SOP-013.

5.3.1.7 Submission to peer reviewing

- For information assets for which peer reviewing has been requested proceed in section 5.3.1.10.

5.3.1.8 Approval

- If the person responsible for the process defined in this SOP has determined that a given information asset meets the requirements defined in section 5.3.1.3, the information asset receives the preparation status ***Approved***.

5.3.1.9 Approval by a peer reviewing process

- If the person responsible for the process defined in this SOP has determined that a given information asset meets the requirements defined in SOP-015, the information asset receives the preparation status ***Peer reviewed***.

5.3.1.10 Rejection

- Information assets that were not approved during the processes described in section 5.3.1.8 or in section 5.3.1.10, receive the preparation status ***Rejected***.
- The provider of the information asset gets a detailed summary of the reason for rejection.

5.3.2 Publication

5.3.2.1 Publication status

- Approved information assets for which a user explicitly requests immediate and unrestricted access to users of the EU Pollinator Hub by actively enabling publication in the dataset management module receive the Publication status ***Public***.
- Approved Information assets for which a user explicitly requests unrestricted access to users of the EU Pollinator Hub in the future by actively entering a date bigger than the current date and enabling publication in the dataset management module receive the Publication status ***Under embargo***.
- All other information assets receive the Publication status ***Private***.

5.3.2.2 Revision

- A new revisions of a data asset is issued, when corrections are applied on an existing data asset without changing the structure within a table or within a dataset or the number of records in any of the tables belonging to the dataset.

5.3.2.3 Release

- A new release of a data assets is issued when a new version of a data asset is provided that contains either a change in the structure within a table or within a dataset or if the number of records in any of the tables belonging to the dataset changes.

5.4 Life cycle of quality assets

5.4.1 Standard Operating Procedures

5.4.1.1 Revision cycle

- The author(s) of the SOP submit(s) the draft version for reviewing.
- The person reviewing the SOP cannot be identical with the author(s) drafting the document.
- If the person reviewing an SOP requests no modification by the author(s), he/she submits the SOP for approval, as described in section 5.4.1.2.
- If the person reviewing the SOP requests one or more modifications by the author(s):
  - The author(s) of the SOP change the revision number to the next higher integer number.
  - The author(s) of the SOP implement(s) the requested modifications or reject(s) the requested modifications in accordance with the person reviewing the SOP.
  - The SOP enters in the next revision cycle, starting with the first task of section 5.4.1.1.

5.4.1.2 Approval or rejection

- The person responsible for quality management, as defined by SOP-004 approves the SOP if the following conditions apply:
  - The document complies with SOP-001.
  - All quality assets to which the document relates are approved.
- If the person responsible for quality management, as defined by SOP-004, rejects the SOP:
  - The author(s) of the SOP change the revision number to the next higher integer number.
  - The author(s) of the SOP implement(s) the requested modifications or reject(s) the requested modifications in accordance with the person responsible for quality management, as defined by SOP-004.
  - The SOP enters in the next revision cycle, starting with the first task of section 5.4.1.1.
- If the person responsible for quality management, as defined by SOP-004, approves the SOP:
  - The status information of the approved SOP is set to ***Approved***.
  - If an approved version of the SOP exists that precedes the newly approved version of the SOP, the status information of the preceding version is set to ***Expired***.
  - The approved SOP is inserted into the SOP directory on the EUPH platform management module by the person responsible for quality management.

5.4.2 Work Instructions

5.4.2.1 Revision cycle

- The author(s) of the WI submit(s) the draft version for reviewing.
- The person reviewing the WI cannot be identical with the author(s) drafting the document.
- If the person reviewing a WI requests no modification by the author(s), he/she submits the WI for approval, as described in section 5.4.2.2.
- If the person reviewing the WI requests one or more modifications by the author(s):
  - The author(s) of the WI change the revision number to the next higher integer number.
  - The author(s) of the WI implement(s) the requested modifications or reject(s) the requested modifications in accordance with the person reviewing the WI.
  - The WI enters in the next revision cycle, starting with the first task of section 5.4.2.1.

5.4.2.2 Approval or rejection

- The person responsible for quality management, as defined by SOP-004 approves the WI if the following conditions apply:
  - The document complies with SOP-002.
  - All quality assets to which the document relates are approved.
- If the person responsible for quality management, as defined by SOP-004, rejects the WI:
  - The author(s) of the WI change the revision number to the next higher integer number.
  - The author(s) of the WI implement(s) the requested modifications or reject(s) the requested modifications in accordance with the person responsible for quality management, as defined by SOP-004.
  - The WI enters in the next revision cycle, starting with the first task of section 5.4.2.1.
- If the person responsible for quality management, as defined by SOP-004, approves the WI:
  - The status information of the approved WI is set to ***Approved***.
  - If an approved version of the WI exists that precedes the newly approved version of the WI, the status information of the preceding version is set to ***Expired***.
  - The approved WI is inserted into the WI directory on the EUPH platform management module by the person responsible for quality management.

5.4.3 Methods

5.4.3.1 Revision cycle

- The author(s) of the Method submit(s) the draft version for reviewing.
- The person reviewing the Method cannot be identical with the author(s) drafting the document.

- If the person reviewing a Method requests no modification by the author(s), he/she submits the method for approval, as described in section 5.4.3.2.
- If the person reviewing the Method requests one or more modifications by the author(s):
  - The author(s) of the Method change the revision number to the next higher integer number.
  - The author(s) of the Method implement(s) the requested modifications or reject(s) the requested modifications in accordance with the person reviewing the Method .
  - The Method enters in the next revision cycle, starting with the first task of section 5.4.3.1.

5.4.3.2 Approval or rejection

- The person responsible for quality management, as defined by SOP-004 approves the Method if the following conditions apply:
  - The document complies with SOP-009.
  - All quality assets to which the document relates are approved.
- If the person responsible for quality management, as defined by SOP-004, rejects the Method:
  - The author(s) of the Method change the revision number to the next higher integer number.
  - The author(s) of the Method implement(s) the requested modifications or reject(s) the requested modifications in accordance with the person responsible for quality management, as defined by SOP-004.
  - The Method enters in the next revision cycle, starting with the first task of section 5.4.3.1.
- If the person responsible for quality management, as defined by SOP-004, approves the Method:
  - The status information of the approved Method is set to ***Approved***.
  - If an approved version of the Method exists that precedes the newly approved version of the Method, the status information of the preceding version is set to ***Expired***.
  - The approved Method is inserted into the *Method directory* on the EUPH platform management module by the person responsible for quality management.

6 References

[1] GFISCO, „FAIR Principles," GO FAIR International Support and Coordination Office, [Online]. Available: https://www.go-fair.org/fair-principles/. [Geopend 24 04 2023].

7 Annexes

There are no annexes in the current document.