Standard Operating Procedure

Number: **024**

Name: **Obsolescence of links**

Title: Monitoring of the validity of links to external contents on the EU Pollinator Hub

Category: Data life cycle management

Status: Approved

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2023-06-05 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

EU	European Union
EUPH	EU Pollinator Hub
HTML	Hypertext Markup Language
n.a.	not available
SOP	Standard Operating Procedure
URL	Uniform Resource Locator

3 Introduction

Managing links of external contents referenced by the European Pollinator Hub (EUPH) is an important prerequisite for ensuring the quality of the information provided by the EUPH. External contents are links to websites and bibliographies included in datasets as well as on the EUPH.

External web-based content, which is linked by internal content via a uniform resource locator (URL) is not stable and therefore may cause data or information quality issues if the external web content associated with an existing URL is updated or deleted or if the URL is updated or deleted by the provider of the external content.

Changes in external web-based content may be more or less critical to internal content, depending on the kind of information the creator of the internal content intended to provide with the link to the external content. In general it is up to the provider of the internal content to define the criticality of an external content and the extent to which external content may be changed before actions have to be taken to either update or delete a link to an external content.

The current SOP regulates periodical maintenance of external links.

3.1 Definitions

External content is a resource that is not physically present on the EUPH.

Internal content is a resource that is physical present on the EUPH, either as a document as such or as content in a document.

Link is defined as a digital reference, embedded in the text of a hypertext markup language (HTML) document, pointing to external content, that a reader can immediately access.

4 Validity

4.1 Area

The of validity of this document is limited to the management of links of external contents referenced by the European 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	Number	Name
SOP	001	SOP instructions
SOP	004	Organisation chart
WI	008	Link directory

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:

- Content management

5 Procedure

5.1 Responsibilities

- The person responsible for content management, as defined by SOP-004. Is responsible for all processes described in this SOP.
- The task of carrying out certain parts of this process can be transferred to another person.

5.2 Links on the EUPH

5.2.1 Link directory management

5.2.1.1 Registration

- All external links included in the content of the EUPH website are registered after creation as described in WI-008 .

5.2.1.2 Criticality levels

- Criticality levels are assigned to external links according to the following definition:
  - Level 1: **high**. Any change in the content of an external resource or any event described in Level 2 and 3 may potentially affect the information of the internal content.
  - Level 2: **medium**. Major changes in the content of an external resource associated with an existing URL or a deletion of an URL or any event described in Level 3 may potentially affect the information of the internal content.
  - Level 3: **low**. Only errors occurring during the request of a service by the browser from a web server may negatively affect the information of the internal content.

5.2.1.3 Ordinary periodic controls

- All registered external links are controlled at intervals of 25 to 35 days.
- Depending on the criticality of external links, defined in section 5.2.1.2, issues are resolved and updated links are registered, following the procedure described in section 5.2.1.1.

5.2.1.4 Extraordinary controls

- The person responsible for the process may at any time control an external link.
- Depending on the criticality of external links, defined in section 5.2.1.2, issues are resolved and updated links are registered following the procedure described in section 5.2.1.1.
- Extraordinary controls have no effect on ordinary control intervals.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.