

## **Arches Resource Model (ARM) Working Group Charter**

**About:** The Arches Resource Model (ARM) Working Group is focused on providing consensus-based guidance on Arches Resource Models and constituent Branches – leading to a repository of peer-reviewed Resource Models and Branches as well as documentation on modeling patterns for the creation of Resource Models and Branches in order to better facilitate Arches deployments.

All are invited to join, and in particular, the following groups may find the subject matter useful: IT professionals and service providers, developers, domain experts, and semantic modeling experts.

### **1. Scope**

#### **1.1 General aim**

The overall aim of the Arches Resource Model (ARM) Working Group is to provide guidance for Arches implementers in the creation of Resource Models and Branches that use the CIDOC Conceptual Reference Model (CRM) as a base ontology. The focus areas below present the ways in which the group will accomplish this.

#### **1.2 Focus areas**

##### **1.2.1 Focus: Documentation on Best Practices**

The Arches Resource Model (ARM) Working Group will focus on writing, compiling, and/or editing documentation that answers four basic questions:

- What are the benefits of using ARM-reviewed Resource Models and Branches and/or the methodology established in ARM documentation to create Resource Models and Branches?
- What constitutes a useful/good Resource Model or Branch?
- What is the recommended approach for the creation of a useful/good Resource Model or Branch?
- What is the collaborative process with ARM for co-developed a Resource Models and Branches?

##### **1.2.2 Focus: Resource Model and Branch Dissemination**

The Arches Resource Model (ARM) Working Group will disseminate reviewed Resource Models and Branches by:

- Creating documented, group vetted and co-developed models for inclusion into a Resource Model and Branch repository website
- Creating an initial set of Resource Models and Branches, which will both inform and draw from the documentation process.
- Creating the repository as an extension of the archesproject.org website to house and disseminate the Resource Models and Branches from.
- Reviewing user-submitted Resource Models and Branches for inclusion into the repository website on an ongoing basis.

#### **1.3 Out of scope**

- Resource Models and Branches for non-Arches applications
- Resource Models and Branches not using a semantic ontology
- The individual concepts within Concept Collections (controlled vocabularies) referenced by Resource Models and Branches.
- Cards (with regards to labels/appearance with the exception of modelling choices that directly impact on presentation or vice versa)/Menus/Reports

## **2. Deliverables and Schedule**

### **2.1 Timeline**

The work of the Arches Resource Model (ARM) Working Group consists of tasks that will have defined completion dates and tasks that are ongoing. The ongoing work consists of engaging with interested contributors to discuss, review and approve official Resource Models and Branches. The work that should be completed in a timely manner includes projects, such as the documentation and the creation of the repository and initial Resource Models and Branches. Ideally, this project work should be completed within 12-18 months of the group's initial kick-off meeting.

### **2.2 Success Metrics**

#### **2.2.1 Implementation Goals**

These goals consist of the completion of the deliverables outlined in Section 2.3. Overall, ARM's published Branches and Resource Models should be easy to understand and implement, leading to better models and linkable data in Arches implementations. In addition, in regards to the Arches Resource Model and Branch Repository Website, a combination of website analytics and user feedback will be used to measure actual usage and usefulness.

#### **2.2.2 Aspirational Goals**

In addition to the above implementation goals, the Arches Working Model (ARM) Working Group also has the following aspiration goals:

- The creation of models and patterns that are used outside of the Arches community as a respected and relevant reference.
- Members of the community, who are not part of the ARM, contribute Resource Models and Branches.
- Domain specialists, who are not ontologists, use ARM WG Resource Model and Branches or the patterns established by the ARM WG to successfully create a linked data management tool.
- ARM WG Resource Model and Branches or the patterns established by the ARM WG are used outside of Arches implementations.
- Arches implementing organizations decide to use ARM's published Branches and Resource Models and/or the methodology established in ARM documentation to create their own Branches and Resource Models despite not initially recognizing the benefit of doing so.

### **2.3 Deliverables**

The Arches Resource Model (ARM) Working Group Core will create the appropriate tasks in order to achieve the following overarching deliverables.

- Create an example set of Resource Models and Branches
- Define and test the process and standards for submission of resource models and branches
- Documentation that addresses the questions posed in Section 1.2.1
- Launch Arches Resource Model and Branch Repository Website pages as subsection of archesproject.org
- Ongoing solicitation, discussion and co-development on of contributions of community submitted resource models and branches

Each task will be managed using the Arches Resource Model (ARM) Working Group github repository ([https://github.com/archesproject/ARM\\_Working\\_Group](https://github.com/archesproject/ARM_Working_Group)) with links to outside documents when appropriate.

### **3. Relationship with Other Activities**

#### **3.1 Arches activities**

The Arches Resource Model (ARM) Working Group should be considered as a member-based group that supports the Arches Platform open source community. As such, it is subject to the Arches Open Source Community Code of Conduct. The Getty Conservation Institute will support the creation of the group as part of the Arches Platform project with the intent that the ongoing activities of the group past the project work phase be self-sustaining.

#### **3.2 External groups**

##### **3.2.1 CIDOC CRM Special Interest Group (SIG)**

It would be in the best interests of both the ARM Working Group and the CIDOC CRM SIG to develop a symbiotic relationship in which members of the CIDOC CRM SIG contribute to the activities of the ARM Working Group and vice versa. Specifically, the CIDOC CRM SIG can provide expertise in applying the CIDOC CRM to the various domains that are seeking to use Arches, and the ARM Working Group will provide use cases from these domains which will help to further enrich the CIDOC CRM.

##### **3.2.2 Other Groups**

The Core Group will also evaluate whether having relationships with other groups will help in its mission.

### **4. Membership, Meetings, and Logistics**

#### **4.1 Membership**

##### **4.1.1 Core Group**

The Arches Resource Model (ARM) Working Group Core will be responsible for most of the work outlined above and will form the peer review panel for Resource Models and Branches to be included in the repository. Initially, the Core Group will include at minimum:

- a representative from the Arches team at the Getty Conservation Institute
- a representative from the software development team at Farallon Geographics
- a representative who is a semantic information specialist
- a representative who is an active member of the CIDOC CRM Special Interest Group
- a representative who is a domain specialist in cultural heritage

Core group members must be able to commit time to both the ongoing and project work, and should have approval from their respective organization to commit to that time. Moving forward, no more than two individuals from an organization can belong to the core group.

##### **4.1.1.1 Core Group Commitment**

Membership in the Arches Resource Model (ARM) Working Group Core is permanent until the dissolution of the group. However, a Core Group member can be removed by a 75% majority vote (see more detail on Core Group decision making in Section 4.2.) Core Group members are expected to participate in every meeting, both virtual and in-person, and three consecutive unexcused absences may result in removal.

##### **4.1.2 Open Participation**

All meetings and dealings of the Arches Resource Model (ARM) Working Group will be open to any interested party, especially those already part of the larger Arches community. Anyone will be able to attend and participate in the meetings and discussions in order to provide input as well as learn about the ARM Working Group's methodology and best practices in regards to creating Arches Resource Models and Branches. The ARM Working Group is especially interested in Arches community members who are in the process of creating new Arches Resource Models and Branches for specific use cases. In addition, the group may also invite both semantic and domain specialists to participate in the group's activities and

provide guidance when needed. Non-Core Group participants may be invited to join the Core Group through a 75% majority vote.

## **4.2 Governance**

### **4.2.1 Officers**

The internal structure and governance of the Arches Resource Model (ARM) Working Group Core will consist of a Chair, Vice Chair and Secretary (if needed), with the following responsibilities:

- The Chair will plan the meetings and organize the work, including delegation of work to others in the working group.
- The Vice Chair will assist the Chair in all areas, including running the meeting when the Chair is absent or wishes to recuse themselves.
- If needed, the Secretary would serve as the working group's coordinator of communications. The Core group will participate in the record keeping by collaborating together on meeting minutes and action items through a shared Google Doc. The Secretary will be responsible for sending out communications via email, slack and/or Google Groups regarding working group matters.

### **4.2.2 Officers Term**

The Core Group officers term will consist of 1 year and is renewable by a 75% vote. (See 4.2.2 below for more information on voting procedure.)

### **4.2.2 Voting**

In order to record agreement and/or dissent and resolve disputes within the Core Group, each member will vote either +1 (Agree fully), 0 (Neutral), or -1 (Strongly disagree). If 75% of the votes are either +1 or 0, then the motion passes. If not, then the motion, as then stated, does not pass.

## **4.3 Meetings**

### **4.3.1 In-Person Meetings**

The Arches Resource Model (ARM) Working Group Core will meet at least three times per year in agreed-upon locations.

### **4.3.2 Virtual Meetings**

The Core Group will meet virtually every two weeks while there are still major tasks and deliverables to fulfill. Once the bulk of the ARM WG's deliverables are fulfilled, the Core Group will reevaluate the need to meet virtually.

## **4.4 Ongoing communication**

### **4.4.1 All Groups - Google Group**

In order to provide transparency, most of the group's communication will take place in Google Groups (most likely as threads under the Arches Project Google Group)

### **4.4.2 Core Group – slack channel on archesproject slack**

For communications within the Arches Resource Model Working Group Core pertaining to core group business (i.e. completion of deliverables), the #arm\_working\_group slack channel should be used.

## **4.5 Website**

### **4.5.1 Arches Project Website**

All documentation produced by the Arches Resource Model (ARM) Working Group will be made available on the Arches website ([www.archesproject.org](http://www.archesproject.org)).

### **4.5.2 Arches Resource Model/Branch Repository Website**

The goal of the Arches Resource Model/Branch Repository Website will be to provide vetted/recommended Resource Models and Branches and the metadata for each Resource Model and Branch in a way that is most helpful to those visiting the repository website. The initial repository will

consist of an extension to the archesproject.org website with links to github for the actual hosting/curating of the models.