Working Party on International Nuclear Data Evaluation Co-operation

WPEC Expert Group on the Recommended Definition of a Generalised Nuclear Database Structure (EG-GNDS)

Procedure for the Proposal and Approval of Changes to the Generalised Nuclear Data Structure (GNDS) Specifications

25 June 2019

OECD/NEA Nuclear Science Committee

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Introduction

With the growing complexity of the Generalised Nuclear Database Structure (GNDS) specifications, it was proposed that the proposal of new specification, as well as the review, editing, approval and adoption of the changes, should be done through a remote process.

The NEA GitLab system (https://git.oecd-nea.org/) offers a solution to these issues, where proposals may be naturally created, developed, revised and approved via standard branch and merge request processes. The process for submitted and reviewing proposals is described in this document.

Guidelines of the procedure

1. Proposals are identified by individual branches which are stand-alone modifications of the formats repository

   a. Pre-proposal tracking of topics may be done via the repository issue board, ensuring material is central stored and available for review

   b. Issue board content does not constitute a proposal for a change to the specifications

2. Proposals are approved through merge requests into the development branch

3. Merge requests must pass the continuous integration system before being considered by Expert Group members

4. Merge request approval should be done remotely if at all possible, due to the significant time required to review proposals and potential for multiple revisions before acceptance

5. Proposals are treated as unapproved until the merge request is completed

6. The approval of a merge request proposal takes two phases:

   a. Approval of reviewers

      i. The Chair of the Expert Group proposes one or more reviewers

      ii. The Expert Group participants are contacted using the NEA Expert Group mailing list to propose reviewers

      iii.   All members of the Expert Group have 30 days to propose reviewers

      iv.   All proposed reviewers must accept the responsibility of reviewing the proposal within 10 days and record acceptance within the merge request discussion board

  b. Approval of proposal

      i.   Reviewers must either provide critical feedback, indicate that they will abstain from giving an opinion, or accept the merge request within 90 days of accepting the responsibility of reviewing the proposal

      ii.   No proposal may be accepted without at least one approval from one reviewer

      iii.   The proposer of the merge request must accept any changes made to the proposal before it can be accepted

      iv.   The approval or requested changes must be communicated through the discussion board of the merge request within the repository

      v.   The Chair is responsible for performing the branch merge once approved

7. The Chair of the Expert Group reserves the right to review any proposal and provide critical feedback that must be addressed before acceptance of any proposal