

**iECM Committee Meeting
Draft Meeting Minutes**

August 21, 2008

Conference Call Meeting

The August 21, 2008 meeting of iECM was called to order at 2 p.m. by Thomas Pole. Those participating in the meeting included:

Thomas Pole (Harris), Co-chair
Paul Fontaine (FAA), Co-chair
Owen Ambur
Robert Breslawski (Eastman Kodak)
Charles Dollar
Ebony Downtin (AIIM)
Betsy Fanning (AIIM)
Pat Franks
Dave Kinchlea (OpenText)
Margi Layman
Ron Reck
Tim Sprehe (Sprehe Information Management)

The draft agenda (iECM 2008-007) for the August 21, 2008 meeting was approved as presented. (Layman/Franks)

The meeting minutes (iECM 2008-006) for the July 16, 2008 meeting were approved as presented. (Franks/Layman)

Interoperable Content Management – Information Organization and Access (ICM-IOA) Project

Thomas Pole reviewed the proposed ICM-IOA project. The slides from Thomas' presentation are attached to these meeting minutes. The basic purpose of this project is to identify a task of manageable size that will serve the AIIM and iECM communities to make content more interoperable. The committee wanted to find an idea that would have high benefit and low risk.

The project is not intended to create a huge federated search model. The committee discussed why metadata was not included in the proposal. This was done to condense the project as much as possible. The 'e' or Enterprise was removed from the project title since it is not a requirement to do information organization and access at the enterprise level as it is equally as beneficial at the workgroup level. It was noted that without the 'e' the project is limited. Additionally, it was also noted that ECM is referring to a system and we wanted to make sure the project included small systems. The committee needs to make a decision regarding the 'e' in the project title.

It was noted that when an individual is looking for content they are looking for something that answers a question that may not be a document. The committee discussed how security can be handled. This is a topic that the committee needs to discuss at a later time. The work should start with publicly available repositories and then address the organizational internal repositories.

The committee continued the discussion on including 'e' in the project title. In general, the committee liked the focus on content rather than the enterprise and discussed the fact that the identifiers play a roll.

A motion was made to conduct a vote on leaving the 'e' out of the project title. (Reck/Layman) The result of the roll call vote was 4-affirmative, 2-negative, and 1-abstain. The 'e' will be left out of the project title.

A motion was made to send the draft scope to a subcommittee to review and provide a revised scope statement to the full committee for approval. (Reck/Sprehe) Unanimous.

The scope subcommittee includes Thomas Pole, Margi Layman(Observer), Dave Kinchlea(Observer), Paul Fontaine, and Ron Reck.

It was noted that the Standish Research Group conducts IT surveys that may be useful to the committee. The committee may have an opportunity to add a few questions to the survey.

Additionally, it was noted that in pursuing this project it may be necessary to develop a Content Management System model that can be tailorable.

Status on Previous Projects

Best Practices work – No report was provided.

Standards Roadmap – A few standards are being added periodically. It is noted that information access standards need to be added to the list especially with the new project.

Metadata Project – This project continues to be in need of a tool to assist in the metadata work. One tool being considered is InfoLibrarian who offered complimentary use of the tool for the metadata work. Pat Franks and Ron Reck agreed to participate in this work.

ISO TR48

Background: In 2002, AIIM initiated a committee to discuss ERM and EDM and develop a standard for the features in these systems. The committee work resulted in a framework for the integration of EDM and ERM which was published in 2004 and revised in 2006 with the revision enhancing the metadata elements. The AIIM/ARMA technical report was modified to meet ISO formatting requirements. During this formatting exercise, issues were identified between this document and several others such as AIIM ARP-1, ISO DTR 22957 and the definition of terms in all of these documents.

iECM is being requested to review AIIM ARP-1 and ANSI/AIIM/ARMA TR48 to help sort out the conflicts.

The committee discussed a concern of what an organization needed to share in metadata – the elements, model, or relationships.

A motion was made to recommend the iECM review the document. (Pole/Sprehe) A sub-committee of iECM will hold a conference call meeting on Tuesday, August 26 at 2 p.m. Eastern. AIIM is to send a copy of ANSI/AIIM/ARMA TR48 to those on this call so that they may review it prior to the call. The sub-committee should address the question "What marriage of ANSI/AIIM/ARMA TR48, ARP-1, and the iECM work might be?" They should also address if ARP-1 and TR48 should remain independent documents.

Next Steps

The next meeting of the full iECM committee will be on September 18, 2008 at 2 p.m. Eastern. With this meeting, the committee is establishing that it will meet every 3rd Thursday at 2 p.m. Eastern.

Adjournment

The iECM meeting for August 21, 2008 was adjourned at 3:10 p.m. (Sprehe/Dollar)

Interoperable Content Management – Information Organization and Access (iCM-IOA) Project Proposal

AIIM iECM Committee

August 21, 2008

Overview

- Previous Discussion
- Tasks for today
 - Determine Title
 - Develop the Scope Statement
 - Identify action items
- Next Steps

Previous Discussion

- New Project's purpose
 - To find a useful task, of manageable size, that serves the iECM/AllIM audience by helping it to make existing and future CMS systems be more interoperable.
- Basic Idea
 - Find high benefit, low risk, reasonable effort tasks to obtain “low hanging fruit”
 - Address the most common interoperability issues, finding and accessing content in other systems, without requiring end users or their advocates to repeat the same conceptual search on multiple systems

Tasks for today

- Determine title
- Develop the scope statement
 - Draft 1 today
 - To be matured by new sub-committee
 - Brought back to iECM for final approval
- Identify action items and next steps

Title

- Proposed:
 - (iCM-IOA) Interoperable Content Management - Information Organization and Access
- Discussion and Other Title Options
- Final decision should be made in parallel with approving scope statement

Scope Statement (proposed)

- Develop a protocol to allow the interoperation of content management systems in the context of content access
 - Not a end user interface, but an inter-system programmatic protocol,
 - Allows one system to create a “message” requesting a task to be performed by another system which supports the iCM-IOA protocol
 - All iCM-IOA supporting systems are able to understand and respond to such a request with a response “message” which is understandable by any system which supports the iCM-IOA protocol
 - Requests to include:
 - Give me a list of the system unique ID’s of all content which matches the attached parametric search query
 - Parameters might include any or all of free text matching, categorical or classification matching, inter-content relationship matching
 - » Free text ~ AltaVista like pattern matching search
 - » Categorical ~ Content which belongs to specific category or classification of content
 - » Relationship ~ Content which has this named relationship (e.g. “an earlier version of”) with the content which has this unique ID
 - Give me the content identified by this unique ID which was supplied by a previous query response
 - The iCM-IOA protocol would also define how to implement the requirements implied by these request types:
 - System-wide persistent unique identifiers
 - So that inter-system mappings can be created, create a method to identify the semantic relationships between members of one systems categories of content and another system’s categories of content, At minimum a system must have a unique identifier for each category, and a human understandable definition of the commonality among members of each category.
- Create a reference application which employs the iCM-IOA protocol to make search, browse and access interoperable between at least three publically accessible content management systems.

The NOT In Scope Statement (proposed)

- iCM_IOA Project will NOT:
 - Develop a universal meta-data model
 - Be required to perform relative ranking of results from multiple systems
 - Automate the process of building semantic maps from one systems classification schema to another system's schema

Identify Action Items and Next Steps (Proposed – Near Term)

1. Name iCM-IOA Sub-Committee
2. Schedule first iCM-IOA meeting
3. Develop requirements statement for iCM-IOA project
 - End user Survey
 - Standish Research Group
4. Perform CMS commonality/variability analysis
 - Working toward a Tailorable CMS Model