# 360Giving Standard Policy:
# Normative and non-normative content

## Abstract

*This document is 360Giving's policy on normative and non-normative content on the 360Giving Standard documentation site, and their related change management processes. This policy is derived from [Open Contracting's policy](.).*

**Versioning:** Adopting this policy DOES NOT result in an update to the Standard.

**Actions for the committee:**
Approved for adoption at 360Giving Standard Stewardship Committee meeting, 22 November 2019.

## Key concepts

**Normative**: [Normative content](.) is the prescriptive part of a standard. It sets the rules to be followed in order to be evaluated as compliant with the standard, and from which no deviation is permitted; contains recommendations that have official standing; and provides options which, if implemented, must be done in a given way in order to remain compliant.

**Non-normative**: Non-normative content is the non-prescriptive, or 'descriptive', part of a standard. This may include analogies, synonyms, explanations, illustrations, context and examples. Non-normative content must not contradict normative content.

**Compliant**: Something that is evaluated as fulfilling the criteria set by the normative content of a standard. It is synonymous with **conformant**.

**360Giving Data Standard**: The 360Giving Data Standard is the *normative* content at [http://standard.threesixtygiving.org/en/latest/](http://standard.threesixtygiving.org/en/latest/).

**360 data**: Data that complies with the 360Giving Data Standard.

**Content**: Content is anything meaningful, whether it is text (e.g. a sentence on a web page or in a Markdown file; a JSON fragment; a CSV field), an image or otherwise.

## Background and Motivation

The [360Giving Data Standard documentation website](.) includes content that is normative and therefore is defined as the 360Giving Data Standard. It also includes non-normative content, which is guidance about related topics. The documents which set out the 360Giving Data Standard [governance and revision control processes](.), and the responsibilities of the Stewardship committee do not include a definition of the scope or location of the content subject to those processes.

This policy aims to provide clear guidance about what content on the 360Giving Data Standard documentation website is normative and non-normative, and the associated change processes for each.

# What is normative content?

The following content is considered normative as at version 1.0.2.

**360Giving Data Standard documentation**
The following sections and sub-sections are considered normative. The source of these pages are found in the [documentation directory](#).
- [Index](#)
- [Reference](#)
    - [Data formats](#)
    - [Spreadsheet format](#)
    - [JSON format](#)
- [Identifiers](#)
    - [Identifier basics](#)
    - [Get your prefix](#)
    - [Grant Identifier](#)
    - [Organisation Identifier](#)
- [Governance & Revision Control](#)
    - [Introduction](#)
    - [Version 1.0 and Beyond](#)
    - [Stewardship and Governance](#)
    - [Versioning and Upgrade Process](#)
    - [Prioritisation](#)
    - [Development and Documents](#)
    - [Review by the Stewardship Committee](#)
    - [Deprecation Policy](#)
    - [Support Policy](#)
    - [Definitions](#)
- [Terms of Reference - Stewardship Committee of the 360Giving Data Standard](#)

**JSON Schema files**
The following files are considered normative content. These files are found in the [schema directory](#).
- 360-giving-package-schema.json
- 360-giving-schema.json
- 360-summary-table-schema.json

**Codelist CSV files**

The following files are considered normative content. This file is found in the [codelists directory](#).
- geoCodeType.csv

# What is non-normative content?

The following sections and sub-sections are considered non-normative. They describe any concepts not described by the standard, for example: data licensing and data protection. The source of these pages are found in the documentation directory.

**Help and Guidance**
- Data Protection
  - What is data protection?
  - What does data protection have to do with open data?
  - Publishing personal data with 360Giving
  - Where can I go for help with data protection?
- Licensing
  - Guide to 360Giving Open Data Licensing

Get Data
- JSON Feeds
- Downloading Data
- FAQ
- License

# Making changes to normative and non-normative content

### Changes to normative content
Normative content is governed by the revision processes, using a MAJOR, MINOR or PATCH process, depending on the extent and effect of the change. This is outlined in the Governance section of the standard documentation, and uses semantic versioning. This provides a clear process and ensures appropriate consultation and sufficient notice is given to stakeholders.
- MAJOR for backwards-incompatible API changes.
- MINOR to add functionality in a backwards-compatible manner.
- PATCH to make backwards-compatible bug fixes.

### Non-normative changes within normative content sections
There are changes that can be made to normative content that are non-normative in effect, and follow the revision process for non-normative changes outlined below.
- Changes that produce no visible changes to outputs.
- Whitespace changes that produce no non-whitespace changes to outputs. Indentation changes in JSON files are allowed.
- Fixes of typographical and markup errors (formatting of layout and style) that result in no change to meaning or behavior. For example:
  - Non-normative: fixing typos in `description` columns or `description` fields.
  - Normative: fixing a typo in a code in a codelist CSV file, or in a field name like `uniqueItems` in a JSON Schema file.
- Changes to markup that result in no change to meaning or behavior. For example
  - Non-normative: Using a monospace font for a field's name.
  - Normative: Moving a normative statement into a 'hint' admonition.
- Corrections of links broken by changes in the structure of the documentation or of third-party sites, that result in no change to the meaning.
  - If a broken link is within a normative statement, or if the target of a broken link is normative content, either the new target must make no normative changes to the old target, or the new target should be an archived copy of the old target, to avoid changing the meaning of the link.

**Changes to non-normative content**

It is possible to add, improve or remove non-normative content at any time without triggering the governance process. Non-normative changes will be included in releases of the Standard. The most current guidance will always be on the master branch of the standard documentation.

Pull requests MUST be approved by at least one person knowledgeable of the Standard, other than the author to ensure the changes are indeed non-normative (eg changes to non-normative section content or non-normative changes in a normative content) and do not conflict with normative content.

**Summary of normative and non-normative change processes**

| Scope of update | Approval of update | Update actioned by | Update process |
|---|---|---|---|
| Normative content | Stewardship Committee | 360Giving/ODSC | Standard update governance process |
| Non-normative change within normative content | 360Giving | 360Giving/ODSC | Pull requests approved by a person other than the author. |
| Non-normative content | 360Giving | 360Giving/ODSC | Pull requests approved by a person other than the author. |

# Next steps

- Re-order and label normative and non-normative sections of the Standard documentation website, and update introduction text to refer to different sections.
- Review documentation text for use of RFC 2119 keywords (MUST, SHOULD, MAY, etc.) updating where needed.
- Introduce changelog