

Minimum Requirements for a Project Charter

Module 3: Services & Repositories

Topic 4: Completing the Service Table



Service ID: Creating Unique Identifiers

Every service/repository needs a unique ID for tracking and reference.

Recommended Format

[NODE_PREFIX]-[TYPE]-[NUMBER]

Components:

NODE_PREFIX

Short identifier for your Node (3-6 characters)

TYPE

SVC (service) or REPO (repository)

NUMBER

Sequential number (001, 002, 003...)

Examples:

- `MARINESC-SVC-001` (Marine Science Node, Service 1)
- `SURF-REPO-001` (SURF Node, Repository 1)
- `LIFESCI-SVC-005` (Life Science Node, Service 5)

Naming Conventions

Best practices:



Avoid:

- Special characters beyond hyphens
- Spaces in IDs
- Very long IDs (>20 characters)
- Abbreviations that aren't obvious



- Use consistent prefix

All your services start with same node identifier

- Separate services (SVC) from repositories (REPO)

Makes type immediately clear

- Sequential numbering

001, 002, 003 (not random)

- Keep IDs stable

Don't change IDs between Charter versions

Alternative Formats

If your organisation has existing service registry:

Use those IDs for consistency:

- `DANS-EASY-REPO` (existing identifier)
- `ENA-SUBMISSION-SVC` (recognised service ID)

If part of larger infrastructure:

Include parent organisation:

- `ELIXIR-NL-SVC-001` (ELIXIR Netherlands service)
- `EOSC-SURF-REPO-002` (SURF's EOSC offering)

The key: IDs must be unique, stable, and meaningful to your Node.

Description Writing Principles

Principle 1: Start with Function

Weak

Strong

"Advanced technological platform leveraging cutting-edge infrastructure"

"Enables researchers to search 15 oceanographic repositories through a single interface"

Lead with what it does, not how impressive it is.

Principle 2: Be Specific

Weak

Strong

"Provides data storage for researchers"

"Long-term preservation of oceanographic observation data with ISO 19115 metadata and DOI assignment"

Specificity = credibility

Description Writing Principles

Principle 3: User-Centric Language

Weak

"High-performance computing infrastructure with 10,000 cores and 2PB storage"

Strong

"Enables marine climate modeling at 1km resolution using national HPC resources (10,000 cores, 2PB storage)"

Frame infrastructure in terms of what users can DO with it

Description Writing Principles

Principle 4: Concise but Complete

Weak

- Too brief:
"Data repository"
- Too long:
"This comprehensive data repository platform facilitates the long-term archival preservation and dissemination of heterogeneous oceanographic and marine biological observational datasets collected from distributed monitoring stations and research vessels operating in European coastal and offshore waters, with full implementation of ISO 19115 metadata standards, automated quality control validation workflows, DOI persistent identifier assignment, CC BY 4.0 licensing framework, and FAIR principle compliance mechanisms."

Strong

- Right length:
"Marine data repository preserving oceanographic observations from 15 European institutions with ISO 19115 metadata, DOI assignment, and FAIR compliance."

Target: 1-2 sentences, 20-40 words

Table Formatting and Presentation

Basic Table Structure

Minimum columns (mandatory):

Service ID	Description	Access Policy	Federation Contribution	TRL
Unique identifier for each service/repository	User-focused explanation of what it does	Open/Authenticated/ Restricted/Proprietary	Core or Generic Capability	Technology Readiness Level (must be 7+)

Optional additional columns:

*Add columns if they clarify your offerings, but keep table readable.

URL	Operated By	Anything else
If you want direct links	If services run by partners	Version, contact email, license etc

Complete your service/repository inventory using information from Topics 1-3 and draft table entries:

Your Node prefix:

Service/Repository 1:

Service ID (*PREFIX-SVC/REPO-NUMBER*):

Description (*1-2 sentences, 20-40 words*):

Access Policy:

Federation Contribution:

TRL (*must be 7 or above — if not, revisit Topic 2*):

Service/Repository 2...5:

Repeat the same process for all offerings.



Document TRL 7 evidence for each:

Users:

Usage:

Operational:

Outputs:

Thank you!