

Summary of Actions and Decisions at the 2003 STIP Meeting (in order of agenda topics)

STIP Overview

Science.gov - Action: OSTI handed out some URL lists to specific labs that have web sites included in the science.gov index. However, it was observed that a number of the attributions were inaccurate, so OSTI will investigate with the science.gov staff and provide updated information at a future time.

Full-text Formats - Decision: Since few formats are now being used for electronic documents made available to OSTI, it was agreed that OSTI need only support PDF and HTML formats in future. **Action:** OSTI will address implementation as part of DOE F 241.1 revision plans.

STI Statistics - Total STI receipts show a slight increase thus far in FY 03, attributed to harvesting plus the inclusion of journal citations and user facility records. **Action:** Rita Hohenbrink (OSTI) handed out lists of STI receipts from OSTI's system to respective sites. Receipts included full-text documents as well as citations only (such as journal articles). Separate numbers were provided for classified receipts. STIP representatives should address any questions or clarifications to Rita H. or Kathy Waldrop.

STI Products

Action: OSTI will keep STIP representatives informed as we work on consolidating the DOE ECD, DOE IB, and controlled access materials into a new DOE "superproduct."

STI Process

Revision to DOE F 241.1 - Decision: STIP participants agreed to changes to the DOE F 241.1 recommended by OSTI, which included: making the required fields and their definitions more consistent among the STI forms and harvesting initiative; removing the contact field; clarifying several of the access limitations; and removing the non-M&O type fields that are now on the 241.3 form. **Action:** OSTI will send out a complete list of changes for review that also will include recommendations for the following exceptions/additions that participants made during the meeting:

- C Nicole Brooks, IDO, Carl Roberts, IDO, and Dave Hamrin, ORNL, will review the Intellectual Property/Distribution Limitations (AKA access limitations) on the form, especially OUO and related exemptions to determine if the form should be changed to add exemption numbers. This will be presented to OSTI and the STIP Community for further discussion.

- C Remove USO as an access limitation because it is not based on legal requirements. (Will require prior coordination regarding documents currently marked USO.)

- C Kathy Macal suggested the removal of specified copyright restrictions.

- C Put a notice at top of form to alert users to use DOE F 241.4 for software (hot linked).

- C Add Digital Object Identifier (DOI) to Journal Article information; it was suggested that this could be done by adding a more generic “alternate identifier” field.
- C Under Media/Format, change PDF Normal and PDF Image to Searchable PDF and Non-searchable PDF. Remove all choices for full text format except PDF and HTML.

Software & Intellectual Property

Actions: STIP managers were asked to help ensure that local procedures treat software similarly to other forms of STI. Statistics will be available from OSTI upon request now that the system conversion has been made. Sites should provide any intellectual property-related questions to Sharon Jordan, who will be speaking at the DOE Intellectual Property Counsel annual meeting on May 14 and will seek answers from the General Counsel’s staff.

Harvesting

Decision: Participating sites have found that harvesting offers benefits in time savings and data improvements. **Action:** Sites interested in participating in the Harvesting initiative should notify Rita Hohenbrink at OSTI.

Digitized Legacy Collections

Actions: Sites will be asked by OSTI to verify some access limitations for Manhattan Project documents being scanned in near future. Sites were asked to notify OSTI if they begin a legacy scanning process, as well as any who would like to engage in an exchange of STI with OSTI. Sites were asked to complete a CENDI survey if they have permanent access to digital STI of information that was originally published electronically. Contact Rita for more information.

STIP Home Page

Decision: The group agreed with OSTI’s proposal for updating the STIP Home Page as resources allow. Recommended changes include: Revise the page so that it will no longer be in FRAMES. Change colors so text will be more legible. Have an IP address-controlled area for “business sensitive” STIP Information (internal to group). Add a “Please Review” area where documents could be posted and reviewers can comment back directly to site. Add photographs as appropriate. Add a “What’s New” feature at the top level. STIP Managers suggested that OSTI request feedback via e-mail and recommended others at the sites be given an opportunity to review as well. Lisa Wishard (SNL) provided marked up pages of the STIP Home Page for OSTI to use during the revision process.

Actions: OSTI will invite the STIP Community to provide any additional feedback by a stated deadline. The STIP community can provide feedback of what to keep, toss, archive, and move elsewhere on the site. OSTI will communicate on which changes will be adopted and a timeline for changes.

STIP Strategic Plan

Decisions: The plan will be further revised by: updating introduction to reflect current issues, eliminating sections not relevant or that are not significant at this time, adding accomplishments since the last plan, and modifying the principles section. Anna Nusbaum provided suggested

changes to the principles section with benefits and customers added. The three goal statements were revised during the meeting to focus on (1) operations, (2) relationships, and (3) communications. Pam Novak and Mary Petersen worked with Sharon Jordan on revisions to the goals, which were presented and agreed on by the group. It was agreed that the definition of STI will remain as it appears in DOE O 241.1A.

Actions: OSTI will send its vision statement to the STIP representatives so that the group can recommend any changes to make it applicable to STIP. OSTI will provide Pam Novak and Kathy Macal an electronic copy of the revised plan, and they will write a paragraph for the introduction to deal with post 9/11 challenges/tensions of STI. Then the new draft Plan will be provided for review to the STI community.

Miscellaneous

Next Annual Meeting: Sharon suggested that the location of the meeting rotate to the Eastern U.S. and that a location closer to OSTI would be easier to facilitate next year. **Decision:** It was agreed we would explore having the meeting in Gatlinburg, TN, area in Spring 2004.