



Instructions for Submitting a Service Genre Description

Step 1. Review relevant policy documents

Please read the [e-Framework policy documents](#) that govern the subsequent use of Service Genre descriptions that are submitted to the e-Framework.

- Intellectual Property Rights Statement
- Privacy Statement
- Service Genre Submission Policy

Step 2. Prepare Service Genre description documentation

Use the e-Framework's template to ensure that complete information is captured.

- Download the [Service Genre Description Template](#) (Microsoft Word document)
- Refer to the [General Considerations](#), [Helpful Links](#) and [Guidelines](#) that will help you provide the appropriate information for the elements of the Service Genre description
- The description you prepare must include all required elements
- Include the recommended and optional elements if possible (elements that are not used can be deleted from the document prior to submitting the template to the e-Framework)

Step 3. Submit the Service Genre Description to the e-Framework

- When you have completed preparing the Service Genre Description, follow these steps to submit the document to the e-Framework for review.
- Go to [Submit Service Genre](#) page on the e-Framework website
- Fill in the requested information for the online form (your contact information, etc.)
- Upload your completed template document



- Click "Submit"
- Service Genres that are ultimately accepted will be published and maintained in the Service Genre Registry on the e-Framework website.

General Considerations

- The words MUST, MUST NOT, REQUIRED, SHALL, SHALL NOT, SHOULD, SHOULD NOT, RECOMMENDED, MAY, and OPTIONAL in this document will be interpreted as described in [RFC 2119].
- When documenting a Service Genre, avoid making statements that are truisms for the e-Framework (e.g., do not write: "this Service Genre may be specialised into Service Expressions")
- Avoid repetition
- Avoid using project-specific language
- Include a simple, real-world example where possible

Helpful Links and Contact Information

- See an overview and diagram of the [submission and review processes](#) on the e-Framework website under "Guides"
- If you have questions about the preparation of the template or the overall process, please contact the Editor: editor [at] e-framework.org

Guidelines for all Elements of the Service Genre Description

These directions and notes are provided to assist you in completing the Service Genre Description template completely and accurately. Required elements are so indicated within the brackets that follow each element in the list below and in the template.

If you need to see the complete technical definition of these elements, click on the particular element from the list of [Service Genre Elements](#).

Note: The Service Genre description template includes e-Framework Service Genre description elements as of March 2007 and e-Framework service classifications as of March 2007.



Name [required]

- Provide an appropriate name for your Service Genre
- A meaningful name will allow others quickly grasp what it covers and to discover your Service Genre efficiently
- The name should be simple, concise and informative

Note: The e-Framework may not use the common, English word that you supply, but may re-label this element with a Name Token or Identifier according to a system it will devise.

Rationale [required]

- Introduce the Service Genre that you are submitting
- Describe the underlying idea or principle that makes the Service Genre useful when applied in the domain(s)

Classification [required]

- Select the most appropriate choice(s) for each classifier listed in the e-
Framework [Service Genre Classification Scheme](#)
- In the template, type an "X" in the brackets next to your choice(s)
- Required classifiers are those in **bold**
- You may delete any Optional classifiers that you do not use
- You may select more than one choice for Domain
- Accurate classification choices will ensure that your Service Genre can be catalogued in numerous ways and be readily discovered by a search
- The e-Framework may add to or revise the classifier choices to ensure consistency
- The e-Framework Integrity Group (eFIG) will classify the Status and Confidence level of the submitted Service Genre

Version [required]

- Provide the version for this Service Genre Description
- If a revised Service Genre has technical changes or altered capabilities, you should submit an updated Version of the Service Genre Description
- Version information that reflects editorial changes to the descriptive document may differ from the Version of the Service Genre itself
- The e-Framework Editor will keep track of the versions



Description [required]

- Write a narrative description that explains in plain language what your Service Genre does
- Do not assume the members of your audience are programmers
- Provide sufficient details so that anyone reading your description can understand its basic purpose and capabilities

Be sure to explain:

- Process or problem the service addresses and how it does it
- Rationale for the approach
- Limitations on use related to context or situation
- Organise the narrative in a logical way that is easy to follow and paints a clear picture of the Service Genre's intended behaviours
- Include a diagram

Functionality [required]

- List all the capabilities of the Service Genre
- include the types of things that can be designed as applications or implementations based on this Service Genre

Note: This list should not be the same as the detailed Requests & Behaviours. A functionality may require multiple requests; a request may provide different, unrelated functions.

Usage Scenarios [optional]

- Briefly describe one or more usage scenarios that show how this Service Genre is used in a workflow, or where it fits in a set of business processes

Applicability [optional]

- Explain how your Service Genre should be used
- Point out any situations in which it should not be used
- Make the applicability description as specific as possible

Requests and Behaviors [recommended]

- List all the basic ways to interact with the Service Genre



- Provide the complete technical specifications to permit specialisation of the Service Genre as one or more Service Expressions. Information might include:
 - Name for the behaviour or request
 - Classification (such as “transactional”)
 - Function or operation provided
 - Format of message or requests
 - Normal and abnormal responses
 - Pre-conditions and post-conditions
 - Algorithms for changes in state

Use and Interactions [recommended]

- Explain how the Requests and Behaviours included in your Service Genre combine to produce the desired functions
- If there are constraints about the order of use and interactions, be sure to detail them

Note: This technical description is essential for others to understand the interacting requests and behaviours within your Service Genre and the complex interactions with other Service Genres.

Structure [optional]

- Illustrate the data flow within the Service Genre that reveals the interactions between the data and state

Note: This conceptual picture of how the Service Genre works should not be essential for understanding what it does, but seeing the structure can help implementation designers more readily grasp the complex relationships.

Applicable Standards [recommended]

- List the names and versions of candidate domain and technical standards, specifications and application profiles that might be developed into Service Expressions when implementing the functionality of your Service Genre
- Where possible, link to the [JISC Standards Catalogue](#) for each standard referred to



- Only include the standards that pertain to the behaviour and functionality of the Service Genre, not its possible implementations

Design Decisions and Tradeoffs [optional]

- Describe the decisions involved in designing your Service Genre and explain why you made those choices
- Limit your discussion to the overall design of the service, not the internal details
- Use the Aspects of Service Design guidelines in the Core Components and Concepts document for suggestions on which design choice implications to include in your description (available as a [PDF file](#))

Implementation Guidance and Dependencies [optional]

- Share any anticipated issues that may affect the design or use of implementations based on your Service Genre or on a Service Expression that was specialised from the Service Genre
- Note any assumptions you made about the technology dependencies not documented elsewhere in the template

Note: While design decisions are left up to the implementer, the implementation guidance you provide can be very helpful.

Known Uses [optional]

- List the known uses of this Service Genre by any Service Usage Models (SUMs) and Commonly Recurring (CoRe) SUMs
- Tell how the Service Genre is used and its status: implemented, deployed, proposed, etc.

Related Service Usage Models (SUMs) [optional]

- List the names and versions of the Service Usage Models that use or are dependent upon your Service Genre

Note: This information is helpful when designing applications based on the related Service Usage Models.

Related CoRe SUMs [optional]

- List the names and versions of all Commonly Recurring (Core) SUMs that use your Service Genre



Note: This information is helpful when designing applications based on any of the related Core SUMs.

If you have questions about the preparation of the template or the overall submission process, please contact the [e-Framework editor](#) for additional guidance.

Download the [Service Genre Description Template](#) now. ( 306K)