

How to record a governance decision in the Aristotle Metadata Registry

User story: My boss needs to know the information from a report is correct so they have confidence that they are making the right decisions. They also need to see that there is transparency in the approval process behind the descriptions used in the report. It is time consuming to search the files and intranet for what terms are the correct terms and who is responsible for approving the report.

What metadata objects should I use?

Manage Registration Authority, Manage Stewardship Organisation, and Registration Status

The decisions of a committee about definitions in a report or data set can be recorded in the Aristotle Metadata Registry using the **Manage Registration Authority, Stewardship Organisation and Registration Status** sections.

- **A Registration Authority (RA)** is a group responsible for endorsing metadata to describe its quality as it progresses through various stage of completion. As metadata is reviewed by an RA it may receive a new registration status that describes the quality of the item at that point in time. Over time, an item may have numerous registration states that show how the item has changed. Within a metadata registry, it is the role of a Registrar to act on behalf of the Registration Authority and record these changes.
- **A Stewardship Organisation** is the team that is responsible for the oversight, creation, storing, publishing, sharing and retaining of metadata in line with legislation, regulations and department policies.
- **A Registration Status** is a range of registration levels that help users of a registry understand the endorsement of metadata for its use in certain domains.

One way to understand **Data Governance** decisions in an Aristotle Metadata Registry is by using the analogy of the inconsistencies of Australian rail gauges in the late 1800's.

Despite the railways of the States in Australia adhering to a standard for rail gauges in the late 1800's they were each adhering to different widths. The main factors impeding a consistent rail gauge were private enterprise building locally and a lack of vision by governments to foresee the need to eventually connect the railways.

By continuing the railway construction in a siloed manner and not establishing an overall governance plan, Australia's railways ended up with 3 different gauges in different parts of the country. Extreme inconvenience for the travelling public, high operating costs could have all been avoided had there been a governance body to oversee the work. Eventually an expensive infrastructure project was implemented to build a railway with a single standard gauge.

Data governance must be positioned to look beyond the current project, it must align with a strategy that is representative of the needs of other stakeholders. This will keep a project relevant for the current needs and into the future.

Within the Aristotle Metadata Registry, a **Registration Authority** is like the organisation that has approved the plans for the railway infrastructure project to proceed or approves the collection of the data in the report. It records that an approval process exists, including a name and description of the registration authority, and may include information about roles and responsibilities of the authority plus contact information. By way of its membership, the **Registration Authority** is notified of the occurrence of similar projects and if stakeholder engagements should be broadened.

A **Stewardship Organisation** is like a team that acts on the decisions of the **Registration Authority** and ensures that the decisions are correct and conform to applicable legislation and standards. Users have confidence in using data in a report that has been through these approval processes.

The **Registration Status** is an indication of whether a plan or report has been fully approved for use publicly or is still undergoing the approvals process and has limited circulation. The **Registration Authority** determines the meaning of each of the **Registration Statuses** and at what status the information becomes publicly available.

All these actions are controlled by the **Registration Authority** and carried out by the **Stewardship Organisation**.

The process the organisation has followed for approving the data collection should be mapped to the **registration status** available in Aristotle. Issues such as the workflow, lifecycle and Aristotle permits these rules to be further described for future reference about who, what, where and when the data set was approved for collection and distribution.


The link below is a guide to how to create the **Registration Authority**, describe it and manage whether the items endorsed by the **registration authority** can be publicly visible or only available to a specific group of users. Aristotle includes fields that permit the associated rules to follow when assigning a registration status to the items being submitted to the registration authority.

Examples of Registration Authority, Stewardship Organisations and Registration Status

- A **Registration Authority** can instruct a **Stewardship Organisation** to record a registration status for many different types of metadata items. This information is always visible from the metadata item. In addition to the **Registration Authority** named under **Endorsed by**, the **Stewardship Organisation** and the **Registration Status** is also clearly shown with more information on the history of the endorsement.

View this item with its registration information online:

[Address Details Data Dictionary](#)

Address details data dictionary	
Type:	Data Set Specification
Identifiers:	UUID - 6a267f1a-158c-11e7-803e-0242ac110017 meteor/434713/
Origin URI:	Jump to original 
Stewardship Organisation:	Aristotle Demo Organisation
Endorsed by [Change]:	<ul style="list-style-type: none">• Community Services : Standard on 6th February 2012 View registration history
Last updated:	By <i>Unknown</i>
Created:	8th March 2015
Supersedes:	<ul style="list-style-type: none">• <i>None</i>
Superseded by:	<ul style="list-style-type: none">• <i>None</i>
Collections:	<ul style="list-style-type: none">• <i>None</i>
<hr/>	
Workgroup:	Imported workgroup
Discussions:	Start a new discussion about this item

- Once the endorsement has been obtained it is easy to publish the approved items. The community of interest can be notified about the endorsement. A metadata item can be **published** and **endorsed** by the registrar.

This form allows you to change the status of items in your registration authorities.

Items

Remove all items

- Transmission Classification Text X(13) (id: 604038)
- Recordable Notifiable Disease Activity—Number of Days Since Last COVID-19 Case (id: 604071)
- WHO Region Classification Code A(5) (id: 604042)

These are the items that will be registered. Add or remove additional items with the autocomplete box.

Registration date

Date the registration state will be active from.

Cascade endorsement

No - only register the selected items

Yes - register the selected items, and all their child items

Cascading registration will include related items when registering metadata.

State *

Registration Authorities *

- ACSA Research Data Stewards Committee
- Commonwealth Department of Health
- Community Services
- Demonstration Registration Authority
- Early Childhood
- Health
- Health
- Homelessness
- Housing assistance
- Independent Hospital Pricing Authority
- Indicator governance board
- Indigenous
- ISO/IEC
- Logical Outcomes Registration Authority
- National Health Performance Authority
- Tasmanian Health
- WA Health
- Welfare

Administrative Note

The administrative note is a publishable statement describing the reasons for registration.

How do I create these?

When browsing or creating metadata within the Aristotle Metadata Registry, Registration Authority information is included under the “**Endorsing Metadata**” section.

Follow the information in this link [Creating and managing registration Authorities](https://desk.zoho.com.au/portal/aristotlecloudservicesaustralia/en/kb/articles/how-to-view-and-add-registration-authorities) -

<https://desk.zoho.com.au/portal/aristotlecloudservicesaustralia/en/kb/articles/how-to-view-and-add-registration-authorities>