# Web Accessibility Laws and Policies Editing Plan

Editor: Robert Jolly

Processing Submission Workflow: <<https://www.w3.org/WAI/EO/wiki/Policies_Workflow>>

Yellow Highlights – Planning team feedback to be implemented

Response Date: 09/13/2017

I have been reviewing the Web Accessibility Laws and Policies resource for its readiness for the new site design/re-launch, and the resource is in very good shape, overall. As part of the review process, I have created an initial Policies Workflow wiki page (above) to document how the resource will be maintained over time. Please review it and let me know what changes you suggest to clarify or simplify the process and ensure it is complete and accurate as possible.

There are a couple of tasks that should be planned for pre-launch, and they are listed below.

1. Review and make edits to the Policies Workflow wiki documentation.

**Recommended Edits to Workflow:**

* **Under Workflow** - "… within two business days..." - We don't want to make a requirement of two days, or even an expectation. Would be great, but it's a higher bar than we usually hold EOWG participants to. This will be an internal only document. Need to relax the language that it will be reviewed quickly (but not list a number of days). We understand you intend to provide a needed timeline, but need to relax that timing language in this section.
* **Under Workflow** – Indicate the Chairs and Team Contact are monitoring GitHub Repo that receives submissions and will alert appropriate person/people that a new submission was received and work needs to begin on it.
* **Under Publishing Schedule** - "will be updated every two (2) weeks on Wednesdays" Why not "within X business days"? If we have an update ready to go, let’s not wait, let’s just update. We don’t anticipate getting many per month (historically 1/month). If volume increases and we need to create a standing schedule then we can update at that time.

2. Review content within the Policies resource against the WAI Style Guide and make any suggestions for corrections/updates in GitHub. This Style Guide review task is not expected to yield substantial changes, as the resource was recently re-published with the whole group’s involvement in editing the content. Agreed ☺

Regarding the Workflow wiki page, I have been thinking about whether or not we should mention it or link to it from the Policies pages where appropriate (like on the Submission page for changes/additions). I would like to have feedback from the planning team on whether or not we need to expose that level of detail directly, though. We do not think we should link to the Workflow. This could be problematic for setting up some expectations that we may not be able to always meet. The submission form currently has a statement that they should see an update within 10 days’ time. That should be enough explanation of timeline and they can email if for some reason we don’t meet that expectation.

**Regarding the Repository(ies):**

Currently there are two separate GitHub repositories for Policies. We need to get this down to one repository to eliminate any confusion. We would like you to reach out to Eric and work with him to solve this issue.

The current repositories are:

* <https://github.com/w3c/wai-policies-prototype/issues> (this is where current submissions go)
* <https://github.com/w3c/wai-policieslist/issues> (but this name makes more sense)

Please work on the following tasks to clean this up:

1. Find out from Eric which repository should be kept and which one should be removed/closed.
2. There are issues in both repositories. Look through all issues in each and close any issues that are complete or no longer relevant to current or future work.
3. Some issues were put off until after the AccessU push. Look through those and determine if any can be completed before relaunch. If they need to wait until after relaunch or 2018 then we need to confirm that list is OK with EOWG, as the expectation is that they would be picked up and worked on in near future.
4. Work with Eric to transfer issues (open and closed), if possible, to the repository that will be kept. If they cannot be transferred, then you may need to close some in one and open them in the other.
5. Once everything is completed, have Eric close the repository that we will not use. BE SURE THE ONE KEPT OPEN IS THE ONE THAT WILL RECEIVE SUBMISSIONS.

If all of this looks good to you, I will begin that work and distribute to the Policies reviewers quickly to keep things on track.

Thanks for all your work Robet!!!