Policy for domains and subdomains

Process owner: Data Centre and Operations Office
Approved by: SciLifeLab Management Group 2024-06-13
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Introduction

SciLifeLab's main digital display is the website scilifelab.se. We strive to direct other channels towards that website, to ensure consistent information with one main source. For discussions on how to adapt scilifelab.se to ensure it remains relevant related content, contact communications at operations office, or send a ticket to website@scilifelab.se.

However, situations could arise where SciLifeLab content does not fit within the SciLifeLab website. In such a situation a separate domain or a subdomain could be discussed. Therefore, this policy describes steps to be taken to investigate whether this is a possible way forward.

The instructions below are relevant for subdomains used in connection with scilifelab.se in order to publish web pages (other technical applications for subdomains, such as IP addresses for servers, are not relevant for this process).

This policy and process is developed jointly by SciLifeLab Data Centre and Operations Office. To ensure accessibility, maintenance, and branding, we strive to keep the SciLifeLab web pages homogeneously presented. Therefore, SciLifeLab Data Centre and Operations Office (communications) will support the SciLifeLab community in achieving good web solutions. For questions related to subdomains, please consult website@scilifelab.se (monitored by Data Centre and Operations Office).

Instruction for applicants: suggesting domains or subdomains

First step: Specify and describe the need of a subdomain

1. Revise the current web presence for the platform. Priority is to use the main site scilifelab.se. Reach out to website@scilifelab.se for guidance and assistance if needed. If needed the answer is escalated to the web team (bi-weekly meetings).

2. Ensure resources are committed to secure long-term maintenance.

3. Contact communications team (info@scilifelab.se) for info on possibilities within the current site (expansion to other geographical nodes, etc).

4.

Second step: Suggesting a new subdomain

- Contact website@scilifelab.se with information on:

  - Aim of the subdomain

  - How to ensure resources committed for long-term maintenance

  - Who is responsible (which parts of SciLifeLab that are to be described on the site/are part of the suggested webpage)

  - Provide info on long-term maintenance of content on subdomain, including contact details email and phone number.

  - Technical needs/requirements

- Data Centre and Operations Office decides on further handling and responds with a "yes", or "no", or ask for further information and/or a meeting to discuss further.

- If "yes", Data Centre will assist in setting up the domain/subdomain of scilifelab.se during the next step.

Third step: Implementation of a subdomain

- If approved, the subdomain shall be implemented in dialogue with Operations office communications support (info@scilifelab.se) using SciLifeLab graphic profile (https://www.scilifelab.se/?s=graphic+profile) on the website. Ensure that the user experience is that the content on the subdomain is still under the scilifelab.se umbrella

- Provide information on long-term maintenance of content on the subdomain including person/function responsible for the content and person/function responsible for the technological part.

- Responsible for the subdomain is requested to check in with policy process owner (website@scilifelab.se) on an annual basis to ensure that content, contact details and visual identity of the page stays relevant and up to date.

- In the event that the content and visual identity of a subdomain are not actively maintained in accordance with SciLifeLab guidelines by the subdomain owner, the process owner reserves the right to cancel the subdomain. It is imperative for all subdomain owners to regularly review and update their content to ensure alignment with SciLifeLab standards.