**ANNEX A**

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| **Category 1 – Design, Build, Test and Assure****For the avoidance of doubt, all the requirements below apply to both the English and Arabic views of the website.** |
| The website must have a mobile version. | It is now common that many online platforms are viewed using portable devices and this is particularly true within the UAE region where many use their mobile phone as their primary device. The website must have an instance that works specifically for mobile devices and is not just simply an optimised set of web pages. |
| Look and feel of website must be able to incorporate specific branding and logo elements.  | Brand identity is important and recognition of the project needs to be clear. The design of the website must incorporate all required branding elements appropriately. This includes the NA logo and a new website logo. |
| The website must conform to an approved style guide. | A style guide for the Arabian Gulf Digital Archive will be created. Any design elements of the website must incorporate the appropriate elements of this guide. |
| Website design and presentation must reflect high quality production values. | This website will be promoted internationally and is expected to attract attention from many groups. It therefore needs to look and feel impressive and impactful as well as reflecting the status and quality associated with the NA and TNA. |
| The website must be accessibility compliant in all display language versions. | The site must be AAA compliant in both standard web browsers and also on mobile devices. It should be accessible to disabled users. |
| The website must be multiple browser compatible. | The web based and mobile versions of the website must be compatible with all major browsers and viewers. Any support and upgrade elements of the ongoing support contract for the website must include ongoing development to ensure compatibility is maintained. |
| The site must exist in both English and Arabic language versions. | All web page content for the website (including navigation and functionality elements) will be translated from a base of British English to Modern Standard Arabic. The website must be able to render in either language (user specified). The Supplier needs to demonstrate experience of building a dual language website that demonstrates their capability to handle these contrasts |
| Look and feel of website must be comparable, regardless of language selected. | The change between site languages should be done in a way which allows the basic look and feel, branding elements and functionality to be comparable and consistent. |
| SEO must be in place for website. | It is important that the site is easy to find and therefore it needs to be optimised for all the major global search engines to ensure a high natural ranking. |
| The website must be available and measured against specific SLA targets. | The site must be robust, be available and able to cope with substantial traffic. |
| Web analytics must be available for the website. | User behaviour must be well understood when interacting with the site. Analytics packages must be included in the web design as must be an appropriate suite of business owner generated reports to extract and analyse the information. |
| The website should be built in accordance with industry best practice in website design.  | The supplier's proposal should include the design and development methodology and standards that to which they adhere. |

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| **Category 2 – Search****For the avoidance of doubt, all the requirements below apply to both the English and Arabic views of the website.** |
| Historic document content must be searchable. | The website will launch with approximately 500,000 images of historic document content arranged within a catalogue hierarchy. These documents must be searchable so that end-users can efficiently locate specified records.  |
| For historic document and web page static content searches, either English or Arabic must be available. | The primary source language of most of the historic document content is English although the catalogue descriptions will exist in English and Arabic. Arabic language users will expect to be able to search the descriptions and the web page static content in both languages. |
| Fuzzy search logic must be integrated within the search engine. There must be the ability to create synonym lists and a thesaurus of terms. | Users will be searching historical document content that will change over time, e.g. names of people & places. The search function must be able to recognise phrases and suggest alternatives as appropriate to ensure users have the best opportunity of finding the information they require efficiently. |
| Search must have auto-complete functionality. | Usability of the website will be a key to it becoming a valued resource. Functionality like auto-complete enhances the user experience and will guide researchers to the most relevant content quickly. |
| There must be an advanced search option for historic document searches. | When conducting detailed searches across large amounts of information, advanced searches will help users find the most relevant historic document content quickly without having to assess large amounts of material.  |
| Search results must be able to present OCR search results as well as catalogue search results. | Each piece of historic record content on the website will include a catalogue description that can be located using English or Arabic search functionality. In addition, a significant portion of the historic record content will have OCR data allowing for deep text searching. The search engine must be able to handle these results in a cohesive manner that makes sense to the user. |
| The search must enable presentation of OCR content with highlighted search terms. | OCR will enable users to search the content down to individual word level. The results of these searches must offer the user the ability to view the document text with each instance of the search term highlighted so they can easily identify the relevant areas. |
| Historic document content searches must have the ability to search at catalogue level only, OCR level only and both. |  The user must have the ability to specify at what level within the documents they want to search within. |
| When searching the historic document content, the user must be able to decide at what level they want to see results. |  Users must have the ability to configure how search results are presented to help them identify key documents. |
| OCR search will only work for source language of historic document content. | There is no requirement for OCR outputs to be translated from English to Arabic. So although searching will be possible in either language, if only one language version exists this is what will be shown within the search results. |
| Website static content must be searchable. | The website will contain a number of articles, blogs and other relevant data as well as the historic document content. Users must be able to search this static website content to help them find information of interest. |
| The search results page must be user configurable. | The user must have the ability to tailor search results to their own preferences. There must be options on how many results to show per page, allow (or not) OCR results to be shown, and subject based filters which can be applied. |

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| **Category 3 – User Interaction****For the avoidance of doubt, all the requirements below apply to both the English and Arabic views of the website.** |
| User has the ability to add comments. | The site will contain articles and blogs related to the subject material. Users must have the ability to post comments to these pages allowing there to be a dialogue between themselves, the AGDA team and other users. |
| User has the ability to add notes. | Some end-user groups will be looking to gain insights by reading pages of historic document content. They need the ability to be able to add their own personal notes within the site that they can view, edit and delete as required to help them with their research. |
| User has the ability to request e-newsletter updates. | New historic document content and web page static content will be added to the website over time. As new material is published, the launch will be communicated to interested parties. In order to aid in the creation of this user database, the website must incorporate functionality that allows end-users to sign up to receive newsletter updates from the project team. |
| Users must have the ability to flag historic document content, web page static content and search results and save these between sessions to be able to return to them without repeating actions. | Given the large volume of material that will be accessible via the website, users will need to be able to have some way of highlighting information they find useful and be able to return to that information between sessions without having to repeat actions. |
| Users must be able to share specific web page static pages and links to historic document content on social media platforms. | For the articles and blogs that will form part of the web page static content and images of historic document content on the website, users will have the ability to share this content across social media platforms. |

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| **Category 4 – Digital images****For the avoidance of doubt, all the requirements below apply to both the English and Arabic views of the website.** |
| Historic document content must be downloadable from the website. | As well as being able to view the historic document content online, this material will also be available to download so a user can view it without the need to be connected to the website. |
| Downloadable historic document content will be in a printable format. | Historic documents content viewed on the website (and potentially downloaded) must be able to be easily printed, either directly from the site and/or from the download. |
| Historic document content will be available to view and download at appropriate resolution. | The historic document content images will be digitised to a set standard (see appendix A for details) depending on the nature of the material. This historic document content needs to be viewable and downloadable on the website at an appropriate level to suit the needs of the user. |
| Historic document content must be visible to view on the website without the need to download. | Images of historic document content will be organised within a hierarchy on the website. Although this historic document content will be searchable (at catalogue level and in some cases where OCR data exists, at image level), users will need the ability to view individual pages online without having to download them. They will also need to be able to browse between images in order to see information in surrounding pages to the one generated from the search. |
| Any historic document content "viewer" must have a zoom function and other standard viewer functions (e.g. rotate, contrast, brightness, invert etc.). | When viewing images online, the user must have the ability to zoom in and out within the field of view to be able to see detail. |

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| **Category 5 – Content Management****For the avoidance of doubt, all the requirements below apply to both the English and Arabic views of the website.** |
| Ability to add web page static content to the website | New articles and blogs will regularly be added to the website. This activity needs to be possible by the business team without requiring developer resource to publish the content. Publication can be immediate or date/timed. |
| Ability to edit and remove web page static content to the website | Web page static content that has already been published may need to change over time. The site owners need the ability to both edit and remove web page static content from the website without the need for developer resource. |
| Ability to review any user generated content and approve it for publication to the website | Once an online user has submitted a comment that would be visible on the website, the business team will have the ability to review, edit and/or redact this comment and decide to allow it to be published or not. They also need the ability to remove, edit and/or redact already published user generated posts from the site. |
| Ability to link to and from web page static content pages on the website | The page templates that support the publication of web page static content need to be able to accommodate links and navigation that will allow users to be able to move within the website. Additionally, the pages need to support links within the content both to other parts of the website and to external websites. |
| A range of web page static content templates must be available for best presentation of different types of information | There needs to be a number of different ways that web page static content can be published on the website. The site owners need to be able to select between a range of presentation formats for best presentation of any information they are publishing. |
| Glossary of terms to be visible on the website | As part of the web page static content of the website, there will need to be a section that explains various terms (and variations) to help with searching and interpretation of the records. |

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| Ability to add web page static content to the website | New articles and blogs will regularly be added to the website. This activity needs to be possible by the business team without requiring developer resource to publish the content. Publication can be immediate or date/timed. |
| Ability to edit and remove web page static content to the website | Web page static content that has already been published may need to change over time. The site owners need the ability to both edit and remove web page static content from the website without the need for developer resource. |
| Ability to review any user generated content and approve it for publication to the website | Once an online user has submitted a comment that would be visible on the website, the business team will have the ability to review this comment and decide to allow it to be published or not. They also need the ability to remove already published user generated posts from the site. |
| Ability to link to and from web page static content pages on the website | The page templates that support the publication of web page static content need to be able to accommodate links and navigation that will allow users to be able to move within the website. Some of these links will be generated by the site owners allowing pages across the site to be linked to directly as well as links that will take users to other websites. |
| A range of web page static content templates must be available in order to best present different types of information | There needs to be a number of different ways that web page static content can be published on the website. The site owners need to be able to select between a range of presentation formats in order to best present any information they are publishing. |
| Glossary of terms to be visible on the website | As part of the web page static content of the website, there will need to be a section that explains various terms (and variations) to help with searching and interpretation of the records. |

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| **Category 6 – Catalogue Administration****For the avoidance of doubt, all the requirements below apply to both the English and Arabic views of the website.** |
| The website must have catalogue administrative system that ingests, manages digital images, catalogue descriptions and technical metadata (assets). | The catalogue administrative system must comply with core archival standards: [ISAD G](https://www.ica.org/en/isadg-general-international-standard-archival-description-second-edition), [ISAAR](https://www.ica.org/en/isaar-cpf-international-standard-archival-authority-record-corporate-bodies-persons-and-families-2nd), [ISDIAH](https://www.ica.org/en/isdiah-international-standard-describing-institutions-archival-holdings) and must have the ability to add and configure catalogue fields, i.e. copyright status |
| The website must have an administrative interface that allows the site owners to add/edit/remove catalogue assets and content. | The website will launch with around 500,000 assets (digitised images, catalogue descriptions and technical metadata) but should have the capability to scale up to manage up to 10 million assets and therefore site owners require the ability to add new images (and whole record series) themselves without the need for developer resource.Already published catalogue entries, images and/or metadata may need to be edited/removed. The site owners need to be able to edit, re-release and remove content without the need for developer resource. |
| The website must have an administrative interface that allows for the bulk loading and bulk exporting of historic document content. The system must also facilitate export.  | As well as being able to add assets manually in small quantities, the system must be able to load large quantities of digital images and metadata in a single process. |
| The Digital Archive administration system will have a workflow for teams to manage, edit, and release digital images and metadata.  | This must support the ability to de-select images that are not for publication. |
| The Digital Archive administration will have the ability to create, edit and remove workflows that reflect the business processes. | As new content is added to the site over time, there needs to be the ability to change/add and delete workflows within the system to accommodate for these changes. |
| The system will require interoperability that will enable the underlying digital storage of assets to be hosted by a cloud services supplier based in the United Arab Emirates. | It is anticipated that the live website will be hosted in a cloud based environment based within the UAE. The site and the corresponding support tools need to be able to operate within this environment and be able to communicate with each other as required to ensure ongoing management of the website and its content. |
| The Digital Archive administration system will have the ability to manage and configure user permissions including the ability to add and remove users from the system.  | The system will allow for the creation/deletion editing of new users to the admin system with the appropriate level of permissions. The system will also have the ability to manage any public profiles that are created on the public facing website (if applicable based on the wider requirements for users to be able to generate and manage content to their own individual preferences). |