



# Governance Series

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## WQI-PUB-000

### Publication and Document Control Policy

**The WiFi Quality Institute: Publication and Document Control Policy**

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**Status:** Approved foundational governance document

**Applies to:** WQI governance, publications, working methods, technical independence, and institutional conduct

## **1. Purpose**

This document defines the principles and procedures governing the creation, identification, versioning, publication, and maintenance of official documents produced by the WiFi Quality Institute (WQI).

The purpose of this policy is to ensure that all WQI publications are:

- clearly identifiable,
- transparently versioned,
- consistently structured,
- publicly accessible when appropriate,
- and preserved within a stable scholarly record.

The policy supports the credibility, traceability, and long-term accessibility of WQI technical and governance outputs.

## **2. Scope**

This policy applies to all documents issued under the authority or name of the WiFi Quality Institute, including but not limited to:

- governance documents
- technical reports
- methodological papers
- research publications
- position papers
- operational frameworks

The policy governs both public documents and internal governance documentation, where applicable.

## **3. Principles of Publication Governance**

WQI publication practices follow several core principles.

### **3.1 Transparency**

Where appropriate, technical work and methodological development should be published openly to allow independent review, scrutiny, and reuse.

### **3.2 Traceability**

All official WQI documents must be uniquely identifiable through a structured document identifier and versioning scheme.

### **3.3 Stability**

Published documents should remain accessible over time through stable repositories or archives.

### **3.4 Academic Integrity**

Publications should accurately represent the scope, limitations, and maturity level of the work presented. Documents should avoid overstating consensus, adoption, or institutional authority.

### **3.5 Separation of Research and Commercial Activities**

Technical publications issued by WQI must remain independent from commercial implementation

activities and should not be influenced by operational or commercial entities.

#### **4. Types of WQI Publications**

WQI documents are classified into defined publication categories.

##### **4.1 Governance Documents (GOV)**

Governance documents define the internal principles, policies, and operational rules governing the institute.

Examples include:

- governance frameworks
- policy documents
- procedural rules
- ethical principles

Identifier format:

WQI-GOV-xxx

Example:

WQI-GOV-000 – Standard Governance Principles

##### **4.2 Technical Reports (TR)**

Technical Reports document research results, technical analysis, or methodological development related to Wi-Fi network quality assessment.

Technical Reports may include:

- conceptual frameworks
- measurement methodologies
- analytical studies
- applied research findings

Identifier format:

WQI-TR-xxx

Example:

WQI-TR-000 – Mission, Scope and Research Agenda

##### **4.3 Research Papers (RP)**

Research Papers present detailed academic or engineering analyses suitable for scholarly dissemination.

These may be developed internally or in collaboration with external researchers.

Identifier format:

WQI-RP-xxx

##### **4.4 Position Papers (PP)**

Position Papers describe WQI perspectives on industry practices, technical challenges, or methodological considerations.

Identifier format:

WQI-PP-xxx

## 5. Document Identification and Numbering

Each WQI document must include a structured identifier composed of three components:

[Institution]-[Category]-[Sequential Number]

Example:

WQI-TR-002

Numbers are assigned sequentially within each category and must use three digits (e.g., 001, 002, 003).

Numbers should not be reused once assigned.

## 6. Document Lifecycle and Status

Documents progress through defined lifecycle stages before becoming official publications.

The following statuses may be used:

Status	Description
Draft	Document in preparation and not yet formally reviewed
Under Review	Document undergoing technical or editorial evaluation
Active	Officially approved and published document
Superseded	Replaced by a newer version
Withdrawn	Removed due to error, obsolescence, or governance decision

The document status must appear on the front page.

## 7. Roles and Responsibilities

To ensure publication integrity, WQI documents may involve several defined roles.

Role	Responsibility
Author	Prepares the document content
Technical Reviewer	Evaluates technical accuracy and methodology
Editorial Reviewer	Ensures structural clarity and document consistency
Final Approver	Authorizes publication within the WQI document series

The Final Approver may be a designated governance authority such as a Director, Technical Lead, or Governing Board, depending on the nature of the document.

### 7.1 Approval Responsibilities

Different publication categories may require different approval authorities.

The following general approval model applies unless otherwise specified:

**Technical Reports (TR):** Approval by the designated WQI Technical Lead or equivalent technical authority.

**Governance Documents (GOV):** Approval by the WQI Governing Body or Board-level authority responsible for institutional governance.

**Research Papers (RP) and Position Papers (PP):** Approval may be delegated to the Technical Lead or designated editorial authority, depending on the scope and nature of the document.

The approval structure may evolve as the governance framework of the institute develops.

## 8. Versioning Policy

All WQI documents must include a version identifier and publication date.

Version numbering follows the format:

Major.Minor

Examples:

Version 1.0

Version 1.1

Version 2.0

Version increments follow these principles:

### **Major version change**

Used when:

- substantial methodological changes occur
- structural revisions are introduced
- the document scope materially evolves

### **Minor version change**

Used for:

- editorial corrections
- clarifications
- formatting updates

Previous versions may remain archived for reference.

## **9. Publication Channels**

WQI documents may be published through one or more of the following channels.

### **9.1 Official Website**

Primary documentation may be hosted on the official WQI website to facilitate access and discoverability.

### **9.2 Scholarly Repositories**

Selected documents may be archived in open scholarly repositories that provide persistent identifiers.

Repositories such as Zenodo may be used to ensure long-term preservation and citation stability through Digital Object Identifiers (DOI).

### **9.3 External Publications**

Research outputs may also be submitted to journals, conferences, or technical forums when appropriate.

## **10. Document Structure and Accessibility**

To improve readability and accessibility, WQI technical publications should include the following elements where appropriate:

- Executive Summary
- Introduction
- Methodology
- Results or Analysis

- Discussion or Implications
- References

Technical Reports are encouraged to include an Executive Summary to facilitate rapid understanding by non-specialist stakeholders.

Documents should be distributed in PDF archival format (PDF/A) where possible to support long-term preservation.

Where possible, documents should include structured metadata both within the document and within the file properties.

Recommended metadata fields include:

- Title
- Author or institutional author
- Publication date
- Document identifier
- Version
- Keywords

Metadata should be embedded in the PDF/A file properties to support indexing by scholarly repositories, search engines, and digital archives.

## **11. Licensing**

Unless otherwise specified, WQI research publications may be released under open licenses to encourage transparency and knowledge dissemination.

Some documents, particularly those related to certification frameworks or operational implementations, may be subject to different licensing terms.

Where open distribution is intended, documents may be released under:

[Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#)

This license allows reuse, redistribution, and adaptation provided appropriate attribution is given.

Specific licensing terms should be indicated within each publication.

## **12. Archiving and Preservation**

To support long-term accessibility, WQI publications should be preserved in stable digital archives.

Where possible:

- documents should be available in PDF archival format
- metadata should include authorship, version, and publication date
- persistent identifiers (e.g., DOI) may be assigned

Archived versions should remain accessible even if later revisions are issued.

## **13. Document Updates and Withdrawal**

Documents may be updated, replaced, or withdrawn under specific circumstances.

Updates may occur when:

- technical knowledge evolves

- methodological improvements are introduced
- clarifications become necessary

If a document becomes obsolete, it may be marked as:

Superseded

Withdrawn

Replaced

Whenever possible, the archival record should remain accessible.

#### **14. Citation of WQI Documents**

When citing WQI publications, the following elements should be included:

- document identifier
- document title
- version
- publication year
- persistent identifier (if assigned)

Example citation:

WiFi Quality Institute. WQI-TR-000 – Mission, Scope and Research Agenda. Version 1.1, 2026.

#### **15. Maintenance of this Policy**

Responsibility for maintaining this policy rests with the governance structure of the WiFi Quality Institute.

The document may be updated periodically to reflect the evolution of publication practices and research activities.

#### **16. Language of Publication**

The official language of the WQI publication series is English.

All official documents issued under the WQI document series (WQI-xxx) should be published in English in order to ensure international accessibility, technical clarity, and consistency across publications.

Translations into other languages may be produced for informational purposes, but the English version remains the authoritative reference.