

ICT Policy

GOVERNMENT WEB INTERFACE STANDARDS AND GUIDELINES

1.0 Title

Government Web Interface Standards and Guidelines

2.0 Effective Date:

7 November 2009

3.0 Introduction

- 3.1 The Internet is the key enabler for the government to communicate information and to offer improved e-services to the public. Hence, a consistent look and feel and timely updates of information for all government websites will enhance the recognition of the Government of Brunei Darussalam sites and increase general confidence in the information and e-services the public receives from the government.
- 3.2 The objectives of this Web Interface Standards and Guidelines (WISG) are to establish a set of standards and guidelines for the Government of Brunei Darussalam websites and online e-services, so as to:
- 3.2.1 Ensure a consistent online experience when a web reader navigates from one government website to another; and
 - 3.2.2 Facilitate ease of navigation, retrieval of information, and access to online e-services on the Government of Brunei Darussalam websites.
- 3.3 To achieve the above, some basic aspects of web design and layout, including the placement of common user interface objects and basic navigation links are standardised while flexibilities are given to ministries, government departments and government agencies to develop their web pages to serve their respective functions.

4.0 Organizations Affected (Scope)

All Government websites using the **.gov.bn** domain *shall* comply with this Standards and Guidelines.

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5.0 Accountability

The Heads of Government Institutions are accountable for implementing the WISG in their respective Institution.

6.0 Requests for Exemption

The Chairman of the EGLF has the authority to grant exemptions from the WISG. The Head of Government Institution *may* apply for exemption from one or more requirements of this standard. The application must consist of the detailed reasons and risk analysis for exemption from each requirement.

7.0 Reference

7.1 The World Wide Web Consortium (W3C)

8.0 Definitions/background

The terms used in this document and their definitions are as follows:

8.1 Agency - The term encompasses Government Ministry, Government Department, Statutory Board and Government Agency

8.2 Computer Systems - Desktop or Personal computers, notebooks, network computers, pocket PCs and personal digital assistants that are used to store, process or access Government Resources.

8.3 Government - The Government of Brunei Darussalam

8.4 Government Resources - All Government data, hardware or software implemented for official use by the Government and its authorised personnel.

8.5 Head of Agency - The term refers to the Permanent Secretary of Government Ministry, Head of Government Department, and CEO of Statutory Board.

8.6 Official – This means any business related to the Government and/or agency.

8.7 User - The term encompasses full-time and part-time government employee, consultant, contractor, temporary, volunteer and any other worker at all levels within the government.

9.0 Abbreviations

The definitions of the terms used in this document as follows:

9.1 EGLF – The E-Government Leadership Forum

9.2 EGTAB – The E-Government Technical Authority Body

9.3 WISG – Web Interface Standards and Guidelines

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10.0 Standards for Websites

- 10.1 The standard design serves to build a consistent online branding for the Government and its Institutions, and to facilitate ease of navigation to basic information and services across websites.
- 10.2 While standardisation is the primary goal, it is recognised that the information and services offered by the Government Institutions are diverse and each *may* have its own particular needs, content and customers. Consideration has been taken to give the Government Institutions sufficient flexibility in customising the basic design to its needs, so as to better serve the customer, as well as to leave sufficient room for creativity and for the ministries to establish its own online presence.
- 10.3 The design template, as shown in **Figure 1 - Standard Website Design Template**, *shall* serve as the template for the development of all government websites.

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- 10.4 The following is a list of recommended fonts, weights and sizes to be used in the Government website:

Table 1 - Recommended Fonts, weights and sizes

Text/Links	Font list	Weight	CSS Size	Visual equivalent
Hyperlinks for language selection, contacts, feedback and sitemap	Arial, Helvetica, sans-serif	Normal	xx-small	8 pts
Top horizontal navigation links	Arial, Helvetica, sans-serif	Bold	x-small	10 pts
Breadcrumb	Arial, Helvetica, sans-serif	Normal	xx-small	8 pts
Left vertical navigation links	Arial, Helvetica, sans-serif	Bold	x-small	10 pts
Default text	Verdana, Arial, Helvetica, sans-serif	Normal	x-small	10 pts
First-level heading (HTML <h1> tag)	Verdana, Arial, Helvetica, sans-serif	Bold	small	12 pts
Second-level heading (HTML <h2> tag)	Verdana, Arial, Helvetica, sans-serif	Bold	x-small	10 pts
Footer	Arial, Helvetica, sans-serif	Normal	x-small	10 pts

10.5 Government Website Masthead

10.5.1 The Government website masthead consists of the Brunei Darussalam Crest located on the top left hand corner.

10.5.2 The Government Crest provides a consistent online branding for all Government websites. The background colour Government Crest *shall* be set as white (#FFFFFF). The height of the global masthead is fixed at 80 pixels. It is hyperlinked to <http://www.brunei.gov.bn> with the <ALT> text “Government of Brunei”.

10.5.3 The Government Institution *may* design its own website masthead and locate it to the right of the Government masthead.

10.6 The language selection hyperlinks located on the left below the Government masthead are to be used only for websites that cater to more than one language.

10.7 Contact information, feedback and sitemap hyperlinks are located on the right below the Institution masthead.

10.7.1 The “Contact Info” is linked to an information page that contains relevant contact information such as institution address, telephone numbers, email address, etc.

10.7.2 The “Feedback” is linked to a web page that allows users to send comments enquiries about the website or institution matters.

10.8 Horizontal Navigation Panel

10.8.1 The hyperlinks on the horizontal navigation panel *should* be consistent across the website, and *should* not occupy more than a single row of text. The hyperlinks “Home” and “About Us” are

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mandatory. Any additional links on the horizontal navigation panel *shall* be inserted to the right of the “About Us” hyperlink. Institutions *may* add other items not listed as basic information to the horizontal navigation panel, depending on the needs of the website.

10.8.2 All websites *shall* use the following structure and labels for basic information:

Table 2 - Structure and Labels for Basic Information

Top-level links	Second-level links	Description
Home	<i>Not applicable</i>	Link to home page.
About Us	<i>Vision/Mission</i>	Vision and/or mission statements.
	<i>Overview</i>	Overview of Government Institution and what it does.
	<i>Organisation Structure</i>	Overview of major departments and functions.
	<i>Management Team</i>	Information about the management.
Services	<i>Service A Service B Etc.</i>	Listing and descriptions of all services provided by the agency.
News	<i>Press Releases</i>	Press releases issued by the agency
	<i>Speeches</i>	Speeches available for the public
Useful Links	<i>Related departments/agencies</i>	Links to related departments or agencies
	<i>Related sites</i>	Other websites related to the agency

- 10.9 The search panel is located on the right below the horizontal navigation panel. It consists of a text input field, and the “Search” button. This search panel will provide the general website search feature.
- 10.10 A vertical left navigation panel *should* be used for additional navigation and can be customised by the institution.
- 10.11 Any logos *should* be displayed towards the bottom of the web page. Examples of logos include institution’s related institutions which *should* be grouped in a cluster, awards (e.g. ISO 9000 logo), compliance (e.g. W3C WCAG 1.0 logo), etc.
- 10.12 The Footer Panels consist of the updated on notice, Copyright notice, and the supported browsers notice.
- 10.13 Privacy policy
[Recommended]

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10.14 Disclaimer

A website disclaimer states the limitations of your liability for the use of your website and the information it contains.

The information contained in this website is for general information purposes only. The information is provided by the Government of Brunei, and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you are able to link to other websites which are not under the control of the Government of Brunei. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, the Government of Brunei takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

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11.0 Standards For E-Services Web Page

- 11.1 The standard design serves to build a consistent look and feel to the users using the online e-services offered by the Government across websites. All Government e-Services web pages *shall* use the following template.
- 11.2 For the e-Services Web Page, the standard Government website masthead and footer are optional.

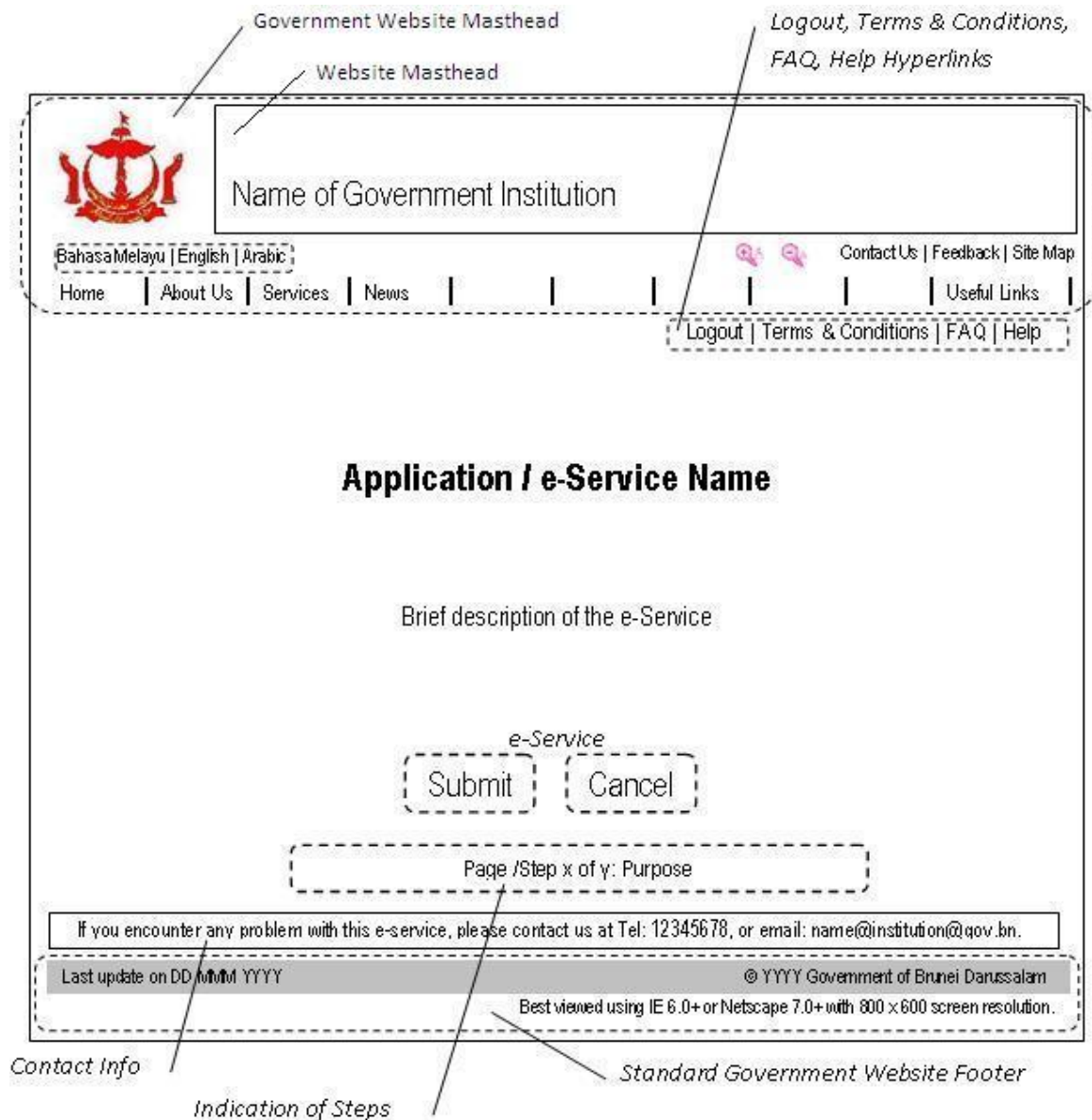


Figure 2 - E-Services Website Design Template

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- 11.3 The name of the e-Service *shall* be clearly specified to establish clearly the purpose of the service, such as “Enquire”, “Apply”, “Renew”, and also include a brief description on the first page of the e-Service. The brief description of the e-Service *should* also indicate the target user audience (e.g. “for business” or “for students”).
- 11.4 The hyperlinks to “Logout”, “Terms and Conditions”, “FAQs” and “Help” are located on the top right hand corner of all the e-Service web pages.
 - 11.4.1 The “FAQs” and “Help” hyperlinks are to provide assistance to the user at all times throughout the transaction.
 - 11.4.2 The “Terms and Conditions” for an e-Service are usually specific to that particular e-Service. The “Terms and Conditions” *may* include information such as user declarations and disclaimers.
- 11.5 All e-Services with multiple steps *should* have an indication on which pages, or steps whichever is more appropriate, of the transaction the user is at and how many pages/steps are required to complete the transaction. If possible give a name to inform user the purpose of the page/step (e.g. “Data Validation”).
- 11.6 The contact information (application custodian) is displayed at the bottom of every page, and includes the contact number and email address. This is to facilitate problem resolution and such information *should* be displayed on all pages at any stage of the service.
- 11.7 All e-Services *shall* provide an acknowledgement to the user upon concluding the interaction or transaction. The acknowledgement *shall* include the acknowledgment / receipt reference, date of transaction and services transacted.

12.0 General Guidelines for Government Websites

- 12.1 The guidelines presented in this document *shall* apply to all Government websites and online e-services, regardless of the actual design and layout of the web pages. These standards and guidelines are aimed at producing websites that are usable and accessible to all users.

12.2 System requirements

The minimum supported web browsers and their version numbers *should* be displayed on the website home page. The minimum supported browsers are Microsoft Internet Explorer version 6.0 (and higher versions) and Netscape version 7.0 (and higher versions). Government websites *may* also support other web browsers on other operating systems if there are needs to do so.

12.3 Third-party plug-in software

Websites *may* use Java applets and third-party plug-in software, such as Macromedia Flash, where appropriate. Users *may* not have installed the

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necessary plug-in software. Information about any required plug-in software *should* be displayed at the pages where the use of the plug-in is required. A hyperlink *should* be provided to site where the appropriate plug-in software can be obtained by the user.

12.4 Clarity of web page titles

It is important for web page titles to be clear and concise as these page titles will be used as the default names when users bookmark a website or page. Consistent web page titles will help the user identify the bookmarks. They will also facilitate clearer search engine results. Web page titles *should* not be more than 50 characters. Long titles will be more difficult to read and, depending on the operating system, can also be truncated.

12.5 Content Page Design and Layout

12.5.1 The content page *should* be easy to understand by providing a well-structured layout. To cater for people who *may* still be using lower resolution screen, web pages *shall* be designed to support at minimum 800x600 pixels screen resolution (displayed in a maximised browser window).

12.5.2 The Internet browser window and interface will occupy some screen “real estate”. Hence, at 800x600 pixels screen resolution, the actual width of the content page, including its header and footer, is 760 pixels. Many web page authoring software use this as the default width.

12.5.3 Horizontal scrollbars *should* not appear at the minimum resolution of 800x600 pixels. However, the websites *should* not prevent the scrollbars from appearing *should* the user decide to navigate the site with a smaller window.

12.5.4 In exceptional cases where specific content *may* not be able to fit into the 800x600 pixels and cannot be adjusted by way of wrapping to the standard 760 pixel width or by altering the content and its structure, the content *may* be extended to the right. Examples of such contents include graphs, large tables, charts, maps, and drawing. When this occurs, site visitors *shall* be informed that the content area is larger than usual.

12.5.5 Government web pages *should* be designed using the fixed design web page. However, Government web pages *may* use the fluid design (or “stretchable”) web page, as long as the minimum resolution of 800x600 pixels is supported, and efforts are made to ensure usability at the other window sizes.

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12.5.6 All web pages *shall* be displayed in the centre of the browser window. The background colour of the 760 pixel wide page *shall* be set as white (#FFFFFF). An optional coloured background using a colour in the Web Smart palette¹ *may* be applied in the open space surrounding the Web page to complement the ministry or government agency's colour scheme. However, images *shall* not be used for the optional background.

12.5.7 The content area of all Government web pages, other than Server Message pages, *shall* be presented in the following designs:

12.5.7.1 Most content pages are well suited to a two-column page layout that allows for left menu navigation and a large area for presentation of content. The two column layout design *shall* have the following dimensions: 150 pixels for the first column and 605 pixels for the second column, with a 5 pixel padding between the columns, for a total width of 760 pixels.

12.5.7.2 The three-column layout design *shall* have the following dimensions: are 150 pixels for the left column, 405 pixels for the middle column, and 195 pixels for the right column, with a 5 pixel padding between the columns.

12.6 Content Presentation

12.6.1 All websites *should* use the Cascading Style Sheets² (CSS) for presentation control. Proper use of CSS will facilitate ease of maintenance of the website and ensure consistent propagation of site-wide changes in the presentation (e.g. fonts and colours) and layout of the website.

12.6.2 Organising information into manageable size assists the reader to scan the text and locate information easily. Long documents *should* be broken down based on logical flow and into intuitive sections with appropriate headings. In addition, each section *should* include a hyperlink at the end to take the user back to the top of the page.

12.7 Fonts

12.7.1 The default fonts, for text elements in the content areas and side menu(s), specified using CCS are the sans-serif fonts such as Verdana,

¹ <http://www.morecrayons.com/palettes/webSmart/>

² Cascading Style Sheets is a web standard defined by the World Wide Web Consortium for adding style (e.g. colours, contrast, fonts, spacing) to Web documents. More information about CSS *may* be found at <http://www.w3.org/Style/CSS/>.

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Arial, Helvetica. Sans-serif fonts are the most readable fonts for computer displays. These text elements *shall* be presented with foreground and background colours (or images) combinations that achieve high contrast when viewed by someone having colour deficiency or when viewed on black and white screen.

12.7.2 All text elements *shall* be resizable by the browser, except text used for basic navigation hyperlinks, menus or as button labels. Due to practical considerations in layout and design, navigation hyperlinks and buttons need not implement resizable text, but they *should* be in a comfortable size to ensure ease of reading. Text sizes *should* be at least 10 points to ensure readability.

12.8 High Level of Contrast

12.8.1 The use of colours can be a very good way of highlighting information. However, colours are not so useful for people with colour deficiencies or with poor vision. The contrast between colours also affects the readability of text. Colours used in the web pages *shall* have sufficient contrast to provide sufficient visibility and readability.

12.8.2 Colours *should* not be used as the only means to highlight or differentiate information. In addition to colour, information *should* also be highlighted in other ways such as using bold, italics, underlined text or marked with an asterisk.

12.9 Graphics

12.9.1 Graphics, including images, *should* be used appropriately and not excessive. Excessive use of graphics and use of large graphics will increase the loading time of the web page and affect the user experience. Background graphics and animated graphics can also be distracting to users. In addition, background graphics can affect readability of text. Graphics *should* be used primarily to enhance the understanding of the subject matter.

12.9.2 Visual information can be lost when graphics are resized, especially graphics containing text, charts or diagrams which often reduced to a smaller size for publishing on a web page. Graphic containing text, charts or diagrams, *should* be sized correctly such that the information in it is clear to the readers.

12.9.3 All graphics *should* be tagged with a meaningful and concise description using the HTML <ALT> tag. This will be useful for identifying the graphics when the user turns off viewing of graphics in their browsers, and for users of screen readers, such as software that

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reads web pages aloud using a voice synthesizer, typically used by people with vision-impairments.

12.10 Navigation

12.10.1 To improve the navigation of its Web site and enhance understanding of the place of a particular document within the site, a navigation path or “breadcrumb trail” *shall* be provided immediately below the *horizontal menu* bar (see Table 1) on all web pages except home page.

12.10.2 If implemented, the breadcrumb *should* use the following format:

Home > About > Mission Statement

where “Home” and “About” are hyperlinked to the respective pages up the hierarchy.

12.10.3 Links in the breadcrumb trail *should* be separated by a space, the greater than relational operator (>), followed by another space. Links must make sense on their own when encountered by screen readers.

12.10.4 In the event of a missing page error, websites *should* display an error page indicating to the user that the page does not exist. The website *should* not instantly redirect users to the home page or some other page in the website as this will confuse them.

12.11 Splash Pages³, Pop-up Windows and Hyperlinks

12.11.1 Websites *should* not implement splash pages that do not serve any purpose other than to provide a multimedia presentation where the only interaction is to skip the presentation.

12.11.2 Windows that pop-up unsolicited are irritating to users. Furthermore, some web browsers and popular software such as the Google and Yahoo browser toolbars provide the feature to block pop-up windows. Hence, unsolicited pop-up windows *should* be avoided. All pop-up windows *should* be launched only through the direct action of the user by clicking on a hyperlink or button).

12.11.3 The normal convention to indicate hyperlinks is with underlined text. Deviating from this convention can make it harder for users to identify hyperlinks on the web page. All text hyperlinks

³ Splash pages are web pages that usually appear before the home page. They tend to be graphics-intensive and are meant to be a mechanism to promote branding. However, users generally dislike them.

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should be underlined so that it is clear to the user that they can be clicked on.

12.11.4 Many browsers are capable of displaying non-HTML documents within the browser window. However, a common behaviour of users is to close the window displaying a document, instead of clicking the browser's "Back" button, causing the user to lose the web page window and resulting in unnecessary frustration. To avoid this bad experience, clicking on hyperlinks to non-HTML documents *should* open them in a new browser window.

12.12 Printer-friendly Versions

12.12.1 Web pages, containing useful information, are likely or meant to be printed out by the readers. Not all web pages can be printed directly to fit onto an A4-sized paper when printed with portrait layout. Hence, in addition to making the web page directly printable, provide a hyperlink to a printer-friendly page. Alternatively, an Adobe PDF version of the page *may* also be provided.

13.0 Compliance with W3c Web Content Accessibility Guidelines

13.1 The W3C's Web Accessibility Initiative has developed a set of universal and internationally adopted accessibility guidelines, the W3C's Web Content Accessibility Guidelines 1.0⁴ (WCAG 1.0), which caters to the needs of the disabled. The WCAG 1.0 consists of 14 guidelines and a total of 65 checkpoints. Each checkpoint is assigned one of three priority levels, depending on the checkpoint's impact on accessibility. The checklist available from the W3C for all the Web Content Accessibility 1.0 checkpoints can be found in Annex A.

13.2 The Government respects the need to cater to the disabled and hence *should* ensure that its websites are compliant with the following checkpoints of the WCAG 1.0:

13.2.1 Priority 1 A Web content developer *shall* satisfy this checkpoint. Otherwise, one or more groups will find it impossible to access information in the document. Satisfying this checkpoint is a basic requirement for some groups to be able to use web documents.

13.2.2 Priority 2 A Web content developers *should* satisfy this checkpoint. Otherwise, one or more groups will find it difficult to




⁴ The W3C's WCAG 1.0 was developed by the Web Accessibility Initiative. The WCAG 1.0 documents can be found at <http://www.w3.org/WAI>. The specifications are available at <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

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access information in the document. Satisfying this checkpoint will remove significant barriers to accessing web documents.

13.2.3 Priority 3 A Web content developer *may* address this checkpoint. Otherwise, one or more groups will find it somewhat difficult to access information in the document. Satisfying this checkpoint will improve access to web documents.

13.3 To qualify as an accessible website adopting the W3C standards, websites have to conform to one of the following three conformance levels defined by the WCAG 1.0:

Conformance Level	Definition	W3C Logo
"A"	All Priority 1 checkpoints are satisfied.	
"Double-A"	All Priority 1 and 2 checkpoints are satisfied.	
"Triple-A"	All Priority 1, 2, and 3 checkpoints are satisfied.	

13.4 Conformance Level "A" shall be the minimum conformance level for Government websites. Government Institutions *may* also consider adopting some or all of the WCAG Priority 2 checkpoints where feasible and practical to do so.

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W3C WEB CONTENT ACCESSIBILITY 1.0 CHECKPOINTS

This checklist is extracted from the W3C for all the Web Content Accessibility 1.0 checkpoints (<http://www.w3.org/TR/WAI-WEBCONTENT/full-checklist.html>). Institution *may* use this checklist to assess their level of compliance to the web accessibility checkpoints. For each checkpoint, indicate whether the checkpoint has been satisfied, has not been satisfied, or is not applicable. A website *may* be considered compliant to a particular Priority of the W3C WCAG 1.0 if all the checkpoints in that particular Priority can be answered "Yes" or "N/A".

Priority 1 Checkpoints

In General (Priority 1)	Yes	No	N/A
1.1 Provide a text equivalent for every non-text element (e.g., via "alt", "longdesc", or in element content). <i>This includes:</i> images, graphical representations of text (including symbols), image map regions, animations (e.g., animated GIFs), applets and programmatic objects, ascii art, frames, scripts, images used as list bullets, spacers, graphical buttons, sounds (played with or without user interaction), stand-alone audio files, audio tracks of video, and video.			
2.1 Ensure that all information conveyed with color is also available without color, for example from context or markup.			
4.1 Clearly identify changes in the natural language of a document's text and any text equivalents (e.g., captions).			
6.1 Organize documents so they <i>may</i> be read without style sheets. For example, when an HTML document is rendered without associated style sheets, it must still be possible to read the document.			
6.2 Ensure that equivalents for dynamic content are updated when the dynamic content changes.			
7.1 Until user agents allow users to control flickering, avoid causing the screen to flicker.			
14.1 Use the clearest and simplest language appropriate for a site's content.			
And if you use images and image maps (Priority 1)	Yes	No	N/A
1.2 Provide redundant text links for each active region of a server-side image map.			
9.1 Provide client-side image maps instead of server-side image maps except where the regions cannot be defined with an available geometric shape.			
And if you use tables (Priority 1)	Yes	No	N/A
5.1 For data tables, identify row and column headers.			

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5.2 For data tables that have two or more logical levels of row or column headers, use markup to associate data cells and header cells.			
And if you use frames (Priority 1)	Yes	No	N/A
12.1 Title each frame to facilitate frame identification and navigation.			
And if you use applets and scripts (Priority 1)	Yes	No	N/A
6.3 Ensure that pages are usable when scripts, applets, or other programmatic objects are turned off or not supported. If this is not possible, provide equivalent information on an alternative accessible page.			
And if you use multimedia (Priority 1)	Yes	No	N/A
1.3 Until user agents can automatically read aloud the text equivalent of a visual track, provide an auditory description of the important information of the visual track of a multimedia presentation.			
1.4 For any time-based multimedia presentation (e.g., a movie or animation), synchronize equivalent alternatives (e.g., captions or auditory descriptions of the visual track) with the presentation.			
And if all else fails (Priority 1)	Yes	No	N/A
11.4 If, after best efforts, you cannot create an accessible page, provide a link to an alternative page that uses W3C technologies, is accessible, has equivalent information (or functionality), and is updated as often as the inaccessible (original) page.			

Priority 2 Checkpoints

In General (Priority 2)	Yes	No	N/A
2.2 Ensure that foreground and background color combinations provide sufficient contrast when viewed by someone having color deficits or when viewed on a black and white screen. [Priority 2 for images, Priority 3 for text].			
3.1 When an appropriate markup language exists, use markup rather than images to convey information.			
3.2 Create documents that validate to published formal grammars.			
3.3 Use style sheets to control layout and presentation.			
3.4 Use relative rather than absolute units in markup language attribute values and style sheet property values.			
3.5 Use header elements to convey document structure and use them according to specification.			
3.6 Mark up lists and list items properly.			
3.7 Mark up quotations. Do not use quotation markup for formatting effects such as indentation.			
6.5 Ensure that dynamic content is accessible or provide an alternative presentation or page.			
7.2 Until user agents allow users to control blinking, avoid causing content to blink (i.e., change presentation at a regular rate, such as turning on and off).			
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7.4 Until user agents provide the ability to stop the refresh, do not create periodically auto-refreshing pages.			
7.5 Until user agents provide the ability to stop auto-redirect, do not use markup to redirect pages automatically. Instead, configure the server to perform redirects.			
10.1 Until user agents allow users to turn off spawned windows, do not cause pop-ups or other windows to appear and do not change the current window without informing the user.			
11.1 Use W3C technologies when they are available and appropriate for a task and use the latest versions when supported.			
11.2 Avoid deprecated features of W3C technologies.			
12.3 Divide large blocks of information into more manageable groups where natural and appropriate.			
13.1 Clearly identify the target of each link.			
13.2 Provide metadata to add semantic information to pages and sites.			
13.3 Provide information about the general layout of a site (e.g., a site map or table of contents).			
13.4 Use navigation mechanisms in a consistent manner.			
And if you use tables (Priority 2)	Yes	No	N/A
5.3 Do not use tables for layout unless the table makes sense when linearized. Otherwise, if the table does not make sense, provide an alternative equivalent (which <i>may</i> be a linearized version).			
5.4 If a table is used for layout, do not use any structural markup for the purpose of visual formatting.			
And if you use frames (Priority 2)	Yes	No	N/A
12.2 Describe the purpose of frames and how frames relate to each other if it is not obvious by frame titles alone.			
And if you use forms (Priority 2)	Yes	No	N/A
10.2 Until user agents support explicit associations between labels and form controls, for all form controls with implicitly associated labels, ensure that the label is properly positioned.			
12.4 Associate labels explicitly with their controls.			
And if you use applets and scripts (Priority 2)	Yes	No	N/A
6.4 For scripts and applets, ensure that event handlers are input device-independent.			
7.3 Until user agents allow users to freeze moving content, avoid movement in pages.			
8.1 Make programmatic elements such as scripts and applets directly accessible or compatible with assistive technologies [Priority 1 if functionality is important and not presented elsewhere, otherwise Priority 2.]			
9.2 Ensure that any element that has its own interface can be operated in a device-independent manner.			
9.3 For scripts, specify logical event handlers rather than device-dependent event handlers.			

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Priority 3 Checkpoints

In General (Priority 3)	Yes	No	N/A
4.2 Specify the expansion of each abbreviation or acronym in a document where it first occurs.			
4.3 Identify the primary natural language of a document.			
9.4 Create a logical tab order through links, form controls, and objects.			
9.5 Provide keyboard shortcuts to important links (including those in client-side image maps), form controls, and groups of form controls.			
10.5 Until user agents (including assistive technologies) render adjacent links distinctly, include non-link, printable characters (surrounded by spaces) between adjacent links.			
11.3 Provide information so that users <i>may</i> receive documents according to their preferences (e.g., language, content type, etc.)			
13.5 Provide navigation bars to highlight and give access to the navigation mechanism.			
13.6 Group related links, identify the group (for user agents), and, until user agents do so, provide a way to bypass the group.			
13.7 If search functions are provided, enable different types of searches for different skill levels and preferences.			
13.8 Place distinguishing information at the beginning of headings, paragraphs, lists, etc.			
13.9 Provide information about document collections (i.e., documents comprising multiple pages.).			
13.10 Provide a means to skip over multi-line ASCII art.			
14.2 Supplement text with graphic or auditory presentations where they will facilitate comprehension of the page.			
14.3 Create a style of presentation that is consistent across pages.			
And if you use images and image maps (Priority 3)	Yes	No	N/A
1.5 Until user agents render text equivalents for client-side image map links, provide redundant text links for each active region of a client-side image map.			
And if you use tables (Priority 3)	Yes	No	N/A
5.5 Provide summaries for tables.			
5.6 Provide abbreviations for header labels.			
10.3 Until user agents (including assistive technologies) render side-by-side text correctly, provide a linear text alternative (on the current page or some other) for <i>all</i> tables that lay out text in parallel, word-wrapped columns.			
And if you use forms (Priority 3)	Yes	No	N/A
10.4 Until user agents handle empty controls correctly, include default, place-holding characters in edit boxes and text areas.			

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