MNS 6285: 2011 Requirements for the governmental organization’s website

1. **Scope**

This standard will determine Government of Mongolian organization’s website standard.

1. Transparency of contents
2. Easy access of contents
3. Type of contents
4. Develop easy accessible website
5. Monitor easy accessibility of website
6. Approve and monitor website contents
7. **Terms and definitions**

Following terms and definitions will be used in this standard

1. Meta data
2. Hypertext
3. Multimedia
4. ALT attribute
5. Longdesc attribute
6. Cascading style sheets
7. Cursor
8. Lynx browser
9. Unicode
10. **Abbreviations**
11. CAPTCHA
12. RSS
13. CSS
14. PDF
15. **Transperancy**

All government orgs will post and update following information

1. **Info related with the org**.

\*Name of the org and logo

\*Mission and objective

\*Structure

\*Related laws, procedures, decrees and rules

\*Financial report

\*Audit report

\*Procurement and bidding procedure and announcement

\*Related service information

\*Implementing project and programs

\*New news and media

\*Branches and contact info

\*Contact infor

\*Address

\*Quarter and yearly report

\*Statistic info

\*Enquiries

\*Apply for job

B. **Website related information**

\*About website and structure

\*FAQ

\*Most read news

\*Help

\*Related links

\*Receive comment for delivering names, terms on law draft through Wiki

\*Develop email list

\*Dissemination activities through social media /twitter, facebook, youtube etc/

\*Photo gallery

1. **Easy access of contents**

All developers shall develop the website easy accessible understandable for everyone. Meaning for all ages of public and disabled community. Easy access shall be determined as follows.

Contents must appeared and easy accessible.

Provide text documents. Availability in different formats.

Provide instruction if content is complex.

Avoid overwhelming caused by automated access such as CAPTCHA. Audio availability for disabled people.

No extra add-ons.

Time based media. Media files should have text description

Instructions for downloading.

If additional software is needed, attach software.

Use only one type of audio video file.

1. **Content**

**Structure**

\*all pages must be identical

\*all important content to be placed on front home page

\*categorize information

\*include links for more information

\*do not include too much content in one window

\*pages must be able to load fast

**Appearance**

\*must have standard font for all pages

\*determine layout by percentage

\*support tablet and smartphone screen

\*use no less than 12 pixel letter size

\*do not use italic font for small texts. Avoid capitalized letters.

\*all documents must support both electronic and print version.

\*all government orgs must conduct checking of contents.

**Language**

Mongolian and English

All contents must be in Mongolian and English

High grammar

Must be understandable

Include language option in front page

Language option must be place top right corner of each page

Use Unicode

Update English contents

Must use official alphabetic letters

Downloadable files must be available in dual language

International Convention

Use Mongolian currency T Mongolian tugrug

Greenwich Mean Time

Use country code in telephone number

Use date as follows year-month-day

Inform about work schedule

Include Address according to related standard

**Map, Image**

Use eligible format. GIF, JPEG, PNG

Use small size image

Include link to bigger size

Include additional description. Alt, longdesc

**Guide**

Ability to go front home page from any page

Guide must be on every page

Similar guides must appear same

**Search**

Provide Search

Search must be easy to use

Searched content must be highlighted

Include detailed instruction for search

**Frame**

Do not use frame

Use CSS over iFrames

**Page refresh**

5 minute automatic refresh time if its necessary

**Table**

Use TH over TD

**Documents**

**PDF docs**

**File name**

**Copyright**

**Graphs and abbreviated icons**

**Develop easy to use website**

**Provide easy use website**

**Check image description**

**Form**

**Use website on Lynx browser**

**Approve content of the website and monitor**

**Responsibility**