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ISO/IEC JTC 1 N 9651

2009-07-31

**ISO/IEC JTC 1
Information Technology**

Document Type: Resolutions

Document Title: Recommendations from the July 2009 JTC 1 SWG-Directives Meeting, Berlin, Germany

Document Source: SWG-D Secretary

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**Recommendations from the July 2009
JTC 1 SWG-Directives Meeting
Berlin, Germany**

Recommendation 1:

The SWG-Directives recommends that the JTC 1 Secretariat issue a three-month letter ballot concurrently with the ballot of the JTC 1 Supplement to JTC 1 National Bodies regarding the elimination of Annexes L, “Rules for the ISO/IEC JTC 1 Workshop Mode of Operations”, LA, “Checklist to estimate the costs associated with hosting an ISO IWA Workshop (WS)”, and LB, “Guidance to Workshop Proposers”.

Unanimous approval

Recommendation 2:

The SWG-Directives recommends that the ITTF include a section on its website outlining its roles and responsibilities pertaining to JTC 1 because of the removal of clause XX from the JTC 1 Directives. The SWG-Directives requests that any changes to this information be presented to the JTC 1 Plenary meetings.

Unanimous approval

Recommendation 3:

As the SWG-Directives has no evidence of the recent use or plans for future use of Formal Description in JTC 1 as specified in clauses 6.2.1.7 and 10.4 of the JTC 1 Directives, the SWG-Directives plans on not transferring this text to the JTC 1 Supplement to the ISO/IEC Directives, Part 1. If any JTC 1 SC or National Body has any such evidence, they are requested to inform the JTC 1 Secretariat no later than 7 September 2009. If no information is received, this text will not be included in the JTC 1 Supplement. The SWG-Directives requests the JTC 1 Secretariat to issue a request for comment on this issue.

Unanimous approval

Recommendation 4:

The SWG-Directives recommends that in the future, wherever the term “PAS Process” is used, it will now read “JTC 1 PAS Transposition Process” for clarity. The JTC 1 Secretary is requested to modify the JTC 1 website to reflect this change.

Unanimous approval

Recommendation 5:

The SWG-Directives confirms the proposal to align the Fast Track and JTC 1 PAS Transposition Process, so that submitters in both processes will be able to withdraw their submissions at any time during the process prior to publication. The SWG-Directives Secretary is asked to modify Annex F of the JTC 1 Supplement to reflect this decision.

Unanimous approval

Recommendation 6:

The SWG-Directives requests that all Standing Document Editors revise any references in their standing documents when the clause numbers in the JTC 1 Supplement have been corrected. The SWG-D Secretary will provide the Standing Document Editors with a corrected JTC 1 Supplement by 5 August 2009. The Standing Document Editors will update their references and send back documents to the SWG-D Secretary no later than 12 August 2009 so that the Standing Document hyperlinks can be created.

The following individuals have been identified as Standing Document and Annex Editors:

Standing Documents:

- Liaisons – Stephen
- Meetings – Jan
- Maintenance – Jim H.
- TRs and TSs – Jean L.
- Normative References – Michael
- Registration Authority – Kate
- Electronic Distribution and Archival – Jim H.
- API – Jean L.
- Conformity Assessment – Jean L
- Interoperability – Jean L.
- Ad Hoc Groups – Jean L.
- Formal Descriptions – Stephen
- Operations – Jim H.
- Teleconferencing - Jan

Annexes

- Annex J: Formulating Scopes of Technical Committees and Subcommittees – ISO/IEC
- Voting – JTC 1 Supplement – Michael
- Resources of Secretariats and Qualifications of Secretaries – ISO/IEC – Akio K.
- Annex F: Options for Development of a Project (BRM) – ISO/IEC - Jean S.
- JTC 1/ITU-T Cooperation – JTC 1 Supplement – Jim M.

Unanimous approval

Recommendation 7:

The SWG-Directives recommends that the JTC 1 Secretary initiate a sixty day JTC 1 approval ballot for the updated “Guide for ITU-T and ISO/IEC JTC 1 Cooperation” on 1 November 2009.

Unanimous approval

Recommendation 8:

The SWG-Directives recommends that the SWG-Directives Development Teams be continued until the October 2009 SWG-Directives meeting in Tel Aviv.

Unanimous approval

Recommendation 9:

The SWG-Directives requests that the JTC 1 Secretary establish a general JTC 1 email address (jtc1@ansi.org) to be used as a non-personalized email contact to be included in the JTC 1 Supplement.

Unanimous approval

Recommendation 10:

The SWG-Directives recommends that JTC 1 consider including the following text from the SWG-Accessibility in the JTC 1 Supplement at the October 2009 JTC 1 Plenary in Tel Aviv: “JTC 1 will work towards eliminating barriers from accessing or participating in JTC 1 activities and its body of work, especially for people with disabilities and older users”.

Unanimous approval

Recommendation 11:

The SWG-Directives recommends that the JTC 1 Secretary issue a JTC 1 Letter Ballot approving the inclusion of the following text from the SWG-Accessibility in the JTC 1 Supplement: “Meeting hosts, in meeting convening notices and relevant forms, will include a request for functional requirements for accessibility (to be further detailed between participant and the host).” Should this ballot pass, the text will also be forwarded to the ISO/IEC Joint Directives Maintenance Team for consideration for inclusion in the next edition of the ISO/IEC Directives, Part 1.

Unanimous approval

Recommendation 12:

The SWG-Directives recommends that the JTC 1 Secretary issue a JTC 1 Letter Ballot approving the inclusion of the following text from the SWG-Accessibility in the JTC 1 Supplement: “Meeting organizers are advised to verify access means to meeting facilities. This includes availability of lifts or ramps at the meeting location as well as accessible public transport to the meeting facilities.” Should this ballot pass, the text will also be forwarded to the ISO/IEC Joint Directives Maintenance Team for consideration for inclusion in the next edition of the ISO/IEC Directives, Part 1.

Unanimous approval

Recommendation 13:

The SWG-Directives recommends that the SWG-Accessibility Convener present the ideas contained in item number 3 of SWGD-N-0004 regarding the W3C Web Content Accessibility Guidelines 2.0 document to the October 2009 JTC 1 Plenary meeting.

Unanimous approval

Recommendation 14:

The SWG-Directives recommends that the SWG-Directives Secretary and JTC 1 Chair meet with ITTF to discuss the possibility of transposing the Guide for ITU-T and ISO/IEC JTC 1 Cooperation into a Technical Report and report to the October 2009 SWG-Directives meeting on the results of this discussion.

Unanimous approval

Recommendation 15:

The SWG-Directives recommends that the JTC 1 Chair submit the text contained in the current JTC 1 Directives clause 10.1 on Health and Safety Considerations to the ISO/IEC JDMT for inclusion in the 2010 version of the ISO/IEC Directives, Part 1.

Unanimous approval

Recommendation 16:

The SWG-Directives recommends that the SWG-Directives Secretary make editorial corrections to the revised JTC 1 Standing Document on Best Practices on Teleconferencing as discussed at the July 2009 SWG-Directives meeting. The SWG-Directives further recommends that the JTC 1 Secretariat issue this revised text to JTC 1 for a two-month JTC 1 Letter Ballot and include this document and the forthcoming ballot results on the October 2009 JTC 1 Plenary agenda.

Unanimous approval

Recommendation 17:

The SWG-Directives authorizes the SWG-Directives Secretary to include the Ballot Resolution Meeting text as agreed at the July 2009 SWG-Directives meeting into Annex F as appropriate. The SWG-Directives further authorizes the SWG-Directives Secretary to remove all duplicative references to Ballot Resolution Meetings relating to the JTC 1 PAS Transposition and Fast Track Processes in the current Annex F of the JTC 1 Supplement.

Unanimous approval

Recommendation 18:

The SWG-Directives recommends that the SWG-Directives Secretary submit the revised text of the Business Plan Template for JTC 1 and JTC 1 Subcommittees (SWGD-N-00##) to the SWG-Planning for review and consideration of the publication of a new version of the template.

Unanimous approval

Recommendation 19:

The SWG-Directives agrees with the following timeline for the development of the Annex on Voting:

- 31 July 2009 – Editor to send text of the Annex to the Voting Team for commenting
- 11 August 2009 – Voting team to send all comments to the Editor
- 12 August 2009 – Editor to send Voting Annex to the SWG-Directives Secretary

Should members of the SWG-Directives have any issues with the Annex, these will be discussed 24-28 August 2009 during the editorial commenting period.

Unanimous approval

Recommendation 20:

The SWG-Directives confirms the following due dates associated with the development of the JTC 1 Supplement and Standing Documents:

- 17 August 2009 – Revised JTC 1 Supplement, Revised Merged Directives, and Revised Standing Documents circulated to SWG-Directives members and posted on the IEC Collaboration Tool
- 18-28 August 2009 – Editorial “clean-up” of the JTC 1 Supplement by SWG-Directives using the IEC Collaboration Tool
- 26 August 2009 – SWG-Directives conference call, 1300 UTC
- 31 August 2009 – JTC 1 Supplement, Merged Directives and Standing Documents circulated to JTC 1 for information and preparation for September 2009 conference calls
- 9-10 September 2009 – SWG-Directives teleconferences with JTC 1, 1300 UTC
- 11 September 2009 – Due date for document submission to JTC 1 Plenary
- 2 October 2009 – Agenda for the October 2009 SWG-Directives Meeting
- 22-23 October 2009 – SWG-Directives Meeting, Tel Aviv, Israel
- 1 November 2009 – Initiation of JTC 1 Ballots on the JTC 1 Supplement with its accompanying Annexes as well as each Standing Document
- 8-12 February 2010 – SWG-Directives meeting to address comments received on JTC 1 ballots, location TBD
- 24 February 2010 – Initiation of final JTC 1 Letter Ballots (as needed)
- 28 April 2010 – Submission of the JTC 1 Supplement to ISO TMB and IEC SMB
- 7 June 2010 – ISO/IEC JDMT Meeting
- 8-9 June 2010 – SWG-Directives Meeting, Geneva, Switzerland
- 1 July 2010 – Notification from TMB and SMB on approval of JTC 1 Supplement. Pending approval, also effective date of JTC 1 Supplement
- 6-10 September 2010 – SWG-Directives Meeting, location TBD
- 1 January 2011 – 2nd version of JTC 1 Supplement to align with any changes to the ISO/IEC Directives, Part 1 approved by the ISO/IEC JDMT

Unanimous approval

Recommendation 21:

The SWG-Directives confirms that it will meet 22-23 October 2009 in Tel Aviv, Israel at the David Intercontinental Hotel.

The SWG Directives instructs the JTC 1 Secretariat and Chair to issue the final agenda for the 22-23 October 2009 meeting in Tel Aviv, Israel no later than 2 October 2009. Any contributions received after 28 September 2009 will be placed on a subsequent agenda of the SWG-Directives.

The SWG-Directives confirms a teleconference for 1300 UTC on 26 August 2009 to review the final, edited text of the JTC 1 Supplement and Standing Documents before submitting to JTC 1 for information.

The SWG-Directives confirms teleconferences for 1300 UTC on 9 and 10 September 2009 to discuss a final review of the JTC 1 Supplement and the SWG-Directives Presentation to the 2009 JTC 1 Plenary.

The SWG-Directives further confirms that it will meet 8-12 February 2010, location to be determined.

Unanimous approval

Appreciations:

Appreciation A:

The SWG-Directives expresses its appreciation to the National Body of Germany for inviting the SWG to Berlin and for the meeting facilities, lunches and lovely social event. The SWG-Directives thanks Microsoft Deutschland and IBM Deutschland for their support of the social event. The SWG-Directives wishes to especially thank Mr. Cord Wischhöfer for his assistance in planning and supporting the meeting, as well taking us to the Beer Garden.

Appreciation B:

The SWG-Directives expresses its appreciation to its Convener, Mrs. Karen Higginbottom, its Secretary, Ms. Sally Seitz, and the JTC 1 Secretary, Mrs. Lisa Rajchel, for their leadership during the meeting.