# Template for PAS and Fast Track Explanatory Report

References:

1. JTC 1 Supplement clause F.2.1.1 – Requirement to submit an explanatory report with Fast Track submissions
2. JTC 1 Supplement clause F.3 – *Preparation and Adoption of International Standards – JTC 1 PAS Transposition Process*
3. JTC 1 Standing Document 9 – *Guide to the Transposition of Publicly Available Specifications into International Standards*

Once a PAS Originator has been recognised, a PAS submission to the JTC 1 Secretariat may occur within the technical scope identified in the PAS Submitter application. This PAS submission must be accompanied by an Explanatory Report produced by the Submitter, and a statement that the conditions for recognition of the PAS Submitter have not changed, or an indication of the nature of changes that have occurred (see SD9 clause 6.2.2). The Explanatory Report must address the document-related criteria as shown below (section 7.4 from SD9).

The Submitter is further invited to comment on the following items in the Explanatory Report:

1. Clearly define the technical concepts used in the submission (see the definition of Explanatory Report in JTC 1 Supplement F.3.1 and SD9 clause 5) and
2. Explicitly reference the JTC 1 common strategic characteristics (interoperability, portability, cultural and linguistic adaptability, and accessibility) (see SD9 clause 4).

Similarly, JTC 1 requires that an Explanatory Report be submitted with every Fast Track submission, and it must follow the same model used for a PAS submission.

**Please be sure to address the following Document Related Criteria when making any PAS or Fast Track submission to JTC 1.** The paragraphs follow the clause numbering in SD9 section 7.4.

**7.4.1 Quality**

Within its scope the specification shall completely describe the functionality (in terms of interfaces, protocols, formats, etc.) necessary for an implementation of the submission. If it is based on a product, it shall include all the functionality necessary to achieve the stated level of compatibility or interoperability in a product independent manner.

**7.4.1.1 Completeness (M)**

a) How well are all interfaces specified?

b) How easily can implementation take place without need of additional descriptions?

c) What proof exists for successful implementations (e.g. availability of test results for media standards)?

**7.4.1.2 Clarity**

a) What means are used to provide definitive descriptions beyond straight text?

b) What tables, figures and reference materials are used to remove ambiguity?

c) What contextual material is provided to educate the reader?

**7.4.1.3 Testability (M)**

The extent, use and availability of conformance/interoperability tests or means of implementation verification (e.g. availability of reference material for magnetic media) shall be described, as well as the provisions the specification has for testability.

The specification shall have had sufficient review over an extended time period to characterise it as being stable.

**7.4.1.4 Stability (M)**

a) How long has the specification existed, unchanged, since some form of verification (e.g. prototype testing, paper analysis, full interoperability tests) has been achieved?

b) To what extent and for how long have products been implemented using the specification?

c) What mechanisms are in place to track versions, fixes and addenda?

**7.4.1.5 Availability (M)**

a) Where is the specification available (e.g. one source, multinational locations, what types of distributors)?

b) How long has the specification been available?

c) Has the distribution been widespread or restricted? (describe the situation)

d) What are the costs associated with specification availability?

**7.4.2 Consensus (M)**

The accompanying report shall describe the extent of (inter)national consensus that the document has already achieved.

**7.4.2.1 Development Consensus**

a) Describe the process by which the specification was developed.

b) Describe the process by which the specification was approved.

c) What “levels” of approval have been obtained?

**7.4.2.2 Response to User Requirements**

a) How and when were user requirements considered and utilized?

b) To what extent have users demonstrated satisfaction?

**7.4.2.3 Market Acceptance**

a) How widespread is the market acceptance today? Anticipated?

b) What evidence is there of market acceptance in the literature?

**7.4.2.4 Credibility**

a) What is the extent and sue of conformance tests or means of implementation verification?

b) What provisions does the specification have for testability?

**7.4.3 Alignment**

The specification should be aligned with existing JTC 1 standards or ongoing work and thus complement existing standards, architectures and style guides. Any conflicts with existing standards, architectures and style guides should be made clear and justified.

**7.4.3.1 Relationship to Existing Standards**

a) What International Standards are closely related to the specification and how?

b) To what International Standards is the proposed specification a natural extension?

c) How the specification is related to emerging and ongoing JTC 1 projects?

**7.4.3.2 Adaptability and Migration**

a) What adaptations (migrations) of either the specification or International Standards would improve the relationship between the specification and International Standards?

b) How much flexibility do the proponents of the specification have?

c) What are the longer-range plans for new/evolving specifications?

**7.4.3.3 Substitution and Replacement**

a) What needs exist, if any, to replace an existing International Standard? Rationale?

b) What is the need and feasibility of using only a portion of the specification as an International Standard?

c) What portions, if any, of the specification do not belong in an International Standard (e.g. too implementation-specific)?

**7.4.3.4 Document Format and Style**

a) What plans, if any, exist to conform to JTC 1 document styles?

**7.4.4 Maintenance (M)**

a) Have changes occurred on the subject of maintenance since the PAS Submitter application or renewal or, for a Fast Track, since the most recent submission of the standard? (This is the place to mention any particular agreement reached with a JTC 1 entity).