

**ISO/IEC JTC 1
Information Technology**

Document Type: Officer's Contribution

Document Title: Report of the JTC 1 SWG-Directives Ad Hoc on Annex H

Document Source: Ad Hoc Convener

Reference: This is document is circulated to National Bodies for review and consideration. It will be discussed at the February 2009 JTC 1 SWG-D meeting in Delft, Netherlands under agend item 7.

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JTC 1 SWG-Directives

Ad Hoc on Annex H

Report to SWG-D/Delft
February 23-27, 2009
J. Hughes, Convener

Terms of Reference – SWG-D/Canada, July 2008

- The SWG-Directives continues the Ad Hoc on Annex H of the Directives with Mr. Jim Hughes, the United States, serving as convener.
- This Ad Hoc is charged with continuing its thorough review of Annex H and making recommendations on how to improve it. Specifically, the Ad Hoc is requested to focus on:
 - the availability of recommended tools
 - the relevance of the formats listed
 - the availability of new formats
 - the lay-out of the document
 - ensure that revisable versions of meeting reports and resolutions are made available
 - retention issues in line with the requirements in 4.6 of the Directives
- The SWG-Directives further recommends that the JTC 1 SWG-Accessibility continue to provide input on this review.
- The next meeting of this Ad Hoc will take place on 18 August 2008 at 1400hr UTC via teleconference.
- Draft text for the standing document and a report of the Ad Hoc will be considered by the SWG-Directives at its February 2009 meeting.

Items Provided Today

- Revised Annex H, formatted as a “JTC 1 Standing Document” which would not appear in the new JTC 1 Supplement (see *Revised Annex H Standing Document 090127*)
- Differences Document, showing changes between Annex H and the above document (see *Rev Annex H 090127 - Diff from Directives*)
- This presentation, containing a high-level summary of the changes in Annex H order

General Comments

- Large amounts of outdated, obsolete text removed
- “Document Formats” clarified/updated for use within JTC 1 (ISO/IEC guides specify formats for use in ISO/IEC and ITTF)
- No changes to the forms of distribution for JTC 1 documents, except that the 1997 ISO Council trial period addressed
- Section on “JTC 1 Web Server Policy” not modified
- Focus on formats and not products

Annex H Section Disposition

- **H1 Scope**
 - Removed “diskette distribution” information, etc.
 - Updated the related documentation list
- **H2 Medium** – updated to reference ITTF, etc.
- **H3 Virus Checking** – small improvements
- **H4 Doc Preparation/Distribution** – changed to cover Abstracts

Annex H Section Disposition (2)

- **H4.1 Document Formats** - deleted list of product-related information, etc.
- **H4.1.1 Upgrading Considerations** – deleted, does not deal with formats
- **H4.2 Graphics** – addressed accessibility issues
- **H4.3 Document Structure** – pointed to ISO/IEC guides for information regarding formats acceptable to ISO/IEC

Annex H Section Disposition (3)

- **H4.4 Doc Server Navigation** – made applicable to both SC and WG
- **H4.4.1 Directory Naming Schema** – deleted, no useful content
- **H4.4.2 File Naming Schema** – greatly simplified
- **H4.4.3 Document Register Log** – simplified, pointed to Annex G forms

Annex H Section Disposition (4)

- **H4.4.4 Availability Announcement** – kept
- **H4.4.5 Use of Log Data File** – deleted, covered elsewhere
- **H4.5 Web Site Doc Retention and Archiving** – deleted, covered elsewhere
- **H5 Compression Utilities** – deleted, requires conformance with product if used

Annex H Section Disposition (5)

- **H6.1 Email Lists** – kept
- **H6.2 Encoding Utilities** – deleted, no content
- **H6.3 Electronic Balloting** – deleted, covered elsewhere
- **H7 Access Control** – simplified; eliminated password control, noted TMB resolution 71/2001

Annex H Section Disposition (6)

- **HA Text Area** - simplified
- **HB Valid File Name Examples** – deleted, far too complex
- **HC 8859-1 Character Set** – deleted, no content
- **HD Document Access Classification List** – kept, clarified that ISO Council trial period was finished

Annex H Section Disposition (7)

- **HE Recommended Formats** – updated the document format table to include DOCX and ODT, moved table to main text
- **HF Glossary** - deleted
- **HG Web Server Policy** – did not modify section, feel this could be dealt with by the web site ad hoc or in discussions with ITTF

Conclusion

- Delete Annex H from JTC 1 Directives, create a JTC 1 Standing Document
- Resolve issues on Web Server Policies
- If sufficient NB comments arise, reconstitute this ad hoc to deal with issues