

**ISO/IEC JTC 1
Information Technology**

Document Type: Meeting Resolutions

Document Title: Report of the Recommendations for the July 2008 SWG-Directives Meeting in Mt. Tremblant, Canada

Document Source: JTC 1 SWG-Directives Secretary

Reference: This is document is circulated to National Bodies for review and consideration. It will be discussed at the November 2008 JTC 1 SWG-D meeting in Osaka, Japan.

Action ID: ACT

Due Date:

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Report of the Recommendations for the July 2008 SWG-Directives Meeting

Recommendation 1:

The SWG-Directives recommends that the SWG-Directives Convener and Secretary provide a report with the status and actions taken on the recommendations of the previous meeting to each meeting of the SWG-Directives.

Unanimously accepted

ACTION TAKEN:

This document serves as the report of the meeting recommendations.

Recommendation 2:

The SWG-Directives recommends that the JTC 1 Chairman and Secretary forward the modified clauses 6.2.1.3, 9.3.1.1 and 9.3.2.2 regarding the approval of New Work Items (as approved in JTC 1 N 9094 and JTC 1 N 9095, and including a reference to clause 9.1.10 of the JTC 1 Directives) to the ISO TMB and IEC SMB for approval. The SWG-Directives further recommends that the JTC 1 Chairman and Secretary include a statement explaining that these changes better align the JTC 1 Directives to the ISO/IEC Directives.

Unanimously accepted

ACTION TAKEN:

The JTC 1 Chairmen sent this contribution to the ISO TMB and IEC SMB on 13 October 2008.

Recommendation 3:

The SWG-Directives recommends that the SWG-Directives Secretary issue a three month call for comments to SWG-Directives members for guidance on processing non-technical comments received on NP ballots (JTC 1 Supplement section 2.3). These comments will be discussed at the February 2009 SWG-Directives meeting

Unanimously accepted

ACTION TAKEN:

The call for comments was issued by the SWG-Directives Secretary on 20 August 2008 and will close on 20 November 2008. To date, no comments have been received.

Recommendation 4:

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.

Unanimously accepted

ACTION TAKEN:

The Ad Hoc continues and has its next teleconference scheduled for 27 October 2008.

Recommendation 5:

The SWG-Directives recommends that the following text describing Standing Documents be submitted to JTC 1 for approval at its November 2008 Plenary in Nara, Japan:

- A *JTC 1 Standing Document* is a policy, guidance or reference document of broad, general interest to JTC 1, and may complement the JTC 1 Directives, but is not of a nature requiring approval of the IEC/SMB and ISO/TMB.
- Elements of the current JTC 1 Directives may become JTC 1 Standing Documents.
- JTC 1 Standing Documents are approved by JTC 1, either by letter ballot or Plenary Resolution.
- JTC 1 Standing documents are collected and available from a prominent location on the JTC 1 web site. A single download package of the JTC 1 Directives and all relevant JTC 1 standing documents shall be made available.

- Standing documents which only apply to a subgroup of JTC 1 do not have to be approved by JTC 1

Unanimously accepted

ACTION TAKEN:

This document was circulated to JTC 1 National Bodies for review and consideration at the JTC 1 Plenary in Nara as document JTC 1 N 9273.

Recommendation 6:

The SWG-Directives recommends that JTC 1 N 9238, Revised Draft Standing Document on Best Practices for Teleconferencing, be submitted to JTC 1 for approval as a Standing Document at its November 2008 Plenary in Nara, Japan.

Unanimously accepted

ACTION TAKEN:

This document was circulated to JTC 1 National Bodies for review and consideration at the JTC 1 Plenary in Nara as document JTC 1 N 9273..

Recommendation 7:

The SWG-Directives recommends that all voting forms be compiled into a Standing Document which will be available in conjunction with the publication of the JTC 1 Supplement to the ISO/IEC Directives. The SWG-Directives requests that the JTC 1 Secretariat investigate how to ensure that the most current forms are available in this document and provide a report to the February 2009 SWG-Directives meeting.

Unanimously accepted

ACTION TAKEN:

In progress.

Recommendation 8:

The SWG-Directives recommends that Mr. Brannon and Mr. Barta send JTC 1 N 9111, SC 2 Proposal for Modifying the ISO/IEC Directives, Part 2, Concerning the Requirements for Different Language Versions, to the appropriate people from ISO and IEC and request feedback on this problem and a possible change to Part 2 of the ISO/IEC Directives at the next meeting of the SWG-Directives.

Unanimously accepted

ACTION TAKEN:

Mr. Brannon and Mr. Barta sent the material forward and will report at the meeting.

Recommendation 9:

The SWG-Directives recommends that the SWG-Directives Secretary maintain a list of contributions to SWG-Directives meetings that need to be considered when updating the JTC 1 Supplement. JTC 1 N 9147, Contribution from Germany on Alignment of Approval Criteria Between FDIS/DIS/FDAM/DAM/FDISP and CDs/PDAMs/PDISPs/PDTRs, and JTC 1 N 8987, Proposal from Japan on the Approval of Liaisons, will be added to this list.

Unanimously accepted

ACTION TAKEN:

The list is contained in the Draft Agenda for the November SWG-Directives meeting.

Recommendation 10:

The SWG-Directives recommends that the JTC 1 Chairman present the timeline for the development of the JTC 1 Supplement to the ISO/IEC Directives, which is contained in the report of this meeting, at the November 2008 JTC 1 Plenary in Nara, Japan.

Unanimously accepted

ACTION TAKEN:

The JTC 1 Chairman will report at the November 2008 JTC 1 Plenary in Nara.

Recommendation 11:

The SWG-Directives confirms that a teleconference will take place at 1300hr-1500hr UTC, 9 September 2008 to discuss clauses 1 & 2 of the JTC 1 Supplement.

The SWG-Directives confirms that a teleconference will take place at 2100hr-2300hr UTC, 7 October 2008 to discuss clauses 3 & 4 of the JTC 1 Supplement.

The SWG-Directives tentatively schedules a meeting 6-7 November 2008 in Osaka, Japan.

The SWG-Directives schedules a meeting for 23-27 February 2009, location in Europe to be determined.

The SWG-Directives confirms that it will meet 20-24 July 2009 in Berlin, Germany.

Unanimously accepted

ACTION TAKEN:

No action necessary.

Recommendation 12:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue the final agenda for the 6-7 November 2008 meeting no later than 24 October 2008. Any contributions received after 22 October 2008 will be placed on a subsequent agenda of the SWG-Directives.

Unanimously accepted

ACTION TAKEN:

First draft agenda published 6 October 2008.

Recommendation 13:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue the final agenda for the 23-27 February 2009 meeting no later than 6 February 2009. Any contributions received after 4 February 2009 will be placed on a subsequent agenda of the SWG-Directives. Multiple comment submissions by National Bodies are allowed, or even encouraged if it allows comments to be submitted at an earlier date.

Unanimously accepted

ACTION TAKEN:

No action taken yet.

Recommendation 14:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue a new integrated draft of the JTC 1 Supplement (ISO/IEC Directives plus any JTC 1 specific text color coded so that changes, additions, and deletions to the original ISO/IEC Directives text are clearly visible) by 22 August 2008.

Unanimously accepted

ACTION TAKEN:

The text was circulated by the SWG-Secretary on 5 September 2008.

Appreciations:**Resolution A:**

The SWG-Directives expresses its appreciation to the National Body of Canada, SCC, for inviting the SWG to Mont Tremblant and the meeting facilities. The SWG-Directives wishes to especially thank Mr. Stephen Michell for his assistance in planning the meeting and organizing the social event.

Resolution B:

The SWG-Directives expresses its appreciation to SCC, Maurya Software, IBM and Microsoft for the organization and sponsoring the boat trip and dinner on the lake.

Resolution C:

The SWG-Directives expresses its appreciation to Mr. Michel Bourassa, SCC and ISO/IEC JDMT member, and Mr. Mike Graham, BSI and Convener of the ISO/IEC JDMT, for their expert advice and guidance to the SWG throughout the meeting.

Resolution D:

The SWG-Directives expresses its appreciation to its Convener, Mr. Scott Jameson, for his leadership during the meeting.

Resolution E:

The SWG-Directives expresses its appreciation to the SWG-Directives Secretary, Ms. Sally Seitz, for her assistance during the meeting.