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ISO/IEC JTC 1 Information Technology

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Reference: This document is circulated to JTC 1 National Bodies for use during the letter ballots of the JTC 1 Supplement and JTC 1 Standing Documents.

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This Guidance Document is intended to aid JTC 1 National Bodies in understanding how the JTC 1 Supplement, ISO/IEC Directives, Part 1 and the JTC 1 Standing Documents are to be used together. None of these documents are to be regarded as stand-alone documents providing all guidance and rules on any topic.

The JTC 1 Supplement is to be used *in conjunction* with the ISO/IEC Directives, Part 1. The JTC 1 Supplement contains rules that are *JTC 1 specific* and not found in the ISO/IEC Directives, Part 1. The JTC 1 Supplement is organized by clause number, corresponding to the ISO/IEC Directives, Part 1. Each clause of the ISO/IEC Directives, Part 1 is included in the JTC 1 Supplement. When there is additional information for JTC 1, that text is included along with an editing note to help the reader understand where in the ISO/IEC Directives, Part 1 the information belongs. There are certain instances where the ISO/IEC Directives, Part 1 contains information that *is not relevant* to JTC 1. In all instances, the JTC 1 Supplement notes where this text is not applicable. Please note that the JTC 1 Supplement requires approval by both the ISO TMB and the IEC SMB.

Because the ISO and IEC Joint Maintenance Team on Directives (JDMT) advised the JTC 1 SWG-Directives that the JTC 1 Supplement should be a short document, much of the important and useful guidance that JTC 1 has developed over the years has not been included in the JTC 1 Supplement. The SWG-Directives felt that this information was important to maintain, and chose to create JTC 1 Standing Documents. The JTC 1 Standing Documents contain additional guidance and JTC 1 specific information that aid National Bodies and Subcommittees. These documents are to be used in addition to the JTC 1 Supplement and ISO/IEC Directives, Part 1. These documents are referred to in the JTC 1 Supplement. It is important to note that the JTC 1 Standing Documents do not require ISO TMB and IEC SMB approval. These documents can be modified by JTC 1 at any time.

Upon the completion of the letter ballots of the JTC 1 Supplement and JTC 1 Standing Documents, the SWG-Directives will meet to consider all comments received and, if necessary, revise the documents. Should a second round of approval balloting be necessary for any documents, sixty-day letter ballots will be initiated on 24 February 2010. The JTC 1 Supplement will be submitted to the ISO TMB and IEC SMB on 28 April 2010 for final approval.