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## **1 Introduction**

The SWG on Planning was established with Resolution 20 at the October 2007 Plenary meeting, Gold Coast Australia.

### **Resolution 20 – Establishment of a JTC 1 Special Working Group on Planning**

JTC 1 establishes a Special Working Group on Planning. The Terms of Reference of the SWG are as follows:

- Assist JTC 1 Chairman and Secretariat in developing/revising the JTC 1 Business Plan and Long Term Business Plan
- Recommend actions for JTC 1 to successfully execute the business plans
- Connect with SC business planning processes to produce a comprehensive JTC 1 business plan
- Encourage SC participation in the development and execution of the overall JTC 1 Business Plans
- Provide direction for and execute the Technology Watch function
- Analyze best practices for business planning both inside and outside JTC 1 and make recommendations to JTC 1 for improvement.

JTC 1 instructs the SWG on Planning to also consider the following items:

- the sections of document JTC 1 N 8777 that relate to the elements of the Subcommittee presentations.
- the text contained in Annex A developed during the plenary meeting.

Membership in the Special Working Group will be open to JTC 1 National Bodies and SC Chairmen or their designate.

External organizations may be invited to participate in the Technology Watch activities.

This group is advisory to the JTC 1 Chairman and JTC 1 and is not empowered to make decisions on behalf of the Plenary.

This SWG will meet outside of the JTC 1 Plenary meeting in sufficient time to meet the document submission deadlines for the Plenary. The group will meet primarily via electronic means.

JTC 1 instructs its Secretariat to issue a call for a Convener for the group. In the interim, the JTC 1 Chairman is requested to initiate the work of the SWG until a permanent Convener is appointed. JTC 1 Secretariat will be responsible for the administration of this SWG.

Unanimous

The terms of reference were modified during the 1<sup>st</sup> Conference call to reflect also Resolution 25 of the JTC 1 Plenary meeting in October 2007:

The **modified** Terms of Reference of the SWG are as follows:

- Assist JTC 1 Chairman and Secretariat in developing/revising the JTC 1 Business Plan and Long Term Business Plan
- Recommend actions for JTC 1 to successfully execute the business plans
- Connect with SC business planning processes to produce a comprehensive JTC 1 business plan

- Encourage SC participation in the development and execution of the overall JTC 1 Business Plans
- Provide direction for and execute the Technology Watch function
- Analyze best practices for business planning both inside and outside JTC 1 and make recommendations to JTC 1 for improvement.

JTC 1 instructs the SWG on Planning to also consider the following items:

1. the sections of document JTC 1 N 8777 that relate to the elements of the Subcommittee presentations.
2. the text contained in Annex A developed during the plenary meeting.
3. develop a best practices document for management of liaisons
4. develop agreement templates for management of liaisons

This SWG will meet outside of the JTC 1 Plenary meeting in sufficient time to meet the document submission deadlines for the Plenary. The group will meet primarily via electronic means.

## **2 Summary of Activities**

SWG had in total seven Conference Calls and one physical meeting in Ottawa, Canada. 10 delegates from 6 National Bodies (Canada, France, Germany, Japan, UK, USA) and two SC's (SC 7 and SC 37) participated in one or more of the conference calls and in the physical meeting. In addition a representative from the ITTF, the JTC 1 Chair and the JTC 1 Secretary were active members of the group. The participation was quite stable over the whole period of time.

Special thanks belong to Lisa Rajchel and Cord Wischhöfer who took care of the minutes and action items.

From the very beginning the SWG concentrated on three main activities from the Terms of Reference:

1. Discussion on how to improve the planning process in the future
2. Preparation of the Technology Watch Session for the 2008 JTC 1 Plenary meeting
3. Review of the Long Term Business Plan (N 7974) incl. the Long Term Business Plan Implementation Plan (N7975)

The other topics listed in the Terms of Reference were briefly discussed at the Ottawa meeting. Some of these items are on the agenda of the Plenary, others were postponed until the review and development of a new Long Term Business Plan (LTBP) has finished.

1. One of the first items the group agreed upon was to suggest to JTC 1 to establish an Environmental Scan activity as the means for identifying new work for JTC 1 from 2009 onwards. The environmental scanning will be based on regular, structured input by SC's, National Bodies and other sources with the intention of identifying trends in technologies falling into the scope of JTC 1. SWG Planning will analyse the input from all these sources and draw conclusions from this information. In its report to the JTC 1 Plenary meeting SWG Planning makes recommendations about possible new opportunities for JTC 1. These recommendations may be supported by specific presentations to give JTC 1 plenary participants more detail about the proposed technology area. A specific presentation on environmental scanning is planned for the 2008 Plenary session.
2. SWG on Planning together with the host of the next plenary session and the convenor of the Technology Watch in previous years worked on themes for this year's Technology Watch session. The call for participation at the Technology Watch finally listed 6 proposed themes. Interested parties were however not restricted to these themes, but could suggest other topics to the organisers. SWG on Planning reviewed the incoming proposals at its September 11 Conference Call and selected the final program. Knowing that in the past travel cost sometimes made it hard to find the right speakers living/working close to the meeting location SWG on Planning suggested to allow a maximum of two speakers using electronic means under the condition that connectivity and configuration on both sides have been tested beforehand.
3. The work on the LTBP started with a thorough review of the existing plan to decide which parts of the document should be carried over into a revised plan, which

should be published as separate standing documents, and which parts should be deleted. SWG on Planning also decided not to keep a separate Implementation Plan, i.e. all proposed activities should be listed in the main document.

Starting with the May Conf Call a new draft outline of the LTBP was discussed and continually improved. At the Ottawa meeting the group finalised this outline and the editorial work to draft a new document was split between the participants. New draft versions were distributed in very short cycles whenever new chapters became available and were subsequently integrated into the document. The very tight schedule required many review cycles in a very short time frame during the summer holiday season.

A final draft was ready for the September 11 conf call, when it was approved. The JTC 1 chairman took charge of the final review and editing process.

SWG on Planning recommends to JTC 1 to adopt the revised LTBP.

### **3 Resolutions for JTC 1 Consideration**

SWG on Planning has developed the following proposals for resolutions to be discussed and approved at the JTC 1 plenary in Nara.

1. SWG on Planning recommends to approve the revised version of the Long Term Business Plan (JTC 1 N xxxx) and to work on the activities defined in this document.
2. SWG on Planning recommends to establish an Environmental Screening activity to identify new work areas of interest to JTC1. SC's shall provide the required input to this activity by March 30 of each year to SWG Planning. National Bodies, Liaison organizations and PAS provider are encouraged to provide the necessary information as detailed in document JTC 1 SWG Planning N20 at same deadline. SWG on Planning will analyse the provided information and will give a yearly report with its recommendation for new work areas to the JTC 1 plenary. Presentations to provide JTC 1 with more details on such proposed technology areas may supplement the report to the JTC 1 Plenary.
3. JTC 1 request that its SC's provide to the SWG on Planning before 2009-03-30 (and each following year) the following information:
  1. *If they perform any formal and systematic business planning*
  2. *If the answer to 1 is positive:*
    - *Provide a short description (half a page max) of the process and its deliverable(s)*
    - *Provide to the SWG on Planning examples of the deliverables (could be an URL)*
    - *Provide a self-assessment of the efficiency of the process, in terms of NWI, new liaisons, etc...*
  3. *Identify to the SWG on planning all its key partners, e.g. liaison organizations (this can be copied from their business plan)*
  4. *Explain how they engage other organizations (PAS Submitters, external Liaisons, etc) in their business planning activities.*
4. JTC 1 requests that SWG on Planning will review the Long Term Business Plan (LTBP) as part of its yearly activities and propose necessary changes to the the JTC 1 chair. The updated LTBP needs to be approved each year by the JTC 1 plenary.
5. SWG on Planning recommends that the document 'Historical Background of JTC 1' becomes a Standing Document.
6. SWG on Planning recommends that a description of the JTC 1 planning process should be contained in a Standing Document. (Item 10 of June Conference Call).

## ANNEX A: SWG on Planning Document Register

JTC 1 SWG Planning N01	Agenda for the 1 <sup>st</sup> Conference Call on 18 March 2008
JTC 1 SWG Planning N02	Action Item List from the 18 March 2008 Conference Call
JTC 1 SWG Planning N03	Minutes from the 18 March Conference Call
JTC 1 SWG Planning N04	Modified Terms of Reference for the SWG-Planning (taking into account items in Gold Coast Resolution 25)
JTC 1 SWG Planning N05	Schedule of SWG-Planning Conference Calls
JTC 1 SWG Planning N06	IEC Draft Strategic Plan
JTC 1 SWG Planning N07	Agenda for the 2 <sup>nd</sup> Conference Call on 15 April 2008
JTC 1 SWG Planning N08	Action Item List from the 15 April 2008 Conference Call
JTC 1 SWG Planning N09	Minutes from the 15 April Conference Call
JTC 1 SWG Planning N10	1st Draft Agenda and Logistical Information SWG Planning Meeting
JTC 1 SWG Planning N11	Action Item List from the 20 May 2008 Conference Call
JTC 1 SWG Planning N12	Historical Background of JTC 1
JTC 1 SWG Planning N13	Minutes from the 20 May 2008 Conference Call
JTC 1 SWG Planning N14	LTBP Outline Draft V0.2
JTC 1 SWG Planning N15	Agenda for the 4th Conference Call on 17 June 2008
JTC 1 SWG Planning N16	Revised IEC Draft Strategic Plan
JTC 1 SWG Planning N17	Action Item List from the 17 June 2008 Conference Call
JTC 1 SWG Planning N18	LTBP Draft V2
JTC 1 SWG Planning N19	Final Agenda and Logistical Information SWG Planning Meeting
JTC 1 SWG Planning N20	US National Body Contribution on Environmental Scan
JTC 1 SWG Planning N21	US National Body Contribution on System Integration
JTC 1 SWG Planning N22	Action Items_Agreed Actions from July meeting
JTC 1 SWG Planning N23	Agenda for the 6th Conference Call on 19 August 2008
JTC 1 SWG Planning N24	Action Item List from the 19 August Conference Call



JTC 1 SWG Planning N25	Minutes from the 19 August Conference Call
JTC 1 SWG Planning N26	Action Item List from the 11 September Conference Call

## **ANNEX B: List of Meetings/Conference Calls**

# 1 Conf Call:	March 18, 2008
# 2 Conf Call:	April 15, 2008
# 3 Conf Call:	May 20, 2008
# 4 Conf Call:	June 17, 2008
# 5 Ottawa:	July 24-25, 2008
# 6 Conf Call:	August 19, 2008
# 7 Conf Call:	September 11, 2008
# 8 Conf Call:	October 22, 2008

## **ANNEX C: Recommendations/Action Items from the July Meeting**

1. Scott will investigate with ISO and IEC the availability of a new composite TMB/SMB Business Plan template. If one exists, Scott will provide it to the participants.
2. Once the new composite template is available, the participants are to review the template and provide comments how they believe this new template fits into the JTC1 overall Plans and if ALL Plans (BP, LTBP, strategic plan) are needed or if only a new mid-range Plan is needed as per to the new template.
3. The group agreed that the JTC 1 vision statement should remain as contained in JTC 1 N7974. done
4. The group agreed that the JTC 1 scope remains valid and should not be modified at this time. done
5. The group agreed that the LTBP needs to clarify the definitions of ICT, centre of expertise, societal aspects and systems integration
6. The group agreed that the term “societal concerns” should be changed to “societal aspects”. It was also agreed that this revised term, and other modifications made during this meeting to the document submitted by John Hopkinson on the definition of societal concerns, will be incorporated into the next version of the draft LTBP
7. The group agreed to add the concept of application profiles to systems integration. It was also agreed that SWG-Planning N21, with modifications agreed during this meeting, will be incorporated into the next version of the LTBP.
8. The group agreed that working practices will remain in the LTBP but perhaps in an alternative content (or better context).
9. The group agreed that the use of improved collaboration tools should be investigated. The results of this investigation should be submitted for discussion at the August telecom.
10. The group agreed to delete Annex 2 (Trends Anticipated) of the LTBP as the content has been integrated into the main body of the document.
11. The group agreed that the planning horizon for the LTBP is 3-5 years.
12. The group agreed to identify the difference between the LTBP and the JTC 1 Business Plan and the relationship to technology watch/environmental scan in the LTBP as a sub-bullet under “Purpose of the Document/Planning Horizon”
13. The group agreed that the yearly review cycle for the LTBP is driven by the SWG-Planning activity
14. The group agreed that the objective of the LTBP is to elaborate, communicate and gain support for the vision and new key areas of work with associated actions in order to ensure JTC 1's vibrancy, relevance and ongoing expansion (supportive of ISO/IEC Strategy, stakeholders)
15. The group agreed that the audience of the LTBP is comprised of SC's, National Bodies, Liaisons, stakeholders (including the external market such as fora and consortia).
16. The group agreed to use the ISO Brand wording on the ISO web site in the LTBP under “benefits of formal standardization”
17. The group agreed that the JTC 1 Value Proposition contained in JTC 1 N6921 should be updated to be more current and suggests to align the content of convergence with the text from Annex 2.
18. The members of the group are asked to submit contributions for the section titled “strengths/weaknesses of JTC 1”. Contributions should be submitted to Jim by August 1<sup>st</sup>.
19. The group agreed that the concept of environmental scanning, based on SWG-Planning N20 as modified during this meeting, should be presented at the technology watch session during the JTC 1 Plenary in Nara in November. The US will provide an individual to present this material as N20 is a US contribution. The group further agreed that the technology watch activity should recommend to JTC 1 that input from SCs to environmental scanning should be mandatory and should be provided in the Spring of each year.
20. For the 5 identified strategies in the LTBP, the group agreed to try to identify a “champion” to promote and lead a study/development of each strategy and to help to determine if a SG should be established at the Nara plenary to focus on a specific strategy.

21. Functioning as the planning committee for the technology watch session, the group will help to identify speakers and define the program. The group agreed to try to utilize electronic communications (eg., Skype) for a maximum of 2 speakers/presentations. The September 11<sup>th</sup> telecom will review the slate of possible speakers and further define the program for the technology watch session in Nara.
22. The group agreed that the technology watch session in Nara should be held on Tuesday, November 11<sup>th</sup> in order to allow National Bodies and Subcommittee Chairmen time to review the recommendations of the technology watch session before considering them during the JTC 1 plenary meeting.
23. Japan will investigate what type of communication equipment (eg., Skype) and logistics they can provide for the technology watch session in Nara. They will provide a status report during the August telecom. Francois will provide the configuration requirements.
24. Francois will continue to host a technology watch web site to serve as the repository of technology watch documents and presentations.
25. The group agreed that its main focus right now is the review and revision of the LTBP. Once this activity is completed and in maintenance mode, the group can then begin its task of analysing best practices for business planning both inside and outside JTC 1. The group agreed that the best way to approach this task is to utilize the knowledge the members have of best practices in other organizations in which they participate and to try, where possible, to collect data from organizations that have such business planning processes (e.g., SC 7).
26. The group agreed to recommend to JTC 1 that JTC 1 ask its SCs to provide SWG-Planning with information on what types of business planning they have and if they have any information on what other organizations may be doing. Francois will prepare a 1<sup>st</sup> draft of such a recommendation for JTC 1.
27. Having reviewed JTC 1 N8777, the group agreed that the proposal contained therein is not complete and that there is not enough time to improve upon it before the Nara plenary. As an alternative, Scott will send an email to all SC Chairmen instructing them on what is appropriate and not appropriate for inclusion in the SC presentations to the plenary.
28. Following the Nara plenary, the group will collect and analyse the SC presentations to the Nara plenary and, based on those presentations, will provide recommendations (including a possible template) on the content of future SC plenary presentations.
29. Noting that this topic is on the JTC 1 agenda for the Nara plenary, the group agreed to defer discussion of JTC 1 N8804 Annex A to the plenary. Nevertheless, the group does observe that the 2<sup>nd</sup> paragraph of the document gives the impression that it deals only with NPs and the group believes the document should be enhanced for all processes and deliverables.
30. The group is encouraged to review SWG-Planning N12, JTC 1 History, and to provide input to John ASAP. Based on the input, John is encouraged to submit a preliminary draft in time for review at the JTC 1 Nara plenary.
31. The group agreed to recommend to the JTC 1 Nara plenary that its JTC 1 History document become a JTC 1 Standing Document. A preliminary draft will be submitted in time for review at the Nara plenary. The group further agreed to recommend to JTC 1 that the preliminary draft be circulated to JTC 1 National Bodies and SCs for comment and contributions following the Nara plenary. The group will review the comments received and provide a revised draft for ballot by JTC 1 National Bodies in the March 2009 timeframe.
32. The group agreed that future teleconferences will be held on 19 August 2008, 11 September 2008 at 13:00 UTC and 13 January 2009 at 14:00 UTC.
33. Michael (working with members of the group) will produce a new draft version of the LTBP incorporating the results of the discussion during this meeting. Contributors will submit their input to Michael by August 14<sup>th</sup>, copying all members of the group. Lisa will circulate this new version for review and discussion at the August telecom.
34. Following the September 11<sup>th</sup> telecom, Scott will review the draft LTBP prepared by the group and will make any modifications he believes necessary. If modifications are made, he will distribute the new draft to the group before submitting it to Lisa for posting to JTC 1.
35. The group thanks John and SCC for hosting the meeting.

## **ANNEX D: Action Items from the Conference Calls**

### **D.1.1 Action Item List from the 18 March 2008 Conference Call**

1. Lisa will establish a JTC 1 SWG-Planning document distribution list for numbering of internal documents.
2. Lisa will establish a JTC 1 SWG-Planning email distribution list for distribution of internal documents
3. Lisa will obtain from Scott and distribute the .doc versions of the LTBP, LTBP Implementation Plan and Business Plan to the participants
4. Prior to the next call on April 15<sup>th</sup>, the participants are to review the LTBP (N7974 in .doc format) and provide comments on what needs to be changed/removed etc. The LTBP and the received comments will be discussed during the April 15<sup>th</sup> call.
5. Lisa will obtain from Gabriel and distribute the TMB template for the ISO strategic business plan and the draft SMB template to the participants.
6. Prior to the next call on April 15<sup>th</sup>, the participants are to review TMB template for the ISO strategic business plan and the draft SMB template and provide comments how they believe these new templates fit into the JTC1 overall Plans and if ALL Plans (BP, LTBP, strategic plan) are needed or if only a new midrange Plan is needed as per to the new templates. The templates and the received comments will be discussed during the n April 15<sup>th</sup> call
7. John (and Michael if needed) will contact Francois Coallier and ask him to participate in SWG-Planning activity as both the SC 7 Chairman and the former Technology Watch Convener. John will also ask Francois if any ground work has already been laid with Japan concerning the next Technology Watch meeting.
8. The participants will discuss on the April 15<sup>th</sup> call how they might manage and structure items for the next Technology Watch meeting in Japan, taking into account any preliminary plans that might have already been made between Francois and Japan.
9. Akio will have the appropriate individual from Japan participate on the April 15<sup>th</sup> call to ensure that whatever the participants might suggest concerning a Technology Watch session in Japan could be supported and implemented
10. Lisa will add the last 2 bullets of JTC 1 Gold Coast resolution 25 as items 3 and 4 to the 2<sup>nd</sup> paragraph of SWG-Planning Terms of Reference
11. The schedule of SWG-Planning conference calls will be the 3<sup>rd</sup> Tuesday of every month (15 April, 20 May, 17 June, 15 July, 19 August, 16 September) at 14:00 UCT for 15 April and 20 May. Lisa and Michael will explore alternative times for the remaining calls. The Dial-in details will remain the same.
12. Scott will send an email with our schedule of conference calls to all SC Chairmen and Secretariats noting that they are part of the SWG membership (as per the ToR) and that they are strongly encouraged to participate in the activity. Scott will note that there may be requests from the SWG-Planning to the Chairmen to provide information (i.e., business plans)
13. Lisa and Michael will explore dates for a possible physical meeting in perhaps July/August (two days). This will be further discussed during April 15<sup>th</sup> call.

### **D.1.2 Action Item List from the 15 April 2008 Conference Call**

1. Scott will investigate with ISO and IEC the availability of a new composite TMB/SMB Business Plan template. If one exists, Scott will provide it to the participants.
2. Once the new composite template is available, the participants are to review the template and provide comments how they believe this new template fits into the JTC1 overall Plans and if ALL Plans (BP, LTBP, strategic plan) are needed or if only a new mid-range Plan is needed as per to the new template.
3. John will extract Annex 1 of the LTBP (historical background) and will produce a 1<sup>st</sup> draft of a JTC 1 Standing Document.
4. Prior to the next meeting, the participants will continue to review the LTBP and will provide written contributions. The contributions should list all items that require discussion during the next telecom on May 20<sup>th</sup>.
5. Scott will send an email with our schedule of conference calls to all SC Chairmen and Secretariats noting that they are part of the SWG membership (as per the ToR) and that they are strongly encouraged to participate in the activity. Scott will note that there may be requests from the SWG-Planning to the Chairmen to provide information (i.e., business plans)
6. Francois will work with our Japanese colleagues on the structure and speakers for the technology watch session in November 2008 in Japan. The technology watch agenda should include an item reflecting the US contribution/comments on environmental scanning.
7. The participants agree that the May 20<sup>th</sup> telecom will take place at UCT 13:00hrs
8. The Ad Hoc will hold a physical meeting July 24<sup>th</sup> and 25<sup>th</sup> in Ottawa.

### **D.1.3 Action Item List from the 20 May 2008 Conference Call**

1. Scott will investigate with ISO and IEC the availability of a new composite TMB/SMB Business Plan template. If one exists, Scott will provide it to the participants.- carry over
2. Once the new composite template is available, the participants are to review the template and provide comments how they believe this new template fits into the JTC1 overall Plans and if ALL Plans (BP, LTBP, strategic plan) are needed or if only a new mid-range Plan is needed as per to the new template. – carry over
3. Lisa will circulate the 1<sup>st</sup> draft of the JTC 1 Standing Document on JTC 1 historical background for review and comment by the members of the SWG in time for discussion at the June telecom. - done
4. Scott will send an email with our schedule of conference calls to all SC Chairmen and Secretariats noting that they are part of the SWG membership (as per the ToR) and that they are strongly encouraged to participate in the activity. Scott will note that there may be requests from the SWG-Planning to the Chairmen to provide information (i.e., business plans) – overcome by events
5. Lisa and Michael will issue a meeting announcement for the SWG-Planning meeting July 24<sup>th</sup> and 25<sup>th</sup> in Ottawa.- done
6. The theme of the November Tech Watch session will be “Environment and IT Standards.” If SWG members have an idea for a 2<sup>nd</sup> theme that they believe is worth discussing, they should bring it forward to the June telecom. – this meeting
7. Francois will prepare a call for contributions to the Tech Watch session in November based on the agreed theme.- done
8. Scott and Michael (working with Cord) will incorporate comments/discussions received thus far on the LTBP and prepare an outline for a revised Plan for review and discussion at the June telecom. Member suggestions/comments on the outline are most welcomed and should be sent to Michael asap. - done
9. John will prepare a draft of a better definition of societal concerns for review and discussion at the June telecom. - carryover
10. The group will have a discussion of JTC 1 's scope at the 24-25 July meeting. - carryover
11. Members should prepare a definition/description of what they believe systems integration is for review and discussion at the June telecom. -carryover
12. Members should submit contributions on how the item 'Working Practices' should be handled for discussion at the June telecom – carryover
13. Members should provide contributions on Annex 2 (Trends anticipated) for discussion at the June telecom.- carryover
14. The June telecom will commence at 13:00hrs UCT – done

#### **D.1.4 Action Item List from the 17 June 2008 Conference Call**

1. Scott will investigate with ISO and IEC the availability of a new composite TMB/SMB Business Plan template. If one exists, Scott will provide it to the participants.
2. Once the new composite template is available, the participants are to review the template and provide comments how they believe this new template fits into the JTC1 overall Plans and if ALL Plans (BP, LTBP, strategic plan) are needed or if only a new mid-range Plan is needed as per to the new template.
3. John will prepare a draft of a better definition of societal concerns for review and discussion at the July meeting.
4. The group will have a discussion of JTC 1's scope at the 24-25 July meeting.
5. Members will prepare contributions on systems integration for discussion at the July meeting where a strawman proposal on this topic will be developed. The SWG will recommend that this strawman be the topic of a break out session at the November JTC1 Plenary.
6. Members should submit contributions on how the item 'Working Practices' should be handled for discussion at the July meeting.
7. Members should provide contributions on Annex 2 (Trends anticipated) for discussion at the July meeting.
8. The 24-25 July meeting in Ottawa will conclude no later than 3:00pm.
9. Michael (working with Cord) will produce a new version of the outline for a revised Plan incorporating the results of the discussion during this telecom; Lisa will circulate this new version for review and discussion at the July meeting.
10. Material that describes how JTC 1 executes its planning process will be removed from the business plan. A description of the planning process should be contained in a Standing Document.
11. Members will send comments on SWG-Planning N12 to John Hopkinson asap. John will produce a revised version of N12 for review and discussion at the July meeting.
12. The scheduled 15 July teleconference is cancelled.
13. The members will submit comments to Francois by 24 June on the draft call for contributions to the Tech Watch session. Francois will incorporate comments prior to issuing the call for contributions to JTC 1 and others.



## **D.1.5 Action Items of the 19 August 2008 Conference Call (including items carried over from past sessions)**

Action items decided upon at past sessions:

1. Scott will investigate with ISO and IEC the availability of a new composite TMB/SMB Business Plan template. If one exists, Scott will provide it to the participants.
2. Once the new composite template is available, the participants are to review the template and provide comments how they believe this new template fits into the JTC1 overall Plans and if ALL Plans (BP, LTBP, strategic plan) are needed or if only a new mid-range Plan is needed as per to the new template.
3. The group agreed to add the concept of application profiles to systems integration. It was also agreed that SWG-Planning N21, with modifications agreed during this meeting, will be incorporated into the next version of the LTBP.
4. The group agreed that working practices will remain in the LTBP but perhaps in an alternative content (or better context).
5. The group agreed that the use of improved collaboration tools should be investigated. The results of this investigation should be submitted for discussion at the August telecom.
6. The group agreed to identify the difference between the LTBP and the JTC 1 Business Plan and the relationship to technology watch/environmental scan in the LTBP as a sub-bullet under "Purpose of the Document/Planning Horizon"
7. The group agreed that the objective of the LTBP is to elaborate, communicate and gain support for the vision and new key areas of work with associated actions in order to ensure JTC 1's vibrancy, relevance and ongoing expansion (supportive of ISO/IEC Strategy, stakeholders)
8. The group agreed that the JTC 1 Value Proposition contained in JTC 1 N6921 should be updated to be more current and suggests to align the content of convergence with the text from Annex 2 (of the 'old' LTBP (JTC 1 N 7974)
9. The group agreed that the concept of environmental scanning, based on SWG-Planning N20 as modified during this meeting, should be presented at the JTC 1 Plenary in Nara in November. The US will provide an individual to present this material as contained in N20 as a SWG Planning contribution. The group further agreed that the technology watch activity should recommend to JTC 1 that input from SCs to environmental scanning should be mandatory and should be provided in the Spring of each year.
10. For the 5 identified strategies in the LTBP, the group agreed to try to identify a "champion" to promote and lead a study/development of each strategy and to help to determine if a SG should be established at the Nara plenary to focus on a specific strategy.
11. Functioning as the planning committee for the technology watch session, the group will help to identify speakers and define the program. The group agreed to try to utilize electronic communications (eg., Skype) for a maximum of 2 speakers/presentations. The September 11<sup>th</sup> telecom will review the slate of possible speakers and further define the program for the technology watch session in Nara.
12. Japan will investigate what type of communication equipment (eg., Skype) and logistics they can provide for the technology watch session in Nara. They will provide a status report during the August telecom. Francois will provide the configuration requirements.
13. The group agreed that its main focus right now is the review and revision of the

- LTBP. Once this activity is completed and in maintenance mode, the group can then begin its task of analysing best practices for business planning both inside and outside JTC 1. The group agreed that the best way to approach this task is to utilize the knowledge the members have of best practices in other organizations in which they participate and to try, where possible, to collect data from organizations that have such business planning processes (e.g., SC 7)
14. The group agreed to recommend to JTC 1 that JTC 1 ask its SCs to provide SWG-Planning with information on what types of business planning they have and if they have any information on what other organizations may be doing. Francois will prepare a 1<sup>st</sup> draft of such a recommendation for JTC 1. Francois will provide input within one week after 19 August 2008 conference call.
  15. Following the Nara plenary, the group will collect and analyse the SC presentations to the Nara plenary and, based on those presentations, will provide recommendations (including a possible template) on the content of future SC plenary presentations.
  16. Noting that this topic is on the JTC 1 agenda for the Nara plenary, the group agreed to defer discussion of JTC 1 N8804 Annex A to the plenary. Nevertheless, the group does observe that the 2<sup>nd</sup> paragraph of the document gives the impression that it deals only with NPs and the group believes the document should be enhanced for all processes and deliverables.
  17. The group is encouraged to review SWG-Planning N12, JTC 1 History, and to provide input to John ASAP. Based on the input, John is encouraged to submit a preliminary draft in time for review at the JTC 1 Nara plenary.
  18. The group agreed to recommend to the JTC 1 Nara plenary that its JTC 1 History document become a JTC 1 Standing Document. A preliminary draft will be submitted in time for review at the Nara plenary. The group further agreed to recommend to JTC 1 that the preliminary draft be circulated to JTC 1 National Bodies and SCs for comment and contributions following the Nara plenary. The group will review the comments received and provide a revised draft for ballot by JTC 1 National Bodies in the March 2009 timeframe.
  19. The group agreed that future teleconferences will be held on 19 August 2008, 11 September 2008 at 13:00 UTC and 13 January 2009 at 14:00 UTC.
  20. Following the September 11<sup>th</sup> telecom, Scott will review the draft LTBP prepared by the group and will make any modifications he believes necessary. If modifications are made, he will distribute the new draft to the group before submitting it to Lisa for posting to JTC 1.

### **Action items decided upon on 19 August 2008:**

21. Francois and Cord agreed to investigate whether they can find speakers on Green IT from the IEEE context (Francois) and from the European context (Cord) for the Nara Technology Watch Session.
22. The Group agreed that section 2.3 JTC 1 Value Proposition of the present draft LTBP (N18 Version 5b) needs to be re-discussed in the 2009 revision cycle of the LTBP. The reintroduction of the JTC1 value proposition with regard to different types of standards may have to be considered by the SWG Planning.
23. The Group agreed that -- even though Section 3 of N 18 Version 5b contains many valuable pieces of analysis -- a rephrasing of section 3 (second half) would render it more to the point. Phil volunteered to address this task together with Jim.
24. The Group agreed to comment on the sections not discussed on 19 August 2008 (chapters 4 to 7) electronically. Members of the Group are asked to submit comments to Michael by 22 August 2008. He will collect the comments and make proposals for possible changes to the draft LTBP. These will be discussed by

electronic means. Michael will then circulate an updated draft in time for the 11 September 2008 telephone conference.

## **D.1.6 Action Items of the 11 September 2008 Conference Call of the JTC 1 SWG on Planning (including items carried over from past sessions)**

### **Action items decided upon at past sessions:**

1. Scott will investigate with ISO and IEC the availability of a new composite TMB/SMB Business Plan template. If one exists, Scott will provide it to the participants.
2. Once the new composite template is available, the participants are to review the template and provide comments how they believe this new template fits into the JTC1 overall Plans and if ALL Plans (BP, LTBP, strategic plan) are needed or if only a new mid-range Plan is needed as per to the new template.
3. The group agreed to add the concept of application profiles to systems integration. It was also agreed that SWG-Planning N21, with modifications agreed during this meeting, will be incorporated into the next version of the LTBP.
4. The group agreed that working practices will remain in the LTBP but perhaps in an alternative content (or better context).
5. The group agreed that the use of improved collaboration tools should be investigated. The results of this investigation should be submitted for discussion at the August telecom.
6. The group agreed to identify the difference between the LTBP and the JTC 1 Business Plan and the relationship to technology watch/environmental scan in the LTBP as a sub-bullet under "Purpose of the Document/Planning Horizon"
7. The group agreed that the objective of the LTBP is to elaborate, communicate and gain support for the vision and new key areas of work with associated actions in order to ensure JTC 1's vibrancy, relevance and ongoing expansion (supportive of ISO/IEC Strategy, stakeholders)
8. The group agreed that the JTC 1 Value Proposition contained in JTC 1 N6921 should be updated to be more current and suggests to align the content of convergence with the text from Annex 2 (of the 'old' LTBP (JTC 1 N 7974))
9. The group agreed that the concept of environmental scanning, based on SWG-Planning N20 as modified during this meeting, should be presented at the JTC 1 Plenary in Nara in November. The US will provide an individual to present this material as contained in N20 as a SWG Planning contribution. The group further agreed that the technology watch activity should recommend to JTC 1 that input from SCs to environmental scanning should be mandatory and should be provided in the Spring of each year.
10. For the 5 identified strategies in the LTBP, the group agreed to try to identify a "champion" to promote and lead a study/development of each strategy and to help to determine if a SG should be established at the Nara plenary to focus on a specific strategy.
11. Functioning as the planning committee for the technology watch session, the group will help to identify speakers and define the program. The group agreed to try to utilize electronic communications (eg., Skype) for a maximum of 2 speakers/presentations. The September 11<sup>th</sup> telecom will review the slate of possible speakers and further define the program for the technology watch session in Nara.
12. Japan will investigate what type of communication equipment (eg., Skype) and logistics they can provide for the technology watch session in Nara. They will provide a status report during the August telecom. Francois will provide the

configuration requirements.

13. The group agreed that its main focus right now is the review and revision of the LTBP. Once this activity is completed and in maintenance mode, the group can then begin its task of analysing best practices for business planning both inside and outside JTC 1. The group agreed that the best way to approach this task is to utilize the knowledge the members have of best practices in other organizations in which they participate and to try, where possible, to collect data from organizations that have such business planning processes (e.g., SC 7)
14. The group agreed to recommend to JTC 1 that JTC 1 ask its SCs to provide SWG-Planning with information on what types of business planning they have and if they have any information on what other organizations may be doing. Francois will prepare a 1<sup>st</sup> draft of such a recommendation for JTC 1. Francois will provide input within one week after 19 August 2008 conference call.
15. Following the Nara plenary, the group will collect and analyse the SC presentations to the Nara plenary and, based on those presentations, will provide recommendations (including a possible template) on the content of future SC plenary presentations.
16. Noting that this topic is on the JTC 1 agenda for the Nara plenary, the group agreed to defer discussion of JTC 1 N8804 Annex A to the plenary. Nevertheless, the group does observe that the 2<sup>nd</sup> paragraph of the document gives the impression that it deals only with NPs and the group believes the document should be enhanced for all processes and deliverables.
17. The group is encouraged to review SWG-Planning N12, JTC 1 History, and to provide input to John ASAP. Based on the input, John is encouraged to submit a preliminary draft in time for review at the JTC 1 Nara plenary.
18. The group agreed to recommend to the JTC 1 Nara plenary that its JTC 1 History document become a JTC 1 Standing Document. A preliminary draft will be submitted in time for review at the Nara plenary. The group further agreed to recommend to JTC 1 that the preliminary draft be circulated to JTC 1 National Bodies and SCs for comment and contributions following the Nara plenary. The group will review the comments received and provide a revised draft for ballot by JTC 1 National Bodies in the March 2009 timeframe.
19. The group agreed that future teleconferences will be held on 19 August 2008, 11 September 2008 at 13:00 UTC and 13 January 2009 at 14:00 UTC.
20. Following the September 11<sup>th</sup> telecom, Scott will review the draft LTBP prepared by the group and will make any modifications he believes necessary. If modifications are made, he will distribute the new draft to the group before submitting it to Lisa for posting to JTC 1.

**Action items decided upon on 11 September 2008:**

21. The Group agreed that section 2.3 JTC 1 Value Proposition of the present draft LTBP (N18 Version 5b) needs to be re-discussed in the 2009 revision cycle of the LTBP. The reintroduction of the JTC1 value proposition with regard to different types of standards may have to be considered by the SWG Planning.
22. The group agreed that a detailed discussion of the environmental scan needs to take place during the plenary session. Michael noted that this item in particular needs to be contained and called out in his SWG-Planning report to the plenary
23. The group agreed that a reporting on the technology watch session should be a separate sub-item under the SWG-Planning report item.
24. Michael will revise the draft SWG-Planning report to the plenary based on discussions from the September 11 teleconference and will circulate the revised draft report to the group for review.

25. Francois prepare some text for “cloud computing” by the end of next week using a template
26. Using Francois’s template, Kate will prepare some text for “Intelligent Systems, Robotics (including Sensor Technologies)” and “Design for All/Assistive Technologies” by the end of next week
27. Using Francois’s template, Michael (working with John) will prepare some text for “sustainability”
28. Michael will prepare a revised version of the LTBP based on the discussions from the September 11 telecom for review by the group. It will then be forwarded to Scott for final edits.