



ISO/IEC JTC 1 N 9542
ISO/IEC JTC 1
Information Technology

2009-03-12

Document Type: Other(Document Defined)

Document Title: Draft Agenda and Registration form for ISO/IEC JTC1 SWG-ARM

Document Source: JTC 1 SWG-ARM Convenor

Reference:

Document Status: This document is forwarded to JTC 1 National Bodies for information

Action ID: Information

Due Date:

No. of Pages: 3

**Draft Agenda and Registration form for
ISO/IEC JTC1 SWG-ARM
27th May 2009 - 29 May 2009**

Please note that the meeting will commence at 10am on Wednesday 27th May and conclude by 1pm on Friday 29th May

1. Welcome and introductions
2. Approval of agenda
3. Review of report of last meeting, and resolutions relating to SWG-ARM from JTC1 plenary and SWG-D meetings
4. Presentation of ISO Livelink document system
5. Presentation on IEC document system including collaboration tools
6. Presentation of ITU archiving policy
7. Presentation of ECMA archiving policy
8. Presentation of feedback from SC secretariat survey
9. Presentation of current standardisation activities relating to archiving including:
 - French national standard on archiving
 - UK electronic document handling code of practice
 - PDF-A (and emerging PDF-UA)
10. Preparation of text on archiving to be incorporated in proposed JTC1 Standing Document on “Electronic Document Preparation Distribution and Archiving” for SWG-D (insert SWG-D doc reference)
11. Review of final text for input to SWG-D proposed Standing Document
12. Recommendations

Registration form for ISO/IEC JTC1 SWG-ARM
27th May 2009 - 29 May 2009

I will attend the 2 nd SWG_ARM meeting	
I will not attend the 2 nd SWG-ARM meeting	

My contact details are as follows:

Name	
Organisation	
Address	
Telephone No	
Email address	

Please complete and return this form to Ms Jean Stride (jean.stride@bsigroup.com)
by 1st May 2009