



ISO/IEC JTC 1
Information technology
Secretariat: ANSI

Document type: Other document (Defined)

Title: JTC001-N-10033 Meeting Report and Resolutions for the 13 January 2010
Teleconference Meeting of the JTC 1 Special Working Group on Accessibility
(SWG-Accessibility)

Status: **This document is circulated to JTC 1
National Bodies for information.**

Date of document: 2010-03-16

Source: JTC 1 SWG-Accessibility Secretariat

Expected action: INFO

No. of pages: 12

Email of secretary: lrajchel@ansi.org

Committee URL: <http://isotc.iso.org/livelink/livelink/open/jtc1>



ISO/IEC JTC 1 N 10033

2010-03-16

**ISO/IEC JTC 1
Information Technology**

Document Type: Other Document (defined)

Document Title: Meeting Report and Resolutions for the 13 January 2010 Teleconference Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility)

Document Source: JTC 1 SWG-Accessibility Secretariat

Reference:

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

Action ID:

Due Date:

No. of Pages: 11

ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)

JTC 1 SWG-A N 384

2010-01-20

Document Type: Meeting Report and Resolutions

Title: **Meeting Report and Resolutions for the 13 January 2010
Teleconference Meeting of the JTC 1 Special Working Group on
Accessibility (SWG-Accessibility)**

Source: JTC 1 SWG-Accessibility Secretariat

Due Date: n/a

Requested Action: For information

JTC 1 SWG on Accessibility Secretariat
ITI/INCITS
1101 K Street NW, Suite 610, Washington, DC 20005
jgarner@itc.org

Meeting Report and Resolutions for the 13 January 2010 Teleconference Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility)

Teleconference Logistics:

US and Canada Dial-in Number: 1.866.346.0549

International Dial-in Number: +1.763.391.1436

Conference Code: 6265737

Meeting Schedule:

13 January 2010	13:00 - 15:00 UTC**
14 January 2010*	13:00 – 15:00 UTC**

* The SWG-Accessibility will meet by teleconference on 14 January 2010 only if a second day is needed to conduct business not concluded on 13 January.

** Each participant should use a time zone converter (such as <http://www.timeanddate.com/>) to determine the teleconference start time in their respective time zone.

1. Opening of Meeting (13:00 UTC - 13 January 2010) Mr. Li

Mr. Li, Convener of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility), called the meeting to order on 13 January 2010 and thanked the SWG-A Secretariat for hosting this teleconference.

2. Introduction of Participants Mr. Li

Ms. Garner, SWG-Accessibility Secretariat, conducted a roll call of the delegates on the call:

Delegation	Name	On Teleconference
Australia	Ms. Liddy Nevile	x
Canada	Ms. Mary Frances Laughton	x
Denmark	Ms. Helle Bjarnø	x
France	Ms. Josée Auber	x
Japan	Dr. Hajime Yamada	x
	Mr. Morihiro Taba	x
	Mr. Toshihiro Suzuki	x
	Dr. Mitsuji Matsumoto	x

	Mr. Shigetoyo Nomura	x
Norway	Mr. Kjell-Åge Bringsrud	x
	Mr. Erlend Øverby	x
	Mr. Knut Lindelien	x
	Mr. Rudolph Brynn	x
United Kingdom	Mr. Andy Heath	x
United States	Mr. Michael Takemura	x
	Ms. Andi Snow-Weaver	x
	Mr. Peter Wallack	x
	Mr. James Thurston	x
ITI	Mr. Ken Salaets	x
W3C/WAI	Ms. Judy Brewer	x
	Mr. Shadi Abou-Zahra	x
Visual Impairment Knowledge Centre	Ms. Helle Bjarnø	x
Linux Foundation	Ms. Janina Sajka	x
JTC 1/SC 36	Ms. Liddy Neville	x
	Mr. Erlend Øverby	x
ITU-T SG 16 Liaison Officer	Dr. Mitsuji Matsumoto	x
IEC/TC 100 Liaison Officer	Mr. Ulrike Haltrich	x
	Mr. Edmund Lo	x
	Mr. Chen Ren	x
ETSI STF333	Mr. Sean Hayes	x
JTC 1 SWG-Accessibility Convener	Mr. Alex Li	x
JTC 1 SWG-Accessibility Secretariat	Ms. Jennifer Garner	x

3. Adoption of SWG-Accessibility Agenda

Mr. Li

The agenda was adopted with the following updates:

- agenda item 6 - add document SWG-A N 382
- agenda item 9.2 - add document SWG-A N 383
- add new agenda item 10.3 - IEC/TC 100
- add new agenda item 10.4 - Discussion of Feedback
- agenda item 11 - add document SWG-A N 365

Reference: [SWG-A N 381](#)

4. Convener's Remarks

Mr. Li

Mr. Li noted that this meeting would focus on the review of feedback from various bodies on TR 29138 and identification of ways to improve the SWG-Accessibility's work products.

5. Review of October 2009 JTC 1 Plenary Resolutions Related to SWG-Accessibility

Mr. Li

Reference: [SWG-A N 375](#) (resolutions)

5.1 Resolution 59 - JTC 1 and ITU-T Chairmen's Meetings

Mr. Li noted that he planned to participate in the February 2010 JTC 1 and ITU-T Chairmen's meeting on behalf of the SWG-Accessibility and thanked Ms. Auber for her work in planning this meeting.

5.2 Resolution 60 - Revised SC 35 Scope

Mr. Li referred the participants to the revised JTC 1/SC 35 scope approved at the October 2009 JTC 1 Plenary. It was noted that SC 36/WG 7 and W3C/WAI might consider establishing a liaison relationship among themselves and with SC 35.

5.3 Resolution 65 - SWG-A

Mr. Li reviewed JTC 1 Resolution 65 and noted that Ad Hoc 13 would assist ISO in making accessible versions of promotional videos where possible.

6. Update List for Proposed Changes to ISO/IEC TR 29138, Information technology – Accessibility considerations for people with disabilities - Part 2: Standards Inventory

Mr. Li

As background, Mr. Li reminded the participants that during the June 2009 teleconference, the SWG-Accessibility had agreed to meet approximately six months from the June 2009 publication date to prepare an update list for proposed changes to ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards inventory.

In advance of this meeting, the SWG-Accessibility Secretariat issued a call for proposed changes (SWG-A N 376). The SWG-Accessibility reviewed the contributions during the January 2010 teleconference:

- SWG-A N 378 (JTC 1/SC 7/WG 2 Convener's contribution) - accepted for incorporation into the Standards Inventory
- SWG-A N 379 (D. Gardener-Bonneau's contribution) - accepted for incorporation into the Standards Inventory
- SWG-A N 380 (ITI contribution) - accepted for incorporation into the Standards Inventory - ITI is asked to additional information for CEA-608, CEA-708 and PAS 78

- SWG-A N 382 (ISO/TC 159 Secretariat's contribution) - accepted for incorporation into the Standards Inventory

The SWG-Accessibility agreed that a call for updates to TR 29138 Part 2 should be issued. Information on supporting documents such as understanding, techniques, solutions, and testing methods that are necessary to implement accessibility standards in Part 2 would also be requested.

SWG-A January 2010 Teleconference Resolution 1: Request for Updates to ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards Inventory

The JTC 1 Special Working Group on Accessibility instructs its Secretariat to issue a call for updates to ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards Inventory. The call will also request supporting documents such as understanding, techniques, solutions, testing methods that are necessary to implement accessibility standards in the Part 2. The SWG-Accessibility appreciates the distribution of this call to as broad an audience as possible. The responses will be reviewed at the 23 and 24 June 2010 SWG-Accessibility meeting.

Ms. Garner, the SWG-Accessibility Secretariat, reported that an update of Part 2 will be handled through the revision process. The SWG-Accessibility will need to approve a resolution requesting JTC 1 approval to begin revision of ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards Inventory. The resolution will be submitted for JTC 1 approval by a 60-day default ballot. The SWG-Accessibility can start on the Working Draft in anticipation of JTC 1 approval of the request. Once the SWG-Accessibility is satisfied with the draft, a resolution is passed asking that JTC 1 conduct a PDTR ballot. Finally, a DTR ballot would be conducted. Both the PDTR and the DTR ballots would be conducted at the JTC 1 level.

SWG-A January 2010 Teleconference Resolution 2: Request for JTC 1 Approval of a Project for the Revision of ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards Inventory

During the June 2009 JTC 1 Special Working Group on Accessibility teleconference, the SWG agreed to meet approximately six months from the June 2009 publication date to prepare an update list for proposed changes to ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards inventory. Four contributions proposing updates to the Standards Inventory were reviewed during the January 2010 SWG-Accessibility teleconference.

The JTC 1 SWG-Accessibility recommends JTC 1 approval of a project for the revision of ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards inventory. In anticipation of JTC 1 approval of this recommendation, the SWG-Accessibility will begin collecting updates and preparing a Working Draft.

Ms. Garner also noted that the ongoing efforts of the SWG-Accessibility would necessitate consideration of a permanent structure more in line with JTC 1 procedures for the group's activities and that such discussions might result in a recommendation for consideration at the 2011 JTC 1 Plenary. Proposal for the establishment of a Working Group (WG) reporting directly to JTC 1 appeared the best option, and it was agreed that recommendations on changes to the SWG-Accessibility's structure would be addressed at the June 2010 teleconference meeting.

References: [SWG-A N 376](#) (call for proposed changes), [SWG-A N 378](#) (JTC 1/SC 7/WG 2 Convener's contribution), [SWG-A N 379](#) (D. Gardener-Bonneau's contribution), [SWG-A N 380](#) (ITI contribution), [SWG-A N 382](#) (ISO/TC 159 Secretariat's contribution)

7. Ad Hoc 13 - Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work

Ms. Auber

Scope: The ad hoc was reconstituted to provide ongoing interaction with the ISO/IEC staff on the development of an accessibility policy, to coach/mentor ISO/IEC staff in the translation of the accessibility policy into associated procedures to implement accessible web sites, and to provide SWG-Accessibility representation to the JTC 1 Ad Hoc on Website Improvements. The leader of Ad Hoc 13 (Ms. Auber) and the SWG-A Convener (Mr. Li) will work with the JTC 1 ITSIG Liaison (Mr. Farance) to convey the SWG-A's inputs on the ISO e-Services Guide and to ensure JTC 1 input to ITSIG is coordinated. Ad Hoc Leader: Ms. Josée Auber (France). Participants: Mr. Alex Li (SWG-A Convener), Ms. Judy Brewer (W3C/WAI), Mr. Andy Heath (UK and JTC 1/SC 36); Ms. Liddy Nevile (Australia and JTC 1/SC 36); Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

Ms. Auber gave an update on the activities of Ad Hoc 13 since the June 2009 SWG-Accessibility teleconference and agreed to provide a written report for distribution to the SWG participants. Ms. Auber and Mr. Li have held teleconferences with ISO/IEC staff and the JTC 1 ITSIG Liaison to discuss implementation of an accessible web site.

In addition, Ad Hoc 13 provided some input to assist the JTC 1 SWG-Directives in the effort to harmonize the JTC 1 Directives with the ISO/IEC Directives:

October 2009 JTC 1 Resolution 4 - Request to Joint Directives Maintenance Team (JDMT) regarding Accessibility

JTC 1 asks the SWG-Directives to provide justification so that the SWG-D Convenor may request the JDMT to incorporate the following statement in the upcoming revision of the ISO/IEC Directives:

“ISO and IEC will work towards eliminating barriers to accessing or participating in ISO and IEC activities and its body of work, especially for people with disabilities and older users.”

Should the JDMT not accept this request for incorporation in the next version of the ISO/IEC Directives, SWG-D is instructed to ensure that the statement will be included in the next possible version of the JTC 1 Supplement.

Unanimous

It was agreed that Ad Hoc 13 should be reconstituted and no changes in participation were identified.

SWG-A January 2010 Teleconference Resolution 3: Reconstitution of Ad Hoc 13 on Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work

Ad Hoc 13 is reconstituted to provide ongoing interaction with ISO/IEC staff on the development of an accessibility policy and to coach/mentor ISO/IEC staff in the translation of the accessibility policy into associated procedures to implement accessible web sites. The leader of Ad Hoc 13 (Ms. Auber) and the SWG-Accessibility Convener (Mr. Li) will work with the JTC 1 ITSIG Liaison (Mr. Farance) to convey the SWG-Accessibility's inputs on the ISO e-Services Guide and to ensure JTC 1 input to ITSIG is coordinated. Ad Hoc 13 will work with ISO to make accessible versions of promotional videos where possible. Ad Hoc Leader: Ms. Josée Auber (France). Participants: Mr. Alex Li (SWG-A Convener), Ms. Judy Brewer (W3C/WAI), Mr. Andy Heath (UK and JTC 1/SC 36); Ms. Liddy Nevile (Australia and JTC 1/SC 36); Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

Reference: [SWG-A N 368](#) (reconstitution of JTC 1 Ad Hoc on Website Improvements)

8. Contributions for Consideration During the June 2009 SWG-Accessibility Teleconference **Mr. Li**

Mr. Li reported that the ITTF licensing agreement and ISO copyright restriction on TR 29138 were modified in response to Resolution 1 from the June 2009 SWG-Accessibility teleconference meeting.

9. Liaison Reports

9.1 ISO/TC 159 Liaison Officer Ms. Harker

The ISO/TC 159 Liaison Officer was not in attendance; however, Mr. Li noted that ISO/TC 159 input on TR 29138 Part 2 had been addressed under agenda item 6.

9.2 ITU-T SG 16 Liaison Officer Dr. Matsumoto

Dr. Matsumoto presented the ITU-T SG 16 Liaison Officer report. The SWG-Accessibility thanked Dr. Matsumoto for his excellent report and participation at this meeting.

Reference: [SWG-A N 383](#)

9.3 IEC/TC 100

Ms. Baronas

The IEC/TC 100 Liaison Officer was not in attendance. The other IEC/TC 100 participants had dropped off the teleconference when this agenda item was reached.

9.4 TEITAC

Mr. Li

Mr. Li reported that there had been no TEITAC activity since the June 2009 SWG-Accessibility teleconference.

10. Feedback from Other Groups on ISO/IEC TR 29138

Mr. Li

10.1 ETSI STF333

Mr. Hayes

Mr. Hayes participated on behalf of ETSI STF333 and provided feedback from the perspective of European National Bodies in relation to procurement law. The User Needs Summary (TR 29138 Part 1) was most valuable for the activity of mapping user needs to standards in procurement. Through the use of Guidance on User Needs Mapping (TR 29138 Part 3), ETSI STF333 identified some areas where it was not clear standards were needed and some areas where standards should be developed. In some instances, backup research would have been useful to clarify some of the user needs.

Mr. Hayes invited the SWG-Accessibility participants to review ETSI TR 102 612 (Human Factors (HF); European accessibility requirements for public procurement of products and services in the ICT domain (European Commission Mandate M 376, Phase 1)) which is available on the ETSI web site:

http://portal.etsi.org/stfs/STF_HomePages/STF333/tr_102612v010101p.doc.

10.2 Norway

Mr. Øverby

Mr. Øverby noted that many groups are using the Standards Inventory (TR 29138 Part 2) and suggested that as new items are added to the inventory, the SWG-Accessibility should investigate whether the standards address existing user needs or if they address user needs that have not yet been identified. Mr. Øverby proposed that a more holistic approach should be taken in considering an update to the User Needs Summary (TR 29138 Part 1).

10.3 IEC/TC 100

Ms. Baronas

Noting that the IEC/TC 100 participants had dropped off the teleconference before this agenda item was reached, Mr. Li volunteered to contact the IEC/TC 100 Liaison Officer to invite her to provide IEC/TC 100 feedback to the June 2009 SWG-Accessibility meeting

10.4 Discussion of Feedback

Mr. Li noted interest in undertaking a revision of the User Needs Summary (TR 29138 Part 1). Dr. Yamada proposed that an ad hoc be established to work between the January and June 2010 SWG-Accessibility meetings to investigate updates to the User Needs Summary.

SWG-A January 2010 Teleconference Resolution 4: Establishment of Ad Hoc 14 to Consider Updates to the User Needs Summary

Ad Hoc 14 is established to consider updates to the User Needs Summary (ISO/IEC TR 29138 Information technology - Accessibility considerations for people with disabilities - Part 1: User needs summary) and to conduct research to identify areas where voluntary standards are not being addressed and suggest an appropriate body to consider the new work. Ad Hoc 14 Leader: Mr. Erlend Øverby (Norway). Participants: Dr. Hajime Yamada (Japan), Mr. Andy Heath (UK), Ms. Judy Brewer (W3C/WAI), Mr. Ken Salaets (ITI), Ms. Helle Bjarnø (Denmark) and Ms. Andi Snow-Weaver (US).

11. Project Plan for the JTC 1 SWG-Accessibility

Mr. Salaets

Mr. Salaets will update the SWG-Accessibility project plan based upon actions and discussions at this meeting. The updated project plan will be circulated for 30-day review and comment.

SWG-A January 2010 Teleconference Resolution 5: Updated Project Plan

The updated SWG-Accessibility Project Plan will be distributed for 30-day review and comment. Activities referenced in the Project Plan will be initiated. If comments are received, they will be reviewed by the Project Plan editor in consultation with the SWG-Accessibility Convener and Secretariat, and will be incorporated into an updated version of the Project Plan.

Reference: [SWG-A N 365](#)

12. Future Meetings

Mr. Li

- 23 and 24 June 2010

The SWG-Accessibility participants confirmed the June 2010 date.

SWG-A January 2010 Teleconference Resolution 6: Future Meeting

The JTC 1 Special Working Group on Accessibility resolves to meet as follows:

- The SWG-Accessibility will hold a teleconference on 23 June 2010 and, if necessary, will continue on 24 June 2010. The teleconference will be held from 13:00 to 15:00 UTC.

SWG-A N 362 (JTC 1 Standing Document 1 (SD-1) Best Practices on Teleconferencing) will be used as a guide for teleconference meetings.

13. Approval of Resolutions

Ms. Garner

The following resolutions were reviewed and approved without objection during the 13 January 2010 SWG-Accessibility teleconference:

SWG-A January 2010 Teleconference Resolution 1: Request for Updates to ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards Inventory

The JTC 1 Special Working Group on Accessibility instructs its Secretariat to issue a call for updates to ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards Inventory. The call will also request supporting documents such as understanding, techniques, solutions, testing methods that are necessary to implement accessibility standards in the Part 2. The SWG-Accessibility appreciates the distribution of this call to as broad an audience as possible. The responses will be reviewed at the 23 and 24 June 2010 SWG-Accessibility meeting.

SWG-A January 2010 Teleconference Resolution 2: Request for JTC 1 Approval of a Project for the Revision of ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards Inventory

During the June 2009 JTC 1 Special Working Group on Accessibility teleconference, the SWG agreed to meet approximately six months from the June 2009 publication date to prepare an update list for proposed changes to ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards inventory. Four contributions proposing updates to the Standards Inventory were reviewed during the January 2010 SWG-Accessibility teleconference.

The JTC 1 SWG-Accessibility recommends JTC 1 approval of a project for the revision of ISO/IEC TR 29138, Information technology - Accessibility considerations for people with disabilities - Part 2: Standards inventory. In anticipation of JTC 1 approval of this recommendation, the SWG-Accessibility will begin collecting updates and preparing a Working Draft.

SWG-A January 2010 Teleconference Resolution 3: Reconstitution of Ad Hoc 13 on Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work

Ad Hoc 13 is reconstituted to provide ongoing interaction with ISO/IEC staff on the development of an accessibility policy and to coach/mentor ISO/IEC staff in the translation of the accessibility policy into associated procedures to implement accessible web sites. The leader of Ad Hoc 13 (Ms. Auber) and the SWG-A Convener (Mr. Li) will work with the JTC 1 ITSIG Liaison (Mr. Farance) to convey the SWG-A's inputs on the ISO e-Services Guide and to ensure JTC 1 input to ITSIG is coordinated. Ad Hoc 13 will work with ISO to make accessible versions of promotional videos where possible. Ad Hoc Leader: Ms. Josée Auber (France). Participants: Mr. Alex Li (SWG-A Convener), Ms. Judy Brewer (W3C/WAI), Mr. Andy Heath (UK and JTC 1/SC 36); Ms. Liddy Nevile (Australia and JTC 1/SC 36); Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

SWG-A January 2010 Teleconference Resolution 4: Establishment of Ad Hoc 14 to Consider Updates to the User Needs Summary

Ad Hoc 14 is established to consider updates to the User Needs Summary (ISO/IEC TR 29138 Information technology - Accessibility considerations for people with disabilities - Part 1: User needs summary) and to conduct research to identify areas where voluntary standards are not being addressed and suggest an appropriate body to consider the new work. Ad Hoc 14 Leader: Mr. Erlend Øverby (Norway). Participants: Dr. Hajime Yamada (Japan), Mr. Andy Heath (UK), Ms. Judy Brewer (W3C/WAI), Mr. Ken Salaets (ITI), Ms. Helle Bjarnø (Denmark) and Ms. Andi Snow-Weaver (US).

SWG-A January 2010 Teleconference Resolution 5: Updated Project Plan

The updated SWG-Accessibility Project Plan will be distributed for 30-day review and comment. Activities referenced in the Project Plan will be initiated. If comments are received, they will be reviewed by the Project Plan editor in consultation with the SWG-Accessibility Convener and Secretariat, and will be incorporated into an updated version of the Project Plan.

SWG-A January 2010 Teleconference Resolution 6: Future Meeting

The JTC 1 Special Working Group on Accessibility resolves to meet as follows:

- The SWG-Accessibility will hold a teleconference on 23 June 2010 and, if necessary, will continue on 24 June 2010. The teleconference will be held from 13:00 to 15:00 UTC.

SWG-A N 362 (JTC 1 Standing Document 1 (SD-1) Best Practices on Teleconferencing) will be used as a guide for teleconference meetings.

14. Close of the Meeting (not later than 15:00 UTC – 13 and 14 January 2010)

The meeting was adjourned at 15:05 (UTC) on 13 January 2010. The SWG-Accessibility did not meet on 14 January 2010 as all business was concluded on 13 January 2010.