

**ISO/IEC JTC 1
Information Technology**

Document Type: Meeting Resolutions

Document Title: Report of the Recommendations for the November 2008 SWG-Directives Meeting in Osaka, Japan

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 February 2009 JTC 1 SWG-D meeting in Delft, Netherlands

Action ID: ACT

Due Date:

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Report on the Recommendations for the November 2008 SWG-Directives Meeting in Osaka

Recommendation 1:

The SWG-Directives recommends that a meeting report of all future SWG-Directives teleconferences be posted to the JTC 1 document register as a formal N-numbered document.

Approved

ACTION TAKEN:

Noted. JTC 1 N 9479 is a report of the 12 January 2009 teleconference of the SWG-Directives Ad Hoc on Annex H.

Recommendation 2:

The SWG-Directives recommends that one week prior to a SWG-Directives related teleconference, the SWG-Directives Secretary or relevant Ad Hoc Convener issue a reminder (including joining instructions) to the SWG- Directives or ad hoc members.

Approved

ACTION TAKEN:

Noted. The SWG-D Secretary has issued reminders for both the 1 December 2008 and 12 January 2009 teleconferences of the SWG-Directives Ad Hoc on Annex H.

Recommendation 3:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue the final agenda for the 23-27 February 2009 meeting in Delft, Netherlands 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.

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

Approved

ACTION TAKEN:

First draft agenda published on 9 January 2009 as JTC 1 N 9474.

Recommendation 4:

The SWG-Directives instructs the SWG-Directives secretary to incorporate the following concepts in the draft of the JTC 1 Supplement to be issued for National Body comment:

- 1) To use and align the JTC 1 fast track process with ISO/IEC fast track process augmenting the ISO/IEC process to meet JTC 1 unique needs

- 2) To eliminate constraints on the types of comments (technical; editorial)
National Bodies can submit with their votes
- 3) That the fast track process shall apply only to standards and NOT to amendments. Amendments shall follow the “normal” amendment process
- 4) That an explanatory report similar to the PAS explanatory report shall accompany a fast track submission
- 5) That the text of document N9309 (as amended by France) be included

Approved

ACTION TAKEN:

All concepts, with the exception of concept 5, were incorporated into the first draft of the JTC 1 Supplement which is available as JTC 1 N 9439. Concept 5 was not included because exact text, as amended by France, was not available. National Body comments will be discussed at the 23-27 February 2009 Meeting of the SWG-Directives.

Recommendation 5:

The SWG-Directives instructs the SWG-Directives secretary to incorporate the following concepts (with more specific detail) in the draft of the JTC 1 Supplement to be issued for National Body comment:

Operating under the ISO/IEC Fast Track process, the SWG-Directives agrees that if a Ballot Resolution Meeting is necessary:

- 1) The purpose is to review and address ballot comments
- 2) The meeting must have a separate agenda and be convened as a separate meeting even if it is in conjunction with/co-located with an SC/WG meeting
- 3) The comments must be discussed within a single meeting and NOT distributed over a series of meetings
- 4) The meeting is open to the Fast track Submitter and to all National Bodies regardless of whether or not the National Body has voted on the document under review – no limitation on which National Body can participate
- 5) The meeting participants represent their National Body and their National Body positions
- 6) All National Bodies have an equal say in any decisions made during the meeting
- 7) The Project Editor must prepare an Editor’s proposed disposition of ballot comments in sufficient time prior to the BRM to allow consideration by National Bodies. This editor’s proposed disposition of comments document will be reviewed during the ballot resolution meeting
- 8) A disposition of ballot comments approved during the meeting must be circulated following the meeting for the information of all National Bodies
- 9) When all comments have been addressed and a disposition of comments has been approved by the meeting, the BRM meeting criteria have been met

Approved

ACTION TAKEN:

All concepts, were incorporated into the first draft of the JTC 1 Supplement which is available as JTC 1 N 9439. National Body comments will be discussed at the 23-27 February 2009 Meeting of the SWG-Directives.

Appreciations:

Resolution A:

The SWG-Directives expresses its appreciation to the National Body of Japan for inviting the SWG to Osaka and for the meeting facilities, lunches and refreshments. The SWG-Directives wishes to especially thank Akio Kido and Yoshihisa Narui for their assistance in planning and supporting the meeting.

Acclamation

Resolution B:

The SWG-Directives expresses its appreciation to its Convener, Mr. Scott Jameson, for his leadership during the meeting and throughout his tenure as SWG-Directives Convener. The group has benefited greatly from his guidance and expertise and we wish him well in his future endeavors.

Acclamation