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Comments on text of EDPDA prepared by SWG-ARM for consideration by SWG-Directives

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(normative)

JTC 1 Standing Document Electronic Document Preparation, Distribution and Archiving

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1 Scope

This Standing Document provides JTC 1 guidance for the preparation, distribution, and archiving of electronic documents, both within JTC 1 groups and for submission to ISO/IEC for further processing. In many cases, wider latitude is given for document preparation and distribution within JTC 1 entities, while stricter requirements are imposed on documents submitted to ISO/IEC for further processing.

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In order to make information on ISO/IEC JTC 1 and its activities available to the widest range of audiences, it is essential that documents, prepared in accordance with this Standing Document, to be distributed electronically be provided in an accessible format¹.

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This document shall be used in conjunction with the ISO/IEC JTC 1 Directives (current edition) and in a manner that is consistent with the policies and procedures of the ISO Central Secretariat and the IEC Central Office. National laws and current ISO/IEC policies regarding copyright and intellectual property rights shall be respected.

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Related Documentation:

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- [ISO eServices Guide & eServices Update, and Guides to ISO IT applications](http://www.iso.org/ISOeServicesGuide) (http://www.iso.org/ISOeServicesGuide)
- [Provision of texts and graphics in electronic form](http://www.iso.org/iso/provfile.pdf) (http://www.iso.org/iso/provfile.pdf)
- [ITSIG specification for the preparation and exchange of graphics](http://www.iso.org/iso/grpspec.pdf) (http://www.iso.org/iso/grpspec.pdf)
- [FAQ for graphics](http://www.iso.org/iso/grph_faq.pdf) (http://www.iso.org/iso/grph_faq.pdf)
- [ISO templates](http://www.iso.org/templates) (http://www.iso.org/templates)
- Add to cover IEC templates, common text, joint text

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SWG-ARM comments:

Preparation should be covered before distribution to reflect the title

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Recommendations on templates for WG and SC inputs may change paragraphs above if accepted

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2 Distribution Media

JTC 1 documents are provided externally through the ISO Central Secretariat and the IEC Central Office, the JTC 1 Secretariat and by the National Bodies. Appropriate media, as selected by these agencies, is used for distribution, and typically, it will consist of non-revisable documents posted to well-known web pages or through a storefront application. FTP may continue in use as a useful file transfer protocol, not only for efficiency purposes but also for accessibility purposes.

¹ taking into account specifications for such documents as contained in the W3C WAI Web Content Accessibility Guidelines 2.0

3 Virus Checking SWG-ARM comment extend to cover malware

All Secretariats and other entities charged with maintaining repositories shall use well-maintained anti-virus software to verify that files are virus-free. Document users also share the responsibility for an overall virus-free environment and are strongly encouraged to utilise up-to-date anti-virus software capable of scanning and verifying documents accessed via the Web.

It is the responsibility of *any* party, including a document user, to alert the Secretariat if it detects a virus in a distributed document. This will assist in minimising the spread of the virus. Appropriate actions in response to such notice include notification to recipients of the document (as possible); document removal; and replacing the stored document with a 'clean' version.

4 Document Abstracts

An Executive Summary or Abstract is required within JTC 1 for all standards and technical reports; however, this is not required for ISO/IEC documents. The ISO/IEC Directives, Part 2, 2004, 6.2.1 says "The scope shall be succinct so that it can be used as a summary for bibliographic purposes."

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SWG-ARM comment all documents, as part of their associated metadata, would benefit from the inclusion of an abstract

5 Principal Document Sequences

The following principal document production sequences are used within JTC 1. SWG-ARM comment is this different from ISO and IEC? If so any differences should be highlighted.

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5.1 International Standards

- New Work Item Proposal (NP)
- Working Draft (WD)
- Committee Draft (CD)
- Draft International Standard (DIS/FDIS)
- International Standard (IS)

5.2 Technical Reports

- New Work Item Proposal (NP)
- Working Draft (WD)
- Proposed Draft Technical Report (PDTR)
- Draft Technical Report (DTR)
- Technical Report (TR)

5.3 International Standardised Profiles

- New Work Item Proposal (NP)
- Working Draft (WD)
- Proposed Draft International Standardised Profile (PDISP/FPDISP)
- Draft International Standardised Profile (DISP/FDISP)
- International Standardised Profile (ISP)

5.4 Amendments

- New Work Item Proposal (NP)
- Working Draft (WD)
- Proposed Draft Amendment (PDAM/FPDAM)
- Draft Amendment (DAM/FDAM)
- Amendment (AMD)

5.5 Corrigenda

- Defect Report (DR)
- Draft Technical Corrigendum (DCOR)
- Technical Corrigendum (COR)

6 Document Formats

Within JTC 1 entities, and for documents that are not transmitted to ISO/IEC, a JTC 1 entity may approve the use of alternative document formats if it is concluded that the formats used for submission to ISO/IEC are not optimal for internal use. However, if this is done, there must be careful consideration given to using formats which are not common, and which might present issues when conversion is made to formats allowed for further processing at ISO/IEC. SWG-ARM comment: SCs should minute the reason for this and what version of application is being used

The set of allowed formats for documents submitted to ISO/IEC is contained in the *Provision of texts and graphics in electronic form* (<http://www.iso.org/iso/provfile.pdf>). Further information may also be found by an examination of the ISO eServices interface used for document submission (see <http://isotc.iso.org/livelink/si>), although an issued login from ISO/IEC is needed to access this site. National Bodies and others entities allowed to actually submit documents will have a login.

The *Provision of texts and graphics in electronic form* also contains information on graphical file formats, .html/.xhtml file formats, formats used for direct reference files (.pdf), and rules for the publication of documents on CD-ROM or DVD.

For use within JTC 1 entities, graphics embedded in web-based revisable documents should be provided in GIF, JPEG, SVG or PNG formats; however, JTC 1 SWG-Accessibility recommends the use of SVG, and that from an accessibility perspective both SVG and PNG should be preferred over JPEG and GIF.

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SWG-ARM comment: This needs to be reconsidered for example JPEG2000 allows important colour information to be included. Documents may need to support the inclusion of photographic images. We understand that currently ISO have to handle web-based reviseable documents on an exception basis see presentation to SWG ARM from ISO and new ITSIG guidance in preparation. In particular this paragraph should cover the typical formats for document preparation which we believe would produce a different recommendation referencing SC24 and SC29 specifications more precisely

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For submission to ISO/IEC, guidance on graphics formats is provided in the documents noted in Section 1 above.

As there are different acceptable document formats, the following table of recommended document formats is based on the intended use of the final document within JTC 1. The appropriate ISO/IEC guidelines specify the allowed formats for ISO/IEC use, both for input into ITTF and ultimate publication.

SWG-ARM comment: This appears to be in conflict with ISO requirements for publication and needs to be more specific with version numbers.

Intended Use of Final Document in JTC 1	Document Format						
	HTML	TXT	DOC	DOCX	ODT	WP	PDF
Simple Administrative Document	R	R	P	P	P	P	R

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Simple Technical Document	P	R	P	P	P	P	R
ISO/IEC Standard in preparation	P	NR	R	R	R	P	P
Joint ISO/IEC and ITU-T Standard/Recommendation in Preparation	NR	NR	R	R	R	P	P
Document intended for Web page browsing	R	P	P	P	P	NR	P
KEY:							
R Recommended							
P Permitted							
NR Not Recommended							
Note: A Simple Technical Document is a document used in the preparation of the standard, such as a contribution, but is not an actual standard in development.							

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7 Document Structure

Non-standards documents should be in single column format. SWG-ARM comment add "because of potential problems with assistive technology" (see presentation to SWG ARM)

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Standards documents should conform to either of the following (as appropriate) concerning the rules for the presentation, structure and drafting of International Standards:

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- For documents which will be submitted to ISO, IEC or JTC1:

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See ISO/IEC Directives, Part 2 - Rules for the structure and drafting of International Standards.

For presentation purposes, Project editors shall make use of the ISO STD template provided by the ISO Central Secretariat, unless there is an agreement with ISO/CS to do otherwise.

- For documents which will be submitted to both ISO/IEC and ITU-T:

Project editors are encouraged to make use of the templates provided by the ISO Central Secretariat, the IEC Central Office or the ITU-T Technical Standards Bureau as appropriate. SWG-ARM comment (but these templates are believed not to be accessible, and as they are under review currently JTC1 should recommend their early adoption when this is addressed)

See SWG ARM recommendations about the development of document templates for use internally

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8 Document Server Navigation Structure / Document Distribution

Each SC and WG should define its navigational structure for document distribution. All SC and WG documents shall be posted to the appropriate SC or WG level web pages. All parent JTC 1 documents should be located on the JTC 1 web pages but may be referenced (e.g. linked to) by the SC or WG web pages as needed. The JTC 1 home page URL is <http://www.JTC1.org>. Links to all SC and WG home pages should be via the JTC 1 home page and vice versa.

SWG-ARM comment Need to define the process for getting links from JTC1 home page to other JTC1 entities

Documents specified as "Defined Access" (see Section 11.1 below) may be copied between JTC 1 and SC/WG web sites in order to simplify distribution without the need for multiple passwords.

9 File Naming Schema

JTC 1 entities shall name SWG-ARM comment the downloadable versions of their machine-readable files according to the criteria in this section; the actual characters or words used in the file name should be as meaningful as possible and follow a scheme used consistently within the entity for all file names.

SWG-ARM comment It would be useful if url provided for download allowed an abbreviated form eg <http://JTC1.org/SC99/N1234> even though the ddocument may be renamed on download in accordance with this section

For example, "iso-dis-3456-3.pdf" would be based on a concise schema showing only the kind of document and document number. "SWGA-359-January-2009-SWG-A-Agenda.html" would add further information, as would "JTC-1-N-9439-JTC-Supplement-to-the-ISO-IEC-Directives.doc".

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As a practical limit, use a maximum of 70 characters in the file name, as this will facilitate line-by-line file name listings as well as use with existing ISO/IEC reporting tools. SWG-ARM comment surely this should be in related documents above.

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The range of permitted characters is similarly limited for interoperability and ease of use:

- allowed characters: the numbers 0 to 9; the upper case letters A to Z; the lower case letters a to z without diacritical marks; and the two symbols – (hyphen) and . (period);

SWG-ARM comment this is in conflict with naming convention for items to be published by ISO in form of CD or DVD which require 32 characters and a different range of characters

- disallowed characters: the following 14 symbols \ / ; : * ? " < > | ! + % and _ (underscore); further, the name must not include white space.

In order to provide clarity and interoperability, an appropriate file name extension is always required in the full file name. Therefore, the period (.) shall be used and only used once per filename, to separate the actual file name from the file name extension. SWG-ARM comment Current practice is that conventionally the file extension follows the last period in the file name The extensions are usually added by application programs and should not normally be modified.

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Further information regarding filename characters and schemas at ISO/IEC may be found in *Provision of texts and graphics in electronic form* (<http://www.iso.org/iso/provfile.pdf>).

In schemes where numbers are used to identify documents in file names, if a document replaces an earlier numbered document a new number shall be assigned (i.e. "N-346-Revised.pdf" is not permitted.) SWG-ARM comment this may make it difficult to find the latest version without forward links or equivalent metadata, in certain instances minor typographical changes may be acceptable, where there are urls referring to a document replacing document with new numbered document may break references etc

10 Document Register Log

On the JTC 1 and subcommittee internal web sites, a master document register log shall be maintained in descending order for internal use (most recent document first), allowing for character string search of the register.

SWG-ARM comment Should cover searching of metadata, in fact register is likely to be a database and different views may be appropriate and simplify searching and other usability aspects, so consider redrafting this section with the ability to export the register in several formats including tabseparated and XML

To enable easier downloading of the register for local use, the register will also be organised in 50 document increments. The document register will contain those elements of the cover sheet deemed to be useful for document identification as defined below. The hyperlinked register will, when selected, provide a copy of the document to those with authorised access.

Cover sheets to documents shall be based on the forms shown in Annex G of the JTC 1 Directives, and further information on information structure (such as "DATE: CCYY-MM-DD") provided in Annex G. For example, the cover page of a JTC 1 N-numbered document is shown in Annex G-1.

Notice of documents newly posted to a document store shall be announced via an e-mail message to the appropriate electronic distribution list. The e-mail message shall contain the following items:

- Committee Name
- Date of posting ("CCYY-MM-DD")
- Sequential issue serial number (i.e. Issue 001)

- Document numbers found on the issue (e.g. "N 17, 19, 21"; "N 25-30"; or "Documents in the range of N 100-150")
- Applicable segment of the document Register Log as defined above.

Secretariats are strongly encouraged to provide meeting agendas that are hyperlinked with all posted documents placed in a single folder for download prior to the meeting.

11 E-mail Lists

Unless equivalent functionality is provided by automated tools, each Secretariat shall establish a list of e-mail addresses that replicates the committee's formal distribution list, together with appropriate committee officers.

Any member that does not have an e-mail address may be listed **with a facsimile number.**

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In some instances, and only upon written confirmation of the member, responsibility for receipt and distribution of documents may be delegated to the member's Head of Delegation or another identified expert.

Secretariats may establish a separate distribution list, including additional addresses (i.e. individual experts, etc.), for exchange of less formal documents. SWG-ARM comment (this can make issues for ensuring that documents are archived and their distribution is known) Registered experts on such mailing lists require their national body agreement to gain regular access to formal documents. SWG-ARM comment Need due consideration to the restriction of email address circulation to minimise spam etc and to comply with national privacy policies and caution against using lists directly but instead advocate reflectors which allow for a digest to be archived and protect anonymity etc

12 Access Control to JTC 1 documents SWG-ARM comment (Is this really different to ISO and IEC requirement?)

12.1 Open and restricted documents

ISO, IEC and JTC 1 policies require that while some information is publicly available, other information must be kept private to defined recipients. Document availability, action identifiers and acceptable forms of distribution are defined in the following tables.

The ISO/IEC standardisation process encourages the widest possible dissemination of working documents needed for preparing standards free of charge within the ISO/IEC System to ensure that all interested parties have the opportunity to contribute to the development of a standard.

In this context, the "ISO/IEC System" means:

- the member bodies of ISO and IEC, specifically those who have elected to be P-members of a JTC 1 entity (although O-members and non-members are entitled to receive documentation on request),
- JTC 1 liaison organisations,
- the delegates accredited by ISO/IEC members and liaison organisation to participate in JTC 1 committee meetings,
- experts appointed to JTC 1 working groups, and
- members of national committees corresponding to JTC 1 committee and their sponsoring organisations (e.g. trade associations, government departments, etc.).

As shown in the following table, the three general modes of document distribution (unless further defined by ISO/IEC) are:

- Paper;
- Defined-Access (access limited to participants in the ISO System); and
- Open (no restrictions or passwords required).

Action Identifiers are shown in a table at the end of the following list.

Document Classification/Type	Action Identifier	Acceptable Forms of Distribution
Official Publications		
Procedural Documentation	FYI	Paper, Open
ISO TC Communiqué	FYI	Paper, Open
Published International Standard	FYI	Defined by ISO/IEC
Published Amendment	FYI	Defined by ISO/IEC
Published Technical Report	FYI	Defined by ISO/IEC
Published Technical Specification	FYI	Defined by ISO/IEC
Published Technical Corrigendum	FYI	Defined by ISO/IEC
Project-related Documents		
Proposed NP (proposal under review by WG or SC)	COM or LB	Paper, Open
Text for NP ballot (text submitted to JTC 1 for ballot)	LB	Paper, Open
Working Draft Text (for information or comment)	FYI or COM	Paper, Open
Working Draft Amendment Text (for information or comment)	FYI or COM	Paper, Open
Working Draft Technical Report Text (for information or comment)	FYI or COM	Paper, Open
Working Draft Technical Specification Text (for information or comment)	FYI or COM	Paper, Open
Text for CD ballot or comment	LB or COM	Paper, Open
Text for PDAM ballot or comment	LB or COM	Paper, Open
Text for PDTR ballot or comment	LB or COM	Paper, Open
Text for PDISP ballot or comment	LB or COM	Paper, Open
Defect Report	COM	Paper, Open
Text for DIS ballot (Fast Track document)	ITTF	Defined-Access
Text for DAM ballot (Fast Track document)	ITTF	Defined-Access
Text for DTR ballot	LB	Paper, Defined-Access
Text for DISP ballot	ITTF	Paper, Defined-Access
Text for DCOR ballot	LB	Paper, Defined-Access
Text for FCD ballot	LB	Open
Text for FPDAM ballot	LB	Open
Text for FDIS ballot	ITTF	Defined-Access
Text for FDAM ballot	ITTF	Defined-Access
Revised DIS text for review (Fast Track/PAS document)	ACT	Defined-Access
Revised DAM text for review (Fast Track/PAS document)	ACT	Defined-Access
Revised DTR text for NB review or ITU-T action	FYI	Paper, Defined-Access
Revised DCOR text for NB review or ITU-T action	FYI	Paper, Defined-Access
Final Text Submitted for IS Publication	ITTF	Paper, Defined-Access
Final Text Submitted for AMD Publication	ITTF	Paper, Defined-Access

Final Text Submitted for TR Publication	ITTF	Paper, Defined-Access
Final Text Submitted for ISP Publication	ITTF	Paper, Defined-Access
Final Text Submitted for COR Publication	ITTF	Paper, Defined-Access
Summary of Voting/Table of Replies	FYI or ACT	Paper, Defined-Access
Disposition of Comments	FYI or COM	Paper, Defined-Access
Instructions to editor	ACT	Paper, Defined-Access
Notice of Publication	FYI	Paper, Open
National Body Contribution	FYI, COM, or ACT	Paper, Defined-Access
Officer's Contribution (Contribution from Chairman, Convener, Rapporteur, etc.)	FYI or COM	Paper, Defined-Access
Liaison Organisation Contribution	FYI, COM, or ACT	Paper, Defined-Access
Outgoing Liaison Statement	FYI or ACT	Paper, Defined-Access
Request for Periodic Review	ACT	Paper, Defined-Access
Administrative Documents		
Document Register	FYI	Paper, Open
Management Report	FYI	Paper, Open
Secretariat Report	FYI or ACT	Paper, Open
Programme of Work	FYI or ACT	Paper, Open
Programme Extension Document	ACT	Paper, Open
Standing Document	FYI	Paper, Open
Meeting Announcement	FYI or ACT	Paper, Open
Meeting Agenda	FYI	Paper, Open
Call for delegates	ACT	Paper, Open
Logistical information for meeting	FYI	Paper, Open
Meeting Report	FYI	Paper, Open
Resolutions	FYI	Paper, Open
Call for officer	ACT	Paper, Defined-Access
Vote on officer nomination	LB	Paper, Defined-Access
Notification of appointment of officer	FYI	Paper, Open
Information from SC Secretariat	FYI, COM, or ACT	Paper, Defined-Access
Information from JTC 1 Secretariat	FYI or COM	Paper, Defined-Access
Information from ISO Central Secretariat	FYI or COM	varies
Information from IEC Central Office	FYI or COM	varies
Information from ITTF	FYI or COM	varies
Press Release	FYI	Paper, Open
National Body Activity Report	FYI	Paper, Defined-Access
Request for comments	COM	Paper, Defined-Access

Other document	varies	varies

Action Identifiers

Identifier	Action	Examples
LB	TC or SC letter ballot	<ul style="list-style-type: none"> NP/CD/PDAM/PDTR for ballot
COM	For comment	<ul style="list-style-type: none"> WD/CD for comment Strategic Plan New procedural document
ACT	Action required by identified group	<ul style="list-style-type: none"> Summary of Voting for consideration at Editing Meeting National Body Contribution Incoming Liaison Statement for consideration at WG meeting
ITTF	ITTF action expected	<ul style="list-style-type: none"> Revised CD/PDAM to ITTF for DIS/DAM registration Revised DIS/DAM/DTR/DCOR to ITTF for publication
FYI	For information	<ul style="list-style-type: none"> Document Register Disposition of Comments Meeting Report

12.2 Access control

Security controls (using password and/or ID protection) shall be incorporated into web sites where appropriate to meet these policies. Following ISO TMB resolution 71/2001², a personal e-mail address, used as a login ID, is required. SWG-ARM comment Resolution does not say this, it requires email address as part of registration of user not necessarily as a login ID which could be a more friendly format When FTP capabilities are provided as

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² Technical Management Board Resolution 71/2001 - **Nomination of individuals as authorized representatives of member bodies.** The Technical Management Board,

- **noting** the increasing use of Internet-based collaborative working environments for the developments of standards,
- **recognizing** that the registration of a member body with its generic e-mail address (such as postmaster@xyz.org) to ISO committees can result in delayed or failed transmission of notifications to the individual(s) in the member body dealing with the particular committee,
- **further noting** that the use of shared login-names and passwords to manage access by individual experts and member body representatives to committee sites can cause serious security problems due to the potential for uncontrolled spread of the login information,

requests that, if a committee works in an Internet-based collaborative working environment, the member bodies provide the name and e-mail address of the individual(s) responsible in their organization for dealing with the particular ISO committee or working group to the secretary of that committee or working group for registration.

an additional distribution mechanism, the same password/ID combinations should work no matter which method is used.

13 Text Area for A4 and North American Paper Sizes

Paper	A4	North American
Size	210 mm wide 297 mm high	216 mm wide, (8 1/2" wide) 279 mm high, (11" high)
MAXIMUM common text area for each paper size	177 mm wide 256 mm high	179 mm (7.05") wide 253 mm (9.96") high
Minimum Margins for placing a common text area	Top 13 mm Bottom 28 mm Left 20 mm Right 13 mm	Top 13 mm Bottom 13 mm Left 20 mm Right 17 mm

Symmetrical margins which are more generous than the above minimum margins enhance electronic readability.

14 ISO/IEC JTC 1 Web Server Policy SWG-ARM comment This needs to consider the case of other JTC1 entities and what is appropriate for them and needs to take note of legal and accessibility requirements in various countries which require additional information which would be useful for JTC1 users.

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Definitions:

- Web Page Structure: The minimal structure of web based pages for JTC 1 and its SCs (jointly referred to simply as *committee*). It is *not* intended to dictate structure or content at the WG level.
- Web Server Content: The minimal structure/content of JTC 1 and SC web servers
- Web Server Maintenance: Policy concerning the maintenance of those web pages

14.1 Web Page Structure

Every JTC 1/SC web page shall contain the following structural elements. These elements may appear in any order, however it is highly recommended that the committee retain the same style for all pages within the committee's purview.

- **Title Block** (should have a common "look-and-feel" within the committee)
 - Title of committee with the ISO/IEC logo.
 - The page author and date created or last modified (preferably generated automatically)
 - A version number
 - Optional use of a common background image may also be employed.
 - Optional committee logo if desired
- **Body** - contains information specific to the committee. The use of forward navigational pointers is highly recommended
- **Web Master information** - who to contact for errors, suggestions, etc.
- **Consistent Set of Back Pointers** (for example the Parent Committee main page, Committee web-page design guidelines, primary site information, etc.)

14.2 Web Server Content

Each web server (JTC 1 and SC) shall provide the following, mandatory information in the form of web pages which conform to the common look and feel of the Web Page Structure appropriate to the committee.

- Description of the Organisation Structure of the committee
- Committee Membership (List of P, O, L members and the contact information for liaisons and rapporteurs)
- Committee Meeting schedule
- Next meeting information
 - Agenda
 - Venue
- Programme of Work
- A single document register for all committee documents
- Personnel information on officers and members

Although optional, each secretariat is strongly encouraged to add the following information as appropriate.

- Frequently Asked Questions (FAQ) Page
- Ballot information
 - Due dates
 - Document number of balloted text
 - Document number of Summary of Voting
- Procedures (which may simply point to the parent committee's procedures)
- News and Press releases
- Links to committee relevant Publications and Standards
- Links to non-JTC 1 sites shall be done in such a way that it is obvious to the viewer that what is being viewed is NOT under the auspices or control of JTC 1. This is especially important in frame-based sites.

14.3 Web Server Maintenance SWG-ARM comment there should be public and private areas, so that "open" documents can be accessed without a password

- "Open" vs. "Defined- Access" Documents

The committee shall distinguish between "Open" access vs. "Defined-Access" documents as noted in a previous section of this document.

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- Password Protection

The server administrator shall provide appropriate limited access to non-members by the use of group level passwords with appropriate notification to users. Non-members attempting to access protected pages shall be automatically replied to with a message stating the criteria for access.

- Data Integrity
 - Site shall be backed up automatically
 - All documents shall contain authorship and timestamp information
 - The original document shall be considered the "source" document. NBs or committees may utilise the source document in a variety of ways:
 - By simply linking to it or e-mailing its URL (highly recommended in the event that there is no password involved)
 - Creating a new document with a unique document number representing a cover letter plus the content of the original document
 - NB mirroring of the original document

In the event of a difference in content between the original and the copy, the content of the original shall take preference. It is therefore up to the administrator of the mirror site or new document to ensure its integrity.

- o All web sites shall utilise virus-checking technology. In the event a virus is detected, the files shall be cleaned prior to updating or retransmission and the original sender of the infected file notified of the infection.

– Document Registration, Retention and Archival

- o Hierarchy

Structured with a register list showing one screen view for each block of 50 documents

- o Access

Each register shall show document numbers, titles, issue dates, and due dates; and further shall include those documents produced by the committee before electronic documents were available.

Register entries shall be hot-linked to the actual documents where available

Provisions shall be provided to download documents as a package (e.g. for documents with enclosures, annexes, drawings, embedded data, etc.)

Provision shall be made for providing paper printouts of documents to those with no web access.

SWG-ARM comment Need to consider metadata see SWG_ARM recommendations

- o On-line Retention

Documents shall be retained on the web site for a minimum of two years or two complete plenary cycles, whichever is greater. SWG-ARM comment This inappropriate because documents relating to a project in progress and ISO in totality hold 74GB for 18,000 standards in production and this is within range of current servers and therefore such a restriction is no longer justifiable or desirable. Editors require access to documents for maintenance and typical JTC1 projects may span several years where all the relevant material needs to be available. Additionally it needs to be available for 5 year review

- o Archival SWG-ARM comment see text provided in SWG-ARM output N033 and amended below

After the retention period (see above), documents may be removed from on-line availability and shall be available from the secretariat in a format at the discretion of the secretariat, from the secretariat's archive in the original format. All WGs and SCs shall formulate a policy for the maintenance of their archives and shall include this in their business plans and on their web site together with information on the format in which the archived documents are available. WGs do not have business plans and many sites currently lack this information

– Use of Embedded Executable Code (e.g. Java, etc) in HTML Documents

- o Care should be taken to utilise only those constructs that can be viewed using all commonly available browsers. SWG-ARM comment (ActiveX should not be used as an example here because it is not available on non windows platforms)

15 see separate SWG-ARM output N033

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Deleted: <#>Document Archiving¶
<#>The responsibility for the archiving of documents concerning JTC 1 work and the background to the publication of ISs is divided between the JTC 1 Secretariat and the ITTF. Archival of documents is required to support transparency of the standards development process undertaken by JTC 1, to support the effective functioning of JTC 1 and its SCs by preserving the knowledge in the committees and to be able to defend against challenges to decisions or features in Standards. ¶
<#>The archiving of documents is of particular importance in the context of any possible future changes of Secretariat responsibility from one NB to another. It is also important that information on key decisions and important correspondence pertaining to the preparation of ISs or TRs should be readily retrievable in the event of any dispute arising out of the provenance of the technical content of the publications. Archival of documents includes the documents themselves and the mechanism or tooling used to access these documents.¶
<#>JTC 1 and all subordinate groups shall establish and maintain archives of all official transactions concerning their committees and the documents listed in Section 12.1 above. In particular, these N-numbered documents shall consist of national body submissions, liaison member submissions, reference copies of resolutions, any approved meeting minutes or meeting reports and names of attendees and their national body or liaison affiliations at meetings. N-numbered documents shall be kept for at least 20 years.¶
<#>Upon the termination of any group, the N-numbered documents shall be passed on to their parent committee for record retention.¶
<#>The ITTF shall keep reference copies of all ISs, TRs, etc., including withdrawn editions, and shall keep upto-date records of NB votes in respect of these publications. Copies of FCDs, FDISs and DISs issued for NE ... [1]

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