

Telecommunications and Information Exchange Between Systems

ISO/IEC JTC 1/SC 6

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JTC 1/SC 6 Resolution 6.0.4 approved at the SC 6 Plenary meeting, 5th June 2009 in Tokyo, Japan

Resolution 6.0.4 Call for Nomination of Co-Convenor and/or Secretary of WG 1

SC 6 instructs its Secretariat to issue a call for nomination of a co-convenor and/or a secretary (to assist the Convenor) of WG 1 to NBs with a due date of 2009-09-15. The role and duties of the co-convenor and/or the secretary will be determined from time to time by the Convenor.

- Approved

ISO/IEC JTC 1 Directives (5th Edition)

4.4.1 Allocation of WG Administration Responsibilities

4.4.1.1 The parent body shall assign responsibility for the administration of a WG to a Convener, if necessary supported by a Secretariat. Any Secretariat shall be either an NB or an organisation endorsed by the NB. The NB must confirm in writing its consent to the arrangement before it can be affected.

4.4.1.2 The ITTF and JTC 1 shall be informed of any such arrangements and be advised of the name, address, telephone and facsimile numbers, and e-mail address of the person(s) responsible for the administration of the WG.

5.5 WG Convenors

WG Convenors shall be selected and appointed by the parent body in accordance with the following procedures:

- The Convener selected, if possible, should be an active member of the parent body and have experience in the operation of JTC 1 and its SCs and WGs. Where an experienced individual is not chosen, it is the responsibility of the Convenor's NB to be sure that the

Convener is briefed and educated on all the necessary procedures governing JTC 1 operations;

- Before appointment or reappointment, the nomination of a Convener shall be endorsed by the Convenor's NB and the NB shall confirm to the parent body, with a copy to JTC 1, if JTC 1 is not the parent body, that the nominee has the necessary resources and administrative support to carry out the responsibilities assigned to a Convener;
- All WG Convenorships shall be for nominal three-year terms ending at the next plenary session of the parent body following the three-year term. The Convener may be reappointed for additional three-year terms.

The Secretariat of the parent body shall notify the JTC 1 Secretariat and the ITTF of the names and addresses of appointed Convenors. The Convener is responsible for reporting to the parent body on the progress of the work items assigned to the WG.

The Convener of a WG is responsible for the proper conduct of the work, where practicable with the help of a Secretary, under the authority of a P-member of the parent body. The Convener shall report periodically to the parent body on the progress of the WG.