

**ISO/IEC JTC 1
Information Technology**

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Standing Document

On Meetings

1 General

1.1 In addition to ISO/IEC Directives, Part 1 [4.1.1](#) and [4.2.2.1](#) the following clauses apply.

1.2 JTC 1 and its subsidiary body Secretariats, or Convenor in the absence of Secretariats are responsible for all arrangements for their own meetings, assisted by the host NB.

2 Meeting schedule

2.1 The JTC 1 Secretariat should look ahead with a view to drawing up, in consultation with the ITTF, a planned minimum two-year programme of meetings of JTC 1 and its SCs which takes account of the need for progress in the work. Meetings of JTC 1 shall be convened by the JTC 1 Secretariat at nominal twelve-month intervals and shall be of adequate duration to resolve all agenda items.

2.2 SCs are permitted to determine their scheduling practices (e.g. at twelve- or eighteen-month intervals) wherever possible avoiding conflict of dates with SCs working in related fields. A five-year meeting plan is viewed as a help to NBs in budgeting. Whenever possible, each meeting shall fix the date of the next meeting. No SC shall meet simultaneously with a JTC 1 plenary meeting.

3 Hosting a meeting

3.1 In addition to ISO/IEC Directives, Part 1 [4.2.1.1](#), [4.2.1.2](#) and [4.2.2.1](#) the following clauses apply.

3.2 The JTC 1 Secretariat and the ITTF shall be notified of all TC, SC and WG meetings.

3.3 A national body wishing to act as host for a particular meeting shall contact the committee Secretariat with copies to the JTC 1 Secretariat and ITTF.

3.4 When an offer is made at a meeting by a national delegation to host a specific meeting, this offer shall be confirmed within two months in writing by the NB of the country where the meeting is to be held.

3.5 The host NB is responsible for providing secretarial support and services for meetings unless alternative arrangements have been agreed with the responsible committee Secretariat.

4 Funding Mechanisms

4.1 General

4.1.1 Under ISO/IEC policy the practice of offering accommodation and meals packages to delegates is acceptable provided that delegates have the option of making other arrangements and, if they elect to do this, are then not liable for any other costs as a condition of participation in the meetings. Costs incurred in hosting a meeting of JTC 1 or one of its subsidiary bodies (e.g. payment for meeting rooms, photocopying facilities, etc.) should be borne by the host NB (which, of course, has the option of seeking sponsors to help cover the costs). An arrangement fee which may include the cost of accommodation, refreshments, meeting rooms, copying facilities and other items directly incurred in hosting a meeting may be charged provided that there is no obligation for delegates to use this arrangement.

4.1.2 The following terms and definitions have been adopted. It is recommended that they be used consistently by hosting organisations when assessing the need for charging fees and in reporting fees to cover meeting arrangements.

- Lodging cost: covers the delegate's personal room.
- Meal cost: covers normal meals, exclusive of banquets, receptions, and entertainment.
- Facilities fee: covers expenses associated with renting meeting rooms, duplicating documents and distributing documents applicable to the meeting at the meeting only, translation services, renting audio-visual equipment, providing light refreshments during the meeting, etc.
- Events fee: covers expenses associated with social events such as banquets, receptions, and entertainment that are held during the period of the meeting.

4.1.3 Because of special package arrangements, terms may be combined but should be explicitly retained, such as in "lodging and meals costs". ("Accommodation" fee has not been used because it can mean just lodging, or lodging and meals.)

4.1.4 Terms like "meeting fee", "registration fee", or "delegate's fee" should be avoided in order not to suggest payment is a requirement for participation or to suggest that paying such a fee in itself entitles one to participate.

4.2 Guidelines

4.2.1 It is recognised that under exceptional circumstances the host NB may not be able to obtain full financial support for the funding of an international standards meeting (these circumstances might include the size and duration of the meetings, conflicts which do not permit use of the host NB's facilities, etc.). Under these exceptional circumstances fees may be levied to defray expenses not covered by the host NB.

4.2.2 The following guidelines are applicable for any JTC 1 group where fees are being levied.

4.2.2.1 Accredited delegates shall be able to attend the JTC 1 meetings without having to pay a fee as a condition of participation, although they may be encouraged to do so.

4.2.2.2 If fees are to be levied, communication shall be made at the time the invitation is extended and details of the fee structure shall be provided no later than the circulation of the meeting announcement (i.e. four months prior to the meeting).

4.2.2.3 Fees should be collected and dispersed on a meeting-by-meeting basis by the hosting organisation, with no provisions for maintaining standing accounts for carrying funds from one meeting to another or for sharing funds among host NBs.

4.2.2.4 Lodging cost, meal cost and the facilities fee should be shown separately. However, it is recognized that it may sometimes be more advantageous to offer a package to delegates which combines these elements, such as "lodging and meals costs" or "lodging cost and facilities fee".

4.2.2.5 When the facilities fee is separately assessed, it may be a fixed amount for meetings of a few days and should be on a proportional scale for longer meetings.

4.2.2.6 The hosting organisation should waive the facilities fee for liaison participants who are only present during a short period, e.g. to present a liaison report.

4.2.2.7 Social events are not a mandatory part of an international standards meeting. However, if an event is scheduled and it becomes necessary to charge an events fee to cover some or all of the expense, that fee shall always be payable separately from other fees and at the option of the delegate.

4.2.2.8 Fees collected from participants should only make up the difference between expenses budgeted and paid by the hosting organisation and the total expenses incurred, (i.e. fees collected should not result in a profit or reduced commitment for the hosting organisation). If funds should remain, every effort should be made to return these to the participants, particularly if they are significant.

4.2.2.9 An accounting report detailing fees collected and expenses covered by these fees should be submitted by the host NB to the group's Secretariat or Convener as appropriate. The accounting report should be attached to the meeting report (which shall be circulated no later than two months after the conclusion of the meeting per the JTC 1 Directives). The accounting report should be circulated to the meeting participants, the group's parent organisation and to the JTC 1 Secretariat. Accounting reports are required only when facilities and/or events fees are levied. The accounting report should include:

- Size, duration and average attendance at the meeting;
- Details of fee structure (i.e. fixed or proportional components);
- Fees collected (total amount and percentage of delegates paying);
- Expenses detailed in accordance with the terminology defined in clause 4.1;
- Explanation of what was done with surplus funds should fees collected exceed expenses;
- Hosting organisation's general evaluation of this funding mechanism. One purpose of this accounting report is to serve as input for a JTC 1 review.

5 Calling and cancelling meetings

5.1 Within the framework of the meeting plan, the JTC 1 or SC Secretariat issues a calling notice for a plenary meeting of the committee concerned when the Secretariat considers this necessary for the proper progress of the work or whenever a meeting is requested by more than one third of the P-members. A meeting should not be convened unless the agenda will include matters of sufficient substance to justify the attendance of the delegates.

5.2 WG Convener shall convene meetings of the WG if questions cannot be solved by correspondence. Either the WG Convener or the Secretariat shall issue the calling notice. The period of notification of a meeting should normally not be less than four months (however, see clause 6.1).

5.3 Every effort shall be made to avoid cancellation or postponement of meetings once an agenda has been issued. If circumstances justify the cancellation of a meeting, adequate notice shall be given to all those concerned.

5.4 The calling notice shall include a declaration by meeting hosts of the IT facilities to be provided (e.g. diskettes, LAN, etc.) together with any expectations by committee officers/hosts of attendees' IT capabilities.

6 Meeting agenda

6.1 JTC 1 and SC agendas should be compiled so as to encourage NBs to send a balanced, full delegation with the greatest possible ability to negotiate final agreement on justified points that arrive late or during the meeting. NBs are responsible for keeping their delegates fully informed and supplied with all meeting documents. Also NBs shall be reminded that contributions shall be received by the Secretariat 4 weeks before a meeting (see clause 8).

6.2 Guidelines for Agenda Preparation:

- Identify the group which is meeting. If the Secretariat of the group is not an NB, identify the name and address of the Secretariat or Convener in case of inquiries concerning the meeting.
- Specify the dates, time and precise location of the meeting. This shall include the name of the contact person (including telephone and facsimile numbers, and e-mail address if available) at the host location in order to permit documents to be sent.
- Identify by project number and title the specific items to be addressed.
- Identify all relevant documents to be discussed under each agenda item.
- Include a separate item for each of the following:
 - Opening of the meeting
 - Roll call of delegates
 - Election of the Chairman (if applicable)
 - Adoption of the agenda
 - Appointment of the drafting committee (if applicable)
 - Report of the Secretariat (if applicable)

- 170 ○ Liaison reports
- 171 ○ Review of Business Plans
- 172 ○ Review of priorities and target dates
- 173 ○ Documents for periodic review (if applicable)
- 174 ○ Work items on which no progress is being made - Status and action to be taken
- 175 ○ Items for future work
- 176 ○ Review of Project Editor and liaison assignments
- 177 ○ Review of recent JTC 1 decisions affecting the group
- 178 ○ Approval of resolutions
- 179 ○ Subsequent meeting requirements
- 180 ○ Any other business
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182 **7 Participation at meetings**

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184 **7.1** Only delegates officially nominated by the NBs and the representatives of other TCs and
 185 organisations in liaison may attend meetings. As a general policy, any group operating under the aegis
 186 of JTC 1 shall not limit the number of authorised NB representatives. Exceptions must be approved by
 187 consensus of the parent committee.

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189 **7.2** Chairmen of SCs and Convenors of SWGs and WGs reporting directly to JTC 1 have the right to
 190 attend meetings of JTC 1 (and must attend where there are agenda items relevant to their
 191 committees) and to participate in the discussion.

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193 **7.3** The Secretaries-General or their representative shall have the privilege of taking part in all
 194 meetings.

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196 **7.4** Each P-member has the right to be represented at the meeting by one or more delegates. O-
 197 members and other TCs and organisations in liaison may nominate representatives who have the right
 198 to attend meetings and to participate in the discussion.

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200 **7.5** Each P-, O- and liaison member shall send to the Secretariat of the committee concerned and to
 201 the NB acting as host, at least one month before the opening of the meeting, a list showing the names
 202 and employers of their representatives and also the name of the head of delegation.

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204 **7.6** Each P-member shall be present at meetings whenever possible (see ISO/IEC Directives, Part 1
 205 1.7.1). Other members should be present. When circumstances prevent such representation, a
 206 member may submit written statements to the Secretariat or arrange for another member attending the
 207 meeting to present its views under the appropriate agenda item or items the Secretariat shall make
 208 reference to written statements submitted by members unable to attend.

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210 **7.7** A preliminary list of those participating in the meeting showing names of delegates/representatives
 211 and their business addresses, and indicating the heads of delegation, shall be communicated by the
 212 committee Secretariat to the participants not later than the opening of the meeting. A definitive list
 213 shall be distributed as soon as possible thereafter.

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215 **7.8** For voting use: Annex AC : Voting.

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217 **8 Meeting documents**

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219 **8.1** In order for discussions in the JTC 1 plenary meeting and in SC meetings to reflect as fully as
 220 possible the NB positions and concerns, there should be adequate notice of issues to be discussed at
 221 meetings and clear guidelines for the submission of documents for consideration. Discussion of
 222 documents under ballot at the time of the Plenary meeting is prohibited, as it could create confusion as
 223 to the status of the ballot.

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225 **8.2 Contributions**

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- Contributions may be submitted to JTC 1 or its subsidiary bodies by any member, or by any directly reporting subsidiary body ;
- Documents for any JTC 1 or SC meeting, particularly those raising new issues or those for which a final agreement at the meeting is desired, shall be delivered to the Secretariat in time for them to be posted to the JTC 1 or SC Web server (as appropriate) four weeks prior to the meeting. The following exceptions are permitted:
 - Comments on posted documents provided they are received by the Secretariat in a form suitable for immediate posting, not later than one week prior to the meeting.
 - Reports from SCs to JTC 1 where the meeting is held inside the four-week deadline. Reports should in these cases be posted not more than two days after the end of the SC meeting and only reports will be received. Substantive matters arising from such meetings shall not be considered at the JTC 1 meeting, unless agreed by JTC 1. This should be borne in mind when setting dates for SC meetings.
 - A proposed document revision from a project editor, which incorporates comments received prior to the meeting and which is intended to be developed further at the meeting, may be posted up to one week prior to the meeting.
- CDs for discussion at a meeting shall be distributed not less than three months in advance of the meeting for which they are intended;
- Where new issues arise which are not able to be posted to the Web server at least four weeks prior to the meeting, any decision made at the meeting may need to be confirmed by a NB ballot after the meeting. Such items must be posted to the Web as soon as possible and prior to the meeting so that they are available to NBs as well as delegates. Although paper copies may be distributed at the meeting, arrangements must be made to allow delegates to the meeting to obtain electronic copies in accordance with the JTC 1 policies on electronic document distribution.

8.3 Urgent business

Advance distribution of contributions may not be possible, for example, where new issues are not identified until it is too late for distribution. In addition, discussion at a meeting may identify new issues needing immediate action. JTC 1 or its subsidiary bodies may, at the discretion of the Chairman or Convener and members present, consider working documents distributed in less than the prescribed advance period.

9 Meeting resolutions and reports

9.1 Resolutions adopted at meetings are normally limited to matters directly concerned with the conduct of the work or the approval of documents. The resolutions should be numbered consecutively and identified either by reference to the meeting or to the year.

9.2 Where practical, by the end of each day of a meeting (session) of JTC 1 or its subsidiary bodies, the Secretariat or Convener, normally with the aid of an ad hoc drafting committee, prepares drafts for the complete text of the resolutions considered during the day for their formal adoption at the end of the meeting. At the end of the meeting, all resolutions shall be available in written form. When the text of the approved resolution is available in more than one of the official languages, publication shall be made in each available language.

9.3 No meeting of JTC 1 or any of its subsidiary bodies shall be adjourned before all resolutions considered during the meeting have been presented in writing and formally acted upon so as to ensure accurate recording of the decisions taken. These resolutions shall be distributed to the committee membership as soon as possible after the meeting.

9.4 After the meeting, the committee Secretariat or Convener shall prepare a report of the meeting comprising

- the list of delegates to the meeting
- a reference to the sessions held (including JTC 1 Special Working Groups, Rapporteur Groups and Workshops, SC Advisory Groups, Working Groups and Other Working Groups)
- the disposition of each agenda item, including rationale if appropriate and,
- as a discrete and important document, the complete text of the resolution adopted during the meeting.

286 At the discretion of the meeting, a summary of the discussions can be included.
287 The documents listed above shall be sent within two months to the members and other bodies
288 represented at the meeting.
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290 **9.5** The report of the meeting and the resolutions shall be distributed as set out in SD EDPDA.

291 **10 Working group meetings**

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293 Preparation of meeting reports which shall include the following:
294 • List of attendees, including their nominating organisation (NB or liaison organisation) and
295 employer;
296 • Actions taken relative to assigned projects;
297 • Problems and issues highlighted;
298 • Target date updates;
299 • Forwarding the meeting report and resolutions to the parent body Secretariat for distribution to the
300 parent body for action as appropriate.
301