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**ISO/IEC JTC 1
Information Technology**

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JTC 1SWG Directives

Report to the Plenary

JTC 1 Plenary

Japan

10 November 2008

Scott Jameson
Convener, SWG D

Topics

- Plan for the JTC 1 Supplement
- Approval of the concept of Standing Documents
- Approval of the Standing Document *Best Practices for Teleconferencing*

Plan for the JTC 1 Supplement

- SWG-D Face to Face 6-7 November 2008, Osaka, Japan
- JTC 1 Plenary November 2008
- Formal comment period for JTC 1 – nominal 3 months
- SWG-D, Face to Face 23-27 February 2009, Delft, Netherlands

Plan for the JTC 1 Supplement

- Approval by SWG-Directives, meeting decision
- Approval by JTC 1, 3 month letter ballot – start first of March 2009, conclude by end of May 2009
- Review by ISO/IEC Joint DMT
 - Simultaneous with JTC 1 ballot

Plan for the JTC 1 Supplement

- SWG-D, Face to Face 20-24 July 2009, Berlin, Germany
- Approval by SMB and TMB
 - By Oct 2009
- Final approval by JTC 1 at October 2009 Plenary
- Publication
 - 1 January 2010

Standing Documents

JTC 1 N 9273

- The SWG-Directives recommends that the following text describing Standing Documents be submitted to JTC 1 for approval at its November 2008 Plenary in Nara, Japan

Standing Documents

- A Standing Document is a policy, guidance or reference document of broad, general interest to JTC 1
 - May complement JTC 1 Directives, but are not of a nature requiring approval of the IEC/SMB and ISO/TMB
- Standing Documents are created and maintained by the SWG-Directives

Standing Documents

- Standing Documents are approved by JTC 1, either by letter ballot or Plenary Resolution
- Standing Documents are collected and available from a prominent location on the JTC 1 web site
 - All Standing Documents packaged in a single download package along with the JTC 1 Directives

Standing Documents - Examples

- Best Practices for Teleconferencing
- Voting Forms
- PAS Management Guide
- Policies on Formal Definition Techniques and Application Portability

Approval of the Standing Document *Best Practices for Teleconferencing* JTC 1 N 9238

- The SWG-Directives recommends that JTC 1 N 9238, Revised Draft Standing Document on Best Practices for Teleconferencing, be submitted to JTC 1 for approval as a Standing Document at its November 2008 Plenary in Nara, Japan.