

**ISO/IEC JTC 1
Information Technology**

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1. Target Dates

In addition to ISO/IEC Directives Part 1 clause [2.1.6](#), Target Dates, the following clauses shall be used.

1.1 General

Three project timeframes are defined: “Recommended”, “Accelerated” and “Enlarged”:

Recommended Timeframe

| Project stage | Milestones Action/ Deliverables | Sub-stage | Project time (accumulated) in months |
|----------------------|--|------------------|---|
| Preparatory stage | Registration of approved new work item | 20.00 | 0 |
| Committee stage | Registration of CD | 30.00 | 12 |
| Enquiry stage | Registration of DIS | 40.00 | 18 |
| Approval stage | Registration of FDIS | 50.00 | 30 |
| | FDIS ballot initiated | 50.20 | 32 |
| | FDIS voting summary dispatched | 50.60 | 35 |
| Publication stage | Publication of IS | 60.60 | 36 |

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Accelerated Timeframe

| Project stage | Milestones Action/ Deliverables | Sub-stage | Project time (accumulated) in months |
|----------------------|--|------------------|---|
| Preparatory stage | Registration of approved new work item | 20.00 | 0 |
| Committee stage | Registration of CD | 30.00 | - |
| Enquiry stage | Registration of DIS | 40.00 | 6 |
| Approval stage | Registration of FDIS | 50.00 | 18 |
| | FDIS ballot initiated | 50.20 | 20 |
| | FDIS voting summary dispatched | 50.60 | 23 |
| Publication stage | Publication of IS | 60.60 | 24 |

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Enlarged Timeframe

| Project stage | Milestones Action/ Deliverables | Sub-stage | Project time (accumulated) in months |
|----------------------|--|------------------|---|
| Preparatory stage | Registration of approved new work item | 20.00 | 0 |
| Committee stage | Registration of CD | 30.00 | 18 |
| Enquiry stage | Registration of DIS | 40.00 | 30 |
| Approval stage | Registration of FDIS | 50.00 | 43 |
| | FDIS ballot initiated | 50.20 | 45 |
| | FDIS voting summary dispatched | 50.60 | 47 |
| Publication stage | Publication of IS | 60.60 | 48 |

NOTE: The target dates for the CD stage in all three development time frames also applies to PDAMs, PDTs and PDTRs.

Where a proposed NP is approved for inclusion on a SC's programme of work, the SC shall in every case determine which of the above three timeframes is to be applied to the project, and report this to JTC 1 and ITTF at the time of notifying approval of the project. Unless otherwise agreed, this timeframe will apply without change throughout the lifetime of the project.

The target dates shall be kept under periodic review by JTC 1 and amended as necessary. Particular attention should be given to target dates which have been established on formal request by an intergovernmental organisation.

It is required that each SC establish priorities and, based on these priorities, establish timetables for the target dates for all work items assigned to the SC.

As per TMB Resolution 30/2003, JTC 1 recommends that a standard be completed within 36 months. However, it is possible to use an accelerated method.

1.2 Priorities

If the whole programme of work cannot be studied at the same time, JTC 1 determines in consultation with each SC to which work items priority shall be given.

The allocation of priority to a work item means that the said item will receive special attention in the ISO/IEC procedure for the preparation of an IS.

2. Progress Control

In addition to ISO/IEC Directives Part 1 clause [2.1.9](#), Progress Control, the following clauses shall be used.

2.1 General

Each SC shall review its progress against the target dates at regular intervals and amend target dates where necessary. Justification shall be provided to JTC 1 for such amendments and, where target dates have repeatedly not been met, a proposal shall be made to JTC 1 to delete or redefine the work items.

To enable the NBs of JTC 1 to evaluate these priorities and target dates against the overall work programme of JTC 1, a written report containing the above information shall be submitted at least annually by the SC.

JTC 1 requires SC Chairmen to assume responsibility for the management of their work programmes. To this end each SC Chairman is required to prepare a business plan for inclusion in part 1 of the report to JTC 1.

2.2 Action required when target dates are exceeded

In those cases where the target date for CD is not met one of the following actions shall be taken:

- Technical content of current text is considered acceptable and mature - Progress existing text as a CD
- Technical content of current text is considered acceptable, but not sufficiently mature for a future International Standard - Publish as a Technical Specification
- Technical content is not regarded acceptable for a future IS or TS, but nevertheless of interest to the public - Publish as Technical Report
- Consensus cannot be reached, but there is strong interest from stakeholders to continue-Request JTC 1 and ITTF to grant an exception and to permit the extension of the target dates.

- SC is unable to find a solution - Delete the project

In those cases where the target date for a DIS or FDIS is not met one of the following actions shall be taken:

- Technical content of current text is considered acceptable and mature - Progress existing text as a DIS or FDIS respectively
- Technical content of current text is considered acceptable but not sufficiently mature for a future International Standard - Publish as a Technical Specification
- Technical content is not regarded as acceptable for a future IS or TS, but nevertheless of interest to the public - Publish as a Technical Report, if relevant
- Consensus cannot be reached, but the work is considered still market relevant, either (a) distribute the text as a further CD, or (b) request JTC 1 and ITTF grant an exception and to permit the extension of the target date, or (c) publish as a Technical Specification
- The SC and JTC 1 are unable to find a solution-Delete the project

2.3 Reporting

Reports to JTC 1 shall be prepared by the SC Secretariats and Chairmen and shall comprise two parts, each separately submitted. The information in Part 1 shall be provided by the SC Chairman within four weeks of the conclusion of an SC plenary meeting, and updated prior to each plenary meeting of JTC 1. Part 2 shall be provided by the SC Secretariat prior to each plenary meeting of JTC 1.

Part 1 shall be a Business Plan in accordance with the template in JTC 1 Standing Document on Business Plans.

Part 2 shall be a statistical report and shall:

- Describe the work of the SC and WGs (i.e. provide SC area of work and WG terms of reference);
- Contain in full the latest version of the SC's programme of work together with information as to the development stage of the various work items. For all projects the last available reference document, whether or not a WD, should be identified;
- Provide target dates for appropriate stages of development (e.g. registration of the first CD, subsequent DISs and submission of text for FDIS processing);
- Provide the full name, address, telephone and facsimile numbers and e-mail address for the SC Chairman and Secretariat, WG Convener(s) and Secretariat(s) and all Project Editors.

The JTC 1 Secretariat may notify the SC Secretariat that submission of Part 2 is unnecessary, if complete, up to date information is available and accessible via an SC website linked to the JTC 1 website.

3. Preparatory Stage Considerations

In addition to ISO/IEC Directives Part 1, clause [2.4](#), Preparatory Stage, the following clauses shall be used.

Successive WDs on the same subject shall be marked "second working draft," "third working draft," etc., and the original WD number shall be supplemented by .2, .3, etc. (e.g. WD 1234.2).

In the preparation of a WD, every effort shall be made to ensure that it will not require substantial redrafting in JTC 1 or the SC, in particular by ensuring that from the very beginning the draft is in conformity with the rules for the presentation of ISs (see ISO/IEC Directives, Part 2 - Rules for the structure and drafting of International Standards).

The project editor shall include an Executive Summary with information highlighting the content of the standard such that it could be used, for example, in promotional activities. This Executive Summary shall be circulated for comment with CD, DIS and FDIS ballots but shall not affect the outcome of these ballots.

The WD remains in the Preparatory Stage until all of the following three conditions are met:

- The main elements have been included in the document;
- It is presented in a form which is essentially that envisaged for the future IS;
- The SC has decided in a resolution during a meeting or by letter ballot that the WD be forwarded to the ITTF for registration as a CD.

Optionally, an SC may authorise a WG to decide that a WD should be forwarded, via the SC Secretariat, for registration as a CD.

In cases where an SC believes that a future WD may receive substantial technical agreement, the SC may optionally authorise its Secretariat to issue a combined ballot for CD registration and consideration of the CD.

4. Committee Stage Considerations

In addition to ISO/IEC Directives Part 1 clause [2.5](#), Committee Stage, the following clauses shall be used.

4.1 General

In JTC 1, the SC Secretariat forwards a copy of the WD in question to the ITTF which registers it as a CD. The ITTF shall confirm the registration to the JTC 1 Secretariat.

Successive CDs on the same subject shall be marked "second committee draft," "third committee draft," etc., and the original CD number shall be supplemented by .2, .3, etc. (e.g. CD 1234.2).

When, in the course of its preparation, the title of a CD is modified, this information shall immediately be submitted to the ITTF for amendment to the project records.

4.2 Distribution of CDs

The SC Secretariat distributes the CD. The introductory note should indicate, as appropriate, the sources used as a basis for the proposal and the background and aim of the proposal. The note should include among other things:

- The date when the work item was introduced into the programme of work;
- Identification of the original proposer; and
- Extent of liaison with other internal and external organisations.

The CD may be distributed for discussion at an SC meeting, for comment by correspondence or for letter ballot. Frequently it will be dealt with in more than one of these ways in the course of reaching agreement.

Organisations which can make an effective contribution to the application of ISs in a given area should be expressly invited to comment on all relevant CDs.

4.3 Finalisation of CDs

The Secretariat of the SC responsible for the CD shall ensure that the CD fully embodies the decisions reached by the majority vote either at meetings or by correspondence.

If the consideration of a CD is dealt with by correspondence, P members and TCs and organisations in liaison are asked to submit their comments (and P members their votes, see clause [2.4.6](#) if the ISO/IEC Directives, Part 1) by a specified date. This date should be no less than three months from the date of notification of issue. The SC may extend the ballot period in instances when the complexity of the text

requires additional time for review or to allow additional time for enquiry, as long as the total ballot period does not exceed six months.

Comments and votes shall be sent to the Secretariat of the SC within the period specified, and shall be summarised by the Secretariat and distributed. The Secretariat shall also distribute a report clearly indicating the action taken as a result of the comments received and shall distribute, if necessary, a further CD. Abstention by an NB on a CD ballot does not bar the NB from voting on subsequent versions of the document (see P-member obligation to vote, clause [1.7.1](#) of the ISO/IEC Directives, Part 1).

If a CD is considered at a meeting, the Secretariat shall distribute a revised CD, prepared in accordance with the decisions taken at the meeting, for consideration either by correspondence or at a subsequent meeting.

The Secretariat of the committee responsible for the draft shall decide whether to continue consideration of successive CDs by correspondence or by convening a meeting, according to the nature of the comments received. If at least three P members disagree with the proposal of the Secretariat, and so notify the Secretariat within four weeks, the CD shall be discussed at a meeting.

Consideration of successive CDs shall continue until the substantial support of the P members of the committee has been obtained for a DIS or a decision to abandon or defer the project has been reached.

It is the responsibility of the SC Secretariat, if necessary in consultation with the ITTF, to judge when substantial support has been obtained. In this connection attention should be given not only to the numerical voting results but also to the attempts made to resolve negative votes and the nature of success or failure to do so.

So that comments accompanying votes on a CD may be properly considered, the relevant Secretariat is instructed to refer all such comments to the SC. The SC shall review the comments and make a recommendation to the relevant Secretariat before further processing. Within an SC, responsibility for the preparation of a revised CD text, disposition of comments report, and a recommendation on further processing may be delegated to a WG, ad hoc group, or Project Editor who reports back to the SC.

The proposed or approved disposition of comments report, or both, should be produced within three months of the close of the CD ballot. When exceptional circumstances warrant a longer time frame for the preparation of the disposition of comments report, these circumstances shall be communicated to the JTC 1 Secretariat.

Whenever appropriate, SCs entrusting tasks to WGs or ad hoc groups should empower them to produce on behalf of the SCs the CD, DIS or FDIS text for direct submission to ITTF via the SC Secretariat.

5. DTR Distribution

In addition to ISO/IEC Directives, Part 1 clause [3.3.2](#), the following clauses shall be used.

The DTR text should also be distributed to the ITTF for editorial review. Any comments received from ISO editors shall be considered together with National Body comments received on the DTR ballot.

In the Enquiry stage, the JTC 1 Secretariat shall distribute the DTR to JTC 1 P members for a three-month letter ballot although, in instances when the complexity of the text requires additional time for review, this period may be extended up to six months (see Votes on DTRs in the JTC 1 Standing Document on Voting).