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## **Recommendations of DIN on the Comparison of document requirements defined in Explanatory Report and NP Proposal**

National contribution of the NB of Germany for discussion in JTC 1/SWG Directives.

## Recommendations of DIN on the Comparison of document requirements defined in Explanatory Report and NP Proposal

The following pages contains the same table as the document called 'Comparison of document requirements defined in Explanatory report and NP Proposal'. The only difference is the first column, which contains a reference to one of three recommendations:

1. The text should be harmonised and/or be used for PAS and NP, there is no obvious reason to have a different text.
2. Separate text in principle justified as for the 5 stage process the document has still to be developed. Only in case an existing document will be proposed as starting point for the NP proposal the same question should be asked in the NP proposal as well.
3. Separate text is justified

DIN further suggests to align the wording for all mapping requirements and apply the same list to all three development processes in the future. For process specific requirements such as 'consensus' a specific 'section' could be created. As some of the questions would apply only under certain conditions the revised questionnaire would need to contain 'switches' (e.g. if you answered Yes continue with question xyz). DIN does not have any revised text available, this proposal is meant as a basis for further discussion. Any decision to develop such a revised common text should consider the need for alignment of the ISO/IEC JTC 1 Directives and the ISO/IEC Directives Part 1 as much as possible..

DIN, in addition to these specific recommendations how to come to a harmonised questionnaire, refers to document JTC 1 N8893 (DIN contribution in response to JTC 1 N 8666) in which DIN recommends that the same questions on the document requirements that apply to the PAS process should also be used for a Fast-Track proposal. This recommendation as the other recommendations contained in JTC1 N8893 remain valid.

Rec	PAS Explanatory Report		New Work Item proposal	
1	M7.4.1	<p>Document Related Criteria</p> <p>Quality</p> <p>Within its scope the specification shall completely describe the functionality (in terms of interfaces, protocols, formats, etc) necessary for an implementation of the PAS. If it is based on a product, it shall include all the functionality necessary to achieve the stated level of compatibility or interoperability in a product independent manner. ....</p>	Annex G 3 NWP	Clause 6.2.1.6
			<p>A. That which identifies market place relevance in terms of what problem is being solved and or need being addressed.</p> <p>.....</p> <p>D. Any other aspects of background information justifying this NP shall be indicated here.</p> <p>...</p> <p>D.2 Indicate here if Interoperability is relevant to your project. If so, indicate how it is addressed in your project plan</p> <p>....</p> <p>Any other aspects of background information justifying this NP shall be indicated here.</p>	<p>When proposing a new work item, the elements to be clarified are:</p> <p>Title: The title should indicate the subject matter of the proposed new standard;</p> <p>Scope (and field of application): The scope should give a clear indication of the coverage of the proposed new work item and, if necessary for clarity, exclusions;</p> <p>Purpose and justification: Details based on a critical study of the following elements should be given whenever practicable:</p> <p>....</p> <p>The specific aims and reason for the standardisation activity, with particular emphasis on the aspects of standardisation to be covered, the problems it is expected to solve or the difficulties it is intended to overcome, and the business requirements for it;</p> <p>...</p> <p>The benefits to be gained by the implementation of the proposed standard(s); alternatively, the loss or disadvantage(s) if no standards are established within a reasonable time. Publicly available industry data such as product volume or value of trade can be useful in this regard, but care should be taken to avoid presenting or discussing information where such action could be interpreted as violating national competition or anti-trust legislation;</p>

Rec	PAS Explanatory Report		New Work Item proposal	
			Annex G 3 NWP	Clause 6.2.1.6
	M.7.4.1.1	Completeness (M):		
2	a)	How well are all interfaces specified?		
1	b)	How easily can implementation take place without need of additional descriptions?		Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard(s)?
2	c)	What proof exists for successful implementations (e.g. availability of test results for media standards)?		
2	M.7.4.1.2	Clarity:		
2	a)	What means are used to provide definitive descriptions beyond straight text?		
2	b)	What tables, figures, and reference materials are used to remove ambiguity?		
2	c)	What contextual material is provided to educate the reader?		
	M.7.4.1.3	Testability (M)		
1		The extent, use and availability of conformance/interoperability tests or means of implementation verification (e.g. availability of reference material for magnetic media) shall be described, as well as the provisions the specification has for testability.	D.1 Indicate here if Conformity Assessment is relevant to your project. If so, indicate how it is addressed in your project plan.	

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	M.7.4.1.4	Stability (M):		
2	a)	How long has the specification existed, unchanged, since some form of verification (e.g. prototype testing, paper analysis, full interoperability tests) has been achieved?	C.1 Mature Technology. Indicate here the extent to which the technology is reasonably stable and ripe for standardisation	.... Timeliness of the standards to be produced: Is the technology reasonably stabilised? If not, how much time is likely to be available before advances in technology may render the proposed standards outdated? Are the proposed standards required as a basis for the future development of the technology in question?....
2	b)	To what extent and for how long have products been implemented using the specification?	C. The proposer shall indicate here an assessment of the extent to which the proposed standard is supported by current technology.  C.1 Mature Technology. Indicate here the extent to which the technology is reasonably stable and ripe for standardisation  C.2 Prospective Technology. If the NP is anticipatory in nature based on expected or forecasted need, this shall be indicated here.	...The status of the technology (mature, anticipatory, etc.); ...The status of the technology (mature, anticipatory, etc.);
3	c)	What mechanisms are in place to track versions, fixes, and addenda?		
	M.7.4.1.5	Availability (M):		
2	a)	Where is the specification available (e.g. one source, multinational locations, what types of distributors)?		
2	b)	How long has the specification been available?	C.1 Mature Technology. Indicate here the extent to which the technology is reasonably stable and ripe for standardisation.	.... The status of the technology (mature, anticipatory, etc.);
2	c)	Has the distribution been widespread or restricted? (describe situation)		
2	d)	What are the costs associated with specification availability?		

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	M7.4.2	Consensus (M) The accompanying report shall describe the extent of (inter)national consensus that the document has already achieved.		
3				
2	M.7.4.2.1	Development Consensus:		
2	a)	Describe the process by which the specification was developed.		
2	b)	Describe the process by which the specification was approved.		
2	c)	What "levels" of approval have been obtained?		
	M.7.4.2.2	Response to User Requirements:		
2	a)	How and when were user requirements considered and utilised?	A.1 Market Requirement. When submitting a NP, the proposer shall identify the nature of the Market Requirement, assessing the extent to which it is essential, desirable or merely supportive of some other project.	..... The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors;
2	b)	To what extent have users demonstrated satisfaction?		
	M.7.4.2.3	Market Acceptance:		
1	a)	How widespread is the market acceptance today? Anticipated?	A.1 Market Requirement. When submitting a NP, the proposer shall identify the nature of the Market Requirement, assessing the extent to which it is essential, desirable or merely supportive of some other project.	..... The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors;
1	b)	What evidence is there of market acceptance in the literature?	A.1 Market Requirement. When submitting a NP, the proposer shall identify the nature of the Market Requirement, assessing the extent to which it is essential, desirable or merely supportive of some other project.	..... The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors;

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2	M.7.4.2.4 a)	Credibility: What is the extent and use of conformance tests or means of implementation verification?	D.1 Indicate here if Conformity Assessment is relevant to your project. If so, indicate how it is addressed in your project plan.	
2	b)	What provisions does the specification have for testability?	D.1 Indicate here if Conformity Assessment is relevant to your project. If so, indicate how it is addressed in your project plan.	
1	M7.4.3	Alignment The specification should be aligned with existing JTC 1 standards or ongoing work and thus complement existing standards, architectures and style guides. Any conflicts with existing standards, architectures and style guides should be made clear and justified.	B. Aspects of the relationship of this NP to other areas of standardisation work shall be identified in this section.	
1	M.7.4.3.1	Relationship to Existing Standards:	B. Aspects of the relationship of this NP to other areas of standardisation work shall be identified in this section.	.... Related work in other areas of standardisation, including commitments for Co-operation or collaboration with organisations external to JTC 1;
1	a)	What international standards are closely related to the specification and how?	B.1 Competition/Maintenance. If this NP is concerned with completing or maintaining existing standards, those concerned shall be identified here.	.... Related work in other areas of standardisation, including commitments for Co-operation or collaboration with organisations external to JTC 1;
1	b)	To what international standards is the proposed specification a natural extension?	B.1 Competition/Maintenance. If this NP is concerned with completing or maintaining existing standards, those concerned shall be identified here.	



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1	c)	How is the specification related to emerging and ongoing JTC 1 projects?	B.3 External Std/Specification. If other activities creating standards or specifications in this topic area are known to exist or be planned, and which might be available to JTC 1 as PAS, they shall be identified here.
1	M.7.4.3.2 a)	Adaptability and Migration: What adaptations (migrations) of either the specification or international standards would improve the relationship between the specification and international standards?	B.1 Competition/Maintenance. If this NP is concerned with completing or maintaining existing standards, those concerned shall be identified here.
3	b)	How much flexibility do the proponents of the specification have?	
3	c)	What are the longer-range plans for new/evolving specifications?	
1	M.7.4.3.3 a)	Substitution and Replacement: What needs exist, if any, to replace an existing international standard? Rationale?	B.1 Competition/Maintenance. If this NP is concerned with completing or maintaining existing standards, those concerned shall be identified here.
2	b)	What is the need and feasibility of using only a portion of the specification as an international standard? c) What portions, if any, of the specification do not belong in an international standard (e.g. too implementationspecific)?	
3	M.7.4.3.4 a)	Document Format and Style What plans, if any, exist to conform to JTC 1 document styles?	
1			...Urgency of the activity, considering the needs of other fields or organisations;

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		Annex G 3 NWP	Clause 6.2.1.6
1		A.2 Technical Regulation. If a Regulatory requirement is deemed to exist - e.g. for an area of public concern e.g. Information Security, Data protection, potentially leading to regulatory/public interest action based on the use of this voluntary international standard - the proposer shall identify this here.	... If the standardisation activity is or is likely to be the subject of regulations or to require the harmonisation of existing regulations, this should be indicated;
1			... If a series of new work items is proposed the purpose and the justification of which is common, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item;
1			... Programme of work: Target date(s) should be indicated and, when a series of standards is proposed, priorities should be suggested;
3			... Relevant documents: Any known relevant documents (such as standards and regulations) should be listed, regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments) this should be indicated with appropriate justification and a copy attached to the proposal;
3		B.2 External Commitment. Groups, bodies, or for external to JTC 1 to which a commitment has been made by JTC for Co-operation and or collaboration on this NP shall be identified here.	Co-operation and liaison: Relevant organisations or bodies, with which Co-operation and liaison should exist, should be listed;

Rec	PAS Explanatory Report	New Work Item proposal Annex G 3 NWP Clause 6.2.1.6
3		<p>...</p> <p>Preparatory work: The proposer should indicate whether he or his organisation is prepared to undertake the preparatory work required for the new work item;</p>
1		<p>C.3 Models/Tools. If the NP relates to the creation of supportive reference models or tools, this shall be indicated here.</p>
1		<p>E. Adaptability to Culture, Language, Human Functioning and Context of Use</p> <p>NOTE: The following criteria do not mandate any feature for adaptability to culture, language, human functioning or context of use. The following criteria require that if any features are provided for adapting to culture, language, human functioning or context of use by the new Work Item proposal, then the proposer is required to identify these features.</p> <p>ISO/IEC TR 19764 (Guidelines, methodology, and reference criteria for cultural and linguistic adaptability in information technology products) now defines it in a simplified way:</p>

Rec	PAS Explanatory Report	New Work Item proposal
1		<div data-bbox="1162 153 1375 181">Annex G 3 NWP</div> <div data-bbox="1720 153 1906 181">Clause 6.2.1.6</div> <div data-bbox="1041 196 1491 387"> <p>E.1 Cultural and Linguistic Adaptability. Indicate here if cultural and natural language adaptability is applicable to your project. If so, indicate how it is addressed in your project plan.</p> </div> <div data-bbox="1041 424 1491 679"> <p>ISO/IEC TR 19764 (Guidelines, methodology, and reference criteria for cultural and linguistic adaptability in information technology products) now defines it in a simplified way: “ability for a product, while keeping its portability and interoperability properties, to:</p> </div> <div data-bbox="1041 684 1491 1003"> <ul style="list-style-type: none"> <li>- be internationalized, that is, be adapted to the special characteristics of natural languages and the commonly accepted rules for their se, or of cultures in a given geographical region;</li> <li>- take into account the usual needs of any category of users, with the exception of specific needs related to physical constraints”</li> </ul> </div> <div data-bbox="1041 1008 1491 1455"> <p>Examples of characteristics of natural languages are: national characters and associated elements (such as hyphens, dashes, and punctuation marks), writing systems, correct transformation of characters, dates and measures, sorting and searching rules, coding of national entities (such as country and currency codes), presentation of telephone numbers and keyboard layouts. Related terms are localization, jurisdiction and multilingualism.</p> </div>

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1		<p data-bbox="1167 153 1375 181"><b>Annex G 3 NWP</b></p> <p data-bbox="1722 153 1908 181"><b>Clause 6.2.1.6</b></p> <p data-bbox="1043 196 1498 421">E.2 Adaptability to Human Functioning and Context of Use. Indicate here whether the proposed standard takes into account diverse human functioning and diverse contexts of use. If so, indicate how it is addressed in your project plan.</p> <p data-bbox="1043 456 1498 775">NOTE: 1.Human functioning is defined by the World Health Organization at <a href="http://www3.who.int/icf/beginners/bg.pdf">http://www3.who.int/icf/beginners/bg.pdf</a> as: &lt;&lt;In ICF (International Classification of Functioning, Disability and Health), the term functioning refers to all body functions, activities and participation.&gt;&gt;</p> <p data-bbox="1043 810 1498 1129">2.Content of use is defined in ISO 9241-11:1998 (Ergonomic requirements for office work with visual display terminals (VDTs) – Part 11: Guidance on usability) as: &lt;&lt;Users, tasks, equipment (hardware, software and materials), and the physical and societal environments in which a product is used.&gt;&gt;</p> <p data-bbox="1043 1165 1498 1292">3.Guidance for Standard Developers to address the needs of older persons and persons with disabilities).</p>