

**ISO/IEC JTC 1
Information Technology**

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SWG-Directives Meeting Recommendations
8-12 February 2010
Bellevue, WA, USA

Recommendation 01:

The SWG-Directives, noting the contributions received on agenda item 6 (Justification of the 50% Voting Rule) and the discussions at this meeting, agrees to maintain the 50% Voting Rule.

Unanimous approval

Recommendation 02:

The SWG-Directives, noting the contributions received on agenda item 7 (Justification on Health and Safety Considerations) and the discussions at this meeting, requests that the contributions received be consolidated by the SWG-Directives Secretary and be brought forward by the SWG-Directives Convenor to the ISO and IEC JDMT as justification for the inclusion of the words in JTC 1 Tel Aviv Plenary Resolution 6 (Request to Joint Directives Maintenance Team Regarding Health and Safety Considerations) in the ISO/IEC Directives, Part 1. Should this text (or an equivalent) not be included in the 2011 version ISO/IEC Directives, Part 1, the resolved text will be included in the next version of the JTC 1 Supplement.

Unanimous approval

Recommendation 03:

Noting the contribution from Japan contained in SWG-D N 0075 and the discussion at this meeting, the SWG-D recommends the SWG-D rConvenor bring forward the following text to the ISO and IEC JDMT for inclusion in the next version of the ISO/IEC Directives, Part 1:

“The hosting organizations, in meeting convening notices and relevant forms, will include a request for functional requirements of participants for accessibility (to be further detailed between participant and host).”

Should this text (or an equivalent statement) not be included in the 2011 version of the ISO/IEC Directives, Part 1, it will be included in the next version of the JTC 1 Supplement.

Unanimous approval

Recommendation 04:

The SWG-Directives, noting JTC 1 Resolution 4 from Tel Aviv seeking the incorporation of the following statement in the 2011 version of the ISO/IEC Directives, Part 1: “*ISO and IEC will work towards eliminating barriers to accessing or participating in ISO and IEC activities and its body of work, especially for people with disabilities and older users.*” provides the following text to the ISO and IEC JDMT for justification for such an inclusion:

“According to the World Bank estimate, roughly 10-12 percent of the world population is afflicted with disabilities. Older persons and people with disabilities are part of our communities, workplace, and family; it is important that they should be able to participate in standard development activities and that the body of work developed by ISO and IEC should be made available to them on an equal basis.”

ISO/IEC Guide 71 Guidelines for standards developers to address the needs of older persons and persons with disabilities -- provides guidance to writers of relevant International Standards on how to take into account the needs of older persons and persons with disabilities and describes a process by which the needs of older persons and persons with disabilities may be considered in the development of standards,

However currently the ISO/IEC directives do not cover provisions for providing equal opportunities for participation by all and this proposed text captures the aim to support full participation in standards development by everyone.”

Should this text (or an equivalent statement) not be included in the 2011 version ISO/IEC Directives, Part 1, it will be included in the next version of the JTC 1 Supplement.

Unanimous approval

Recommendation 05:

The SWG-Directives acknowledges the concern of Germany expressed in their first comment on the JTC 1 Supplement regarding conditional voting in Fast-Track DIS and JTC 1 PAS DIS ballots. Therefore, the SWG-Directives instruct the JTC 1 and SWG-Directives Secretaries to include a module on Fast Track and JTC 1 PAS voting in the training sessions on the JTC 1 Supplement.

Unanimous approval

Recommendation 06

The SWG-Directives, noting the first UK comment on the JTC 1 Supplement, instructs the SWG-Directives Convenor to request that the ISO and IEC JDMT update the Foreword of the ISO/IEC Directives, Part 1 to reflect the existence of the JTC 1 Supplement.

Unanimous approval

Recommendation 07:

The SWG-Directives notes that 2.5.2 of the ISO/IEC Directives, Part 1, allows CDs to be circulated for 2, 3 or 4 months. The SWG-Directives requests the JTC 1 Secretary to issue a ballot on changing the CD comment time frames specified in the JTC 1 Supplement to reflect this change.

Unanimous approval

Recommendation 08:

The SWG-Directives requests the JTC 1 Secretary to provide a form for Draft Technical Specifications (DTS) in the Templates folder on the JTC 1 website.

Unanimous approval

Recommendation 10:

The SWG-Directives, noting the absence of a template for a PAS Explanatory Report, requests the JTC 1 Secretary to create such a template and include it in the Templates folder on the JTC 1 website. This template must be created no later than 15 May 2010.

Unanimous approval

Recommendation 11:

The SWG-Directives, noting the French and Japanese contributions to the meeting on the “Standing Document on Guide to the Transposition of Publicly Available Specifications into International Standards” and the extensive discussion that ensued, requests that France and Japan prepare contributions on this Standing Document that address their concerns. These contributions should be sent to the SWG-Directives Secretary no later than 6 April 2010. These contributions will be circulated to SWG-Directives members for review and comment. These contributions, and all comments received, will be included on the June 2010 SWG-Directives agenda.

Unanimous approval

Recommendation 12:

The SWG-Directives, noting the extensive discussion that ensued during the review of the “Standing Document on Maintenance of International Standards”, requests that Japan and the UK prepare contributions on this Standing Document that address their concerns. These contributions should be sent to the SWG-Directives Secretary no later than 6 April 2010. These contributions will be circulated to SWG-Directives members for review and comment. These contributions, and all comments received, will be included on the June 2010 SWG-Directives agenda.

Unanimous approval

Recommendation 13:

The SWG-Directives thanks Jim Hughes, Jim MacFie and Cord Wischhoefer for the work completed during this session to develop a Standing Document Cover Sheet Template and instructs the SWG-Directives Secretary to use the Template to create cover sheets for all approved JTC 1 Standing Documents.

Unanimous approval

Recommendation 14:

The SWG-Directives, noting the positive result of the ITU-T TSAG meeting (8 – 11 February 2010, Geneva) reported in SWGD-N-0093, recommends that the JTC 1 Standing Document “Guide for ITU-T and ISO/IEC JTC 1 Cooperation” be submitted to the JTC 1 Secretary for a three-month JTC 1 approval ballot. The ballot should note the approval of this text by ITU-T.

Unanimous approval

Recommendation 15:

The SWG-Directives, noting that Form G21, Amendment Cover Sheet, is missing from the Templates folder on www.jtc1.org, requests the JTC 1 Secretary to include this form in the folder.

Unanimous approval

Recommendation 16:

The SWG-Directives confirms the following due dates associated with the development of the JTC 1 Supplement and Standing Documents:

- 28 April 2010 – Submission of the JTC 1 Supplement to ISO TMB and IEC SMB
- 7 June 2010 – ISO/IEC JDMT Meeting
- 8 June 2010 – IEC SMB Meeting
- 8-9 June 2010 – SWG-Directives Meeting, Geneva, Switzerland
- 9-10 June 2010 – ISO TMB Meeting
- 14-16 June 2010 – Three JTC 1 Supplement Training Sessions, Location: London, United Kingdom
- 1 July 2010 – Notification from TMB and SMB on approval of JTC 1 Supplement. Pending approval, also effective date of JTC 1 Supplement
- 8-10 September 2010 – SWG-Directives Meeting, New York, United States
- 15 September 2010 – JTC 1 Supplement Training Session, Location: Ottawa, Canada
- 1 January 2011 – Publication date of 2011 version of JTC 1 Supplement to align with any changes to the ISO/IEC Directives, Part 1 approved by the ISO and IEC JDMT

The SWG-Directives Convenor is encouraged to familiarize the members of the ISO and IEC JDMT with the text of the JTC 1 Supplement in advance of its submission to the ISO TMB and IEC SMB. If necessary, a SWG-Directives teleconference will be called for 30 March 2010 to address concerns from the JDMT.

Unanimous approval

Recommendation 17:

The SWG-Directives confirms that it will meet 8-9 June 2010 at the IEC offices in Geneva, Switzerland.

The SWG Directives instructs the JTC 1 Secretariat and Convenor to issue the final agenda for the 8-9 June 2010 meeting in Geneva, Switzerland no later than 21 May 2010. Any contributions received after 18 May 2010 will be placed on a subsequent agenda of the SWG-Directives.

The SWG-Directives further confirms that it will meet 8-10 September 2010, at the ANSI offices in New York, United States.

Unanimous approval

Appreciations:

Appreciation A:

The SWG-Directives expresses its appreciation to the National Body of the United States for inviting the SWG to Bellevue. The SWG-Directives thanks Microsoft for the excellent meeting facilities, and especially thanks Mr. Jim Hughes for his assistance in the planning and support of this meeting.

Appreciation B:

The SWG-Directives expresses its appreciation to its Convenor, Mrs. Karen Higginbottom, its Secretary, Ms. Sally Seitz and the JTC 1 Supplement Editor, Dr. Stephen Elliott for their leadership during the meeting.