

**ISO/IEC JTC 1  
Information Technology**

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## **Meeting Minutes of the 12 January 2009 Conference Call of the JTC 1 SWG-Directives on Annex H**

### **Participants**

Mr. Jim Hughes, Convener  
Ms. Sally Seitz, SWG-D Secretary  
Ms. Josee Auber, AFNOR  
Mr. Frank Farance, ANSI  
Mrs. Kate Grant, BSI  
Mr. Keld Simonsen, DS  
Mr. Jan-Henrick Tiedemann, ITTF  
Mr. Martin Uhlherr, DIN

### **1.) Opening of the Meeting**

The Convener opened the meeting by apologizing for the scheduling mishap with the 1 December 2008 teleconference.

### **2.) Roll Call of Attendees**

A full list of attendees is available at the top of this report.

### **3.) Adoption of Agenda**

Mr. Farance informed the group that he had some minor comments to discuss, and forwarded them by email to those on the call. The Convener noted that the comments received from Ms. Auber and Mr. Uhlherr have been responded to, and will be discussed under Agenda Item 5.

### **4.) Review of Terms of Reference**

The Convener noted that the Ad Hoc is responsible for providing a report to the February 2009 meeting of the JTC 1 SWG-Directives. Ms. Seitz informed the group that the due date for document submission to this meeting is 4 February 2009.

### **5.) Review of Proposed Standing Document**

#### **a. Changes made at 18 August 2008 Teleconference**

This document will be reviewed while reviewing the Convener's document, circulated 9 January 2009.

#### **b. Changes made due to ITTF Submission**

Mr. Tiedemann confirmed that all comments in this submission have been addressed by the modified Annex H.

#### **c. Italian Contribution regarding versions of referenced standards**

As no representative from the National Body of Italy was in attendance, the Convener explained the contribution. Italy has requested that the official standard version (and not a later OASIS version) of ODF be included in the text. This suggestion was agreed to.

Italy further suggested that Annex H not include detailed references to specific versions of standards, as the practice will make our document more susceptible to change.. Mr. Simonsen,

Mrs. Grant and Mr. Farance all disagreed with this, expressing their opinion that specific versions of standards should be included to ensure compatibility and interoperability. The rest of the attendees agreed.

**d. Additional contributions received for consideration at this meeting**

- i. Mr. Uhlherr reviewed his contribution, which was sent to Ad Hoc members on 5 January 2009. The Convener expressed his agreement with the comments, as did the rest of the attendees.
- ii. Ms. Auber reviewed her contribution, which is a result of the work done in the JTC 1 SWG-Accessibility. The Convener expressed his desire not to require a specific naming scheme, but to include text in Annex H that would allow for a naming scheme. Mrs. Grant expressed concern that the needs of the Accessibility Group be met. A naming scheme would allow for accessibility tools to search folders for relevant documents. The group had some discussion on how specific the naming requirement should be. It was agreed that subcommittees should be allowed to decide how they wish to name their documents in a common way within their group.

Mr. Tiedemann expressed his concern with the recommendation of a 255 character file name allowance. He explained that Live Link cannot accommodate a filename longer 120 characters, and that a limit of 70 characters would be ideal. It was agreed that a limit of 70 characters would be recommended along with the rationale.

- iii. The final document discussed was the contribution that the Convener circulated on 9 January 2009. These minutes report on each item in section 3 of the submission.
  - a) This comment is editorial, and accepted by the group.
  - b) The proposed additional sentence regarding formats used with the ISO/IEC electronic balloting tools was not accepted; Mr. Farance requested that this topic receive more study before such a change was made. Mr. Simonsen requested that ODF be added as an acceptable format to the balloting system. This was not supported by the group.
  - c) Mrs. Grant inquired as to whether PDF-A and PDF-U would be included. It was agreed that this topic needs to be discussed by the entire SWG-D. The editorial comment to consistently use “PDF” or “.pdf” (and similar for other file name extensions) was accepted.
  - d) This comment was accepted.
  - e) Mrs. Grant expressed concern that by including .docx, experts would be required to purchase upgrades to their current systems. She suggested that the availability of free conversion tools be explored. Mr. Tiedemann confirmed that ISO is unable to open .docx documents, but informed the group that ISO is working on developing an XML template for standards. It was agreed that .docx and .odt would be added to the next draft of Annex H, but that this issue would be highlighted at the February 2009 meeting of the SWG-Directives.
  - f) It was agreed that a footnote would be added to the table to explain that a simple technical document is a document that is used in the development of a standard, but that is not a standard. Further, it was agreed that the terms used in this table will follow ISO

style as suggested by Mr. Farance: “recommended”, “permitted” and “not recommended”.

- g) This comment was agreed to.
- h) This comment was agreed to.
- i) This comment was rejected. On further discussion, it was agreed that all machine-readable file names must have the appropriate file name extension. Therefore, a period (and at most one period) is required in each file name, and the sample names shown should reflect this.
- j) This comment was agreed to.
- k) This comment was agreed to.
- l) This comment was agreed to, and it was noted that the information describing how to fill out forms should be located where the actual forms are.
- m) This comment was accepted.
- n) and o.) Discussion ensued on the access control rules. It was inquired as to whether any attendees knew about the “Open-ISO System Trial”, which none did. Mr. Farance, however, received information subsequent to the meeting from Mike Smith at ISO, indicating that this trial referred to the free availability of Standards and CDs. While this trial never produced any “official” results, the free availability of CDs and some standards is normal practice for JTC 1 and its subcommittees. The “Open-ISO System” term will be removed and replaced by “Open”. For clarity, the short terms used for Forms of Distribution will be expanded as reasonable for clarity.
- o) This has been resolved as shown in the preceding item, and it will be discussed at the February 2009 SWG-Directives Meeting.
- p) This comment was accepted.
- q) This comment was agreed to. On discussion of 11.2, Access Control (and the previous deletion of section 11.3), Mr. Tiedemann noted a TMB resolution concerning the use of e-mail addresses, and agreed to provide this information for inclusion in section 11.2.
- r) It was agreed that section 13 also refers to working group web sites as well as to SC and the JTC 1 web sites. It was agreed that, due to time constraints and to coordinate with ongoing work in the JTC 1 Ad Hoc on Websites, a discussion of section 13 would be carried on the next call.

#### **6.) Resolve Action Items and Directions for Future Work**

The Convener informed the group that he plans to revise Annex H based on this call and the contributions received and circulate the text during the week of 19 January 2009.

#### **7.) Establish Schedule for Future Meetings**

The next meeting of the Ad Hoc on Annex H will take place on 26 January 2009 at 1400 UTC.

#### **8.) Any Other Business**

#### **9.) Adjournment (15:30 UTC)**

The meeting adjourned at 15:30 UTC.