

## ISO/IEC JTC 1 N9886

2009-11-05

**Replaces:**

### ISO/IEC JTC 1 Information Technology

<b>Document Type:</b>	other (deifned)
<b>Document Title:</b>	Future Activities of the JTC 1 Special Work Group on Archival and Retrieval Mechanisms (SWG-ARM)
<b>Document Source:</b>	JTC 1 Secretariat
<b>Project Number:</b>	
<b>Document Status:</b>	<p>In accordance with JTC 1 Tel Aviv resolution 31, JTC 1 has noted the limited National Body participation in SWG-ARM and has instructed its Secretariat to issue a 90-day call for participation in SWG-ARM. The terms of reference of SWG-ARM and its tasks for 2009/2010 are attached.</p> <p>If fewer than five National Bodies agree to actively participate in the SWG, the SWG will cease activity, and responsibility for further actions relating to archiving and retrieval mechanisms will be transferred to the SWG-Directives. National Bodies are hereby asked to indicated if they will activitly participate in the SWG-ARM activity by February 5, 2010</p>
<b>Action ID:</b>	ACT
<b>Due Date:</b>	2010-02-15
<b>Pages:</b>	2

At the ISO/IEC JTC 1 Plenary meeting in Gold Coast, Australia, October 2007, the SWG-ARM was established with the following terms of reference:

- 1) Gather archival and retrieval requirements of JTC 1 and its subgroups and liaison organizations and generate a set of common requirements and other requirements as necessary. SWARM will classify these requirements into long-term and short-term archival and retrieval requirements.
- 2) Identify a mechanism to work proactively between meetings to make forward progress.
- 3) Publish an overview of identified archival and retrieval requirements.
- 4) Identify policies, strategies, tools and technologies that can meet those requirements.
- 5) Track public laws, policies/measures and guidelines to ensure that policies covering issues such as security and privacy are adequately addressed.
- 6) Prepare guidelines for implementation in JTC 1 and its subgroups which can then be incorporated in the JTC 1 Directives.
- 7) Actively invite and encourage participation from organizations with relevant expertise and data to assist in the tasks.

The following activities were approved for progression in the 2009/2010 timeframe:

- Develop guidance material on the preparation of documents which are suitable for archiving including the preservation of supporting audio-visual material used in standardization meetings and test data used in the development of standards.
- Develop a proposal for a minimum set of metadata to be included in JTC 1 documents, building on work done in JTC 1 SC 32 in ISO/IEC 19706.
- Investigate the introduction of templates with the provision for recording metadata, for SC and WG input documents, and encouraging their use in SCs and WGs to simplify the creation of archiveable versions of the documents.
- Investigate issues for archiving the information used in standards development from collaboration tools (e.g., wikis, blogs) and the use of Software As A Service.