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SWG-ARM Questionnaire responses

	SC number	SGSN	2	6	23	24	25
	SC name	**Study Group on sensor networks**		Telecommunications and Information Exchange Between Systems	Digitally Recorded Media for Information Interchange and Storage	Computer graphics, image processing and environmental data representation	Interconnection of information technology equipment
	Year established	**2007**	**1987**	1988 as SC 6 (1967 as ISO/TC 97)	**1985**		**1980**
	Size of current electronic document archive	**152 MB**	**1GB**	**1.24GB**	**500MB**	**1171 docs**	**13GB plus diskettes from old system**
	Date from which electronic records stored	**2008**	**1997-2007**	**1994**	**1997**	**1999**	Windows: 1998, other systems: 1985
1	Number of active WGs:	**none**	2	**4**	2	**3**	Four
2	Number of other groups eg	**3 ad hoc**	0	None	None	None	Zero

	advisory groups:						
3	Number of WGs that have closed for which SC secretariat maintains records	**none**	1	None		None	1 working group, 1 subcommittee (26) *
4a	Frequency SC meetings	**6 monthly**	Every 18 months	9 months	Once every 1.5 to 2 years	Annual	One per year
4b	Frequency WG meetings	**n/a**	Every 6 months	4 to 9 months	Just established	Annual	2WGs: one / year2 WGs: two/ year
5a	Number of "N-" documents produced in connection with each SC meeting	**15**	20	50	30 – 40 docs	70	20
5b	Typical size in Mb or Gb of all documents for an SC meeting	**5.46Mb**	3 Mb	30Mb	2 to 3 MB	5 Mb	20 MB
5c	Approx size of smallest documents	**46KB**	4 Kb	29KB	8KB	30 Kb	15 kB
5d	Approx size of largest documents	**23MB**	100 Mb	2947KB	3MB	1.8 Mb	4 MB
5e	Typical number of SC attendees	15	30	50	20 to 30 peoples	20	45
5f	Number of people with		Unknown			SC24 Livelink members = 78	45

	access to SC repository ie number of simultaneous accesses that may be involved						
6a	Number of "N-" documents produced in connection with each WG meeting (please provide a figure for each WG if possible)		WG 2: 50 OWG-SORT: 10	Average 20	WGs have been just established	Not many – about 5 - 10	WG 1: WG 3: 100 WG 4: PTTT
6b	Typical size in Mb or Gb of all documents for a WG meeting		40 Mb	10Mb	-	-	WG 1: WG 3: 250 MB WG 4: PTTT:
6c	Approx size of smallest documents		2 Kb	29KB	-	-	
6d	Approx size of largest documents		100 Mb	3000KB	-	-	
6e	Typical number of WG attendees (or range)		40	10	-	-	WG 1: 20 WG 3: 60 WG 4: six PTTT: 20
6f	Number of people with access to WG		Unknown		-	-	65

	repository ie number of simultaneous accesses that may be involved						
7a	Does your SC use the ISO or IEC document repository system, and if so which	No	No	ISO Livelink	no	Yes, Livelink	FTP server
7b	Does your SC use collaboration tools (eg IEC)	No	No	No	no	No	Planned
8a	Do your WGs use the ISO or IEC document repository system, and if so which		No	ISO Livelink	no	No	WG 1: WG 3: FTP server WG 4: PTTT: FTP server
8b	Does your SC use collaboration tools (eg IEC)		No	No	no	No	Planned
9	Do your SC or WGs archive email discussions from electronic meetings, collaboration tools	No	No	Yes	no	No	Not that I know of
10a	How many	None	3	One	one	1: Livelink	Two

	different document repositories are used by your SC, WGs and other groups					
10b	Which features of your document repository are essential for the effective working of your group Eg bulk download, bulk download of documents since a certain date etc		Download of documents	Bulk download	Search function	Livelink is a good customised tool.	
11a	Does your SC or do your WGs maintain test sets	No	No	No	yes	No	No
11b	Are these on the main SC or WG document repository, if not are they all on one repository or distributed.		-		yes	-	Not applicable
11c	How much storage is needed for these data sets,		-		So far 1GB is used.	-	Not applicable

	reference software etc (per repository if multiple repositories used)						
12	Are special mechanisms or tooling used to access these documents/data (see directives 4.6.1)	No	No	No	ITSCJ establishes a web site which has documents repository for SC 23	-	Not applicable
13	Do you have a strategy for ensuring older documents can still be accessed on current systems	No	No	Documents dated from 2004-11-24 to recent dates are available on SC 6 page on the ISO livelink (www.iso.org/jtc1/sc6)	Some old docs are scanned and uploaded in PDF.	No	Archive of SC and WG 3 papers since start
14a	Do you have specific guidance on document preparation in your SC or WG to take account of your particular requirements? If so please attach the guidance material	No	No	No	no	No	
14b	Please attach		-		-	Since March	

	your SC archival policy (Annex H, Document registration, retention and archival)					1999 all documents (electronic) are on the SC24 Livelink. Before then paper copies of documents are stored in BSI's archive.	
15a	Typical document formats used by your SC or WG	Yes only for cover page	PDF, DOC	Yes, only for Cover page.	PDF or Word	.doc; .pdf; .xls; .html	Word, Excel, FrameMaker
15b	Does your particular application area necessitate the use of any specialised formats?	No	No	No	no	No	
16	Does the SC or WG secretariat allocate numbers and upload all documents to the repositories or is this done automatically	SGSN Secretariat allocates numbers.	The SC Secretariat or WG conveners do manually.	SC 6 Secretariat allocates numbers.	Secretariat allocates numbers and upload documents	SC Secretariat	Secretary does manually
			No		no	For this relatively small S/C archiving	

					of documents is not an issue.	

	SC number	**34**		**36**	**37**	
	SC name			:Information Technology for Learning, Education, and Training	Biometrics	
	Year established	**1998**		**1999**	**2002**	
	Size of current electronic document archive	**400Mb**			**All on livelink**	
	Date from which electronic records stored	**1998**				
1	Number of active WGs:	5		9 WGs(including 2 SWGs)	**6**	
2	Number of other groups eg advisory groups:	1		1	Nothing permanent	
3	Number of WGs that have closed for which SC secretariat maintains records	0		0	none	
4a	Frequency SC meetings	Every 6 months		Twice a year	12 months	
4b	Frequency WG meetings	Every 3 to 6 months		At least twice a year	6 months	
5a	Number of "N-"	50		1810 as of 2009-04-22	Approximately 75	

	documents produced in connection with each SC meeting				output documents	
5b	Typical size in Mb or Gb of all documents for an SC meeting	5 Mb		varies	2.19 MB zipped file	
5c	Approx size of smallest documents	3 KB		15 KB	12KB	
5d	Approx size of largest documents	50 MB		10~20 MB(presentation)	600KB	
5e	Typical number of SC attendees	40		60~70	100	
5f	Number of people with access to SC repository ie number of simultaneous accesses that may be involved	unknown		Not so sure	Global Directory listing	
6a	Number of "N-" documents produced in connection with each WG meeting (please provide a figure for each	WG 1: 10 WG 2: 15 WG 3: 15 WG 4: 30 WG 5: 5		WG1-32 WG2-44 WG3-36 WG4-230 WG5-204 WG6-5 WG7-48	WG 1 – 6 WG 2-25 WG 3- 60 WG 4 – 4 WG 5 -15 WG 6 - 8	

	WG if possible)				
6b	Typical size in Mb or Gb of all documents for a WG meeting	WG 1: 1Mb WG 2: 1Mb WG 3: 1Mb WG 4: 10Mb WG 5: 2Mb		varies	20.0 MB	
6c	Approx size of smallest documents	4 Kb		17 KB	25KB	
6d	Approx size of largest documents	50 Mb		7195 KB	2,899KB	
6e	Typical number of WG attendees (or range)	10 to 40		5~15	100	
6f	Number of people with access to WG repository ie number of simultaneous accesses that may be involved	unknown		2~3 people for a NB	No WG repositories – all SC numbered documents	
7a	Does your SC use the ISO or IEC document repository system, and if so which	No		www.iso.org/jtc1/sc36	Livelink –TC server	
7b	Does your SC use collaboration	No		No	no	

	tools (eg IEC)				
8a	Do your WGs use the ISO or IEC document repository system, and if so which	No		www.iso.org/jtc1/sc36	no	
8b	Does your SC use collaboration tools (eg IEC)	No		No	no	
9	Do your SC or WGs archive email discussions from electronic meetings, collaboration tools	No		--	no	
10a	How many different document repositories are used by your SC, WGs and other groups	3		7 Default folders and 9 WG folders in livelink	one	
10b	Which features of your document repository are essential for the effective working of your group Eg bulk	For download of documents		High speed!	All livelink functions	

	download, bulk download of documents since a certain date etc				
11a	Does your SC or do your WGs maintain test sets	No		Do not understand the question. What is test sets?	no
11b	Are these on the main SC or WG document repository, if not are they all on one repository or distributed.	N/A			
11c	How much storage is needed for these data sets, reference software etc (per repository if multiple repositories used)	N/A			
12	Are special mechanisms or tooling used to access these documents/data (see directives 4.6.1)	No			

13	Do you have a strategy for ensuring older documents can still be accessed on current systems	No			Livelink archive function	
14a	Do you have specific guidance on document preparation in your SC or WG to take account of your particular requirements? If so please attach the guidance material	No				
14b	Please attach your SC archival policy (Annex H, Document registration, retention and archival)	SC 34 does not have its policy other than the JTC 1 directives.				
15a	Typical document formats used by your SC or WG	HTML, PDF, XML, DOCX, ODT			MS Word, PDF	
15b	Does your particular application area	No				

	necessitate the use of any specialised formats?					
16	Does the SC or WG secretariat allocate numbers and upload all documents to the repositories or is this done automatically	The SC Secretariat or WG conveners do manually.			yes	
		No			no	