

**ISO/IEC JTC 1  
Information Technology**

**Document Type:** Summary of Voting/Table of Replies

**Document Title:** Summary of Voting on JTC 1 N 9866, Letter Ballot on JTC 1 Standing Document on Electronic Document Preparation, Distribution and Archiving

**Document Source:** JTC 1 Secretary

**Reference:** As per the results of this ballot, the document has passed. The comments received will be discussed at the 8-12 February JTC 1 SWG-Directives meeting in Bellevue, Washington.

**Action ID:** ACT

**Due Date:**

**No. of Pages:** 9

## Result of voting

### Ballot Information:

<b>Ballot reference:</b>	JTC001-N-9866
<b>Ballot type:</b>	CIB
<b>Ballot title:</b>	Letter Ballot on the JTC 1 Standing Document on Electronic Document Preparation, Distribution and Archiving
<b>Opening date:</b>	2009-11-03
<b>Closing date:</b>	2010-02-02
<b>Note:</b>	This document is circulated to JTC 1 National Bodies for a three-month approval ballot. JTC 1 National Bodies are instructed to submit their vote via the online balloting system by the due date indicated.

### Member responses:

<b>Votes cast (31)</b>	Armenia (SARM) Australia (SA) Belgium (NBN) Canada (SCC) China (SAC) Côte d'Ivoire (CODINORM) Czech Republic (UNMZ) Denmark (DS) Finland (SFS) France (AFNOR) Germany (DIN) India (BIS) Ireland (NSAI) Italy (UNI) Jamaica (BSJ) Japan (JISC) Korea, Republic of (KATS) Lebanon (LIBNOR) Luxembourg (ILNAS) Malta (MSA) Netherlands (NEN) New Zealand (SNZ) Norway (SN) Russian Federation (GOST R) Singapore (SPRING SG)
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	Spain (AENOR) South Africa (SABS) Sweden (SIS) Switzerland (SNV) United Kingdom (BSI) USA (ANSI)
<b>Comments submitted (2)</b>	Nigeria (SON) Portugal (IPQ)
<b>Votes not cast (5)</b>	Ghana (GSB) Kenya (KEBS) Malaysia (DSM) Pakistan (PSQCA) United Arab Emirates (ESMA)

#### Questions:

<b>Q.1</b>	"Does your National Body approve this text?"
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#### Answers to Q.1: "Does your National Body approve this text?"

<b>16x</b>	<b>Yes</b>	Armenia (SARM) China (SAC) Czech Republic (UNMZ) India (BIS) Ireland (NSAI) Italy (UNI) Jamaica (BSJ) Korea, Republic of (KATS) Luxembourg (ILNAS) New Zealand (SNZ) Norway (SN) Russian Federation (GOST R) Singapore (SPRING SG) South Africa (SABS) Spain (AENOR) USA (ANSI)
<b>5 x</b>	<b>Yes with Comment</b>	France (AFNOR) Germany (DIN) Japan (JISC) Netherlands (NEN) United Kingdom (BSI)
<b>1 x</b>	<b>No</b>	Canada (SCC)
<b>9 x</b>	<b>Abstain</b>	Australia (SA) Belgium (NBN) Côte d'Ivoire (CODINORM) Denmark (DS) Finland (SFS) Lebanon (LIBNOR) Malta (MSA)

<p><b>Sweden (SIS)</b> <b>Switzerland (SNV)</b></p>
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Comments from Voters		
Member:	Comment:	Date:
<b>Canada (SCC)</b>	<i>Comment File</i>	2010-01-19 19:49:10
<a href="#">CommentFiles/JTC001-N-9866_SCC.doc</a>		
<b>France (AFNOR)</b>	<i>Comment File</i>	2010-02-02 11:56:43
<a href="#">CommentFiles/JTC001-N-9866_AFNOR.doc</a>		
<b>Germany (DIN)</b>	<i>Comment File</i>	2010-01-28 14:54:44
<a href="#">CommentFiles/JTC001-N-9866_DIN.rtf</a>		
<b>Japan (JISC)</b>	<i>Comment File</i>	2010-01-26 03:23:40
<a href="#">CommentFiles/JTC001-N-9866_JISC.doc</a>		
<b>Netherlands (NEN)</b>	<i>Comment File</i>	2010-02-01 11:51:01
<a href="#">CommentFiles/JTC001-N-9866_NEN.doc</a>		
<b>United Kingdom (BSI)</b>	<i>Comment File</i>	2010-02-02 12:00:30
<a href="#">CommentFiles/JTC001-N-9866_BSI.doc</a>		

Comments from Commenters		
Member:	Comment:	Date:
<b>Nigeria (SON)</b>	<i>Comment</i>	2010-02-02 10:04:06
Yes		
<b>Portugal (IPQ)</b>	<i>Comment</i>	2010-02-02 13:37:55
Abstention		

## Template for comments and secretariat observations

Date:2010-02-04

Document: ISO\_SD\_9866

1	2	(3)	4	5	(6)	(7)
MB <sup>1</sup>	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/ Table/ Note (e.g. Table 1)	Type of comment <sup>2</sup>	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted
JP 01	Through out the document	All footnotes	ed	Format of footnote is wrong.	At the line 103, for example, change " <i>form</i> <sup>1</sup> " to " <i>form</i> <sup>1)</sup> ". Another footnote should be the same format.  At the footer area, for example, change " <sup>1</sup> See" to " <sup>1)</sup> See". Another footnote should be the same format. (Refer to the ISO/IEC Directives, Part 2.)	
JP 02	Through out the document	All tables	ed	All tables do not have table number nor table title.	Put table number and title to all the tables. Table numbers and titles are placed at the top of tables. (Refer to the ISO/IEC Directives, Part 2.)	
JP 03	Through out the document		ed	There are terms of "NB(s)", "National Body/Bodies" and "national body/bodies" for the same meaning.	Uniform the term to either one but not two or three.	

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NL				G <p>NL response to the standing documents.</p> <p>The review of the JTC 1 Directives and their harmonization with the ISO/IEC Directives has been much anticipated. They would simplify rules and regulations, increase transparency, and make the management of the work of JTC 1 more easy and efficient.</p> <p>The Netherlands is pleased with the first steps that have been taken and that JTC 1 is going to work with the ISO/IEC Directives and a JTC 1 supplement.</p> <p>Besides these two documents, many rules, instructions, advice, regulations and observations that could not be accommodated by the Directives or the Supplement have been put into Standing Documents. The Netherlands is concerned about this proliferation of documents. The set SDs decreases transparency and makes the management by the NBs of the work of JTC 1 more difficult.</p> <p>The Netherlands hopes that the SWG-A will continue the process off bringing the procedures of JTC 1 in line with ISO and IEC and will reduce the number of JTC 1 SDs.</p>		
JP 04	Table of contents	Line 12	ed	There is an error shown in the table of contents. Also titles of 5.3, 5.4 and 5.5 are wrong.	Resolve the error on the line 12 as follows. Delete the current "5.3", change "5.4" to "5.3" and change "5.5" to "5.4".	
JP 11	Table of Contents		ed	There is a cross reference error.	Update ToC.	
JP 05	Line 39		ed	"ISO/IEC Directives Part 1" is wrong format.	Change to "ISO/IEC directives, Part 1".	

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JP 06	Line 89		ed	The "FPDAM" is no more existing.	Delete "FPDAM".	
JP 07	Line 112		ed	The wording of "Section 1" is wrong.	Change "Section 1" to "Clause 1"..	
JP 08	Table on Line 116		ed	The "DOCX" is not supported by the ISO Template (ISO's standard drafting tool).	Delete "DOCX" raw from the table.	
JP 09	Clause 13		ed	"North American" is not worldwide paper size.	Delete all the explanations of "North American".	
JP 10	Title line		ed	The title line don't have to indicate "(normative)".	Remove "(normative)".	
CA		150-151	Te	Underscore is now properly handled by all operating systems and displays. It is a very useful character to differentiate between different types of “blanks” in the file names.	Change the bullet to read:  <ul style="list-style-type: none"> <li>disallowed characters: the following 13 symbols \ / ; : * ? " &lt; &gt;   ! + and %; further, the name must not include white space.</li> </ul>	
CA	1	1	Ed	This Standing Document does not have proper identification, which will make it difficult to refer to it.	The following should be added to the document: Header page containing: ISO/IEC JTC 1 logo ISO/IEC Copyright Document number Document title Document version (lineage) Every page should have a footer with document number and page number Every page should have a header with ISO/IEC Copyright Table of Contents A short foreword containing the purpose of the SD.	

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MB <sup>1</sup>	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/ Table/ Note (e.g. Table 1)	Type of comment <sup>2</sup>	Comment (justification for change) by the MB	Proposed change by the MB	Secretariat observations on each comment submitted			
CA	Sect 6	Table at line 116	Te	DOCX and ODT format are too immature and not supported by all word processing systems yet.	Table in section 6, Document format, change all instances for DOCX and ODT to P (permitted)				
CA	Sect 12	table at line 212	Ed	ISP is referenced in one of the elements	Remove all references to ISP				
JP 12	Table	12.1	ge	The following column is unclear, Whose DAM is it? <table><tr><td>Text for DAM ballot</td><td>LB</td><td>Open</td></tr></table>	Text for DAM ballot	LB	Open	Indicate if this DAM is for Fast Track, PAS, AMD to DIS , or AMD to DTR. Clarify the acceptable form of distribution.	
Text for DAM ballot	LB	Open							
JP 13	Table	12.1	ge	There is no column for DIS (normal ballot) .	Review and ensure correctness of the Table				
FR	14	Line 231	te	It is recommended to add a statement mentioning that JTC1 Web servers should comply with the W3C Web Content Accessibility guidelines 2.0 (for rationale see JTC 1 N 9333)	Insert the following additional bullet at the end of clause 14: "ISO/IEC JTC1 Web Server Policy : JTC1 Web servers should comply with the W3C Web Content Accessibility Guidelines 2.0 ( <a href="http://www.w3.org/WAI/intro/wcag.php">http://www.w3.org/WAI/intro/wcag.php</a> )."				
JP 14	Line 329	15	ed	The expression of "Section 12" is wrong.	Change "Section 12.1" to "12.1"				
UK1	Line 116		Ge	We are concerned that given the guidance in ISO/IEC Guide 71, "Guidelines for standards developers to address the needs of older persons and persons with disabilities" that a plethora of formats for the submission of documents is still acceptable.	Limit the acceptable formats for submission of documents				
UK2	Line 116		Ge	The table does not specify the version of the software to be used.	Insert software version				
UK3	Lines 190, 208 - 210		Ge	It should be noted that now more groups are using the ISO and IEC websites for document distribution, document that should be open access are no longer truly open to those outside the JTC 1 system	Insert instructions for how the document defined as "open" can be accessed				
UK4	Line 212		Ge	There is no entry in the table defining what happens to enquiry drafts (DIS) under the new project progress stages defined in	Add an entry "Text for DIS ballot (normal document) - LB or COM - Paper, Open".				



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				JIN9872.		
UK5	Lines 309 – 312		Ge	We do not believe that SC and WGs should be developing individual policy for the maintenance of their archives	Remove this text	