



ISO/IEC JTC 1 N 9248

2008-08-20

ISO/IEC JTC 1 Information Technology

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**Recommendations from the
SWG-Directives Meeting
29-31 July 2008
Mont Tremblant, PQ, Canada**

Recommendation 1:

The SWG-Directives recommends that the SWG-Directives Convener and Secretary provide a report with the status and actions taken on the recommendations of the previous meeting to each meeting of the SWG-Directives.

Unanimously accepted

Recommendation 2:

The SWG-Directives recommends that the JTC 1 Chairman and Secretary forward the modified clauses 6.2.1.3, 9.3.1.1 and 9.3.2.2 regarding the approval of New Work Items (as approved in JTC 1 N 9094 and JTC 1 N 9095, and including a reference to clause 9.1.10 of the JTC 1 Directives) to the ISO TMB and IEC SMB for approval. The SWG-Directives further recommends that the JTC 1 Chairman and Secretary include a statement explaining that these changes better align the JTC 1 Directives to the ISO/IEC Directives.

Unanimously accepted

Recommendation 3:

The SWG-Directives recommends that the SWG-Directives Secretary issue a three month call for comments to SWG-Directives members for guidance on processing non-technical comments received on NP ballots (JTC 1 Supplement section 2.3). These comments will be discussed at the February 2009 SWG-Directives meeting

Unanimously accepted

Recommendation 4:

The SWG-Directives continues the Ad Hoc on Annex H of the Directives with Mr. Jim Hughes, the United States, serving as convener.

This Ad Hoc is charged with continuing its thorough review of Annex H and making recommendations on how to improve it. Specifically, the Ad Hoc is requested to focus on:

- the availability of recommended tools
- the relevance of the formats listed
- the availability of new formats
- the lay-out of the document

- ensure that revisable versions of meeting reports and resolutions are made available
- retention issues in line with the requirements in 4.6 of the Directives

The SWG-Directives further recommends that the JTC 1 SWG-Accessibility continue to provide input on this review.

The next meeting of this Ad Hoc will take place on 18 August 2008 at 1400hr UTC via teleconference.

Draft text for the standing document and a report of the Ad Hoc will be considered by the SWG-Directives at its February 2009 meeting.

Unanimously accepted

Recommendation 5:

The SWG-Directives recommends that the following text describing Standing Documents be submitted to JTC 1 for approval at its November 2008 Plenary in Nara, Japan:

- A *JTC 1 Standing Document* is a policy, guidance or reference document of broad, general interest to JTC 1, and may complement the JTC 1 Directives, but is not of a nature requiring approval of the IEC/SMB and ISO/TMB.
- Elements of the current JTC 1 Directives may become JTC 1 Standing Documents.
- JTC 1 Standing Documents are approved by JTC 1, either by letter ballot or Plenary Resolution.
- JTC 1 Standing documents are collected and available from a prominent location on the JTC 1 web site. A single download package of the JTC 1 Directives and all relevant JTC 1 standing documents shall be made available.
- Standing documents which only apply to a subgroup of JTC 1 do not have to be approved by JTC 1

Unanimously accepted

Recommendation 6:

The SWG-Directives recommends that JTC 1 N 9238, Revised Draft Standing Document on Best Practices for Teleconferencing, be submitted to JTC 1 for approval as a Standing Document at its November 2008 Plenary in Nara, Japan.

Unanimously accepted

Recommendation 7:

The SWG-Directives recommends that all voting forms be compiled into a Standing Document which will be available in conjunction with the publication of the JTC 1 Supplement to the ISO/IEC Directives. The SWG-Directives requests that the JTC 1 Secretariat investigate how to ensure that the most current forms are available in this document and provide a report to the February 2009 SWG-Directives meeting.

Unanimously accepted

Recommendation 8:

The SWG-Directives recommends that Mr. Brannon and Mr. Barta send JTC 1 N 9111, SC 2 Proposal for Modifying the ISO/IEC Directives, Part 2, Concerning the Requirements for Different Language Versions, to the appropriate people from ISO and IEC and request feedback on this problem and a possible change to Part 2 of the ISO/IEC Directives at the next meeting of the SWG-Directives.

Unanimously accepted

Recommendation 9:

The SWG-Directives recommends that the SWG-Directives Secretary maintain a list of contributions to SWG-Directives meetings that need to be considered when updating the JTC 1 Supplement. JTC 1 N 9147, Contribution from Germany on Alignment of Approval Criteria Between FDIS/DIS/FDAM/DAM/FDISP and CDs/PDAMs/PDISPs/PDTRs, and JTC 1 N 8987, Proposal from Japan on the Approval of Liaisons, will be added to this list.

Unanimously accepted

Recommendation 10:

The SWG-Directives recommends that the JTC 1 Chairman present the timeline for the development of the JTC 1 Supplement to the ISO/IEC Directives, which is contained in the report of this meeting, at the November 2008 JTC 1 Plenary in Nara, Japan.

Unanimously accepted

Recommendation 11:

The SWG-Directives confirms that a teleconference will take place at 1300hr-1500hr UTC, 9 September 2008 to discuss clauses 1 & 2 of the JTC 1 Supplement.

The SWG-Directives confirms that a teleconference will take place at 2100hr-2300hr UTC, 7 October 2008 to discuss clauses 3 & 4 of the JTC 1 Supplement.

The SWG-Directives tentatively schedules a meeting 6-7 November 2008 in Osaka, Japan.

The SWG-Directives schedules a meeting for 23-27 February 2009, location in Europe to be determined.

The SWG-Directives confirms that it will meet 20-24 July 2009 in Berlin, Germany.

Unanimously accepted

Recommendation 12:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue the final agenda for the 6-7 November 2008 meeting no later than 24 October 2008. Any contributions received after 22 October 2008 will be placed on a subsequent agenda of the SWG-Directives.

Unanimously accepted

Recommendation 13:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue the final agenda for the 23-27 February 2009 meeting no later than 6 February 2009. Any contributions received after 4 February 2009 will be placed on a subsequent agenda of the SWG-Directives. Multiple comment submissions by National Bodies are allowed, or even encouraged if it allows comments to be submitted at an earlier date.

Unanimously accepted

Recommendation 14:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue a new integrated draft of the JTC 1 Supplement (ISO/IEC Directives plus any JTC 1 specific text color coded so that changes, additions, and deletions to the original ISO/IEC Directives text are clearly visible) by 22 August 2008.

Unanimously accepted

Appreciations:

Resolution A:

The SWG-Directives expresses its appreciation to the National Body of Canada, SCC, for inviting the SWG to Mont Tremblant and the meeting facilities. The SWG-Directives wishes to especially thank Mr. Stephen Michell for his assistance in planning the meeting and organizing the social event.

Resolution B:

The SWG-Directives expresses its appreciation to SCC, Maurya Software, IBM and Microsoft for the organization and sponsoring the boat trip and dinner on the lake.

Resolution C:

The SWG-Directives expresses its appreciation to Mr. Michel Bourassa, SCC and ISO/IEC JDMT member, and Mr. Mike Graham, BSI and Convener of the ISO/IEC JDMT, for their expert advice and guidance to the SWG throughout the meeting.

Resolution D:

The SWG-Directives expresses its appreciation to its Convener, Mr. Scott Jameson, for his leadership during the meeting.

Resolution E:

The SWG-Directives expresses its appreciation to the SWG-Directives Secretary, Ms. Sally Seitz, for her assistance during the meeting.

ISO/IEC JTC1
SWG-Directives
29-31 July 2008
Mont Tremblant, PQ, Canada

Location:
Hotel du Lac / Club Tremblant
121 Rue Cuttle
Ville du Mount Tremblant,
Quebec, Canada

1. Opening of Meeting (09:00 hrs)

2. Introduction of Participants

3. Adoption of Agenda
DOCUMENT: JTC 1 N 9178

The Chairman opened the discussion by noting the concern about postponing agenda items related to Fast Track and Ballot Resolution Meetings expressed by some delegates. The Chairman agreed that these topics are important, and acknowledged that National Bodies had done significant amounts of work on contributions related to these topics, but because of the pending appeals on ISO/IEC DIS 29500 (OOXML), discussion of these topics would be inappropriate. The Chairman informed attendees that as per the note on the draft agenda, items 9, and 15-21 would not be discussed. He then opened the floor for comments from attendees.

Mr. Barta of the ITTF expressed support for the decision of the Chairman, as the appeals address the Fast Track process, and discussing them would impede members of the IEC SMB and ISO TMB from doing their jobs.

The National Body of Japan requested a clarification about exactly would and would not be discussed; and expressed their concern about delaying these discussions. It was recommended that discussions on these topics occur, but making official decisions would not be made. The Chairman again stated that because of the open appeals, these topics would not be discussed.

The National Body of Germany suggested that as the appeals are related to the procedures in place when the Fast Track ballot of ISO/IEC DIS 29500 began, any discussions that might occur at this meeting are unrelated, because these are future procedures. The National Body of Germany further stated that the amount of contributions on this topic indicate that National Bodies are dissatisfied with the Fast Track process, and that the IEC SMB and ISO TMB should be made aware of this dissatisfaction.

The National Body of Canada supported the German position; stating that if the Fast Track process was not discussed, it would be interpreted as a show of support for the current process. The National Body of Canada further noted that the SWG-Directives does not make decisions, but makes recommendations that are forwarded to JTC 1 for approval. It was suggested that any ballots on changes to the Fast Track or Ballot Resolution Meeting procedures be deferred until the close of the appeals.

The National Body of the United Kingdom stated that it recognized the difficulties and possible misinterpretations of any discussions that might occur, but wished to have a firm timeline for when such things could be discussed. The UK expressed concern about postponing discussions until the March 2009 meeting.

The Chairman explained the appeals process, and the timelines associated with it. The IEC SMB and ISO TMB will conclude their votes on whether or not to move forward with the appeals on 4 August 2008. Upon the close of this ballot, there will be a two-month window where appeals to this decision can be submitted. If no further appeals are received, the process will be concluded. If the SMB and TMB agree to consider the appeals, conciliatory panels will need to be established. Should this occur, a final decision may not be reached for as long as a year.

The National Body of Japan suggested planning a meeting of the SWG-Directives to be held in conjunction with the October 2008 JTC 1 Plenary in Nara, Japan. The Chairman thanked Japan for this suggestion, and informed the group that a decision would be made on an additional meeting in Japan later in the agenda.

The Chairman asked attendees if there any objections to approving the agenda contained in JTC 1 N 9178 with the deletion of agenda items 9, and 15-21. While no National Bodies objected to the adoption of the agenda, the National Bodies of Canada, Germany, Japan and the United Kingdom expressed their disappointment with the deletion of the items.

4. Chairman's Remarks

The Chairman informed attendees that a discussion of the draft JTC 1 Supplement, circulated to attendees via email in advance of the meeting, would take up the bulk of the meeting. He further informed attendees of his intention to circulate the text to all of JTC 1 after an initial review by the SWG-Directives.

The Chairman also suggested that the SWG-Directives might want to adopt a more ambitious schedule to ensure that the JTC 1 Supplement is published in conjunction with the 2010 edition of the ISO/IEC Directives.

4.1 Report of the June ISO/IEC Joint Directives Maintenance Team meeting

The Chairman reported on the 2 June 2008 meeting of the JDMT. He reported that some corrections of ambiguities for the clauses on the roles and responsibilities of Chairmen and Secretaries were made, but no other changes will affect JTC 1.

The Chairman also informed the group that Ad Hoc 25, which was established to review the length of ballot periods, reported to the JDMT and it was agreed that there will be no change to the length of the DIS ballot.

5. Review of Recommendations of March 2008 SWG-Directives meeting

DOCUMENT: [JTC 1 N 8987](#)

The Chairman noted that Recommendation 5 from the March 2008 meeting is not complete but that the JTC 1 Secretariat would work to complete it.

ACTION: See Recommendation 1.

6. Review of JTC 1 Letter Ballots

6.1. Letter Ballot on Proposed Revised Clauses 7.6.1 and 7.11.1 of the ISO/IEC Directives

DOCUMENT: [JTC 1 N 8995](#) (Ballot), [N 9091](#) (SoV)

ACTION: The text of the Directives will be modified as contained in this ballot.

6.2 Letter Ballot on Proposed New Section 3.3.4.1.3 and Deletion of the Fourth Bullet of Section 3.3.4.2 of the ISO/IEC JTC 1 Directives

DOCUMENT: [JTC 1 N 8996](#) (Ballot), [N 9092](#) (SoV)

ACTION: The text of the Directives will be modified as contained in this ballot.

6.3 Letter Ballot on Revisions to Section 7.3 of Annex M of the ISO/IEC JTC 1 Directives

DOCUMENT: [JTC 1 N 9003](#) (Ballot), [N 9093](#) (SoV)

ACTION: The text of the Directives will be modified as contained in this ballot.

6.4 Letter Ballot on Revisions to Section 6.2.1.3, 9.3.1.1 and 9.3.2.2 of the ISO/IEC JTC 1 Directives Regarding P-Member Thresholds

DOCUMENT: [JTC 1 N 9006](#) (Ballot), [N 9094](#) (SoV)

The National Body of Canada clarified their comments on the ballot, which were supported by Japan. These comments were accepted, as they only serve to clarify the text, and not truly modify any requirements.

ACTION: See Recommendation 2

6.5 Letter Ballot on Revisions to Section 6.2.1.3, 9.3.1.1 and 9.3.2.2 of the ISO/IEC JTC 1 Directives Regarding New Work Item Proposal Acceptance

DOCUMENT: [JTC 1 N 9007](#) (Ballot) [N 9095](#) (SoV)

ACTION: See Recommendation 2.

6.6 Letter Ballot on Proposed Revised Clause 7.7.2 of the ISO/IEC JTC 1 Directives

DOCUMENT: [JTC 1 N 8993](#) (Ballot), [N 9097](#) (SoV)

ACTION: The text of the Directives will be modified as contained in this ballot.

6.7 Letter Ballot on Proposed Revised Clause 5.4.1.1 of the ISO/IEC JTC 1 Directives

DOCUMENT: [JTC 1 N 8994](#) (Ballot), [N 9098](#) (SoV)

ACTION: The text of the Directives will be modified as contained in this ballot.

6.8 Letter Ballot to Replace Acceptance Criteria in Section 14.4.3.3. with a Reference to Section 9.6 of the ISO/IEC JTC 1 Directives

DOCUMENT: [JTC 1 N 9030](#) (Ballot), [N 9152](#) (Summary)

ACTION: The text of the Directives will be modified as contained in this ballot.

7. Revision of the JTC 1 Directives

Documents: [JTC 1 N 8111](#), [N 8942](#) (Canada), [N 8981](#) (Comparison Document), [N 9155](#) (UK), document to be provided at the meeting

ACTION: JTC 1 N 8942 was reviewed, as was the draft JTC 1 Supplement. Textual changes were made, and the Supplement will be further reviewed during teleconferences in September 2008 and October 2008.

The Chairman stressed to attendees that JTC 1 must be able to fully justify the inclusion of all items in the Supplement, in the event of questions from the IEC SMB and ISO TMB.

ACTION: See Recommendation 3, Recommendation 10, Recommendation 11.

8. Draft Standing Document on Teleconferencing

DOCUMENT: [JTC 1 N 8986](#), [N 8987](#) (Recommendation 4), [N 9079](#) (France), [N 9112](#) (US), [N 9155](#) (UK)

ACTION: See Recommendation 5 and Recommendation 6

9. Contributions from IEC Central Office on the Fast Track Process as applied to Amendments

DOCUMENT: [JTC 1 N 8670](#), [N 8987](#) (Recommendation 10), [N 8997](#) (Use cases), [N 9080](#) (France), [N 9088](#) (Netherlands), [N 9148](#) (UK), [N 9155](#) (UK)

NOT ADDRESSED

10. Contributions from National Bodies on the Elimination of Voting Forms in the Directives

DOCUMENT: [JTC 1 N 8987](#) (Resolution 14), [N 9001](#) (Call), [N 9082](#) (France), [N 9109](#) (Canada), [N 9130](#) (US), [N 9144](#) (Japan), [N 9148](#) (UK)

ACTION: See Recommendation 7.

11. SC2 Proposal for Modifying the ISO/IEC Directives, Part 2, Concerning the requirements for different language versions

DOCUMENT: [JTC 1 N 9111](#)

ACTION: See Recommendation 8.

12. Contribution from Germany on Alignment of Approval Criteria Between
FDIS/DIS/FDAM/DAM/FDSIP and CDs/PDAMs/PDISPs/PDTRs

DOCUMENT: [JTC 1 N 9147](#)

The Chairman noted that when the Directives do not clearly specify approval requirements, the 2/3 majority is used. After much debate among delegates, it was agreed that this contribution would not move forward as the ISO/IEC Directives is clear on this issue.

ACTION: None.

13. Proposal from Japan on the Approval of Liaisons

DOCUMENT: [JTC 1 N 8987](#) (Recommendation 8), [N 9163](#)

The National Body of the United States supported the suggestion from the National Body of Japan contained in JTC 1 N 9163. The Chairman, however, explained that making minor corrections to the text of the Directives is not what the group should be focusing on. Minor changes will be kept track of by the Secretariat and these changes will be addressed in the Supplement, which was suggested by the National Body of the United Kingdom.

ACTION: See Recommendation 9

14. Report from Ad Hoc on Annex H

DOCUMENT: [JTC 1 N 9167](#)

It was agreed that Annex H should list formats, not the tools used to generate the formats. Meeting attendees also requested that the Ad Hoc pay special attention to issues of maintenance.

ACTION: See Recommendation 4.

Note: Discussion of the following items may be deferred to a later meeting, depending on the status of the appeals filed in connection with the processing of DIS 29500.

15. Contributions from National Bodies on PAS and Fast-track Document Size

DOCUMENT: [JTC 1 N 8940](#) (Canada), [N 8987](#) (Recommendation 13), [N 8999](#) (Call), [N 9081](#) (France), [N 9089](#) (Netherlands), [N 9105](#) (Canada), [N 9131](#) (US), [N 9148](#) (UK), [N 9166](#) (Japan)

NOT ADDRESSED

16. Contributions from National Bodies on the Elimination of Constraints regarding Allowed Types of Comments during Ballots

DOCUMENT: [JTC 1 N 8987](#) (Recommendation 15), [N 9002](#) (Call), [N 9083](#) (France), [N 9086](#) (Netherlands), [N 9106](#) (Canada), [N 9128](#) (US)

NOT ADDRESSED

17. Contributions from National Bodies on the Management of Ballot Resolution Groups

DOCUMENT: [JTC 1 N 8804](#) (Resolution 41), [JTC 1 N 8735](#) (UK), [N 8783](#) (Italy), [N 8957](#) (France), [N 8987](#) (Recommendation 17), [N 9004](#) (Call), [N 9084](#) (France), [N 9087](#) (Netherlands), [N 9107](#) (Canada), [N 9127](#) (US), [N 9162](#) (Japan)

NOT ADDRESSED

18. Contributions from National Bodies on the Clarification of the Fast-track Procedure

DOCUMENT: [JTC 1 N 8804](#) (Resolution 41), [N 8746](#) (UK), [N 8948](#) (SC 28), [N 8987](#) (Recommendation 19), [N 9005](#) (Call), [N 9085](#) (France), [N 9090](#) (Netherlands), [N 9108](#) (Canada), [N 9129](#) (US), [N 9165](#) (Ecma International)

NOT ADDRESSED

19. Contribution and Recommendations from Germany on Comparison of Document Requirements Defined in Explanatory Report and NP Proposal

DOCUMENT: [JTC 1 N 8987](#) (Recommendation 11), [N 9145](#) (Germany), [N 9146](#) (Germany)

NOT ADDRESSED

20. SC 36 Justification of Proposed Directives Changes

DOCUMENT: [JTC 1 N 8987](#) (Recommendation 22), [N 9161](#)

NOT ADDRESSED

21. Contribution from Australia on Recommended Changes to PAS Procedures

DOCUMENT: [JTC 1 N 8987](#) (Recommendation 18), [N 9164](#)

NOT ADDRESSED

22. Next Meeting

Extensive discussion ensued on how to proceed with the development of the JTC 1 Supplement. All attendees present agreed that a more aggressive schedule must be undertaken if the JTC 1 Supplement is to be published in conjunction with the 2010 ISO/IEC Directives.

In order to facilitate the work needed, the National Body of Germany suggested that the establishment of a Wiki so that contributions could be reviewed and commented on in between meetings. This idea was agreed to, and it was agreed that the Chairman would ask Mr. John Benito for his assistance in establishing a Wiki, attendees expressed the need for face-to-face meetings.

The Chairman prepared a timeline that was agreed to by attendees. This timeline is available at the end of this report.

ACTION: See Recommendation 10, Recommendation 11, Recommendation 12, Recommendation 13 and Recommendation 14.

23. Approval of Recommendations

24. Close of Meeting (no later than 16:00 hrs)