# ISO/IEC JTC 1 N9342

2008-10-16

# ISO/IEC JTC 1
# Information Technology

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| **Document Type:** | other (defined) |
| **Document Title:** | Presentation of SWG on Planning to JTC 1 2008 Plenary Nara, Japan |
| **Document Source:** | SWG-Planning Convener |
| **Document Status:** | This document is circulated to National Bodies for review and consideration at the November 2008 JTC 1 Plenary meeting in Nara. |
| **Action ID:** | ACT |
| **Due Date:** | |
| **No. of Pages:** | 13 |

# Report of SWG on Planning
# to JTC 1 2008 Plenary
# Nara, Japan

## Michael Breidthardt

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Michael Breidthardt, SWG Convenor

**DIN Deutsches Institut für Normung e. V.**

**Terms of Reference were <span style="color:red">modified</span> in 1<sup>st</sup> Conf Call to reflect also Res. 25 of JTC 1 Gold Coast Plenary meeting.**

- *Assist JTC 1 Chairman and Secretariat in developing/ revising the JTC 1 Business Plan and Long Term Business Plan*
- *Recommend actions for JTC 1 to successfully execute the business plans*
- Connect with SC business planning processes to produce a comprehensive JTC 1 business plan
- Encourage SC participation in the development and execution of the overall JTC 1 Business Plans
- *Provide direction for and execute the Technology Watch function*
- Analyze best practices for business planning both inside and outside JTC 1 and make recommendations to JTC 1 for improvement.

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JTC 1 instructs the SWG on Planning to also consider the following items:

1. the sections of document JTC 1 N 8777 that relate to the elements of the Subcommittee presentations.
2. the text contained in Annex A developed during the plenary meeting.
3. <span style="color:red">develop a best practices document for management of liaisons</span>
4. <span style="color:red">develop agreement templates for management of liaisons</span>

This SWG will meet outside of the JTC 1 Plenary meeting in sufficient time to meet the document submission deadlines for the Plenary. The group will meet primarily via electronic means.

Michael Breidthardt, SWG Convenor

## Participation

- 10 delegates from 6 National Bodies
  (Canada, France, Germany, Japan, UK, USA) and
  two SC's  (SC 7 and SC 37)
- JTC1 Secretary and Chairman
- ITTF

## Meetings

- 8 monthly conference calls starting in March 2008
- 1 physical meeting in July 2008 (Ottawa, Canada)

## Improvement of Business Planning Process

Suggestion to implement an 'Environmental Scanning' from 2009 onwards (based on US NB proposal)

- to identify new work for JTC 1
- based on regular, structured input by SC's, National Bodies and other sources highlighting trends (positive and negative) in technologies related to JTC 1
- Input will be analysed to make recommendations to investigate the potential of new work areas for JTC 1
- Specific presentations to give JTC 1 plenary participants more detail about the proposed technology area may complement the report
- A specific presentation on environmental scanning is planned for the 2008 Plenary session.
- Environmental Scanning will replace 'traditional' TechWatch as main source of new activities from 2009

# Summary of Activities

- In close cooperation with Japanese host discussed and selected themes for 2008 **Technology Watch** Workshop
  - Environment and IT standards (major theme), including:
    - Green IT
    - IT contributions to sustainability
  - Nano materials & risk management in the context of IT
  - IT in consumer electronics
  - Robot technologies and sensor networks
  - Natural language support
  - IT standards and education
- List of speakers defined in September conf call

# Summary of Activities

- Major topic was the review and development of a new **LTBP**
- Thorough review of the existing doc (N 7974)
  - to decide which parts of the document should be carried over into a revised plan,
  - which should be published as separate standing documents,
  - and which parts should be deleted.
- SWG on Planning also decided  not to keep a separate Implementation Plan, i.e. all proposed activities should be listed in the  main document.
- Starting with the May Conf Call work on a new draft began
  - 1st outline of the LTBP was proposed and continually improved until Ottawa meeting
  - drafting of the chapters were assigned to participants
  - new versions were distributed in very short cycles.
  - Tight schedule required many review cycles
- A final draft was ready for the September 11 conf call
- The JTC 1 chairman took charge of the final editing process.

- SWG on Planning asks JTC 1 to consider the following seven Recommendations:

  1. SWG on Planning recommends to approve the revised version of the Long Term Business Plan (JTC 1 N xxxx) and to work on the activities defined in this document.

  2. SWG on Planning recommends to establish an Environmental Screening activity to identify new work areas of interest to JTC1. SC's shall provide the required input to this activity by March 30 of each year to SWG Planning. National Bodies, Liaison organizations and PAS provider are encouraged to provide the necessary information as detailed in document JTC 1 SWG Planning N20 at same deadline.
  SWG on Planning will analyse the provided information and will give a yearly report with its recommendation for new work areas to the JTC 1 plenary. Presentations to provide JTC 1 with more details on such proposed technology areas may supplement the report to the JTC 1 Plenary.
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3. JTC 1 request that its SC's provide to the SWG on Planning before 2009-03-30 (and each following year) the following information:

1. *If they perform any formal and systematic business planning*

2. *If the answer to 1 is positive:*

   - *Provide a short description (half a page max) of the process and its deliverable(s)*

   - *Provide to the SWG on Planning examples of the deliverables (could be an URL)*

   - *Provide a self-assessment of the efficiency of the process, in terms of NWI, new liaisons, etc...*

3. *Identify to the SWG on planning all its key partners, e.g. liaison organizations (this can be copied from their business plan)*

4. *Explain how they engage other organizations (PAS Submitters, external Liaisons, etc) in their business planning activities.*

4. JTC 1 requests that SWG on Planning will review the Long Term Business Plan (LTBP) as part of its yearly activities  and propose necessary changes to the the JTC 1 chair. The updated LTBP needs to be approved each year by the JTC 1 plenary.

5. SWG on Planning recommends that the document 'Historical Background of JTC 1' becomes a Standing Document.

6. SWG on Planning recommends that a description of the JTC 1 planning process should be contained in a Standing Document. (Item 10 of June Conference Call).

Thank you for your attention
and my fellow colleagues from SWG on Planning
for their effort and their contributions!

Michael Breidthardt, SWG Convenor