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SWG-ARM Questionnaire to JTC1 SC (and WG) Secretaries

As part of the work of JTC1 SWG-ARM we are undertaking a survey of the amount and type of data stored by SCs and WGs to be able to form an estimate of overall capacities needed for long term archival of records to meet the requirements of our current JTC1 directives which foresees N-numbered documents being kept for 20 years.

Implicitly there may be a need to store associated material used in the development of a standard such as test data sets, reference software etc. We are also interested in finding out if you already have problems with accessing documents stored in older formats not commonly supported, and if your SC has specific guidelines on archiving of its data (as per current Annex H)

It would be very helpful if you could complete the following questionnaire, it is hoped this will not be an onerous task as most questions are just to get information on the scale of the different categories of data. It would be very helpful if your WG secretariats would like to complete the form as well.

Thank you for your help with the survey.

Please complete this questionnaire as far as possible and return to

Dr K Grant, SWG-ARM Convenor (email: kate@ninetiles.com)

and copied to

Ms Jean Stride, SWG-ARM Secretary (email: Jean.Stride@bsigroup.com)

by 30th April or earlier if possible.

SWG-ARM Questionnaire to JTC1 SC (and WG) Secretaries

SC Number: Name:			
Year established.			
Size of current electronic document archive			
Date from which electronic records stored			
1	Number of active WGs:		
2	Number of other groups eg advisory groups:		
3	Number of WGs that have closed for which SC secretariat maintains records		
4a	Frequency (typical) of	SC meetings	
4b	Frequency (typical) of	WG meetings	
5a	Number of “N-“ documents produced in connection with each SC meeting		
5b	Typical size in Mb or Gb of all documents for an SC meeting		
5c	Approx size of smallest documents		
5d	Approx size of largest documents		
5e	Typical number of SC attendees		
5f	Number of people with 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)		
6b	Typical size in Mb or Gb of all documents for a WG meeting		
6c	Approx size of smallest documents		
6d	Approx size of largest documents		
6e	Typical number of WG attendees (or range)		
6f	Number of people with access to WG 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		
7b	Does your SC use collaboration tools (eg IEC)		
8a	Do your WGs use the ISO or IEC document repository system, and if so which		
8b	Does your SC use collaboration tools (eg IEC)		
9	Do your SC or WGs archive email discussions from electronic meetings, collaboration tools		
10a	How many 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		
11a	Does your SC or do your WGs maintain test sets		
11b	Are these on the main SC or WG document repository, if not are they all on one repository or distributed.		

11c	How much storage is needed for these data sets, 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)	
13	Do you have a strategy for ensuring older documents can still be accessed on current systems	
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	
14b	Please attach your SC archival policy (Annex H, Document registration, retention and archival)	
15a	Typical document formats used by your SC or WG	
15b	Does your particular application area 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	
17	Any additional comments?	