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**Action on Recommendations from the
SWG-Archival and Retrieval Mechanisms (SWG-ARM) Meeting
10 – 11 March 2008, London, UK and
JTC1 2008 Plenary Meeting and SWG-Planning Meeting February 2009**

Recommendation 1:

To request information from ITTF on their strategy for providing archiving facilities for the Livelink services provided to committees

No input received, 2009 meeting arranged in Geneva to encourage participation by ISO and IEC staff to allow the gathering of appropriate information.

Recommendation 2:

To circulate the presentations for background information together with overview report to ISO/IEC JTC1

Distributed as JTC1 N9017

Recommendation 3:

To develop a requirements document based on the presentations and TC/SC inputs to date for discussion at the next meeting and an overview of the current archival-related standards identified in presentations etc

No contributions received, short overview prepared by convenor as conclusions of London meeting

Recommendation 4:

To inform ITSIG of the discussions in ISO/IEC JTC 1 SWG-ARM and make them aware of the issues identified

Discussions with Frank Farance at JTC1 plenary meeting, Frank added to mailing list, report of relevant information from recent ITSIG meeting requested.

**Report of meeting of SWG-ARM made to JTC1 plenary in Nara in JTC1 N9034,
under 8.4 item reviewed no action required**

N9531 Recommendations for the 23-27 February 2009 JTC 1 SWG-Directives Meeting in Delft, The Netherlands

The SWG-Directives requests the SWG-ARM provide information on Archival requirements for the possible Standing Document or Annex on Electronic Document Preparation, Distribution and Archiving of the JTC 1 Supplement. The SWGDirectives requests this information be provided no later than 30 May 2009.

Unanimous approval

Recommendation 5:

The SWG-Directives requests text from the Teams identified in Attachment 1 of this document concerning the following areas for inclusion as a possible Standing Document or Annex to the JTC 1 Supplement:

- Operation/Policy
 - Ballot Resolution Meetings
 - Justification of Proposals for the Establishment of Standards
 - Meeting Requirements
 - Electronic Document Preparation, Distribution and Archiving
 - Normative Referencing of Specifications other than International Standards in JTC 1 International Standards
 - Accessibility
 - Secretariat Resources
 - Points of Contact
- Guidelines
 - The Role of ITTF
 - Liaisons
 - Conformity Assessment, API and Interoperability
 - Registration Definitions and Guidelines for Procedure Standards
- Forms
- PAS Transposition Process
- Maintenance of Standards
- Voting
- ITU-T Collaboration

be prepared and submitted to the SWG-Directives Secretary for linking to the JTC 1 Supplement no later than 30 May 2009.

Unanimous approval

Archival:

Editor: Kate Grant

Members: SWG-ARM, Jim Hughes