

**ISO/IEC JTC 1
Information Technology**

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

Recommendation 1:

The SWG-Directives recommends that in anticipation of the JTC 1 Supplement being approved, the JTC 1 Chair bring forward the following suggested textual changes identified in the ISO/IEC Directives, Part 1, Sixth edition: 2008 to the ISO/IEC Joint Directives Team Meeting in June 2009:

- The forthcoming JTC 1 Supplement should be mentioned throughout the document, where appropriate (the Foreword, clause 1.9.2, clause 1.11.4, etc). Perhaps when all Supplements are referenced, the following text can be used: “See the Supplements to the ISO/IEC Directives”
- Request that the following text be added to clauses 2.9 and 2.10.5 “In JTC 1, procedures for maintenance are located in the JTC 1 Supplement.”
- Clarification of IPR language to reflect concerns regarding software
- Discuss the copyright ownership of software in standards, specifically the term “belongs” in clause 2.13
- Clauses such as 1.12 where IEC or ISO only procedures are referred to should be transferred to the IEC or ISO Supplement as relevant
- Clause 1.17.3.4, review of Category D Liaisons, is the same as previous text for review of all other liaisons. Should this be specific to Category D liaisons?
- Add footnote 1 to “Proposal Stage” on the table in clause 2.1.3.1, as Fast Tracks do not require New Work Item Proposals. It is also suggested that stage numbers be included in this table, and a reference to the Stage Number page on the ISO website
- Dated references to the ISO/IEC Directives should be removed
- In clause 2.5.6, add JTC 1 along with ISO to the definition of consensus
- Request the first bullet of clause 2.7.7 be modified to include JTC 1
- Inquire as to where a reference to PSDO agreements should be located
- Request that Annex C be closely examined and perhaps updated (pending information from that development team)
- The title of the second bullet of clause E.5.1 should read “Drafts and documents referred to in the agenda”
- Request that the JDMT integrate the first paragraph of JTC 1 material concerning the three designated type of advisory groups text into the ISO/IEC Directives in clause 1.13.1
- Suggest that the JTC 1 text concerning the hosting of working group meetings from clause 4.2.2.1 be added to the ISO/IEC Directives, as the current text is rather vague
- Suggest that JTC 1 text concerning the support of an appeal from clause 5.1.4 be included in the ISO/IEC Directives

The SWG-Directives requests that the JTC 1 Chair provide a report to the July 2009 SWG-D Meeting in Berlin, Germany.

Unanimous Approval

Recommendation 2:

The SWG-Directives instructs the SWG-Directives Secretary to include all the current JTC 1 Forms into a folder in the public section of the JTC 1 Website. This folder should also include a zip folder that contains all forms. This folder should be posted no later than 30 May 2009. The SWG-Directives further instructs the SWG-Directives Secretary to review the forms and make sure they are current.

Unanimous approval

Recommendation 3:

The SWG-Directives recommends that the JTC 1 Secretariat issue a three-month letter ballot concurrently with the ballot of the JTC 1 Supplement to JTC 1 National Bodies regarding the elimination of Annexes L, Rules for the ISO/IEC JTC 1 Workshop Mode of Operations, LA, TITLE, and LB, TITLE.

Unanimous approval

Recommendation 4:

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 SWG-Directives 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

Recommendation 6:

The SWG-Directives instructs the SWG-Directives Secretary to circulate all internal SWG-Directives documents as SWG-Directives N-numbered documents.

Unanimous approval

Recommendation 7:

The SWG-Directives offers to its members the use of the IEC Collaboration Tools to develop the possible Standing Documents or Annexes described in Recommendation 5. The SWG-Directives instructs its Secretary to send Mr. Gabriel Barta a list of SWG-Directives member's names and email addresses by 6 March 2009 so the SWG-Directives members can be registered as users.

Unanimous approval

Recommendation 8:

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

The SWG-Directives instructs the JTC 1 Secretariat and Chair to issue the final agenda for the 20-24 July 2009 meeting in Berlin, Germany no later than 2 July 2009. Any contributions received after 30 June 2009 will be placed on a subsequent agenda of the SWG-Directives.

The SWG-Directives schedules teleconferences for 1300 UTC on 9 and 10 September 2009 to discuss a final review of the JTC 1 Supplement and the SWG-Directives Presentation to the 2009 JTC 1 Plenary.

The SWG-Directives schedules a two day meeting immediately after the JTC 1 Plenary, with a location to be determined, to discuss any comments received at the JTC 1 Plenary.

Unanimous approval

Recommendation 9:

The SWG-Directives instructs the SWG-Directives Secretary to develop a template for the creation of the proposed Standing Documents or Annexes no later than 13 March 2009 for use by SWG-Directives members.

Unanimous approval

Recommendation 10:

The SWG-Directives confirms the following due dates associated with the development of the JTC 1 Supplement and Standing Documents:

- 30 May 2009 – All Standing Documents or Annexes for linkage in the JTC 1 Supplement
- 30 June 2009 – Draft, linked, JTC 1 Supplement available
- 2 July 2009 – Agenda for the July 2009 SWG-Directives Meeting
- 20-24 July 2009 – SWG Directives Meeting, Berlin, Germany
- 17 August 2009 – Revised JTC 1 Supplement and Revised Standing Documents or Annexes circulated to SWG-Directives (distribute to JTC 1 members for information, informational teleconference for NBs to be scheduled)
- 24-28 August 2009 – Editorial “clean-up” of the JTC 1 Supplement
- 9-10 September 2009 – SWG-Directives teleconferences
- 11 September 2009 – Due date for document submission to JTC 1 Plenary
- 1 November 2009 – Initiation of JTC 1 Ballot of the JTC 1 Supplement
- 9-11 February 2010 – SWG Directives meeting to address comments received on JTC 1 ballot, location TBD
- 24 February 2010 – Final JTC 1 Letter Ballot (if needed)
- 28 April 2010 – Submission to ISO TMB and IEC SMB for final approval

Unanimous approval

Recommendation 11:

The SWG-Directives requests the German National Body to develop a draft form for a harmonized NWI Proposal Form and PAS Explanatory Report questionnaire no later than 30 June 2009 for discussion at the 20-24 July 2009 SWG-Directives meeting in Berlin, Germany.

Unanimous approval

Recommendation 12:

Considering the objective of developing an ISO/IEC JTC 1 Directives Supplement and Standing Documents, the SWG-Directives requests the editors to focus team activity on the consolidation and possible simplification of existing text from JTC1 Directives, the agreements made at this meeting, resolutions and agreements on documents from previous SWG-Directives meetings and instructions from previous

JTC 1 Plenaries. Any proposal for new concepts not included in the above shall be submitted as an official, separate NB contribution to the SWG-Directives.

Unanimous approval

Appreciations:

Appreciation A:

The SWG-Directives expresses its appreciation to the National Body of The Netherlands for inviting the SWG to Delft and for the meeting facilities, lunches and lovely social event. The SWG-Directives wishes to especially thank Mr. Jelte Dijkstra and Mr. Jan Rietveld for their assistance in planning and supporting the meeting.

Appreciation B:

The SWG-Directives expresses its appreciation to its Convener, Mrs. Karen Higginbottom, and its Secretary, Ms. Sally Seitz, for their leadership during the meeting.

Attachment 1

Development Teams for Possible Standing Documents and/or Annexes

Liaisons

Editor: John Hopkinson

Members: Jean Stride, Keith Brannon, Onno Elzinga

BRM

Editor: Jean Stride

Members: Onno Elzinga, Jim Hughes, Isabelle Valet-Harper, Ron Silletti, Michael Breidthardt

Meetings

Editor: Jan Rietveld

Members: Istvan Sebestyen, Jim Hughes, Isabelle Valet-Harper, Ron Silletti, Michael Breidthardt, Kate Grant, Cord Wischhoefer

Maintenance

Editor: Jim Hughes

Members: Isabelle Valet-Harper, Jean Stride

TRs and TSs

Editor: Jean Laurens

Members: Jim MacFie, Jim Hughes, Tony Hittema

Normative Referencing

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Members: Isabelle Valet-Harper, Josée Auber, Istvan Sebestyen, Jim MacFie, Jim Hughes, Gabriel Barta, Phil Brown

Registration Authority

Editor: Sally Seitz

Member: Valerie Barnole

ITU-T

Editor: Josee Auber

Members: Herb Bertine

Secretariat Resources (JTC 1 Directives Annex A)

Editor: Yorshihisa Narui

Members: Sally Seitz, Jim Hughes, Tony Hittema

Contacts:

Editor: Sally Seitz

Archival:

Editor: Kate Grant

Members: SWG-ARM, Jim Hughes

Electronic Document Preparation, Distribution

Editor: Jim Hughes

Members: Kate Grant, Josée Auber, Jan Tiedemann

Accessibility

Editor: Josée Auber

Members: Kate Grant

Conformity Assessment, API and Interoperability

Editor: Tony Hittema

Justification of Proposal

Editor: Tony Hittema

Member: Valerie Barnole

Voting

Editor: Cord Wischhoefer

Members: Jim Hughes, Ron Silletti, Michael Breidhardt, Jim MacFie, Istvan Sebestyen, Valerie Barnole, Jean Laurens, Phil Brown and Yoshiyuki Hirano