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Title: **Report of the JTC 1 Special Working Group on Accessibility (SWG-A) to the November 2008 JTC 1 Plenary Meeting - Nara, Japan**

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Report of the JTC 1 Special Working Group on Accessibility (SWG-A) to the November 2008 JTC 1 Plenary Meeting - Nara, Japan

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Introduction

The JTC 1 Special Working Group on Accessibility (SWG-A) was established at the October 2004 JTC 1 Plenary meeting in Berlin, Germany:

Resolution 24 – Establishment of a Special Working Group on Accessibility

JTC 1 believes that the work in the area of information communication and technology standardization for accessibility is a major undertaking, encompassing many international, regional and local interests. Additionally, there are significant standards efforts taking place in ISO, IEC, ITU and the national and regional standards bodies as well as various consortia/fora and user groups.

As identified in its long term business plan and to be responsive to international, regional, national, and end user requirements in the area of accessibility, JTC 1 establishes a Special Working Group on Accessibility with the following Terms of Reference:

The SWG will:

- 1. determine an approach, and implement, the gathering of user requirements, being mindful of the varied and unique opportunities (direct participation of user organizations, workshops, liaisons)*
- 2. identify a mechanism to work proactively between meetings to make forward progress*
- 3. gather and publish an inventory of all known accessibility standards efforts*
- 4. identify areas/technologies where voluntary standards are not being addressed and suggest an appropriate body to consider the new work*
- 5. track public laws, policies/measures and guidelines to ensure the necessary standards are available*
- 6. through wide dissemination of the SWG materials, encourage the use of globally relevant voluntary standards*

7. *assist consortia/fora, if desired, in submitting their specifications to the formal standards process*

Membership in the SWG will be open to:

- *ISO/IEC JTC 1 National Bodies and Category A Liaisons*
- *ISO/IEC JTC 1 SCs with accessibility efforts or concerns (such as SC 35, SC 36, SC 37)*
- *ISO or IEC TCs with accessibility efforts or concerns (such as ISO TC 159)*
- *ITU-T SGs with interests/efforts in accessibility*
- *Regional standard development and support organizations with accessibility efforts/concerns (such as ICT SB DATSCG, ETSI HF, ITI, ANEC, CEN TC 224)*
- *Representatives of consortia/fora (for example, but not limited to) W3C's WAI, FSG Accessibility Workgroup, the International Ergonomics Association*
- *Consumer Organizations and User Representatives (the SWG will be responsible for determining the most appropriate method to identify and engage such recognized activities)*

The SWG on Accessibility will meet twice a year. To demonstrate the achievements of the group, a status report will be submitted to JTC 1 after each SWG meeting as well as at each JTC 1 Plenary. The US will serve as Secretariat and Karen Higginbottom is appointed as Convener.

JTC 1 invites the SWG to review, modify and confirm these Terms of Reference during its initial meeting.

The SWG-A Convener is Ms. Karen Higginbottom (USA) and the Secretariat is Ms. Jennifer Garner (USA). Mr. Alex Li (USA) has been nominated by the US National Body and endorsed by the SWG-A to serve as the SWG-A Convener at the conclusion of Ms. Higginbottom's term.

Representatives from the following entities have participated at one or more SWG-A meetings:

- National Bodies: Australia, Canada, Denmark, France, Germany, Italy, Japan, The Netherlands, Norway, Republic of Korea, United Kingdom, United States
- JTC 1 Subcommittees: SC 7, SC 28, SC 29, SC 35, SC 36, SC 37
- ISO and IEC TCs: ISO/TC 159
- ITU-T SGs: ITU-T SG 16

- Regional standard development and support organizations: CEN/ISSS, CEN TC 224 WG 6, DATSCG, ETSI/HF, ETSI HF STF 333, EUAIN, ITI
- Consortia/fora: Linux Foundation, W3C/Web Accessibility Initiative (WAI)
- Consumer Organizations, User Representatives and other interested parties: AFB Tech, Altarum Institute/Accessibility Forum, ANEC, Japanese Society for Rehabilitation of Persons with Disabilities (via the Japanese National Body), JIS Committee on Web Accessibility, Royal National Institute of the Blind (via the UK National Body), US Access Board, US Department of Education, University of Wisconsin (Trace R&D Center), Visual Impairment Knowledge Centre, WGBH National Center for Accessible Media

Summary of Activities

The eight meeting of the SWG-A was held 16-19 June 2008 in Tokyo, Japan. The following entities sent delegations:

- National Bodies: Australia, Canada, Denmark, France, Japan, Norway, Republic of Korea, United Kingdom, United States
- JTC 1 Subcommittees: SC 29, SC 35, SC 36
- ITU-T SGs: ITU-T SG 16
- Regional standard development and support organizations: ETSI HF STF 333, ITI
- Consortia/fora: Linux Foundation, W3C/Web Accessibility Initiative (WAI)
- Consumer Organizations, User Representatives and other interested parties: Visual Impairment Knowledge Centre

The resolutions for the June 2008 SWG-A meeting are available in [Annex C](#).

Resolutions for JTC 1 Consideration

The SWG-A adopted several resolutions at its June 2008 meeting ([Annex C](#)). In particular, the SWG-A Convener and Secretariat have identified three SWG-A resolutions for JTC 1 consideration at the November 2008 JTC 1 Plenary meeting in Nara, Japan:

SWG-A 2008 Tokyo Resolution 17: Request for JTC 1 Subcommittee Chairmen to Report on Responses to the New Work Item Question Regarding Accessibility (see [JTC 1 N 9259](#))

Considering that the JTC 1 Special Working Group on Accessibility had requested that a specific question regarding accessibility be included on the JTC 1 Directives Annex G3 New Work Item Proposal form, the SWG respectfully requests that the JTC 1 Subcommittee Chairmen include information on the responses to this accessibility question in their reports to the November 2008 JTC 1 Plenary. The SWG on Accessibility will evaluate the results of this information at their next meeting to

determine its effectiveness in promoting the incorporation of accessibility considerations into JTC 1 standards and to address areas that could further benefit from accessibility considerations.

Unanimous

SWG-A 2008 Tokyo Resolution 20: SWG on Accessibility Request for JTC 1 National Body and SC Secretariat Feedback on SWG-A N 343

The JTC 1 Special Working Group on Accessibility requests JTC 1 National Bodies and SC Secretariats to consider document SWG-A N 343 which SWG-A has sent to ISO and IEC Central Secretariats. The SWG-A further requests the National Bodies and SC Secretariats to provide feedback on the relevance of this document to their own web site procedures to help the SWG-A fulfill its role on promoting the uptake of strategies to improve accessibility throughout standardization development.

Unanimous

SWG-A 2008 Tokyo Resolution 22: Endorsement of JTC 1 Special Working Group on Accessibility Convener (see [JTC 1 N 9193](#))

The JTC 1 Special Working Group on Accessibility endorses Mr. Alex Li (USA) for a three-year term of office as Convener of the JTC 1 SWG on Accessibility. The SWG-A instructs its Secretariat to forward this endorsement to JTC 1 for consideration and approval.

Unanimous

Annex A: SWG-A Document Register

The SWG-A document register is available at:
http://www.jtc1access.org/documents/swga_docreg.htm

Annex B: Approved Task Group Terms of Reference

Task Group 1 on User Requirements - Approved Terms of Reference

In order to implement the gathering of user requirements, as per SWG Objective 1, and being mindful of the varied and unique opportunities, the JTC 1 SWG on Accessibility establishes a Task Group on User Requirements with the following Terms of Reference:

- The task group will seek participation from application area users (user organizations as well as end users) and will involve and reference existing efforts

rather than duplicating their work. National Bodies, as well as other SWG members, will be asked to encourage, and if possible, facilitate end user participation on this task group activity.

- The task group will also seek participation and input from regional research initiatives/programs as an additional source of information for this activity.
- The task group will develop a detailed plan for this activity taking into consideration the following:
 - management of the plan
 - measurable outcome (including metrics as to when the User Needs Summary is mature enough to be used in the gap analysis)
 - how the information gathered will be structured and coded and where the information will be stored
 - mapping of the domain
 - 2-3 year plan for the activity
 - resourcing the activity: who and how
 - no prioritization of user requirements
 - synchronize timeline of activity with the Task Group on Accessibility Standards Inventory

Task Group 2 on Accessibility Standards Inventory and Gap Analysis - Approved Terms of Reference

In order to implement the gathering and publication of an inventory of all known accessibility standards efforts, as per SWG Objective 3, and to identify areas/technologies where standards are not being addressed, as per SWG Objective 4, the JTC 1 SWG on Accessibility establishes a Task Group on Accessibility Standards Inventory and Gap Analysis with the following Terms of Reference:

- The task group will seek input directly from product users, standards users, government agencies, standards development organizations, industry, academic institutions, consortia/fora, and others to develop the inventory of accessibility standards efforts.
- The task group will develop a detailed inventory and gap analysis of accessibility standards efforts taking into consideration the following:
 - management of the inventory and gap analysis
 - measurable outcome (including metrics as to when the Accessibility Standards Inventory is mature enough to be used in the gap analysis)
 - how the information gathered will be structured and coded and where the inventory and gap analysis will be stored
 - mapping of the domain
 - plan for resources to support the ongoing activity
 - synchronize timeline of activity with the Task Group on User Requirements

Annex C: Resolutions from the June 2008 SWG-A Meeting - Tokyo, Japan (SWG-A N 344)

Resolutions from the 16-19 June 2008 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A) Tokyo, Japan

SWG-A 2008 Tokyo Resolution 1: Appreciation for the ITU-T SG 16 Presentation

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Dr. Sakae Okubo for attending the June 2008 SWG-A meeting to present an update on ITU-T SG 16 accessibility activities (SWG-A N 279 and SWG-A N 325).

Unanimous

SWG-A 2008 Tokyo Resolution 2: Appreciation for the TEITAC Presentation

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Ms. Andi Snow-Weaver for attending the June 2008 SWG-A meeting to present an update on TEITAC activities (SWG-A N 314 and SWG-A N 327).

Unanimous

SWG-A 2008 Tokyo Resolution 3: Liaison with IEC TC 100

The JTC 1 Special Working Group on Accessibility accepts the IEC TC 100 nomination of Ms. Jean Baronas as the IEC TC 100 liaison officer to the JTC 1 SWG on Accessibility and expresses its appreciation to Dr. Kate Grant for attending the June 2008 SWG-A meeting to present a report on IEC TC 100 accessibility activities (SWG-A N 328).

Unanimous

SWG-A 2008 Tokyo Resolution 4: Appreciation for the Danish National Body Activity Report

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Ms. Helle Bjarnø for attending the June 2008 SWG-A meeting to present the Danish National Body activity report on accessibility standardization activities (SWG-A N 316).

Unanimous

SWG-A 2008 Tokyo Resolution 5: Appreciation for the Japanese National Body Activity Report

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Mr. Morihiro Taba for attending the June 2008 SWG-A meeting to present the Japanese National Body activity report on accessibility standardization activities (SWG-A N 329).

Unanimous

SWG-A 2008 Tokyo Resolution 6: Appreciation for the Republic of Korea's National Body Activity Report

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Mr. Jaeil Song for attending the June 2008 SWG-A meeting to present the Republic of Korea's National Body activity report on accessibility standardization activities (SWG-A N 333).

Unanimous

SWG-A 2008 Tokyo Resolution 7: Appreciation for the ETSI HF STF 333 (EC Mandate 376) Report and the CEN BT 185-PT Report

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Mr. Richard Hodgkinson for attending the June 2008 SWG-A meeting to present the ETSI HF STF 333 (EC Mandate 376) report and presentation (SWG-A N 317 and SWG-A N 330), as well as the CEN BT 185-PT presentation (SWG-A N 331).

Unanimous

SWG-A 2008 Tokyo Resolution 7A: Invitation to Provide Feedback or Questions Concerning the ETSI HF STF 333 (EC Mandate 376) Report

The JTC 1 Special Working Group on Accessibility participants are invited to contact Mr. Richard Hodgkinson with feedback or questions related to the ETSI HF STF 333 report and activities.

Unanimous

SWG-A 2008 Tokyo Resolution 8: Appreciation for the W3C/WAI Report

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Ms. Judy Brewer for attending the June 2008 SWG-A meeting to present the report on W3C Web Accessibility Initiative (WAI) activities (SWG-A N 332).

Unanimous

SWG-A 2008 Tokyo Resolution 9: Instructions for the ISO/IEC TR 29138-1 Project Editor when Interacting with the ISO Editor

The JTC 1 Special Working Group on Accessibility provides the following instructions to the ISO/IEC TR 29138-1 Project Editor, Dr. Jim Carter, when interacting with the ISO Editor:

- While some of the points made in ISO/IEC TR 29138-1 may appear redundant, this redundancy was done with specific intent to improve readability of the document for people with special needs.

Unanimous

SWG-A 2008 Tokyo Resolution 10: Recognition of Omnitor Contribution on ISO/IEC TR 29138-1

The JTC 1 Special Working Group on Accessibility expresses appreciation for the Omnitor contribution (SWG-A N 323) but notes that due to timing the contribution will not be incorporated into the current version of the TR. The SWG on Accessibility agrees that communications needs should be incorporated into the User Needs Summary. The SWG-A anticipates that revision of the TR will commence in early 2009 and will retain the Omnitor contribution (SWG-A N 323) for consideration during the revision process. The SWG-A invites Omnitor to review ISO/IEC TR 29138-1 as modified at the June 2008 meeting to determine whether a revised contribution would be in order.

Unanimous

SWG-A 2008 Tokyo Resolution 11: Progression of ISO/IEC TR 29138-1

The ISO/IEC TR 29138-1 BRM accepts the disposition of comments contained in SWG-A N 334 and reflected in the updated version of ISO/IEC TR 29138-1. The ISO/IEC TR 29138-1 BRM requests that the JTC 1 SWG on Accessibility Secretariat forward the reviewed and edited version of the TR (SWG-A N 339) to the JTC 1 Secretariat for a three month DTR ballot.

Unanimous

SWG-A 2008 Tokyo Resolution 12: Request for Continued Input on the JTC 1

Special Working Group on Accessibility's Documents

The JTC 1 Special Working Group on Accessibility expresses its appreciation for the review of its documents and the thoughtful contributions provided by liaison organizations, SWG-A participants and other interested parties. The SWG-A reminds its participants, liaison organizations and other interested parties that their comments are welcome, even during the ballot process. The SWG-A will welcome contributions during the revision of the TR that is anticipated to commence in early 2009.

Unanimous

SWG-A 2008 Tokyo Resolution 13: Request for Specific Guidance from the NFTH on Placement of their Documents in the Accessibility Standards Inventory (ISO/IEC TR 29138-2)

The JTC 1 Special Working Group on Accessibility expresses its appreciation to the NFTH for its contribution on ISO/IEC TR 29138-2 and requests specific guidance on identification of the current NFTH documents and their correct placement in the SWG-A standards inventory for consideration during the anticipated revision of this document.

Unanimous

SWG-A 2008 Tokyo Resolution 14: Progression of ISO/IEC TR 29138-2

The ISO/IEC TR 29138-2 BRM accepts the disposition of comments contained in SWG-A N 335 and reflected in the updated version of ISO/IEC TR 29138-2. The Project Editor, Dr. Jim Carter, is instructed to confirm the status of the URLs ensuring they were current and then to update the information in these fields as necessary, prior to submission of the document to the Secretariat. The ISO/IEC TR 29138-2 BRM requests that the JTC 1 SWG on Accessibility Secretariat forward the reviewed and edited version of the TR (SWG-A N 340) to the JTC 1 Secretariat for a three month DTR ballot.

Unanimous

SWG-A 2008 Tokyo Resolution 15: Progression of ISO/IEC TR 29138-3

The ISO/IEC TR 29138-3 BRM accepts the disposition of comments contained in SWG-A N 336 and reflected in the updated version of ISO/IEC TR 29138-3. The Project Editor, Dr. Jim Carter, is instructed to incorporate the User Needs Mapping Template prior to submission of the document to the Secretariat. The ISO/IEC TR 29138-3 BRM requests that the JTC 1 SWG on Accessibility Secretariat forward the reviewed and edited version of the TR (SWG-A N 341) to the JTC 1 Secretariat for a three month DTR ballot.

Unanimous

SWG-A 2008 Tokyo Resolution 16: User Needs Mapping Template

The JTC 1 Special Working Group on Accessibility instructs its Secretariat to post the updated User Needs Mapping Template (SWG-A N 337) to the web site at <http://www.jtc1access.org/base.htm>.

Unanimous

SWG-A 2008 Tokyo Resolution 17: Request for JTC 1 Subcommittee Chairmen to Report on Responses to the New Work Item Question Regarding Accessibility

Considering that the JTC 1 Special Working Group on Accessibility had requested that a specific question regarding accessibility be included on the JTC 1 Directives Annex G3 New Work Item Proposal form, the SWG respectfully requests that the JTC 1 Subcommittee Chairmen include information on the responses to this accessibility question in their reports to the November 2008 JTC 1 Plenary. The SWG on Accessibility will evaluate the results of this information at their next meeting to determine its effectiveness in promoting the incorporation of accessibility considerations into JTC 1 standards and to address areas that could further benefit from accessibility considerations.

Unanimous

SWG-A 2008 Tokyo Resolution 18: SWG on Accessibility Response to JTC 1 N 8860 (JTC 1 Directives Annex H - JTC 1 Policy on Electronic Document Distribution Using the World Wide Web)

The JTC 1 Special Working Group on Accessibility instructs its Secretariat to submit SWG-A N 342 in response to JTC 1 N 8860 (JTC 1 Directives Annex H - JTC 1 Policy on Electronic Document Distribution Using the World Wide Web).

Unanimous

SWG-A 2008 Tokyo Resolution 19: Establishment of Ad Hoc 13 on Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work

The JTC 1 Special Working Group on Accessibility establishes Ad Hoc 13 on Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work. The ad hoc will complete the response to SWG-A N 315 (JTC 1 Chairman's correspondence

concerning JTC 1 web site accessibility issues), allowing several days for feedback only on scoping of the work between ISO, IEC, and National Bodies; and on ongoing interaction between the ad hoc and responsible parties. The ad hoc will also provide feedback to ISO/IEC staff on the development of an accessibility policy, and may be available to coach/mentor ISO/IEC staff in the translation of the accessibility policy into associated procedures to implement accessible web sites. The leader of Ad Hoc 13 will work with the JTC 1 ITSIG Liaison to convey the SWG-A's inputs on the ISO e-Services Guide. A call for additional ad hoc participants will be issued. Ad Hoc Leader: Ms. Josée Auber (France). Participants: Ms. Judy Brewer (W3C/WAI), Mr. Andy Heath (UK and JTC 1/SC 36); Ms. Liddy Nevile (Australia and JTC 1/SC 36); Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

Unanimous

SWG-A 2008 Tokyo Resolution 20: SWG on Accessibility Request for JTC 1 National Body and SC Secretariat Feedback on SWG-A N 343

The JTC 1 Special Working Group on Accessibility requests JTC 1 National Bodies and SC Secretariats to consider document SWG-A N 343 which SWG-A has sent to ISO and IEC Central Secretariats. The SWG-A further requests the National Bodies and SC Secretariats to provide feedback on the relevance of this document to their own web site procedures to help the SWG-A fulfill its role on promoting the uptake of strategies to improve accessibility throughout standardization development.

Unanimous

SWG-A 2008 Tokyo Resolution 21: Updated Project Plan

The updated SWG-A Project Plan (SWG-A N 338) will be distributed for 30-day review and comment. Activities referenced in the Project Plan will be initiated. If comments are received, they will be reviewed by the Project Plan editor in consultation with the SWG-A Convener and Secretariat, and will be incorporated into an updated version of the Project Plan.

Unanimous

SWG-A 2008 Tokyo Resolution 22: Endorsement of JTC 1 Special Working Group on Accessibility Convener

The JTC 1 Special Working Group on Accessibility endorses Mr. Alex Li (USA) for a three-year term of office as Convener of the JTC 1 SWG on Accessibility. The SWG-A instructs its Secretariat to forward this endorsement to JTC 1 for consideration and approval.

Unanimous

SWG-A 2008 Tokyo Resolution 23: SWG-A Convener Efforts to Increase Visibility of the SWG on Accessibility and its TR 29138

The JTC 1 Special Working Group on Accessibility encourages its incoming Convener, Mr. Alex Li, to use all available opportunities to increase the visibility of this activity and the SWG-A's TR 29138.

Unanimous

SWG-A 2008 Tokyo Resolution 24: Future Meetings

The JTC 1 Special Working Group on Accessibility cancels the teleconference tentatively scheduled for the week of 15 December 2008.

The JTC 1 SWG on Accessibility resolves to meet as follows:

- The SWG-A will hold a teleconference (hosted by the Secretariat) on 15 January 2009 from 13:00 (UTC) to 16:00 (UTC), to conduct a BRM for DTR ballots (if necessary), to determine a timeline for the revision of the TR and to conduct other business as necessary.
- The SWG-A accepts the offer of the National Body of Canada to host a physical meeting scheduled for 22-26 June 2009 in western Canada. In the event that a physical meeting is not necessary, a teleconference could be held during this week.

Unanimous

SWG-A 2008 Tokyo Resolution 25: Teleconference Arrangements for Future Meetings

The JTC 1 Special Working Group resolves to promote the awareness of teleconference arrangements for all its future meetings in the meeting notices and agendas. JTC 1 procedures related to teleconference meetings will be circulated to the SWG-A when approved.

Unanimous

Appreciation Resolutions

A. The JTC 1 SWG on Accessibility expresses its appreciation to the National Body of Japan (Japanese Industrial Standards Committee (JISC)) and the Information Processing Society of Japan/Information Technology Standards Commission of Japan (IPSJ/ITSCJ), for hosting the SWG-A in the excellent facilities as well as hosting the lovely delegates' reception. In particular, the JTC 1 SWG on Accessibility expresses its special thanks to Dr. Akira Izumi, Director of the Standardization Office for Information Technology and Electrotechnology, Ministry of Economy, Trade and Industry (METI), for his welcoming remarks, and to Ms. Toshiko Kimura, Assistant Manager of IPSJ/ITSCJ, for her excellent preparation and hard work before the meeting and outstanding and flexible support during the meeting.

Acclamation

B. The JTC 1 Special Working Group on Accessibility expresses its appreciation for the herculean efforts of Dr. Jim Carter, ISO/IEC TR 29138-1 Project Editor, for his advance preparation for this BRM by developing a table of proposed responses to National Body comments as well as an updated version of Part 1 for review at the BRM.

Acclamation

C. The JTC 1 SWG on Accessibility expresses its appreciation to the drafting committee members: Ms. Josée Auber (France), Dr. Jim Carter (Canada and JTC 1/SC 35), Mr. Shigetoyo Nomura (Japan), Mr. Ken Salaets (ITI) and Ms. Jennifer Garner (SWG-A Secretariat).

Acclamation

D. The JTC 1 SWG on Accessibility expresses its appreciation to its Convener (Ms. Karen Higginbottom) for her leadership of this activity since its inception and wishes Ms. Higginbottom well in her future endeavors.

Acclamation

Disposition of agenda items that did not result in a resolution or further action

Agenda Item Number	Item Description	Disposition
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5.1	ISO/TC 159 Liaison Officer	no written report received – no action requested or taken
5.2	CEN/ISSS Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA) Liaison Officer	no written report received – no action requested or taken
7.1	Joint Steering Group Coordinating the Work of CEN/CENELEC and ETSI on Mandate M/376 - European Accessibility Requirements for Public Procurement on Products and Services in the ICT Domain	report received – no action requested or taken
11.	Contributions Concerning the Future of the JTC 1 Special Working Group on Accessibility	contribution received – no change to ToR required