

**ISO/IEC JTC 1
Information Technology**

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JTC 1 Planning Process

1.0 Purpose of the planning process

- 1.1 The JTC 1 planning process considers JTC 1 business planning over a 3-5 year timeframe. By conducting an environmental scan, it is expected to identify relevant technology trends, to highlight challenges and opportunities for JTC 1 and to make recommendations to JTC 1 on what actions it should take. This process does not replace shorter-term planning and is complementary to business planning at the SC level.

2.0 Planning timeline

- 2.1 December – call for input issues to JTC1 SC, NB, SG, PAS submitters, and Liaison Organization
- 2.2 January – invitation to other (non-JTC 1) entities to provide input
- 2.3 March – Inputs due from JTC 1 SC, NB, PAS Submitters and Liaison Organizations. SG inputs are requested as soon as it is feasible to provide them.
- 2.4 August – SWG Planning analysis completed
- 2.5 September – SWG Planning reports published to JTC 1 with recommendations
- 2.6 November – JTC 1 Plenary discussions and decisions

3.0 SWG Planning role

- 3.1 The SWG Planning has overall responsibility for driving the JTC 1 planning process.
- 3.2 SWG Planning will request inputs from NBs, SCs, Liaison Organizations, PAS submitters and SGs. It will seek additional information as needed to complete its work. SWG Planning will analyze information received and assess challenges and opportunities for JTC 1.
- 3.3 SWG Planning will prepare a report to JTC 1 that summarizes its findings and makes recommendations to JTC 1, including recommendations on new areas of work and study.
- 3.4 SWG Planning may arrange for additional presentations at the JTC 1 plenary that may provide additional information on specific recommendations.

4.0 Other roles

- 4.1 National Bodies are requested to provide inputs to SWG Planning on technology trends, opportunities, challenges, and they are also of course invited to participate in SWG Planning if possible.
- 4.2 Liaison Organizations and PAS submitters are encouraged to provide comments regarding trends, areas of increased/decreased interest for JTC 1 and recommendations for JTC 1 action or further study.
- 4.3 SCs are requested to provide a report on their planning activities to SWG Planning. If the SC uses any formal or systematic planning process, the report should briefly describe the planning process, provide some examples of deliverables and provide some assessment of the efficacy of the process. In addition, the SCs are requested to identify all key business partners (Liaisons Organizations, PAS Submitters), and to explain how the SC engages business partners in its planning activities. Finally, the report should highlight the new areas of work that the SC has recently undertaken or that it plans to initiate.
- 4.4 SGs are requested to provide a report on their progress and on possible recommendations they may make to JTC 1.

5.0 Report to JTC 1

- 5.1 The report to JTC 1 should include:
 - a summary of inputs received
 - a summary of key findings from the analysis of inputs and other data.
 - recommendations for JTC 1 on new areas of work to pursue or new areas to further study
- 5.2 The SWG Planning may arrange for additional speakers to share information at the JTC 1 Plenary meeting that is relevant to recommendations that it has made to JTC 1

Annex 1 – Templates for requests for input from JTC 1 SC, SG, NB, PAS Submitters and Liaison Organizations:

For all requests for input:

At its plenary meeting, JTC 1 identified the following areas of standardization to explore for possible future action by JTC 1:

- List of areas here

In addition, JTC 1 SWG-Planning has identified the following technology trends as being relevant for JTC 1 to consider in the coming year as it seeks to identify potential new areas of work:

- List of trends

For JTC 1 SCs:

As part of the JTC 1 planning process as described in the standing document JTC 1 N9688, SC chairs are requested to provide a report to the SWG-Planning by 31 March, yyyy with the following content:

- If the SC uses any formal or systematic planning process, the report should briefly describe the planning process, provide some examples of deliverables and provide some assessment of the efficacy of the process. In addition, SCs are requested to identify all key business partners (Liaison Organizations, PAS Submitters), and to explain how the SC engages business partners in its planning activities
- Describe areas of new work that have been initiated in the SC or its WG in the last year or which are being considered for potential future action by the SC or its WG
- Identify and describe key technology trends which are relevant to the work of the SC or to the work of JTC 1 overall
- Describe challenges and opportunities faced by the SC and by JTC 1 overall, and suggest how JTC 1 should respond to them
- Describe any recommendations for SWG-Planning to consider in the planning process and any feedback on SWG-Planning identified areas of exploration

For JTC 1 SGs:

As part of the JTC 1 planning process as described in standing document JTC 1 N9688 SG chairs are requested to provide updates to the SWG-Planning. The reports are requested as soon as it is feasible for the SG to provide them. These reports should include:

- Summary of progress made regarding the terms of reference for the SG
- Forecast of recommendations that are expected to be made by the SG at the JTC 1 plenary

For JTC 1 NBs:

As part of the JTC 1 planning process as described in standing document JTC 1 N9688, JTC 1 National Bodies are requested to provide input to the SWG-Planning that includes:

- Descriptions of key technology trends which are relevant to the work of JTC 1
- Descriptions of key challenges and opportunities faced by JTC 1
- Recommendations for new areas of ICT standardization that JTC 1 should explore

Input from National Bodies is requested by 31 March.

For PAS Submitters and Liaison Organizations:

As part of the JTC 1 planning process as described in standing document JTC 1 N9688, JTC 1 Liaison Organizations and PAS Submitters are invited to provide information to JTC 1 that may be relevant for JTC 1 planning. Information of interest includes:

- Information about technology trends that are relevant to ICT standardization
- Information about new areas of work that the liaison organization/PAS submitter has initiated or is planning or considering to initiate
- Suggestions for JTC 1 to consider as it seeks to identify new areas of work to explore.