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## **ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)**

### **JTC 1 SWG-A N 346**

**2008-07-07**

**Document Type:** Meeting Report

**Title:** Report of the 16-19 June 2008 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A) Meeting and PDTR 29138 Parts 1-3 Ballot Resolution Meeting - Tokyo, Japan

**Source:** JTC 1 SWG-A Secretariat

**Action ID:** INFO

**Requested Action:** For information

JTC 1 SWG on Accessibility Secretariat  
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**Meeting Report**  
**JTC 1 Special Working Group on Accessibility (SWG-A) and the PDTR**  
**29138 Parts 1-3 Ballot Resolution Meeting**  
**16-19 June 2008 - Tokyo, Japan**

**Location:**

**IPSJ/ITSCJ**

Meeting Room on 6th or 5th Floor  
Kikai-Shinko-Kaikan Bldg.  
3-5-8, Shiba-koen, Minato-ku  
Tokyo 105-0011, Japan  
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**JTC 1 SWG-A Session****1. Opening of Meeting (10:00 h - Monday, 16 June 2008)**

Ms. Higginbottom, Convener of the JTC 1 Special Working Group on Accessibility (SWG-A), called the meeting to order on 16 June 2008. Dr. Akira Izumi, Director of the Standardization Office for Information Technology and Electrotechnology, Ministry of Economy, Trade and Industry (METI), gave the welcoming remarks and extended an invitation to the SWG-A participants to attend a reception Tuesday evening. Dr. Yamada and Mr. Nomura provided an overview of the meeting site logistics and introduced Ms. Toshiko Kimura who would provide on-site support.

**2. Introduction of Participants**

The list of participants is available in [Attachment A](#).

**3. Adoption of SWG-A Agenda**

The agenda was adopted as presented. It was noted that additional documents would be numbered for distribution to the SWG-A participants:

- agenda item 5.4 - add document SWG-A N 327
- agenda item 5.5 - add document SWG-A N 328
- agenda item 6.2 - add document SWG-A N 329
- agenda item 6.3 - replace document SWG-A N 320 with SWG-A N 333 (updated version of N 320)
- agenda item 7.2 - add documents SWG-A N 330 and 331
- agenda item 7.3 - add document SWG-A N 332
- agenda item 8.1 - add documents SWG-A N 334 and 339
- agenda item 9.1 - add documents SWG-A N 335 and 340
- agenda item 9.2 - add documents SWG-A N 336, 337 and 341
- agenda item 10 - add document SWG-A N 342

- agenda item 12 - add document SWG-A N 338

**Reference: SWG-A N 326**

#### **4. Convener's Remarks (Ms. Higginbottom)**

Ms. Karen Higginbottom thanked 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 this meeting. She noted that in addition to handling normal business and addressing the future work program of the SWG-A, this meeting would serve as the Ballot Resolution Meeting (BRM) for the SWG-A's multi-part PDTR.

Ms. Higginbottom noted that this would be her final meeting as Convener of the JTC 1 Special Working Group on Accessibility.

##### **4.1 Appointment of Drafting Committee**

The following participants volunteered to serve on the drafting committee:

- Ms. Josée Auber (France)
- Dr. Jim Carter (Canada and JTC 1/SC 35)
- Mr. Shigetoyo Nomura (Japan)
- Mr. Ken Salaets (ITI)
- Ms. Jennifer Garner (SWG-A Secretariat)

#### **5. Liaison Reports**

Liaison reports for consideration at the June 2008 SWG-A meeting were requested by 15 May 2008.

**Reference: [SWG-A N 305](#)** (call for liaison reports)

##### **5.1 ISO/TC 159 Liaison Officer (Ms. Harker)**

An ISO/TC 159 Liaison Officer report was not submitted for consideration at the June 2008 meeting, and Ms. Susan Harker (the ISO/TC 159 Liaison Officer to the SWG-A) was not in attendance. Dr. Jim Carter gave a brief report on ISO/TC 159 activities:

- ISO/TR 22411 (Ergonomics data and guidelines for the application of ISO/IEC Guide 71 to products and services to address the needs of older persons and persons with disabilities) was in the process of being published.
- ISO 9241-20:2008 (Ergonomics of human-system interaction - Part 20: Accessibility guidelines for information/communication technology (ICT))

equipment and services) was published in the last year (Dr. Yamada is the project editor).

- ISO 9241-171 (Ergonomics of human-system interaction -- Part 171: Guidance on software accessibility) had passed FDIS ballot, however, unwanted changes had been introduced by ISO editors (Mr. Hodgkinson is the project editor).
- A new activity, ISO 9241-129 (Individualization), had been initiated.

## **5.2 CEN/ISSS Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA) Liaison Officer (Mr. Crombie)**

A CEN/ISSS Workshop on Document Processing for Accessibility Liaison Officer report was not submitted for consideration at the June 2008 meeting, and Mr. David Crombie (the CEN/ISSS WS DPA Liaison Officer) was not in attendance. Mr. Richard Hodgkinson gave an informal report on the activities of the CEN/ISSS WS DPA. He reported that the Workshop's deliverable had been published as CWA 15778:2008, Document Processing for Accessibility and was freely available (<http://www.cenorm.be/cenorm/businessdomains/businessdomains/iss/iss/activity/ws-dpa.asp>). In conclusion, Mr. Hodgkinson reported that the CEN/ISSS WS DPA had been disbanded as its work had been completed in December 2007 with the publication of the CWA.

## **5.3 ITU-T SG 16 Liaison Officer (Dr. Okubo)**

Dr. Sakae Okubo presented the ITU-T SG 16 liaison report (SWG-A N 279) and gave a presentation on ITU activities on ICT accessibility (SWG-A N 325).

(see [SWG-A 2008 Tokyo Resolution 1](#): *Appreciation for the ITU-T SG 16 Presentation*)

**References:** [SWG-A N 279 cover document attachment](#), [SWG-A N 325 report attachment \(presentation\)](#)

## **5.4 TEITAC (Ms. Snow-Weaver on behalf of Mr. Li)**

Ms. Andi Snow-Weaver presented the TEITAC report (SWG-A N 314) and presentation (SWG-A N 327) on behalf of Mr. Alex Li (TEITAC Liaison Officer to the SWG-A).

(see [SWG-A 2008 Tokyo Resolution 2](#): *Appreciation for the TEITAC Presentation* )

**References:** [SWG-A N 314](#) (report), [SWG-A N 327](#) (presentation)

## **5.5 IEC TC 100 (Ms. Baronas)**

The JTC 1 Special Working Group on Accessibility (SWG-A) reviewed and accepted the IEC TC 100 nomination of Ms. Jean Baronas as the IEC TC 100 Liaison Officer to the SWG-A (SWG-A N 322). In Ms. Baronas' absence, Dr. Kate Grant gave a presentation on IEC TC 100 accessibility activities (SWG-A N 328).

(see [SWG-A 2008 Tokyo Resolution 3](#): *Liaison with IEC TC 100*)

**Reference:** [SWG-A N 322](#) (liaison nomination), [SWG-A N 328](#) (presentation)

## **6. National Body Reports**

National Body reports on accessibility standardization activities for consideration at the June 2008 SWG-A meeting were requested by 15 May 2008.

**Reference:** [SWG-A N 306](#) (call for NB reports)

### **6.1 Denmark (Ms. Bjarnø)**

Ms. Helle Bjarnø presented the Danish National Body report on accessibility standardization activities (SWG-A N 316).

(see [SWG-A 2008 Tokyo Resolution 4](#): *Appreciation for the Danish National Body Activity Report*)

**Reference:** [SWG-A N 316](#)

### **6.2 Japan (Mr. Taba)**

Mr. Morihiro Taba, Assistant Director, Standardization Office for Information Technology and Electrotechnology, Ministry of Economy, Trade and Industry (METI), presented the Japanese National Body report on accessibility standardization activities (SWG-A N 329).

(see [SWG-A 2008 Tokyo Resolution 5](#): *Appreciation for the Japanese National Body Activity Report*)

**Reference:** [SWG-A N 329](#)

### **6.3 Korea (Mr. Song)**

Mr. Jaeil Song presented the Korean National Body report on accessibility standardization activities (SWG-A N 333).

(see [SWG-A 2008 Tokyo Resolution 6](#): *Appreciation for the Republic of Korea's National Body Activity Report*)

**Reference:** [SWG-A N 333](#)

## **7. Other Reports**

### **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**

The JTC 1 Special Working Group on Accessibility was referred to the posted report on the activities of the 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 (SWG-A N 311).

**Reference:** [SWG-A N 311](#)

### **7.2 ETSI HF STF 333 (EC Mandate 376) (Mr. Hodgkinson)**

Mr. Richard Hodgkinson reviewed the report on ETSI HF STF 333 (SWG-A N 317) and gave a presentation on the group's activities (SWG-A N 330). He reported that forty-eight additional technical requirements had been identified by ETSI HF STF 333, however, specific examples were not yet available for SWG-A consideration. It was anticipated that Phase Two would begin in March 2009 and would complete in 2011. In addition, Mr. Hodgkinson gave a presentation on CEN BT 185-PT activities (SWG-A N 331).

(see [SWG-A 2008 Tokyo Resolution 7](#): *Appreciation for the ETSI HF STF 333 (EC Mandate 376) Report and the CEN BT 185-PT Report* and [SWG-A 2008 Tokyo Resolution 7A](#): *Invitation to Provide Feedback or Questions Concerning the ETSI HF STF 333 (EC Mandate 376) Report*)

**References:** [SWG-A N 317](#) (ETSI HF STF 333 report), [SWG-A N 330](#) (ETSI HF STF 333 presentation), [SWG-A N 331](#) (CEN BT 185-PT presentation)

### **7.3 W3C/WAI (Ms. Brewer)**

Ms. Judy Brewer gave a presentation on W3C Web Accessibility Initiative (WAI) activities (SWG-A N 332).

(see [SWG-A 2008 Tokyo Resolution 8](#): *Appreciation for the W3C/WAI Report* )

**Reference:** [SWG-A N 332](#)

## **Task Group Sessions and Ballot Resolution for ISO/IEC PDTR 29138 Parts 1-3**

During the course of the ballot resolution portion of the June SWG-A meeting, it was agreed that continued input on the SWG-A's documents would be encouraged (see [SWG-A 2008 Tokyo Resolution 12](#): *Request for Continued Input on the JTC 1 Special Working Group on Accessibility's Documents*) and that JTC 1

Subcommittee Chairmen would be asked to report on responses to the New Work Item question regarding accessibility (*see [SWG-A 2008 Tokyo Resolution 17](#): Request for JTC 1 Subcommittee Chairmen to Report on Responses to the New Work Item Question Regarding Accessibility*).

## **8. Task Group 1 (User Requirements) Session**

### **8.1 Ballot Resolution for ISO/IEC PDTR 29138-1, Information Technology - Accessibility Considerations for People with Disabilities - Part 1: User Needs Summary (Dr. Carter and Ms. Snow-Weaver)**

The JTC 1 Special Working Group on Accessibility was referred to the posted materials and conducted ballot resolution for ISO/IEC PDTR 29138-1, Information Technology - Accessibility Considerations for People with Disabilities - Part 1: User Needs Summary.

The JTC 1 Special Working Group on Accessibility provided the following instructions to the ISO/IEC TR 29138-1 Project Editor, Dr. Jim Carter, when interacting with the ISO Editor (*see [SWG-A 2008 Tokyo Resolution 9](#): Instructions for the ISO/IEC TR 29138-1 Project Editor 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.

The JTC 1 Special Working Group on Accessibility expressed appreciation for the Omnitor contribution (SWG-A N 323) but noted that due to its late submission, the contribution would not be incorporated into the current version of the TR. However, the SWG on Accessibility agreed that communications needs should be incorporated into the User Needs Summary. The SWG-A anticipated that revision of the TR would commence in early 2009 and would retain the Omnitor contribution (SWG-A N 323) for consideration during the revision process. The SWG-A invited 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 (*see [SWG-A 2008 Tokyo Resolution 10](#): Recognition of Omnitor Contribution on ISO/IEC TR 29138-1*).

The ISO/IEC TR 29138-1 BRM accepted 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 requested 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 (*see [SWG-A 2008 Tokyo Resolution 11](#): Progression of ISO/IEC TR 29138-1*).

**References:** [SWG-A N 299](#) (ballot text), [SWG-A N 302](#) (SoV), [SWG-A N 323](#) (Omnitor contribution), [SWG-A N 334](#) (disposition of comments), [SWG-A N 339](#) (edited version of TR 29138-1)



## **9. Task Group 2 (Accessibility Standards Inventory and Gap Analysis) Session**

### **9.1 Ballot Resolution for ISO/IEC PDTR 29138-2, Information Technology – Accessibility Considerations for People with Disabilities – Part 2: Standards inventory (Dr. Carter)**

The JTC 1 Special Working Group on Accessibility was referred to the posted materials and conducted ballot resolution for ISO/IEC PDTR 29138-2, Information Technology - Accessibility Considerations for People with Disabilities - Part 2: Standards Inventory.

The JTC 1 Special Working Group on Accessibility expressed its appreciation to the NFTH for its contribution on ISO/IEC TR 29138-2 and requested 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 (*see [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 ISO/IEC TR 29138-2 BRM accepted 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, was 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 requested 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 (*see [SWG-A 2008 Tokyo Resolution 14: Progression of ISO/IEC TR 29138-2](#)*).

**References:** [SWG-A N 300](#) (ballot text), [SWG-A N 303](#) (SoV), [SWG-A N 313](#) (NFTH contribution), [SWG-A N 335](#) (disposition of comments), [SWG-A N 340](#) (edited version of TR 29138-2)

### **9.2 Ballot Resolution for ISO/IEC PDTR 29138-3, Information Technology – Accessibility Considerations for People with Disabilities – Part 3: Guidance on User Needs Mapping (Dr. Carter and Dr. Yamada)**

The JTC 1 Special Working Group on Accessibility was referred to the posted materials and conducted ballot resolution for ISO/IEC PDTR 29138-3, Information Technology - Accessibility Considerations for People with Disabilities - Part 3: Guidance on User Needs Mapping.

The ISO/IEC TR 29138-3 BRM accepted 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, was instructed to incorporate the User Needs Mapping Template prior to submission of the document to the Secretariat. The ISO/IEC TR 29138-3 BRM requested 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 (see [SWG-A 2008 Tokyo Resolution 15](#): *Progression of ISO/IEC TR 29138-3*).

The JTC 1 Special Working Group on Accessibility instructed 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> (see [SWG-A 2008 Tokyo Resolution 16](#): *User Needs Mapping Template*).

**References:** [SWG-A N 301](#) (ballot text), [SWG-A N 304](#) (SoV), [SWG-A N 336](#) (disposition of comments), [SWG-A N 337](#) (updated User Needs Mapping Template), [SWG-A N 341](#) (edited version of TR 29138-3)

## JTC 1 SWG-A Session

### 10. Ad Hoc 12 - JTC 1 Web Site Accessibility (Ms. Laughton)

*Scope: The ad hoc was reestablished to provide outreach and guidance to the identified ISO and IEC staff in making the web sites for JTC 1 and its Subcommittees accessible and to encourage the member NBs to make their web sites accessible. Ad Hoc Leader: Ms. Mary Frances Laughton (Canada).*

*Participants: Mr. Shadi Abou-Zahra (W3C/WAI), Ms. Josée Auber (France), Mr. Richard Clark (JTC 1/SC 29), Mr. Seongil Lee (Republic of Korea), Mr. Shigetoyo Nomura (Japan), Ms. Janina Sajka (The Linux Foundation), Ms. Andi Snow-Weaver (US) and Mr. Toshihiro Suzuki (Japan).*

Ms. Mary Frances Laughton, Leader of Ad Hoc 12 on JTC 1 Web Site Accessibility, was not in attendance, however, the SWG-A participants reviewed the documents posted to this agenda item.

The SWG-A developed comments in response to JTC 1 N 8860 (JTC 1 Directives Annex H - JTC 1 Policy on Electronic Document Distribution Using the World Wide Web) (see [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)*).

It was agreed that Ad Hoc 12 would not be reestablished.

Ad Hoc 13 on Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work was established (see [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). The JTC 1 Special Working Group on Accessibility will request that JTC 1 National Bodies and SC Secretariats consider document SWG-A N 343 (SWG-A's response to JTC 1 Chairman's correspondence concerning JTC 1 web site accessibility issues) which will be sent to ISO and IEC Central Secretariats. The SWG-A will also request that the National Bodies and SC Secretariats 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 (see [SWG-A 2008 Tokyo Resolution 20](#): *SWG on Accessibility Request for JTC 1 National Body and SC Secretariat Feedback on SWG-A N 343*).

**References:** [SWG-A N 308](#) (Oct. 2007 JTC 1 Plenary Resolutions 3 and 37), [SWG-A N 309](#) (SWG-Directives request for SWG-D input on JTC 1 Directives Annex H - JTC 1 Policy on Electronic Document Distribution Using the World Wide Web), [SWG-A N 315](#) (correspondence from JTC 1 Chairman concerning JTC 1 web site accessibility issues), [SWG-A N 342](#) (SWG-A response to JTC 1 N 8860 - JTC 1 Directives Annex H)

## **11. Contributions Concerning the Future of the JTC 1 Special Working Group on Accessibility**

Mr. Ken Salaets reviewed the ITI contribution contained in SWG-A N 318.

Following discussion it was agreed that no changes to the JTC 1 Special Working Group on Accessibility's terms of reference were required at this time.

**References:** [SWG-A N 307](#) (call for contributions), [JTC 1 N 7688](#) (SWG-A ToR), [SWG-A N 318](#) (ITI contribution)

## **12. Project Plan for the JTC 1 SWG on Accessibility (Mr. Salaets)**

Due to time constraints, it was agreed that the updated SWG-A project plan (SWG-A N 338) would 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.

(see [SWG-A 2008 Tokyo Resolution 21](#): *Updated Project Plan*)

**Reference:** [SWG-A N 274](#), [SWG-A N 338](#) (updated SWG-A project plan)

## **13. Endorsement of JTC 1 Special Working Group on Accessibility Convener**

The JTC 1 Special Working Group on Accessibility endorsed Mr. Alex Li (USA) for

a three-year term of office as Convener of the JTC 1 SWG on Accessibility and encourages its incoming Convener to use all available opportunities to increase the visibility of this activity and the SWG-A's TR 29138.

(see [SWG-A 2008 Tokyo Resolution 22](#): *Endorsement of JTC 1 Special Working Group on Accessibility Convener* and [SWG-A 2008 Tokyo Resolution 23](#): *SWG-A Convener Efforts to Increase Visibility of the SWG on Accessibility and its TR 29138*)

**Reference:** [SWG-A N 324](#)

## **14. Future Meetings**

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

The JTC 1 Special Working Group resolved 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.

(see [SWG-A 2008 Tokyo Resolution 24](#): *Future Meetings* and [SWG-A 2008 Tokyo Resolution 25](#): *Teleconference Arrangements for Future Meetings*)

## **15. Approval of Resolutions**

The approved resolutions are available in [Attachment B](#).

## **16. Close of the Meeting (12:00 h - Thursday, 19 June 2008)**

The meeting was adjourned at 11:45 AM on Thursday, 19 June 2008.

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# Attachment A

**Attendance Roster**  
**JTC 1 Special Working Group on Accessibility (SWG-A) and the PDTR**  
**29138 Parts 1-3 Ballot Resolution Meeting**  
**16-19 June 2008 - Tokyo, Japan**

Organization	Representative(s)
<b><u>Delegations</u></b>	
<b>Australia</b>	Ms. Liddy Nevile
<b>Canada</b>	Dr. Jim Carter
<b>Denmark</b>	Ms. Helle Bjarnø
<b>France</b>	Ms. Josée Auber
<b>Japan</b>	Dr. Hajime Yamada Mr. Kenji Ido Dr. Akira Izumi Mr. Morihiro Taba Mr. Shuji Morii Mr. Toshihiro Suzuki Mr. Yoshihiko Nakano Dr. Yoshikazu Seki Dr. Yoshikazu Yamamoto Mr. Yoshinori Kakiuchi Mr. Shigetoyo Nomura
<b>Norway</b>	Mr. Kjell-Åge Bringsrud
<b>Republic of Korea</b>	Mr. Jaeil Song
<b>United Kingdom</b>	Dr. Kate Grant Mr. Andy Heath
<b>United States</b>	Mr. Michael Takemura (HoD) Ms. Andy Snow-Weaver
<b>JTC 1/SC 29</b>	Dr. Kate Grant
<b>JTC 1/SC 35</b>	Dr. Jim Carter
<b>JTC 1/SC 36</b>	Mr. Andy Heath Ms. Liddy Nevile
<b>ETSI HF STF 333</b>	Mr. Richard Hodgkinson
<b>ITU-T SG 16</b>	Dr. Sakae Okubo

<b>ITI</b>	Mr. Ken Salaets
<b>Linux Foundation</b>	Ms. Janina Sajka
<b>Visual Impairment Knowledge Center</b>	Ms. Helle Bjarnø
<b>W3C/WAI</b>	Ms. Judy Brewer
<b><u>Officers</u></b>	
<b>SWG-A Convener</b>	Ms. Karen Higginbottom
<b>SWG-A Secretariat</b>	Ms. Jennifer Garner
<b>Task Group 1 Co-Convener</b>	Mr. Michael Takemura

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## **Attachment B**

**ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)**

**JTC 1 SWG-A N 344**

**2006-06-19**

**Document Type:** Resolutions

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

**Source:** JTC 1 SWG-A Secretariat

**Action ID:**

**Requested Action:** Resolutions adopted at the June 2008 meeting of

the JTC 1 SWG on Accessibility.

JTC 1 SWG on Accessibility Secretariat  
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## **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*

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

<b>Agenda Item Number</b>	<b>Item Description</b>	<b>Disposition</b>
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

