

**ISO/IEC JTC 1
Information Technology**

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1 This Contribution from the Convener, JTC 1 Ad Hoc on Annex H, is provided to stimulate
2 discussion and invite participants to arrive at Annex H modifications that may be submitted for
3 JTC 1 approval. It is organized to follow the items noted in Recommendation 9, JTC 1 N 8987.

4
5 1. *“This Ad Hoc Group is charged with conducting a thorough review of Annex H and make
6 recommendations on how to improve it.”*

- 7 a. The following notes outline the major points which should be considered in updating this
8 Annex H. Agreement on these points before extensive editing is done will make it much
9 easier to prepare a draft document. As these are policies, careful use of “should”, “shall”,
10 etc. should be closely examined. A close examination of the Directives for references to
11 Annex H (and duplicated text) should be done as well.
- 12 b. All references to Annex H being a “web-based document” should be eliminated.
13 Modifications to this Annex becomes effective in the same fashion as any other change
14 to the JTC 1 Directives (or as provided for a Stand-Alone Document).
- 15 c. “H1 Scope” may be simplified to:
 - 16 i. remove all mention of diskette-based distribution
 - 17 ii. restate the scope in terms of the applicability of this Policy to certain JTC 1
18 documents
 - 19 iii. remove references to outdate/non-existent documents, most likely leaving only
20 references to the ISO ITSIG Guide, the ISO eServices Guide and the ISO Central
21 Secretariat’s “Provision of texts and graphics in electronic form” (“Provisions” in this
22 review). The “Tips and Techniques” document is no longer used (?).
 - 23 iv. note the distinction between documents prepared and published solely for JTC 1
24 internal use; and documents which will be submitted for further processing at the
25 ISO Central Secretariat
 - 26 v. focus mainly on differences between JTC 1 policies and those already in place at
27 the ISO Central Secretariat. In particular, Annex H should not attempt to redefine
28 the ISO Central Secretariat provisions for submissions in general, but rather
29 extend/subset those instructions as required for JTC 1 activities. Such deviations
30 should be submitted for possible incorporation into the Provisions, if appropriate.
- 31 d. “H2 Medium” should be reworded to state the policy of how JTC 1 documents are
32 provided through the ISO Central Secretariat, the JTC 1 Secretariat and finally by
33 National Bodies. The current language is antiquated.
- 34 e. “H3 Virus Checking” should clarify that all Secretariats and other entities charged with
35 maintaining repositories should use appropriate anti-virus software, and that document
36 users have a responsibility to notify the JTC 1 Secretariat if a virus is discovered in any
37 distributed JTC 1 document.
- 38 f. “H4.1 Document Format [Policies]” is a central part of this Annex and should be
39 promoted to a first-level heading. The same could be done for other H4.x sections.
 - 40 i. It should reference the structure used in the Provisions document:
 - 41 1) Documents intended for further revision – text files, graphic files, etc. It may be
42 appropriate to distinguish between documents which may be further revised
43 within JTC 1 from those modified by the ISO Central Secretariat for general
44 publication. The latter case may have stronger restrictions.
 - 45 2) Documents not intended for further revision – PDF and similar formats
 - 46 3) HTML and XHTML files (note that HTML 4.1 – ISO/IEC 15445:2000 – would be
47 an appropriate reference)
 - 48 ii. Consider using the format variations as specified in the Provisions document – for
49 example, the use of Word 97 should be deprecated in favor of Word 2003 (though
50 existing documents in earlier formats could be stored). The Notes shown for Word
51 97 could be removed.

- iii. Allow plain text files, but consider eliminating RTF. Note that the Provisions document generally does not allow spreadsheet formats such as Excel.
- iv. Remove the recommendation to use HTML for files “viewed on the web”.
- v. H4.1.1 discusses considerations when changing applications, and should be eliminated; the focus of this document is on formats, and applications are required to properly process the permitted formats.
- g. “H4.2 Graphics...” can be incorporated into H.1 at the appropriate places, so that all policies concerning formats are in one section. PNG should be added.
- h. “H4.3 Document Structure” should capture all policies related to structure, and where templates are noted some indication of where to find them.
- i. “H4.4.1 Directory Naming Structure” might be eliminated. Discussion may be needed on the listed limit of 128 characters in a fully qualified file name.
- j. “H4.4.2 File Naming Schema” could exist as a major section. The following points are noted:
 - i. Many of these rules are commonly violated today, for example:
 - 1) “j1nxxxx” is not always used for JTC 1 (“JTC001-N-nnnn” is used)
 - 2) The letters Y and Z are used
 - 3) The “a” identifier for file categories does not seem to be used; further discussion is needed.
 - ii. It may be appropriate to consider allowing the nnnn field to expand to 5 digits or more. There should be no need to reference an ISO “wizard” if the formats are properly specified; alternatively, the location of the “wizard” and how to use it should be given.
 - iii. Proper definition of the .zip format should be given.
 - iv. File extensions should be listed with their allowed format in a previous section.
 - v. Comments about a “document summary” should be placed with the description of the format, as not all formats allow for an included set of metadata; further, the structure of the metadata could be different.
- k. “H4.4.3 Document Register Log” should be a major section, and the policy clarified to show which JTC entities (Secretariats, particularly) must follow this policy. The information on registry structure from Annex HG, Part II, should be moved to this section and properly combined. Further discussion may be needed to understand which elements are actually being used today.
- l. “H4.4.4 Announcement...” should clarify which entities are required to announce document availability, and the appropriate timelines. As users will fetch documents as needed, the reference to a “batched mailer” may be deleted. The email message contents will need to be validated against current JTC 1 Secretariat use.
- m. “H4.4.5 Use...” could be combined with the reference to the document Register Log in H4.4.4.
- n. “H4.5 Web Site Document Retention...” should be removed as Directives 4.6 covers this topic.
- o. “H5 Compression Utilities” should be eliminated. If a compressed format is allowed, it should be adequately described in the section denoting allowable formats.
- p. “H6 Direct Electronic Distribution” could be converted to cover only email lists, as H6.2 and H6.3 are no longer needed.
- q. “H7 Access Control...” is an important topic and should be retained. The provision that passwords should be changed once or twice per plenary cycle should be examined as it is likely not being followed.
- r. “Annex HB” contains examples which do not follow the formats shown in H4.4.2. Discussion is needed to see whether these examples are too complex for common use.
- s. “Annex HC” should be eliminated in favor of a reference to ISO 8859-1 in the text.

- t. "Annex HD" will need careful review to confirm that it matches existing practice. The large footnote at the end could be moved to the prior text in H7.1 and better organized for readability; the comment about the POCOSA agreement (ref pointer?) is out of place and should be elsewhere, if at all.
- u. "Annex HE" might be better positioned in-line with the description of formats in H4.1, as it must be consistent with that material. The phrase "No guidance" in the KEY should be better explained or deleted.
- v. "Annex HF" should be deleted.
- w. "Annex HG" would be better positioned in the mainline text than as an annex. Some material has been previously stated and should be removed. Indentation and other editorial corrections are needed. Non-policy information could be placed elsewhere, for example in a guide or similar document. The reference to "commonly available browsers" and executable code will need discussion.

2. *"Specifically, they are requested to focus on:"*

- a. *"the availability of recommended tools"*
 - The ISO Central Secretariat, JTC 1 Secretariat and [leading?] SC Secretariats should be asked to comment on whether they have the tools needed to process each of the allowed document types.
 - If new tools are required, appropriate training may be needed.
- b. *"the relevance of the formats listed"*
 - It may be wise to distinguish between file formats for new documents and those that should no longer be used for new documents. Such historical formats could be listed.
 - A survey or canvass of SC secretariats might be useful to determine which formats they wish to use and which are not currently supported.
- c. *"the availability of new formats"*
 - New formats, such as the text processing document formats specified in IS26300 (.odt) and IS29500 (.docx), should be allowed, dependent on Secretariat abilities to process them.
- d. *"the lay-out of the document"*
 - The current structure of text sections followed by referenceable tables is appropriate.
 - Some annexes (HG, for example) are better suited for inclusion in the main-line text.
- e. *"whether or not this should be an annex or standing document"*
 - It would be preferred to make Annex H a JTC 1 Standing Document.
- f. *"ensure that revisable versions of meeting reports and resolutions are made available"*
 - This Annex H should prescribe the various formats which may be used, and it would be more appropriate to establish a policy which requires a revisable format by amending JTC 1 Directives section 8.3.4/8.3.5 or 7.10.4.
- g. *"retention issues in line with the requirements in 4.6 of the Directives"*
 - The policies for document retention are noted in Directives 4.6 and should remain there.