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ISO/IEC JTC 1
Information Technology

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JTC 1 Standing Document
Electronic Document Preparation and Distribution

Draft 090127

Contents

1   Scope

This Standing Document provides JTC 1 guidance for the preparation and distribution of electronic documents, both within JTC 1 groups and for submission to ISO/IEC for further processing. In many cases, wider latitude is given for document preparation and distribution within JTC 1 entities, while stricter requirements are imposed on documents submitted to ISO/IEC for further processing.

In order to make information on ISO/IEC JTC 1 and its activities available to the widest range of audiences, it is essential that documents to be distributed electronically be provided in an accessible format.

This document shall be used in conjunction with the ISO/IEC JTC 1 Directives (current edition) and in a manner that is consistent with the policies and procedures of the ISO Central Secretariat and the IEC Central Office. National laws and current ISO/IEC policies regarding copyright and intellectual property rights shall be respected.

Related Documentation:

- *ISO eServices Guide & eServices Update,* and *Guides to ISO IT applications* (http://www.iso.org/ISOeServicesGuide)

- *Provision of texts and graphics in electronic form* (http://www.iso.org/iso/provfile.pdf)

- *ITSIG specification for the preparation and exchange of graphics* (http://www.iso.org/iso/grpspec.pdf)

- *FAQ for graphics* (http://www.iso.org/iso/grph_faq.pdf)

- *ISO templates* (http://www.iso.org/templates)

2   Distribution Media

JTC 1 documents are provided externally through the ISO Central Secretariat and the IEC Central Office, the JTC 1 Secretariat and by the National Bodies. Appropriate media, as selected by these agencies, is used for distribution, and typically, it will consist of non-revisable documents posted to well-known web pages or through a storefront application. FTP may continue in use as a useful file transfer protocol, not only for efficiency purposes but also for accessibility purposes.

3   Virus Checking

All Secretariats and other entities charged with maintaining repositories shall use well-maintained anti-virus software to verify that files are virus-free. Document users also share the responsibility for an overall virus-free environment and are strongly encouraged to utilise up-to-date anti-virus software capable of scanning and verifying documents accessed via the Web.

It is the responsibility of *any* party, including a document user, to alert the Secretariat if it detects a virus in a distributed document. This will assist in minimising the spread of the virus. Appropriate actions in response to such notice include notification to recipients of the document (as possible); document removal; and replacing the stored document with a 'clean' version.

4   Document Abstracts

An Executive Summary or Abstract is required within JTC 1 for all standards and technical reports; however, this is not required for ISO/IEC documents. The ISO/IEC Directives, Part 2, 2004, 6.2.1 says "The scope shall be succinct so that it can be used as a summary for bibliographic purposes."

64   **5   Document Formats**

65 Within JTC 1 entities, and for documents which are not transmitted to ISO/IEC, a JTC 1 entity may
66 approve the use of alternative document formats if it is concluded that the formats used for submission
67 to ISO/IEC are not optimal for internal use. However, if this is done, there must be careful consideration
68 given to using formats which are not common, and which might present issues when conversion is made
69 to formats allowed for further processing at ISO/IEC.

70 The set of allowed formats for documents submitted to ISO/IEC is contained in the *Provision of texts and*
71 *graphics in electronic form* (http://www.iso.org/iso/provfile.pdf). Further information may also be found by
72 an examination of the ISO eServices interface used for document submission (see
73 http://isotc.iso.org/livelink/si), although an issued login from ISO/IEC is needed to access this site.
74 National Bodies and others entities allowed to actually submit documents will have a login.

75 The *Provision of texts and graphics in electronic form* also contains information on graphical file formats,
76 .html/.xhtml file formats, formats used for direct reference files (.pdf), and rules for the publication of
77 documents on CD-ROM or DVD.

78 For use within JTC 1 entities, graphics embedded in web-based revisable documents should be provided
79 in GIF, JPEG, SVG or PNG formats; however, JTC 1 SWG-Accessibility recommends the use of SVG,
80 and that from an accessibility perspective both SVG and PNG should be preferred over JPEG and GIF.

81 For submission to ISO/IEC, guidance on graphics formats is provided in the documents noted in Section
82 1 above.

83 As there are different acceptable document formats, the following table of recommended document
84 formats is based on the intended use of the final document within JTC 1. The appropriate ISO/IEC
85 guidelines specify the allowed formats for ISO/IEC use, both for input into ITTF and ultimate publication.

86

Intended Use of Final Document in JTC 1	Document Format						
	HTML	TXT	DOC	DOCX	ODT	WP	PDF
Simple Administrative Document	R	R	P	P	P	P	R
Simple Technical Document	P	R	P	P	P	P	R
ISO/IEC Standard in preparation	P	NR	R	R	R	P	P
Joint ISO/IEC and ITU-T Standard/Recommendation in Preparation	NR	NR	R	R	R	P	P
Document intended for Web page browsing	R	P	P	P	P	NR	P

KEY:
  R   Recommended
  P   Permitted
  NR   Not Recommended
  Note: A Simple Technical Document is a document used in the preparation of the
  standard, such as a contribution, but is not an actual standard in development.

87   **6   Document Structure**

88 Non-standards documents should be in single column format, which is more readable via electronic
89 media.

90 Standards documents should conform to either of the following (as appropriate) concerning the rules for
91 the presentation, structure and drafting of International Standards:

92   a. For documents which will be submitted to ISO or ISO/IEC:

93   See ISO/IEC Directives, Part 2 - *Rules for the structure and drafting of International Standards.*

94   For presentation purposes, Project editors shall make use of the ISO STD template provided by
95   the ISO Central Secretariat, unless there is an agreement with ISO/CS to do otherwise.

96   b. For documents which will be submitted to both ISO/IEC and ITU-T:

97   Project editors are encouraged to make use of the templates provided by the ISO Central
98   Secretariat, the IEC Central Office or the ITU-T Technical Standards Bureau as appropriate.

99   7   Document Server Navigation Structure / Document Distribution

100   Each SC and WG should define their navigational structure for document distribution. All SC and WG
101   documents should be posted to the appropriate SC or WG level web pages. All parent JTC 1 documents
102   should be located on the JTC 1 web pages but can be referenced (e.g. linked to) by the SC or WG web
103   pages as needed. The JTC 1 home page URL is http://www.JTC1.org. Links to all SC and WG home
104   pages should be via the JTC 1 home page and vice versa.

105   Documents that are specified as "Defined Access" (*see Section 11.1 below*) may be copied between JTC
106   1 and SC/WG web sites in order to simplify distribution without the need for multiple passwords.

107   8   File Naming Schema

108   JTC 1 entities shall name their machine-readable files according to the criteria in this section; the actual
109   characters or words used in the file name should be as meaningful as possible and follow a scheme used
110   consistently within the entity for all file names.

111   For example, "iso-dis-3456-3.pdf" would be based on a concise schema showing only the kind of
112   document and document number. "SWGA-359-January-2009-SWG-A-Agenda.html" would add further
113   information, as would "JTC-1-N-9439-Version-1-of-JTC-Supplement-to-the-ISO-IEC-Directives.doc".

114   As a practical limit, use a maximum of 70 characters in the file name, as this will facilitate line-by-line file
115   name listings as well as use with existing ISO/IEC reporting tools.

116   The range of permitted characters is similarly limited for interoperability and ease of use:

117   • allowed characters: the numbers 0 to 9; the upper case letters A to Z; the lower case letters a to
118   z without diacritical marks; and the two symbols − (hyphen) and . (period);

119   • disallowed characters: the following 14 symbols \ / ; : * ? " < > | ! + % and _
120   (underscore); further, the name must not include white space.

121   In order to provide clarity and interoperability, an appropriate file name extension is always required in
122   the full file name. Therefore, the period (.) shall be used and only used once per filename, to separate
123   the actual file name from the file name extension. The extensions are usually added by application
124   programs and should not normally be modified.

125   Further information regarding filename characters and schemas at ISO/IEC may be found in *Provision of*
126   *texts and graphics in electronic form* (http://www.iso.org/iso/provfile.pdf).

127   In schemes where numbers are used to identify documents in file names, if a document replaces an
128   earlier numbered document a new number shall be assigned (i.e. "N-346-Revised.pdf" is not permitted.)

129   9   Document Register Log

130   On the JTC 1 and subcommittee internal web sites, a master document register log shall be maintained
131   in descending order for internal use (most recent document first), allowing for character string search of
132   the register.

133 To enable easier downloading of the register for local use, the register will also be organised in 50
134 document increments. The document register will contain those elements of the cover sheet deemed to
135 be useful for document identification as defined below. The hyperlinked register will, when selected,
136 provide a copy of the document to those with authorised access.

137 Cover sheets to documents shall be based on the forms shown in Annex G of the JTC 1 Directives, and
138 further information on information structure (such as "DATE: CCYY-MM-DD") provided in Annex G. For
139 example, the cover page of a JTC 1 N-numbered document is shown in Annex G-1.

140 Notice of documents newly posted to a document store shall be announced via an e-mail message to the
141 appropriate electronic distribution list. The e-mail message shall contain the following items:

142   1. Committee Name

143   2. Date of posting ("CCYY-MM-DD")

144   3. Sequential issue serial number (i.e. Issue 001)

145   4. Document numbers found on the issue (e.g. "N 17, 19, 21"; "N 25-30"; or "Documents in the
146   range of N 100-150")

147   5. Applicable segment of the document Register Log as defined above.

148 Secretariats are strongly encouraged to provide meeting agendas that are hyperlinked with all posted
149 documents placed in a single folder for download prior to the meeting.

150 10 E-mail Lists

151 Unless equivalent functionality is provided by automated tools, each Secretariat shall establish a list of e-
152 mail addresses that replicates the committee's formal distribution list, together with appropriate
153 committee officers. Any member that does not have an e-mail address may be listed with a facsimile
154 number.

155 In some instances, and only upon written confirmation of the member, responsibility for receipt and
156 distribution of documents may be delegated to the member's Head of Delegation or another identified
157 expert.

158 Secretariats may establish a separate distribution list, including additional addresses (i.e. individual
159 experts, etc.), for exchange of less formal documents. Registered experts on such mailing lists require
160 their national body agreement to gain regular access to formal documents.

161 11 Access Control to JTC 1 documents

162 11.1 Open and restricted documents

163 ISO, IEC and JTC 1 policies require that while some information is publicly available, other information
164 must be kept private to defined recipients. Document availability, action identifiers and acceptable forms
165 of distribution are defined in the following tables.

166 The ISO/IEC standardisation process encourages the widest possible dissemination of working
167 documents needed for preparing standards free of charge within the ISO/IEC System to ensure that all
168 interested parties have the opportunity to contribute to the development of a standard.

169 In this context, the "ISO/IEC System" means the member bodies of ISO and IEC, specifically those who
170 have elected to be P-members of a JTC 1 entity (although O-members and non-members are entitled to
171 receive documentation on request), JTC 1 liaison organisations, the delegates accredited by ISO/IEC
172 members and liaison organisation to participate in JTC 1 committee meetings, experts appointed to JTC
173 1 working groups, members of national committees corresponding to JTC 1 committee and their
174 sponsoring organisations (e.g. trade associations, government departments, etc.).

175 As shown in the following table, the three general modes of document distribution (unless further defined
176 by ISO/IEC) are:

177   a. Paper;

178   b. Defined-Access (access limited to participants in the ISO System); and

179   c. Open (no restrictions or passwords required).

180 Action Identifiers are shown in a table at the end of the following list.

181

Document Classification/Type	Action Identifier	Acceptable Forms of Distribution
Official Publications		
Procedural Documentation	FYI	Paper, Open
ISO TC Communiqué	FYI	Paper, Open
Published International Standard	FYI	Defined by ISO/IEC
Published Amendment	FYI	Defined by ISO/IEC
Published Technical Report	FYI	Defined by ISO/IEC
Published Technical Corrigendum	FYI	Defined by ISO/IEC
Project-related Documents		
Proposed NP (proposal under review by WG or SC)	COM or LB	Paper, Defined Access
Text for NP ballot (text submitted to JTC 1 for ballot)	LB	Paper, Defined Access
Working Draft Text (for information or comment)	FYI or COM	Paper, Defined Access
Working Draft Amendment Text (for information or comment)	FYI or COM	Paper, Defined Access
Working Draft Technical Report Text (for information or comment)	FYI or COM	Paper, Defined Access
Text for CD ballot or comment	LB or COM	Paper, Defined Access
Text for PDAM ballot or comment	LB or COM	Paper, Defined Access
Text for PDTR ballot or comment	LB or COM	Paper, Defined Access
Text for PDISP ballot or comment	LB or COM	Paper, Defined Access
Defect Report	COM	Paper, Defined Access
Text for DIS ballot (Fast Track document)	ITTF	Defined-Access
Text for DAM ballot (Fast Track document)	ITTF	Defined-Access
Text for DTR ballot	LB	Paper, Defined-Access
Text for DISP ballot	ITTF	Paper, Defined-Access
Text for DCOR ballot	LB	Paper, Defined-Access
Text for FCD ballot	LB	Defined Access
Text for FPDAM ballot	LB	Defined Access
Text for FDIS ballot	ITTF	Defined-Access
Text for FDAM ballot	ITTF	Defined-Access
Revised DIS text for review (Fast Track/PAS document)	ACT	Defined-Access
Revised DAM text for review (Fast Track/PAS document)	ACT	Defined-Access
Revised DTR text for NB review or ITU-T action	FYI	Paper, Defined-Access

Revised DCOR text for NB review or ITU-T action	FYI	Paper, Defined-Access
Final Text Submitted for IS Publication	ITTF	Paper, Defined-Access
Final Text Submitted for AMD Publication	ITTF	Paper, Defined-Access
Final Text Submitted for TR Publication	ITTF	Paper, Defined-Access
Final Text Submitted for ISP Publication	ITTF	Paper, Defined-Access
Final Text Submitted for COR Publication	ITTF	Paper, Defined-Access
Summary of Voting/Table of Replies	FYI or ACT	Paper, Defined-Access
Disposition of Comments	FYI or COM	Paper, Defined-Access
Instructions to editor	ACT	Paper, Defined-Access
Notice of Publication	FYI	Paper, Open
National Body Contribution	FYI, COM, or ACT	Paper, Defined-Access
Officer's Contribution (Contribution from Chairman, Convener, Rapporteur, etc.)	FYI or COM	Paper, Defined-Access
Liaison Organisation Contribution	FYI, COM, or ACT	Paper, Defined-Access
Outgoing Liaison Statement	FYI or ACT	Paper, Defined-Access
Request for Periodic Review	ACT	Paper, Defined-Access
Administrative Documents		
Document Register	FYI	Paper, Open
Management Report	FYI	Paper, Open
Secretariat Report	FYI or ACT	Paper, Open
Programme of Work	FYI or ACT	Paper, Open
Programme Extension Document	ACT	Paper, Open
Standing Document	FYI	Paper, Open
Meeting Announcement	FYI or ACT	Paper, Open
Meeting Agenda	FYI	Paper, Open
Call for delegates	ACT	Paper, Open
Logistical information for meeting	FYI	Paper, Open
Meeting Report	FYI	Paper, Open
Resolutions	FYI	Paper, Open
Call for officer	ACT	Paper, Defined-Access
Vote on officer nomination	LB	Paper, Defined-Access
Notification of appointment of officer	FYI	Paper, Open
Information from SC Secretariat	FYI, COM, or ACT	Paper, Defined-Access
Information from JTC 1 Secretariat	FYI or COM	Paper, Defined-Access
Information from ISO Central Secretariat	FYI or COM	varies
Information from IEC Central Office	FYI or COM	varies
Information from ITTF	FYI or COM	varies
Press Release	FYI	Paper, Open
National Body Activity Report	FYI	Paper, Defined-Access

Request for comments	COM	Paper, Defined-Access
Other document	varies	varies

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183 **Action Identifiers**

Identifier	Action	Examples
LB	TC or SC letter ballot	• NP/CD/PDAM/PDTR for ballot
COM	For comment	• WD/CD for comment • Strategic Plan • New procedural document
ACT	Action required by identified group	• Summary of Voting for consideration at Editing Meeting • National Body Contribution • Incoming Liaison Statement for consideration at WG meeting
ITTF	ITTF action expected	• Revised CD/PDAM to ITTF for DIS/DAM registration • Revised DIS/DAM/DTR/DCOR to ITTF for publication
FYI	For information	• Document Register • Disposition of Comments • Meeting Report

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186 ## 11.2 Access control

187 Security controls (using password and/or ID protection) shall be incorporated into web sites where
188 appropriate to meet these policies. Following ISO TMB resolution 71/2001[1], a personal e-mail address,
189 used as a login ID, is required. When FTP capabilities are provided as an additional distribution
190 mechanism, the same password/ID combinations should work no matter which method is used.

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[1] Technical Management Board Resolution 71/2001 - **Nomination of individuals as authorized representatives of member bodies**. The Technical Management Board,
   • **noting** the increasing use of Internet-based collaborative working environments for the developments of standards,
   • **recognizing** that the registration of a member body with its generic e-mail address (such as postmaster@xyz.org) to ISO committees can result in delayed or failed transmission of notifications to the individual(s) in the member body dealing with the particular committee,
   • **further noting** that the use of shared login-names and passwords to manage access by individual experts and member body representatives to committee sites can cause serious security problems due to the potential for uncontrolled spread of the login information,
requests that, if a committee works in an Internet-based collaborative working environment, the member bodies provide the name and e-mail address of the individual(s) responsible in their organization for dealing with the particular ISO committee or working group to the secretary of that committee or working group for registration.

12 Recommended Margins for Documents

Text Area for A4 and North American Paper Sizes

Paper	A4	North American
Size	210 mm wide 297 mm high	216 mm wide, (8 1/2" wide) 279 mm high , (11" high)
MAXIMUM common text area for each paper size	177 mm wide 256 mm high	179 mm (7.05") wide 253 mm (9.96") high
Minimum Margins for placing a common text area	Top 13 mm Bottom 28 mm Left 20 mm Right 13 mm	Top 13 mm Bottom 13 mm Left 20 mm Right 17 mm

Symmetrical margins which are more generous than the above minimum margins enhance electronic readability.

13 ISO/IEC JTC 1 Web Server Policy

[Editor's note: ISO/CS has provided additional information for discussion, which may indicate deletion of this section by referencing to ISO TC server functions – if adopted by JTC 1, this structure will be defined appropriately to match that implementation. Consequently the Ad Hoc on Annex H did not discuss modification of this section, and it exists below exactly as in the current Annex H.]

Definitions:

a) Web Page Structure: The minimal structure of web based pages for JTC 1 and its SCs (jointly referred to simply as *committee*). It is *not* intended to dictate structure or content at the WG level.

b) Web Server Content: The minimal structure/content of JTC 1 and SC web servers

c) Web Server Maintenance: Policy concerning the maintenance of those web pages

13.1 Web Page Structure

Every JTC 1/SC web page shall contain the following structural elements. These elements may appear in any order, however it is highly recommended that the committee retain the same style for all pages within the committee's purview.

1. **Title Block** (should have a common "look-and-feel" within the committee)

   a. Title of committee with the ISO/IEC logo.

   b. The page author and date created or last modified (preferably generated automatically)

   c. A version number

   d. Optional use of a common background image may also be employed.

   e. Optional committee logo if desired

2. **Body** - contains information specific to the committee. The use of forward navigational pointers is highly recommended

3. **Web Master information** - who to contact for errors, suggestions, etc.

4. **Consistent Set of Back Pointers** (for example the Parent Committee main page, Committee web-page design guidelines, primary site information, etc.)

221 13.2 Web Server Content

222 Each web server (JTC 1 and SC) shall provide the following, mandatory information in the form of web
223 pages which conform to the common look and feel of the Web Page Structure appropriate to the
224 committee.

225   1.   Description of the Organisation Structure of the committee

226   2.   Committee Membership (List of P, O, L members and the contact information for liaisons and
227   rapporteurs)

228   3.   Committee Meeting schedule

229   4.   Next meeting information

230   a.   Agenda

231   b.   Venue

232   5.   Programme of Work

233   6.   A single document register for all committee documents

234   7.   Personnel information on officers and members

235 Although optional, each secretariat is strongly encouraged to add the following information as
236 appropriate.

237   1.   Frequently Asked Questions (FAQ) Page

238   2.   Ballot information

239   a.   Due dates

240   b.   Document number of balloted text

241   c.   Document number of Summary of Voting

242   3.   Procedures (which may simply point to the parent committee's procedures)

243   4.   News and Press releases

244   5.   Links to committee relevant Publications and Standards

245   6.   Links to non-JTC 1 sites shall be done in such a way that it is obvious to the viewer that what is
246   being viewed is NOT under the auspices or control of JTC 1. This is especially important in
247   frame-based sites.

248 13.3 Web Server Maintenance

249   1.   Open Access vs. Defined Access Documents

250   The committee shall distinguish between open access vs. defined access documents as per
251   Section .

252   2.   Password Protection

253   The server administrator shall provide appropriate limited access to non-members by use of
254   group level passwords with appropriate notification to users. Non-members attempting to access
255   protected pages shall be automatically replied to with a message stating the criteria for access.

256   3.   Data Integrity

257   a.   Site shall be backed up automatically

258   b.   All documents shall contain authorship and timestamp information

259   c.   The original document shall be considered the "source" document. NBs or committees may
260   utilise the source document in a variety of ways:

261 262		i.	By simply linking to it or e-mailing its URL (highly recommended in the event that there is no password involved)
263 264		ii.	Creating a new document with a unique document number representing a cover letter plus the content of the original document
265		iii.	NB mirroring of the original document

266 In the event of a difference in content between the original and the copy, the content of
267 the original shall take preference. It is therefore up to the administrator of the mirror site
268 or new document to ensure its integrity.

269 d. Site shall utilise virus checking - In the event a virus is detected, the files shall be cleaned
270 prior to updating or retransmission and the original sender of the infected file notified of the
271 infection.

272 4. Document Registration, Retention and Archival

273 a. Hierarchy

274 Structured with a register list every 50th document

275 b. Access

276 - Each register shall show all Document numbers, title, date, due date, including those
277 produced by the committee before electronic documents were available.

278 - Register entries shall be hot-linked to the actual documents where available

279 - Provisions shall be provided to download documents as a package (e.g. for documents
280 with enclosures, annexes, drawings, embedded data, etc.)

281 - Provision shall be made for providing paper printouts of documents to those with no web
282 access.

283 c. On-line Retention

284 Documents shall be retained for a minimum of two years or two complete plenary cycles,
285 whichever is greater.

286 d. Archival

287 After the retention period, documents may be removed from on-line availability and shall be
288 available from the secretariat in a format at the discretion of the secretariat. All WGs and
289 SCs shall formulate a policy for the maintenance of their archives and shall include this in
290 their business plans and on their web site together with information on the format in which
291 the archived documents are available.

292 5. Use of Embedded Executable Code (e.g. Java, Active-X, etc) in HTML Documents

293 a. Care should be taken to utilise only those constructs that can be viewed using all commonly
294 available browsers.