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# **ISO/IEC Directives, Part 1**

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## **Supplement — Procedures specific to JTC 1**

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Third edition, 2012

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24  
25

International Organization for  
Standardization (ISO)  
1, ch. de la Voie-Creuse,  
Case postale 56  
CH-1211 Geneva 20,  
Switzerland  
Telephone +41 22 749 01 11  
Fax +41 22 733 34 30  
Email: [central@iso.org](mailto:central@iso.org)  
Web: <http://www.iso.org>

International Electrotechnical  
Commission (IEC)  
3, rue de Varembé  
P.O. Box 131  
CH - 1211 GENEVA 20  
Switzerland  
Phone: +41 22 919 02 11  
Fax: +41 22 919 03 00  
E-mail: [gb@iec.ch](mailto:gb@iec.ch)  
Web: <http://www.iec.ch>

ISO/IEC Joint Technical  
Committee 1 (JTC 1)  
c/o ANSI  
25 West 43<sup>rd</sup> Street, 4<sup>th</sup> Floor  
New York, NY 10036  
USA  
Phone: +1 212 642 4932  
Fax: +1 212 840 2298  
Email: [jtc1info@ansi.org](mailto:jtc1info@ansi.org)  
Web: <http://www.jtc1.org>

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## Introduction (JTC 1 Supplement)

### 0.1 What is the JTC 1 Supplement?

The ISO/IEC Directives define the basic procedures to be followed in the development of International Standards and other publications. An important aspect of the preparation of the 4<sup>th</sup> edition of the ISO/IEC Directives in 2001 was the separation out of the common procedures of ISO and IEC from those procedures unique to one or the other organization. The former — the “common” — procedures remain as the ISO/IEC Directives, whereas the unique procedures are now in separate Supplements. This current document is the Supplement describing procedures specific to ISO/IEC JTC 1 (called below the *JTC 1 Supplement*).

Part 1 of the ISO/IEC Directives, together with this Supplement, provides procedural rules to be followed by ISO/IEC JTC 1. There are, however, other documents which provide further guidance, such as JTC 1 Standing Documents. Forms unique to JTC 1 are found in the JTC 1 Templates folder at

<http://isotc.iso.org/livelink/livelink?func=ll&objId=8913214&objAction=browse&sort=name>.

### 0.2 Relationship of the JTC 1 Supplement to ISO/IEC Directives

This edition of the *JTC 1 Supplement* complements the Eighth edition of the ISO/IEC Directives, as published in 2011. It does not replace that document, but rather is to be applied in conjunction with that document.

### 0.3 The structure of the JTC 1 Supplement

The clause structure of the *JTC 1 Supplement* follows that of Part 1 of the ISO/IEC Directives. All titles up to second level (e.g. 1.7, 2.1, etc.) are repeated even if no change is proposed (see example 1.1). Further levels are indicated only if something specific to JTC 1 applies. Therefore, a missing subclause at level 3 or more means that the text of ISO/IEC Directives, Part 1 applies to JTC 1 with no change (see example 1.2.1). This convention does not apply to Annexes for which no changes have been made. In this case, only the Annex heading is given.

### 0.4 Obtaining the JTC 1 Supplement

The ISO/IEC Directives, the ISO and IEC Supplements and the *JTC 1 Supplement*, and other related documents, are available via [www.jtc1.org](http://www.jtc1.org).

### 0.5 Contact information for the JTC 1 Supplement

Comments or questions on the *JTC 1 Supplement* should be referred to:

International Organization for Standardization (ISO) 1, ch. de la Voie-Creuse, Case postale 56 CH-1211 Geneva 20, Switzerland Telephone +41 22 749 01 11 Fax +41 22 733 34 30 Email: <a href="mailto:central@iso.org">central@iso.org</a>	International Electrotechnical Commission (IEC) 3, rue de Varembe P.O. Box 131 CH - 1211 GENEVA 20 Switzerland Phone: ++41 22 919 02 11 Fax: +41 22 919 0300 E-mail: <a href="mailto:gb@iec.ch">gb@iec.ch</a>	ISO/IEC Joint Technical Committee 1 (JTC 1) Secretariat c/o ANSI 25 West 43 <sup>rd</sup> Street, 4 <sup>th</sup> Floor New York, NY 10036 USA Phone: +1 212 642 4932 Fax: +1 212 840 2298 Email: <a href="mailto:jtc1info@ansi.org">jtc1info@ansi.org</a>
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# ISO/IEC Directives, Part 1 — Supplement — Procedures specific to JTC 1

## Foreword

*[Add after the table in NOTE1]*

In JTC 1, National Body is represented by NB. In JTC 1, the “office of the CEO” is the Information Technology Task Force (ITTF). In this *JTC 1 Supplement*, singular terms, such as “technical management board” refer to both the ISO and IEC entities. For example, the use of the term “Chief Executive Officer (CEO)” should be understood to include both the ISO Secretary-General and the IEC General Secretary.

In JTC 1, the acronyms commonly used in the JTC 1 Supplement and Standing Documents are listed in the JTC 1 Standing Document on Acronyms.

## 1 Organizational structure and responsibilities for the technical work

### 1.1 Role of the Technical Management Board

*[Add to the end of c)]*

In JTC 1, JTC 1 shall decide on the allocation of the secretariat of a subcommittee in all cases.

*[Add to the end of e)]*

In JTC 1, no ratification is necessary.

### 1.2 Advisory Groups to the Technical Management Board

### 1.3 Joint technical work

### 1.4 Role of the Chief Executive Officer

*[Add new paragraph after the last paragraph]*

In JTC 1, the CEOs are represented by the Information Technology Task Force (ITTF).

### 1.5 Establishment of technical committees

### 1.6 Establishment of subcommittees

#### 1.6.1

*[Add new paragraph after the last paragraph]*

In JTC 1, subcommittees are established and dissolved by a 2/3 majority decision of the P-members of JTC 1 voting on the decision, without the need for ratification by the technical management board.

#### 1.6.5

*[Add new paragraph after the last paragraph]*

In JTC 1, ratification by the technical management board is not required.



## 1.7 Participation in the work of technical committees and subcommittees

### 1.7.1

*[Add after first paragraph, which begins, "All national bodies have the right"]*

In JTC 1, no more than one national body per country (either member body of ISO or National Committee of IEC) is permitted to be a member of JTC 1 and similarly only one national body per country is permitted to be a member of a JTC 1 subcommittee.

*[Add after third paragraph, which begins, "A national body may choose"]*

In JTC 1, there is only one vote per country.

## 1.8 Chairmen of technical committees and subcommittees

### 1.8.1 Appointment

*[Add after first paragraph, which begins, "For the appointment of chairmen,"]*

In JTC 1, the JTC 1 chairman shall be nominated by the JTC 1 secretariat and appointed by JTC 1 at its plenary meeting, subject to approval by the technical management boards. The individual shall serve for a nominal term of three years ending at the next JTC 1 plenary meeting following the three-year term. The JTC 1 chairman may be reappointed, normally for one additional three-year term. Exceptionally, a JTC 1 chairman's term may be extended due to special circumstances.

The chairman of a JTC 1 subcommittee shall be nominated by the secretariat of the subcommittee subject to endorsement by the individual's national body, endorsed by the subcommittee, and appointed by JTC 1 at its plenary meeting. The Chairman shall serve for a nominal term of three years ending at the next JTC 1 plenary meeting following the three-year term. JTC 1 subcommittee chairmen may serve an unlimited number of terms, as approved by JTC 1.

### 1.8.2 Responsibilities

*[Add in bullet g, at the end]*

In JTC 1, subcommittee chairmen report to JTC 1 rather than the technical management boards.

*[Add new paragraph after the last paragraph]*

In JTC 1, SC chairmen shall attend meetings of JTC 1 and may participate in the discussion, but do not have the right to vote. In exceptional circumstances, if a chairman is prevented from attending, he or she shall delegate the secretary to represent the subcommittee.

## 1.9 Secretariats of technical committees and subcommittees

### 1.9.1 Allocation

*[Add after second paragraph, which begins, "The secretariat of a subcommittee"]*

JTC 1 shall decide on the allocation of the secretariat of a subcommittee in all cases.

### 1.9.2 Responsibilities

*[Add at the end of the third paragraph, which begins, "The secretariat is responsible for ensuring"]*

In JTC 1, the secretariat is responsible for ensuring that the ISO/IEC Directives, the *JTC 1 Supplement*, the JTC 1 Standing Documents, the decisions of the technical management board and of JTC 1 are followed.

241 *[Add to a) iii, at the end:]*

242 In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

243 *[Add a sentence to c) after “including”]*

244 In JTC 1, see also Standing Document1 on “Teleconferencing and Electronic Meetings”.

245 *[Add a paragraph before the paragraph, which begins, “In all circumstances”]*

246 In JTC 1, secretariats shall maintain a list of current liaisons.

247 **1.9.3 Change of secretariat of a technical committee**

248 **1.9.4 Change of secretariat of a subcommittee**

249 *[Add after last paragraph]*

250 JTC 1 shall decide on the reallocation of the secretariat of a subcommittee in all cases.

251 **1.10 Project committees**

252 **1.11 Editing committees**

253 *[Add after 3rd paragraph, which begins, “The project leader and/or secretary may”]*

254 In JTC 1, the working language is English, though a working knowledge of French may be required for certain  
255 documents. Technical expertise in French is not required unless a text in French is being developed.

256 *[Add after last paragraph]*

257 In JTC 1, an alternative process is used.

258 A project editor is assigned responsibility for the editing and updating of committee drafts, enquiry drafts  
259 and final draft International Standards and for ensuring their conformity to the ISO/IEC Directives, Part 2  
260 (see also 2.6.6 of ISO/IEC Directives, Part 1).

261 A project editor should be identified as early as possible for each standard or other document under  
262 development. The project editor is appointed by the subcommittee and shall follow the editing  
263 instructions given by the entity responsible for the project.

264 It is the responsibility of the project editor to maintain the document throughout the stages of technical  
265 work, i.e. until publication. The Foreword of the final text of the deliverable shall indicate the JTC 1  
266 subcommittee responsible for the deliverable.

267 After publication, the project editor should maintain an updated document incorporating all approved  
268 corrigenda and amendments so that a revision may be published with minimum delay when appropriate.  
269 The Foreword of the revision shall list all amendments and corrigenda incorporated therein.

270 JTC 1 or its subgroups may establish editing groups to assist the project editor in ensuring the best  
271 possible editorial presentation of drafts in conformity with the ISO/IEC Directives, Part 2. An editing  
272 group works under the responsibility of the secretariat of JTC 1 or the subgroup that established it.

273 A project editor shall act in a purely international capacity, divesting him- or herself of a national point of  
274 view.

275 **1.12 Working groups**

276 **1.12.1** *[Add after second paragraph, which begins, “A working group comprises a restricted number of experts”]*

277 In JTC 1, national bodies that are P-members or O-members of the parent body and organizations in liaison  
278 Category A and Category C (see 1.18.2 of the ISO/IEC Directives, Part 1) may nominate experts as members of a

working group. Internal organizations (e.g. other subcommittees or other ISO or IEC technical committees, see 1.16 of the ISO/IEC Directives, Part 1) may also participate in working group meetings. All participants at each working group meeting shall be authorized by their national body or appropriate liaison organization.

In JTC 1, working group members shall, whenever possible, make contributions consistent with their respective national body positions and shall keep their national bodies informed of their verbal and written contributions to working groups. Working group members shall indicate whether views expressed reflect national body positions or personal opinions.

In JTC 1, working groups shall distribute and consider documented national body positions, individual contributions, and liaison contributions relevant to work items entrusted to the working group.

*[Add after last paragraph, which begins, "When a committee has decided"]*

In JTC 1, the parent body shall assign responsibility for the administration of a working group to a convenor, if necessary supported by a secretariat. Any secretariat shall be either a national body or an organization endorsed by the national body. The national body must confirm in writing its consent to the arrangement before it can be effected. All WG Convenorships shall be for a nominal three-year terms ending at the next plenary session of the parent body following the three year term. The Convenor may be reappointed for additional three-year terms.

#### **1.12.4** *[Add after last paragraph]*

In JTC 1, working groups are established to expedite development of one or more approved work items, and a working group may exist as long as it has responsibility for approved work items. Additional projects may be assigned, where appropriate, to existing working groups.

### **1.13 Groups having advisory functions within a committee**

#### **1.13.2** *[Add after last paragraph]*

In JTC 1, advisory groups may decide to invite liaison organizations and external experts to participate.

### **1.14 Ad hoc groups**

*[Add after first paragraph, which begins, "Technical committees or subcommittees may"]*

In JTC 1, working groups may also create ad hoc groups.

*[Add after second paragraph, which begins, "The membership of an ad hoc group"]*

In JTC 1, the membership of ad hoc groups may be extended to experts not present at the meeting where the ad hoc group was formed (e.g. additional national body or liaison organization experts).

In JTC 1, the term convenor is used instead of rapporteur.

*[Add a new paragraph]*

In JTC 1, Standing Document 10 on "Advisory and Ad-hoc Groups" provides additional information regarding the establishment of ad hoc groups.

### **1.15 Liaison between technical committees**

*[Add a new paragraph]*

In JTC 1, see Standing Document 15 on "Liaisons" for additional requirements.

314 **1.16 Liaison between ISO and IEC**

315 **1.17 Liaison with other organizations**

316 *[Add a new paragraph]*

317 In JTC 1, Standing Document 10 “Advisory and Ad-hoc Groups” provides additional information regarding the  
318 establishment of ad hoc groups.

319 **1.17.2 Liaisons at the technical committee / subcommittee level**

320 *[Add a new paragraph immediately before 1.17.2.1]*

321 In JTC 1, see also Standing Document 15 on “Liaisons”.

322 *[Add new subclause 1.17.2.4]*

323 **1.17.2.4 Review of liaisons**

324 In JTC 1, and its subgroups, liaison relationships shall be reviewed annually.

325 *[Add new subclause 1.17.2.5]*

326 **1.17.2.5 Category A Liaison with ITU-T**

327 In JTC 1, a unique Category A liaison with the ITU-T is maintained. See Annex JB and the JTC 1 Standing  
328 Document 3 on “Guide for ITU-T and ISO/IEC JTC 1 Cooperation”.

329 **1.17.2.5.1 Liaison with ITU-T**

330 All contributions to ITU-T should be subject to ITU-T Recommendations A.1 and A.2, and other ITU-T requirements  
331 as may be imposed. Specifically,

- 332       • Each contribution should identify which, if any, prior contributions it supersedes;  
333       • Each contribution should be addressed to only one study group. However, other study groups which may  
334       be interested in the contribution may also be identified.

335 **1.17.2.5.2 Collaborative Relationship with ITU-T**

336 Two modes of collaboration with ITU-T are defined in Standing Document 3: Guide for ITU-T and ISO/IEC JTC 1  
337 cooperation: collaborative interchange and collaborative team. A JTC 1 SC, in agreement with the corresponding  
338 ITU-T study group, may establish either of these two modes of collaboration as appropriate.

339 Procedures for the operation of the two modes of collaboration are defined in Standing Document 3: Guide for ITU-  
340 T and ISO/IEC JTC 1 cooperation. These procedures deal primarily with the synchronisation of approval actions by  
341 JTC 1 and ITU-T and are intended to supplement, not modify JTC 1 approval requirements.

342 **1.17.3.1 Category D Liaison**

343 *[Add before the first paragraph]*

344 In JTC 1, Category D liaison is not used. 1.17.3.2 – 1.17.3.4 inclusive, therefore do not apply.

345 *[Add new subclause 1.17.3.5]*

346 **1.17.3.5 Category C Liaison**

347 In JTC 1, Category C is used to designate liaisons at the project or working group level.

348 The category of liaison is as follows:

349 Category C: Organisations which make an effective technical contribution and participate actively at the working  
350 group or project level of JTC 1 or its subcommittees.

351 *[Add new subclause 1.17.3.6]*

### 1.17.3.6 Acceptance Criteria

Category C liaisons are proposed by JTC 1 to the ITTF after receiving a recommendation from the appropriate JTC 1 subsidiary body, i.e. an SC (or WG reporting directly to JTC 1). Each request for liaison status forwarded to JTC 1 from an appropriate JTC 1 subsidiary body must contain a statement of expected benefits and responsibilities accepted by both the JTC 1 organisation and the organisation requesting liaison status.

*[Add new subclause 1.17.3.7]*

### 1.17.3.7 Management of Liaisons

The ITTF must reaffirm the liaison status of the organisation if there is continued evidence of active participation in the work of the WG or project and appropriate NB participation exists. If a request for liaison is considered by JTC 1 in the first instance, and category C liaison is thought to be applicable, JTC 1 may request the appropriate JTC 1 subsidiary body or bodies to consider the request and apply the above procedure.

*[Add new subclause 1.17.3.8]*

### 1.17.3.8 Review of Liaisons

In JTC 1 and its subgroups, liaison relationships shall be reviewed annually. The result of this review shall be forwarded to ITTF for further action.

*[Add new subclause 1.17.3.9]*

### 1.17.3.9 Rights and Obligations

Representatives shall have the right to participate in the meetings of the subcommittee or working group whose work they have been designated to follow but shall not have the right to vote. They may contribute to the discussion in meetings, including the submission of written contributions, on matters within the competence of their organisation.

In JTC 1, JTC 1 will work towards eliminating barriers to accessing or participating in JTC 1 activities and its body of work, especially for people with disabilities and older users.

## 2 Development of International Standards

### 2.1 The project approach

#### 2.1.1 General

#### 2.1.2 Strategic business plan

*[Add at end of list item c]*

In JTC 1, the revision process is described in the JTC 1 Standing Document 8 on “Maintenance of International Standards”;

*[Add after last paragraph of 2.1.2]*

In JTC 1, a purpose of IT standardization is to ensure that products reflect the requirements of the following Common Strategic Characteristics:

- Interoperability. In JTC 1, for details see Standing Document 14 on “Interoperability”
- Portability
- Cultural and linguistic adaptability
- Accessibility

JTC 1 standards shall be developed with these characteristics.

390 **2.1.3 Project stages**

391 **2.1.3.1** *[Add after last sentence before the table]*

392 In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the  
393 one that results in PAS deliverables in ISO and IEC (see Annex F).

394 *[Add after last sentence in Note 2]*

395 In JTC 1, the enquiry draft is the DIS.

396 **2.1.3.3** *[Add after first paragraph, which begins, "The IEC Supplement to the ISO/IEC Directives,"]*

397 In JTC 1, Annex SI in the ISO Supplement is used. In JTC 1, Standing Document 11 on "Progression of JTC 1  
398 Projects" clause 1.1, Table 1 "Normal Timeframe", Table 2 "Accelerated Timeframe", and Table 3 "Extended  
399 Timeframe" provide JTC 1 specific requirements for timeframes.

400 **2.1.4 Project description and acceptance**

401 *[Add after the last paragraph]*

402 In JTC 1, the acceptance of maintenance projects is described in the JTC 1 Standing Document 8 on  
403 "Maintenance of International Standards".

404 **2.1.5 Programme of work**

405 **2.1.5.4** *[Add after last paragraph]*

406 In JTC 1, to avoid undue delays in authorizing subdivisions of projects or minor enhancements of  
407 existing work, where the changes are not outside the scope of the original item, the subcommittee may  
408 proceed with such work if approved by a vote of its P-members. The change(s), however, must be  
409 submitted to JTC 1 for endorsement and, if JTC 1 does not approve, the work must cease.

410 *[Add new subclause 2.1.5.7]*

411 **2.1.5.7** Following its plenary meeting, a subcommittee shall submit to the JTC 1 secretariat as a single  
412 document the subcommittee's modified programme of work, including all proposed subdivisions of  
413 projects and minor enhancements of existing work, exclusive of proposals for new work. This document  
414 shall be considered using the Default Ballot process (see 1.4 of Annex JA on Voting).

415 **2.1.6 Target dates**

416 *[Add after last paragraph]*

417 In JTC 1, Standing Document 11 on "Progression of JTC 1 Projects" clause 1.1, Table 1 "Normal Timeframe",  
418 Table 2 "Accelerated Timeframe", and Table 3 "Extended Timeframe" provide JTC 1 specific requirements for  
419 timeframes.

420 In JTC 1, the development timeframes are identical to those used in ISO (see 2.1.6.1 of the ISO  
421 Supplement).

422 **2.1.7 Project Management**

423 **2.1.8 Project leader**

424 *[Add after last paragraph]*

425 In JTC 1, there are no project leaders. Working groups are led by a convenor, and projects may be  
426 assigned project editors.

## 2.1.9 Progress Control

In JTC 1, Standing Document 11 on "Progression of JTC 1 Projects" clause 2.3 provides JTC 1 specific reporting requirements.

## 2.2 Preliminary stage

## 2.3 Proposal stage

### 2.3.1 *[Add after last bullet]*

- In JTC 1, revision to an existing standard or part;
- In JTC 1, an amendment to an existing standard or part;

In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the one that results in PAS deliverables in ISO and IEC (see Annex F).

### 2.3.4 *[Add to the end of the second bullet, which begins, "nominate a project leader"]*

In JTC 1, there are no project leaders.

### *[Add after paragraph six, which begins, "If a decision upon a new work item proposal"]*

In JTC 1, each proposal shall be voted on by letter ballot, even if it has appeared on the agenda of a meeting.

### *[Add after last paragraph]*

In JTC 1, it is the responsibility of national bodies to review each new work item proposal to ensure proper coordination among standards development activities and avoidance of duplication of efforts. In this regard, national bodies should take particular note of related standardization activities identified in the proposal and are encouraged to seek input from the national counterparts to these organisations when developing a position since direct input from the international organisations identified may or may not be possible within the time frame of the ballot.

### 2.3.5 Acceptance requires

#### a) *[Add after the last item on the dashed bullet list]*

- In JTC 1, the IEC procedure is followed.

### *[Add a new paragraph at the end of the subclause]*

In JTC 1, additional voting rules apply; see Annex JA.1 and JA.2.

### *[Add a new subclause 2.3.8]*

### 2.3.8

In JTC 1, in order to accelerate the approval process in cases where the submitter of an NP has a draft that it considers to be of suitable maturity, simultaneous NP and CD ballots may be initiated. In the case of an SC, the SC may choose, by letter ballot or resolution at a meeting, to accompany an NP with a complete technical specification and initiate simultaneous NP and CD ballots. If the submitter of the NP is not an SC, the submitter may choose to accompany an NP with a complete technical specification and request the initiation of simultaneous NP and CD ballots. In either event, the SC Secretariat shall so inform the JTC 1 Secretariat and forward the NP and its related technical specification to the JTC 1 Secretariat for concurrent review in accordance with JA.2.1. In the case of an NP ballot at the SC level, the procedure for NP voting in JA.2.1 applies. In the case of an NP ballot at the JTC 1 level, the procedure for NP voting in JA.2.2 applies.

The JTC 1 or SC Secretariat shall simultaneously circulate a CD ballot on the technical specification in accordance with 2.5.2 bearing the N number only.

467 In this case, the CD ballot is distributed prior to registration with ITTF and assignment of a project number. For  
468 clarity, the NP and the CD should cross reference each other's document numbers.

469 If the result of the NP ballot is negative, the results of the CD ballot are disregarded and the work item is not added  
470 to the programme of work.

471 If the result of the NP ballot is positive, the item is added to the programme of work and the results of the CD ballot  
472 are processed according to 2.5.

## 473 **2.4 Preparatory stage**

474 *[Add a new paragraph]*

475 In JTC 1, specific JTC 1 requirements for preparatory stage are contained in Standing Document 11 on  
476 "Progression of JTC 1 Projects" clause 3 "Preparatory Stage Considerations".

477 **2.4.1** *[Add after first paragraph, which begins, "The preparatory stage covers"]*

478 In JTC 1, a subcommittee may assign the project to a working group or develop the document within the  
479 subcommittee itself. For simplicity, the following sections assume assignment to a working group, but in cases  
480 where the subcommittee does the development, references to the working group should be understood as  
481 references to the subcommittee. Similarly, in rare instances a working group may report directly to JTC 1 rather  
482 than to a subcommittee; in such cases, references to the subcommittee should be understood as references to  
483 JTC 1.

484 **2.4.2** *[Add after last paragraph]*

485 In JTC 1, there are no project leaders.

486 **2.4.4** *[Add at end of first paragraph, which begins "In responding to the proposal"]*

487 In JTC 1, Category C is used to designate liaisons at the project or working group level, and Category D is not  
488 used.

489 **2.4.5** *[Add new paragraph to the end of the subclause]*

490 In JTC 1, a project editor should be identified as there are no project leaders (see 2.1.8). The working group  
491 develops one or more working drafts of the standard. Usually, a working draft undergoes several revisions before  
492 the working group recommends that it will be progressed to the Committee Stage. As decisions are made  
493 regarding the content of the working draft, the convenor should take care to assure consensus, not only of the  
494 individual participating experts, but also of the national bodies represented in the working group. This will enhance  
495 the likelihood of achieving successful CD, DIS and FDIS ballots.

496 **2.4.6** *[Add new paragraph at the end of the subclause]*

497 In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

## 498 **2.5 Committee Stage**

499 *[Add a new paragraph]*

500 In JTC 1, specific JTC 1 requirements for preparatory stage are contained in Standing Document 11 on  
501 "Progression of JTC 1 Projects" clause 3 "Committee Stage Considerations".

## 502 **2.6 Enquiry stage**

503 **2.6.1** *[Add after first paragraph, which begins, "At the Enquiry Stage,"]*

504 In JTC 1, the enquiry draft is a DIS.

505 *[Add after second paragraph, which begins, "For policy on the use of languages"]*

506 In JTC 1, texts are only required to be prepared in English, except in exceptional instances.



507 *[Add after last paragraph]*

508 Enquiry stage drafts in JTC 1 are issued for simultaneous voting (one vote per country) by the P-  
509 members of JTC 1 and by all ISO member bodies and IEC national committees. This is called the  
510 combined voting procedure. See Annex JA. for further details.

511 NOTE: JTC 1 technical reports and technical specifications are excluded from the combined voting  
512 procedure, even when they are fast track documents, see JA 5.2.

### 513 **2.6.2** *[Add after last paragraph]*

514 In JTC 1, there are no constraints on the types of comments (technical, editorial, or general) national  
515 bodies can submit with their votes; however in the case of negative votes on enquiry drafts, national  
516 bodies are encouraged to describe their technical reasons.

### 517 **2.6.3** *[Add after last paragraph]*

518 In JTC 1, additional voting rules apply; see Annex JA.1 and JA.5.1.

## 519 **2.7 Approval stage**

### 520 **2.7.2** *[Add new paragraph at the end of the subclause]*

521 In JTC 1, the combined voting procedure is used for the approval stage, except for technical reports and technical  
522 specifications (see 2.6.1).

### 523 **2.7.3** *[Add after last paragraph]*

524 In JTC 1, additional voting rules apply; see Annex JA.1 and JA.6.

### 525 **2.7.7** *[Add after last paragraph]*

526 In JTC 1, if the Final Draft International Standard is not approved, the document reverts to the Committee Stage  
527 (see 2.5 of the ISO/IEC Directives, Part 1) and is referred back to the appropriate subcommittee for further  
528 processing.

529 In the absence of the necessary approval, JTC 1 may decide at any stage to request the publication of  
530 the draft as a technical specification if the majority of the P-members agree.

## 531 **2.8 Publication stage**

### 532 **2.8.1** *[Add after last paragraph]*

533 In JTC 1, the ITTF shall correct any errors indicated by the secretariat of the technical committee or subcommittee  
534 and print and distribute the International Standard within 2 months.

## 535 **2.9 Maintenance of standards**

536 *[Add after last paragraph]*

537 In JTC 1, procedures for maintenance of International Standards are found in the JTC 1 Standing Document 8 on  
538 "Maintenance of International Standards".

539 In JTC 1, see Standing Document 5 on "Normative References" for requirements on the reconfirmation of AROs  
540 and RERs.

## 541 **2.10 Technical corrigenda and amendments**

### 542 **2.10.1 General**

543 *[Add after last paragraph]*

544 In JTC 1, further guidance concerning Technical Corrigenda, Amendments, Systematic Review, Stabilization and  
545 Withdrawal is found in the JTC 1 Standing Document 8 on “Maintenance of International Standards”.

### 546 **2.10.3 Amendments**

547 *[Add after second paragraph, which begins, “The procedure for developing and publishing”]*

548 In JTC 1, the procedures for developing and publishing an amendment are found in 2.3 to 2.8 of the ISO/IEC  
549 Directives, Part 1 and in the JTC 1 Standing Document 8 on Maintenance of International Standards.

550 JTC 1 uses the same procedures as ISO.

## 551 **2.11 Maintenance agencies**

## 552 **2.12 Registration authorities**

553 *[Add a new paragraph after the first paragraph that begins “When a technical committee”]*

554 In JTC 1, see Standing Document 16 on “Registration Authorities” for additional requirements.

## 555 **2.13 Copyright**

556 *[Add after last paragraph]*

557 In JTC 1, the copyright for DIS/FDISs, International Standards, DAM/FDAMs, amendments, technical  
558 corrigenda, technical specifications and technical reports belongs to ISO and IEC.

559 For those standards requiring it, a register shall be published. The copyright for the register belongs to  
560 ISO and IEC which may license the copyright to the JTC 1 Registration Authority for as long as it  
561 functions in this capacity.

## 562 **2.14 Reference to patented items (see also Annex I)**

# 563 **3 Development of other deliverables**

## 564 **3.1 Technical Specifications**

565 *[Add two new paragraphs]*

566 In JTC 1, See [Standing Document 6 on “Technical Specifications and Technical Reports”](#) for the JTC 1  
567 specific requirements on this topic.

568 In JTC 1, specific JTC 1 requirements for ITTF handling of Technical Specifications are contained in  
569 [Standing Document 11 on “Progression of JTC 1 Projects”](#) clause 5 “DTS/DTR Distribution”

### 570 **3.1.1.1** *[Add after last paragraph]*

571 In JTC 1, the procedures for development and maintenance of technical specifications are the procedures for  
572 development of International Standards and shall be followed unless otherwise noted.

573 All stages may exist for technical specifications. At the Committee Stage, the procedures for preliminary draft  
574 technical specifications are similar to those in 2.5 of the ISO/IEC Directives, Part 1 for committee drafts. At the  
575 conclusion of the Committee Stage, the subcommittee secretariat shall submit the revised preliminary draft  
576 technical specifications to the JTC 1 secretariat for further processing as a draft technical specification at the  
577 Enquiry Stage.

### 3.1.3 *[Add after last sentence]*

In JTC 1, the IEC-specific procedures do not apply.

## 3.2 Publicly Available Specifications (PAS)

*[Add to beginning of section]*

This section does not apply to JTC 1.

In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the one that results in PAS deliverables in ISO and IEC (see Annex F).

## 3.3 Technical Reports

*[Add two new paragraphs]*

In JTC 1, See Standing Document 6 on “Technical Specifications and Technical Reports” for the JTC 1 specific requirements on this topic.

In JTC 1, specific JTC 1 requirements for ITTF handling of Technical Reports are contained in Standing Document 11 on “Progression of JTC 1 Projects” clause 5 “DTS/DTR Distribution”

### 3.3.2 *[Add after last paragraph]*

In JTC 1, the procedures for the development of technical reports are identical to the procedures for the development of International Standards, unless otherwise specified.

All stages may exist for technical reports. At the Committee Stage, the procedures for preliminary draft technical reports are identical to those in 2.5 of the ISO/IEC Directives, Part 1 for committee drafts. At the conclusion of the Committee Stage, the subcommittee secretariat shall submit the revised preliminary draft technical report to the JTC 1 secretariat for further processing as a draft technical report at the Enquiry Stage.

### 3.3.3 *[Add after last paragraph]*

In JTC 1, technical reports shall be subject to review every five years as described in the JTC 1 Standing Document 6 on “Technical Reports and Technical Specifications”.

## 4 Meetings

### 4.1 General

*4.1.1 [Add a new sentence after the paragraph that begins “Technical committees and subcommittees shall use modern electronic”]*

In JTC 1, See also Standing Document 1 on “Teleconferencing and Electronic Meetings”

### 4.1.2 *[Add after last paragraph]*

Meetings of JTC 1 shall be convened by the JTC 1 secretariat at nominal twelve-month intervals and shall be of adequate duration to resolve all agenda items.

### 4.1.3 *[Add after last paragraph]*

In JTC 1, the possible advantage of grouping meetings applies also to working groups.

611 **4.2 Procedure for calling a meeting**

612 **4.2.1 Technical committee and subcommittee meetings**

613 In JTC 1, See also Standing Document 1 on “Teleconferencing and Electronic Meetings” clause 2  
614 for requirement for planning teleconferences and electronic meetings.

615 4.2.1.2 *[Add after last paragraph]*

616 In JTC 1, the host national body is responsible for providing secretariat support and services for  
617 meetings unless alternative arrangements have been agreed with the responsible committee secretariat.

618 4.2.1.3 *[Add after first paragraph, which begins, "The secretariat shall ensure"]*

619 In JTC 1 and its subcommittees, any comments on the agenda or proposals for the addition of new work  
620 item proposals should be sent to the committee secretariat by the members not later than two months  
621 before the meeting. The secretariat shall distribute such comments or proposals immediately in order to  
622 permit adequate preparation by delegates.

623 *[Add after last paragraph]*

624 In JTC 1 and its subcommittees, only those committee drafts for which the compilation of comments will  
625 be available at least four weeks before the meeting shall be included on the agenda and be eligible for  
626 discussion at the meeting.

627 **4.2.2 Working group meetings**

628 *[Add a new paragraph]*

629 In JTC 1, See Standing Document 7 on “Meetings” for the JTC 1 specific requirements on WG meetings.

630 4.2.2.1 *[Add after first paragraph, which begins, "Working groups shall use modern"]*

631 In JTC 1, working group meeting agendas shall be distributed by the convenor or secretariat preferably  
632 four months but no less than three months in advance. Working group agendas shall be distributed to  
633 the members of the working group and the parent body.

634 In JTC 1, see also Standing Document 1 on “Teleconferencing and Electronic Meeting” clause 2 for  
635 requirement for planning teleconferences and electronic meetings”.

636 *[Add after last paragraph]*

637 In JTC 1, as working groups may include a large number of participants, the meeting date and venue  
638 shall be agreed by the secretariat of the parent body and the national body of the country in which the  
639 meeting is held.

640 **4.3 Languages at meetings**

641 *[Add after last paragraph]*

642 In general, the work of JTC 1 and its subsidiary bodies is conducted in English, though sufficient knowledge of  
643 French may be required for certain documents.

644 When at a meeting of JTC 1 or one of its subsidiary bodies a participant wishes, in view of exceptional  
645 circumstances, to speak in any other language, the chairman or convenor of the session shall be entitled to  
646 authorize this, for the session only, provided that a means of interpretation has been secured.

#### **4.4 Cancellation of meetings**

### **5 Appeals**

#### **5.1 General**

##### **5.1.2** *[Add after last paragraph]*

In JTC 1, any national body may appeal against any action or inaction.

##### **5.1.4** *[Add after last paragraph]*

In JTC 1, all appeals shall be fully documented to support the national body's concern. The appeal shall state the nature of the objection(s) including any direct and material adverse effects, the section(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

#### **5.2 Appeal against a subcommittee decision**

#### **5.3 Appeal against a technical committee decision**

#### **5.4 Appeal against a Technical Management Board decision**

#### **5.5 Progress of work during an appeal process**

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**Annex A**  
(normative)  
**Guides**

665  
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667

**Annex B**  
(normative)  
**ISO/IEC procedures for liaison and work allocation**

668 **Annex C**  
669 **(normative)**  
670 **Justification of proposals for the establishment of standards**

671 **C.1 General**

672 **C.2 Definitions**

673 **C.3 General Principles**

674 **C.4 Elements to be clarified when proposing a new field of technical activity (new committee)**

675 **C.4.3 Purpose and Justification**

676 *[Add after last paragraph]*

677 In JTC 1, additional factors such as cultural and linguistic adaptability and accessibility are to be considered.

678 **C.4.4 Programme of work**

679 *[Add immediately after title]*

680 In JTC 1, a programme of work is established and maintained within the overall business plan.

681 **C.5 Elements to be clarified when proposing a new work item (new standard)**

682 **C.6 Matrix**

683 **C.7 Example of a proposal for new field of technical activity**

684 **C.8 Example of a proposal for a new work item**

685 **C.9 Matrix for establishing the purpose of a proposal**

686 **C.10 Example of a matrix for establishing the purpose of a proposal for a new field of technical**  
687 **activity**

688 **C.11 Example of a matrix for establishing the purpose of a proposal for a new work item**



**Annex D**  
(normative)  
**Resources of secretariats and qualifications of secretaries**

**D.1 Definitions**

**D.2 Resources of a secretariat**

**a)** *[Add to the end of list item a]*

In JTC 1, facilities for word-processing in English, for providing texts in machine-readable-form, and for any necessary reproduction of documents;

**h)** *[Add to end of list item h]*

In JTC 1, arrangements and facilities for translation, interpretation and services are not required except as specified in 4.3.

*[Add a new list item at the end]*

**l)** In JTC 1, the ability to fulfill the secretariat's electronic document distribution responsibilities as defined in the JTC 1 Standing Document 12 on "Electronic Document Preparation, Distribution and Archiving".

**D.3 Requirements of a secretary**

*[Add to the end of list item a]*

In JTC 1, have sufficient knowledge of English.

*[Add to the end of list item b]*

In JTC 1, also be familiar with the *JTC 1 Supplement* and the JTC 1 Standing Documents and JTC 1 resolutions.

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**Annex E**  
(normative)  
**General policy on the use of languages**

711 **E.1 Expressing and communicating ideas in an international environment**

712 **E.2 The use of languages in the technical work**

713 *[Add after last paragraph]*

714 In JTC 1, the working language is English, though a working knowledge of French may be required for certain  
715 documents.

716 **E.3 International Standards**

717 **E.4 Other publications developed by technical committees**

718 **E.5 Documents for technical committee and subcommittee meetings**

719 **E.6 Documents prepared in languages other than English or French**

720 **E.7 Technical meetings**

721 **E.7.2 Interpretation of debates into English and French**

722 *[Add to list item c]*

723 In JTC 1, the interpretation of debates into English and French is not applicable, except as specified in 4.3.

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**Annex F**  
(normative)  
**Options for development of a project**

728

**F.1 Simplified diagram of options**

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**A.1.1 [Add at the end of F.1]**

730

In JTC 1, the following table is used.

Stage Name	Stage Description	<i>Standard</i> (see 2)	Fast Track IS (see F.2)	JTC 1 Publicly Available Specification (see F.3)	Technical Specification (TS) (see 3.1)	Fast-track Technical Specification (TS) (see F.2)	Technical Report (TR) (see 3.3)	Fast-track Technical Report (TR) (see F.2)	<i>Amendments</i> (see 2.10.3)	Technical Corrigendum (see 2.10.2)
<b>00 Preliminary stage</b> (see 2.2)	Preparation of proposal	Preparation of NP			Preparation of NP		Preparation of NP		Preparation of NP	
<b>10 Proposal stage</b> (see 2.3)	Acceptance of proposal	Acceptance of NP			Acceptance of NP		Acceptance of NP		Acceptance of NP	
<b>20 Preparatory stage</b> (see 2.4)	Preparation of working draft	Preparation of WD			Preparation of WD		Preparation of WD		Preparation of WD	Preparation of Defect Report
<b>30 Committee Stage</b> (see 2.5)	Development and acceptance of committee draft	Development and acceptance of CD			Development and acceptance of PDTs		Development and acceptance of PDTR		Development and acceptance of PDAM	Development and acceptance of DCOR
<b>40 Enquiry stage</b> (see 2.6)	Development and acceptance of enquiry draft	Development and acceptance of DIS	Submission and acceptance of DIS	Submission and acceptance of DIS	Approval of DTS	Approval of DTS	Approval of DTR	Approval of DTR	Development and acceptance of DAM	
<b>50 Approval stage</b> (see 2.7)	<i>Approval of final draft</i>	<i>Approval of FDIS</i>	<i>Approval of FDIS</i>	<i>Approval of FDIS</i>					<i>Approval of FDAM</i>	
<b>60 Publication stage</b>	<i>Publication of document</i>	<i>Publication of IS</i>	<i>Publication of IS</i>	<i>Publication of IS</i>	<i>Publication of TS</i>	<i>Publication of TS</i>	<i>Publication of TR</i>	<i>Publication of TR</i>	<i>Publication of Amendment</i>	<i>Publication of Technical Corrigendum</i>

## **F.2 “Fast-track procedure”**

### **F.2.1.1** *[Include after last sentence of first paragraph, which begins “any P-member or Category A liaison”]*

In JTC 1, any P-member or Category A liaison organization of JTC 1 may propose that an existing technical report or technical specification from any source be submitted for vote as respectively a draft technical report or draft technical specification.

In JTC 1, all fast tracks are submitted to JTC 1. The proposer of a fast-track document is encouraged to make a recommendation concerning the assignment of the document to a given subcommittee. The proposer of a fast-track document shall submit the name of an individual who has agreed to serve as project editor for the fast-track document. The proposer shall also submit an explanatory report similar to the PAS explanatory report (see F.3 below).

For its initial publication, the document is not required to be in ISO/IEC format, but can be published in its original format. The form of publication (e.g. reprint of original document or distribution of ISO/IEC cover page with reference) is to be determined by ITTF and the proposer as part of any publication agreements. However, subsequent revisions shall be in the format prescribed by the ISO/IEC Directives, Part 2.

In JTC 1, amendments to existing International Standards shall not be submitted via the fast-track procedure.

### **F.2.2** *[Add to end of list item d, which begins, “distribute the proposed document”]*

In JTC 1, the subcommittee assignment recommendation and the name of the proposed project editor will also be distributed.

### *[Add at the end of the subclause]*

In case of technical reports or technical specifications processed under the fast-track procedure within JTC 1, the proposed document shall be distributed and processed respectively as a draft technical report (DTR) or draft technical specification (DTS) (see 3.1 and 3.3 of the *JTC 1 Supplement*).

### **F.2.3** *[Add after first paragraph, which begins, “The period for voting”]*

In JTC 1, separately from their votes on the technical content of a standard, national bodies shall be given the opportunity to comment on the specific subcommittee assignment of the project. However, comments on subcommittee assignments shall not influence the vote on technical content. In cases where subcommittee assignment is in question or where the fast-track document does not appear appropriate for any existing subcommittee, the JTC 1 secretariat may perform the duties normally assigned to the subcommittee secretariat until the final subcommittee assignment is determined.

In JTC 1, the proposer of the fast-track document has the right to withdraw the fast-track document from the fast-track process at any point prior to publication.

### **F.2.3.1**

In JTC 1, a Ballot Resolution Meeting (see F.4 below) may be used to review the comments received on an enquiry draft (DIS) for fast-track ballots.

### **F.2.4**

### *[Add new clauses at the end of the Annex]*

## **F.3 Preparation and Adoption of International Standards – JTC 1 PAS Transposition Process**

JTC 1 provides Standing Document 9 on “Guide to the Transposition of Publically Available Specifications into International Standards”, for potential PAS candidates.

### **F.3.1 Concepts**

773 The JTC 1 PAS transposition process is based on the following key concepts:

#### 774 **Publicly Available Specification (PAS)**

775 A technical specification is called a Publicly Available Specification (PAS) if it meets certain criteria making it  
776 suitable for possible processing as an International Standard. These criteria (see F.3.3 below) have been  
777 established in order to ensure a high level of quality, consensus and proper treatment of Intellectual Property  
778 Rights (IPR) related matters.

#### 779 **PAS Mentor**

780 An individual appointed by JTC 1 to assist a PAS Originator and/or Recognized PAS Submitter in creating and  
781 processing their submission(s), and to provide on-going advice.

#### 782 **PAS Originator**

783 Any organisation that has developed and hence owns a PAS which it considers proposing for transposition into an  
784 international standard is called the PAS originator. There are no fundamental restrictions as to what form the  
785 organisation should have, but constitutional characteristics of the organisation are supposed to reflect the  
786 openness of the organisation and the PAS development process.

#### 787 **Recognized PAS Submitter**

788 A PAS originator shall apply to JTC 1 for recognition as a submitter of PAS(s) for transposition. Once approved,  
789 the status of a Recognized PAS submitter will remain valid for an initial period of two years, with the possibility of  
790 further extension (see F.3.4.1 below).

#### 791 **Explanatory Report**

792 The submission of the PAS must be accompanied by an explanatory report generated by the PAS originator. This  
793 report provides all information necessary to support the submission. In particular, it shall contain statements as to  
794 the extent that the PAS criteria are met by the specification. It should also clearly define the technical concepts  
795 used in the PAS. JTC 1 has developed a list of criteria to include in the explanatory report.

#### 796 **PAS Transposition Ballot**

797 The PAS together with the corresponding explanatory report is submitted for ballot.

#### 798 **F.3.2 Applicability**

799 These procedures apply to the transposition of a Publicly Available Specification into an International Standard. It  
800 is expected that these procedures will be used to process a broader class of documents from a more diverse set of  
801 sources than is currently served by the fast track procedure (see F.2 above).

#### 802 **F.3.3 PAS Criteria**

803 JTC 1 has established criteria that serve as a basis for the judgment as to whether a particular organisation can be  
804 Recognized and whether its specification can be accepted as a candidate for transposition into an International  
805 Standard. Such criteria may also be used by potential submitters to determine the level of suitability of their  
806 specification for the standardization process. The PAS criteria are broadly classified into two categories and  
807 address the following topics:

##### 808 • Organisation related criteria:

- 809 • Co-operative stance
- 810 • Characteristics of the organisation
- 811 • Intellectual property rights.

##### 812 • Document related criteria:

- 814 • Quality
- 815 • Consensus

- Alignment.

Details can be found in the JTC 1 Standing Document 9: Guide to the Transposition of Publicly Available Specifications into International Standards.

### **F.3.4 Procedures**

Based on the concepts provided in F.3.1 above, the PAS transposition process is described below. It is JTC 1's firm intention to provide full process transparency and the current status of any proposal from its web site ([www.jtc1.org](http://www.jtc1.org)). Open dialogue (via the web site or any other available means) between the PAS Submitter and JTC 1 and its national bodies is strongly encouraged.

#### **F.3.4.1 Recognition of PAS Submitter**

A PAS originator interested in submitting an existing or forthcoming specification into the transposition process shall apply to the JTC 1 secretariat for recognition as a PAS submitter. Such application shall be accompanied by an identification of the initial PAS(s) which are planned to be submitted and by statements of the PAS originator regarding the organisation related criteria (see below). The completed documentation shall be submitted to P-members of JTC 1 for a three month ballot. Approval as a Recognized PAS Submitter gives a PAS originator the right to submit specifications into the transposition process for a period of two years with the possibility of further extension of five year periods (see below). The recognition as a PAS submitter will terminate:

- In the absence of a successful national body ballot to confirm the status of the PAS submitter, or
- If the PAS originator fails to submit a specification to JTC 1 for transposition within the expected period (see F.3.4.2 below).

The initiative to submit an application for recognition shall come from a PAS Originator. Any national body, a JTC 1 subcommittee, a JTC 1 Category A liaison, or a PAS Mentor may assist the PAS Originator in its interactions with JTC 1.

Since the ballot among JTC 1 national bodies will take three months, the application for recognition should be submitted in time before the planned first submission of a PAS. While there are no particular requirements as to the format of the application, it should:

- Define the overall scope of the application;
- Identify the initial PAS(s) which are planned to be submitted, together with their scope;
- Address all mandatory elements of the organisation acceptance criteria contained in the JTC 1 Standing Document 9 Guide to the Transposition of Publicly Available Specifications into International Standards.

Six months prior to the expiration of an organisation's status as an approved JTC 1 PAS submitter, the JTC 1 secretariat shall invite the submitter to review its future intentions as a PAS submitter and consider the following options with regard to its initial application for recognition as a JTC 1 PAS submitter:

- Revise (significant changes to the initial application, e.g. changes in scope, procedures);
- Withdraw (termination); or
- Reaffirm (extend current status with no significant changes).

If the PAS submitter chooses to revise, it must submit a document to the JTC 1 secretariat stating the changes to the answers to the questions in the JTC 1 Standing Document Guide 9 for the Transposition of Publicly Available Specifications from its previous application. If the PAS submitter chooses to reaffirm, it shall identify subsequent PAS(s) intended for submission. In order to allow JTC 1 a timely reaction to the revision or affirmation, the necessary documentation should be submitted not later than three months prior to the expiration of its status as a PAS submitter. The JTC 1 secretariat shall issue a three month letter ballot on the request for either a revision or reaffirmation. Failure to respond to the secretariat's invitation for review of PAS submitter status will automatically result in termination of a PAS submitter's status at the conclusion of this term.

#### **F.3.4.2 PAS Submission**

Once a PAS originator has been Recognized, a PAS submission to the JTC 1 secretariat may occur within the scope as identified on the application. When submitting a PAS to the JTC 1 secretariat, a Recognized PAS

865 Submitter shall include an explanatory report and a statement that the conditions for recognition have not changed  
866 or an indication of the nature of changes that have occurred. The explanatory report shall address all mandatory  
867 elements of the organisation acceptance criteria contained in the JTC 1 Standing Document 9 Guide to the  
868 Transposition of Publicly Available Specifications into International Standards.

869 Maintenance for a transposed PAS is also negotiated in the explanatory report. JTC 1's intention for maintenance  
870 is to avoid any divergence between the current JTC 1 revision of a transposed PAS and the current revision of the  
871 original specification published by the PAS submitter. Therefore, the explanatory report should contain a  
872 description of how the submitting organisation will work cooperatively with JTC 1 on maintenance of the standard.  
873 While JTC 1 is responsible for maintenance of the standard, this does not mean that JTC 1 itself must perform the  
874 maintenance function. JTC 1 may negotiate with the submitter the option of maintenance handled by the submitter  
875 as long as there is provision for participation of appropriate JTC 1 representatives, i.e. the submitters' group  
876 responsible for maintenance is designated as the JTC 1 maintenance group.

877 All submissions including the explanatory report shall occur in electronic form.

878 The first submission shall occur not later than six months after the initial recognition. On request by the PAS  
879 originator not later than six weeks before the end of this six month period, the period may be extended for another  
880 six months, subject to approval by the JTC 1 chairman and secretariat. Failure by the PAS originator to submit a  
881 specification within the expected period will result in the termination of its recognition status.

882 The format of the specification submitted is not regulated by JTC 1. Recognized PAS submitters are encouraged  
883 to apply, if flexibility still exists, a documentation style close to the ISO/IEC style in order to ease the later alignment  
884 process at the time of any revision.

885 The JTC 1 secretariat, after checking the recognition status of the submitter and the completeness of the  
886 application, shall forward the specification together with the explanatory report to the ITTF to initiate the appropriate  
887 ballot process among the national bodies.

888 In view of the importance of the explanatory report for a successful transposition, the Recognized PAS submitter  
889 may request counsel and advice from JTC 1 national bodies, subcommittees or Category A liaison organizations  
890 during the generation of this report and throughout the transposition process. The counselling process could  
891 include a review of the submissions.

892 The Recognized PAS submitter is encouraged to make a recommendation concerning the assignment of the  
893 document to a given subcommittee. This recommendation (or in its absence, the JTC 1 secretariat's  
894 recommendation) shall be circulated to JTC 1 P-members together with the ballot, but the recommendation shall  
895 not influence the vote. In cases where the subcommittee assignment is in question or where the document does  
896 not appear appropriate for any existing subcommittee, the JTC 1 secretariat should perform the duties normally  
897 assigned to the subcommittee secretariat until the final subcommittee assignment is determined.

#### 898 **F.3.4.3 Transposition into an IS**

899 F.3.4.3.1 The JTC 1 secretariat forwards the PAS, together with the explanatory report and related documentation  
900 to ITTF.

901 F.3.4.3.2 The ITTF shall take the following actions:

- 902 • Settle the copyright or trademark situation, or both, with the Recognized PAS submitter, so that the  
903 proposed text can be copied and distributed within ISO/IEC without restriction;
- 904 • Assess in consultation with the JTC 1 secretariat that JTC 1 is the competent committee for the subject  
905 covered in the proposed standard and ascertain that there is no evident contradiction with other ISO/IEC  
906 standards.
- 907 • Distribute the text of the proposed standard as a Draft International Standard (DIS), together with the  
908 explanatory report and related documentation, indicating that the standard falls within the scope of JTC 1.  
909

910 F.3.4.3.3 The period for combined DIS voting shall be five months. In order to be accepted the DIS must meet the  
911 conditions for approval as specified in 2.6 of the ISO/IEC Directives Part 1.

912 F.3.4.3.4 Upon receipt of notification from the ITTF that a DIS has been registered, the JTC 1 secretariat shall  
913 inform the secretariat of the subcommittee recommended for assignment of the project of the DIS number, title, and  
914 ballot period dates, and shall send the subcommittee secretariat a copy of the DIS and its attached explanatory  
915 report. The JTC 1 secretariat shall also inform the ITTF of the subcommittee that will deal with the DIS ballot



results, in order that the table of replies and any comments accompanying the votes may be sent by ITTF directly to the SC secretariat as well as to the JTC 1 secretariat.

F.3.4.3.5 Reflecting the importance of the PAS process, the JTC 1 secretariat shall also inform JTC 1 national bodies and Liaison Organisations, and those organisations authorized to be PAS submitters, of the initiation of any PAS ballot, the results of the ballot, and the identity of the JTC 1 subcommittee which will be responsible for any future work.

F.3.4.3.6 The PAS submitter shall receive a copy of the ballot documentation.

F.3.4.3.7 Upon receipt of the notification from the JTC 1 secretariat that its subcommittee has been assigned the responsibility for dealing with the DIS, the subcommittee secretariat shall so inform the subcommittee national bodies, and shall make plans for a possible Ballot Resolution Meeting (see F.4 below).

F.3.4.3.8 Upon receipt of the DIS ballot results, and any comments, the SC secretariat shall distribute this material to the subcommittee national bodies and the Recognized PAS Submitter. In the case where no negative votes are received, the text may proceed directly to publication and no ballot resolution meeting will be held. (See ISO/IEC Directives, Part 1, 2.6.4).

F.3.4.3.9 After the deliberations of a Ballot Resolution Meeting (if held following a successful DIS vote), the project editor shall prepare the amended DIS and send it to the subcommittee secretariat who shall forward it to the ITTF for FDIS balloting. The ballot period for FDIS is two months.

F.3.4.3.10 Upon receipt of notification from the ITTF that a FDIS has been registered, the JTC 1 secretariat shall inform the secretariat of the SC recommended for assignment of the project of the FDIS number, title, and ballot period dates, and shall send the subcommittee secretariat a copy of the FDIS and the disposition of comments received on the DIS ballot, if any are received. The table of replies and any comments accompanying the votes will be sent by ITTF directly to the subcommittee secretariat as well as to the JTC 1 secretariat.

F.3.4.3.11 If the requirements of JA.6 of the *JTC 1 Supplement* are met, the text will be published by ITTF as an International Standard. For its initial publication, the document is not required to be in ISO/IEC format, but can be published in its original format. The form of publication (e.g. reprint of original document or distribution of ISO/IEC cover page with reference) is to be determined by ITTF and the Recognized PAS submitter as part of any publication agreements. However, subsequent revisions shall be in the format prescribed by the ISO/IEC Directives, Part 2.

F.3.4.3.12 If it is impossible to agree to text meeting the approval requirements (JA.5.2 of the *JTC 1 Supplement* for a DIS ballot or JA.6 of the *JTC 1 Supplement* for an FDIS ballot), the proposal has failed. In this case, JTC 1 shall make known to the submitter the reasons which have led to the negative result. Based on this information, the submitter may choose to re-submit a modified specification as a new PAS submission.

F.3.4.3.13 The time period for post ballot activities by the respective responsible parties shall be as follows:

- Immediately after the DIS and FDIS votes, the ITTF shall send the results of the vote to the JTC 1 secretariat and to the subcommittee secretariat, and the latter shall distribute the results without delay to its national bodies, to any national bodies having voted that are not members of the subcommittee and to the proposer;
- As soon as possible after the distribution of the results of the vote to its national bodies but in not less than two and one-half months the subcommittee secretariat shall convene a Ballot Resolution Meeting (BRM), if required;
- In not more than one month after the Ballot Resolution Meeting the subcommittee secretariat shall distribute the final report of the meeting and the amended DIS text.

F.3.4.3.14 If the proposed standard is accepted, it will be published following ISO and IEC standing copyright and other IPR policy. Its maintenance will be handled either by JTC 1 or by a JTC 1 designated maintenance group of the PAS submitter in accordance with JTC 1 rules.

It is at the discretion of the Recognized PAS Submitter to withdraw the document from the transposition process at any point prior to publication. It is also the right of the Recognized PAS submitter to request that the document remain unchanged throughout the transposition process. Such a request should be clearly stated in the explanatory report.

## 966 **F.4 JTC 1 PAS and Fast Track Ballot Resolution Meetings**

### 967 **F.4.1 Ballot Resolution Meeting Purpose and Scope**

968 In JTC 1, the purpose of a Ballot Resolution Meeting (BRM) is to review the comments received on an enquiry draft  
969 (DIS) for JTC 1 PAS or Fast-Track ballots (see F.3 and F.2 above respectively); further it shall formulate  
970 dispositions to those comments to receive the widest possible consensus. In some cases, the subcommittee  
971 secretariat may decide that a Ballot Resolution Meeting is unnecessary and assign the resolution of comments  
972 directly to the project editor.

### 973 **F.4.2 Responsibilities of the assigned subcommittee for the Ballot Resolution Meeting**

974 JTC 1 usually assigns an enquiry draft (DIS) to one of its subcommittees. Where the DIS is not assigned to a  
975 specific subcommittee, the JTC 1 secretariat will carry out the tasks assigned.

976 The assigned secretariat shall:

- 977 • Schedule a Ballot Resolution Meeting, to be held not earlier than two and a half months after the
- 978 distribution of the comments, to consider any comments on the DIS;
- 979 • Appoint a convenor for the Ballot Resolution Meeting;
- 980 • Notify the eligible attendees of the Ballot Resolution Meeting date(s), location, convenor.

981 No later than two months before the start of the Ballot Resolution Meeting, the assigned secretariat shall send the  
982 logistical information and agenda together with the notification of the convenor to the JTC 1 secretariat for  
983 circulation to the recipients listed in F.4.4 below.

### 984 **F.4.3 Proposed dispositions of comments**

985 The project editor assigned to the DIS shall prepare the Proposed Disposition of Comments (DoC) on the ISO  
986 template (final column).

987 No later than one month before the start of the Ballot Resolution Meeting, the assigned secretariat shall circulate  
988 the proposed Disposition of Comments document to the listed recipients in F.4.4 below.

### 989 **F.4.4 Recipients and eligible attendance**

990 The assigned secretariat shall make available the Proposed Disposition of Comments (DoC) via ITTF to the  
991 following who are eligible to attend or to nominate representatives to the Ballot Resolution Meeting:

- 992 • Representatives of the eligible voters as indicated in the combined voting procedure
- 993 • Representatives of the ISO and IEC Central Offices
- 994 • The subcommittee chair
- 995 • The subcommittee secretary
- 996 • The assigned project editor(s)
- 997 • The Ballot Resolution Meeting convenor;
- 998 • The draft international standard submitter; and
- 999 • JTC 1 Category A liaisons.

### 1000 **F.4.5 Meeting Procedures**

1002 The Ballot Resolution Meeting shall be convened as a separate meeting even if held in conjunction with other  
1003 meetings of JTC 1 or the relevant subcommittee.

1004 The appointed convenor shall hold a roll-call.

1005 The Ballot Resolution Meeting record shall list the Heads of Delegation (HoD), who represent their national body  
1006 positions, if needed in a vote, as well as all the other attendees and their roles.

1007 The Ballot Resolution Meeting shall address and attempt as far as possible to resolve all comments raised during  
1008 the Draft International Standard ballot to increase consensus on the resulting document.

1009 For each of the comments, the project editor shall record the disposition on which the Ballot Resolution Meeting  
1010 achieves consensus, or if that fails, the proposition that gets the majority support of those national bodies that were  
1011 present at the BRM and eligible to vote on the Draft International Standard ballot, in the final Disposition of  
1012 Comments report.

1013 When all DIS ballot comments have been addressed and the disposition of comments has been approved by the  
1014 meeting, the Ballot Resolution Meeting goals have been met.

1015 No longer than one month after the close of the meeting, or as permitted by ITTF, the subcommittee secretariat  
1016 shall distribute:

- 1017 • A revision of the draft International Standard balloted document that includes all changes agreed to at the
- 1018 Ballot Resolution Meeting;
- 1019 • The disposition of comments report approved at the Ballot Resolution Meeting; and
- 1020 • A Ballot Resolution Meeting report containing a list of attendees and their roles, referencing the final
- 1021 disposition of comments report and a recommendation for further processing of the draft International
- 1022 Standard.

1023 These documents shall also be forwarded to ITTF for further circulation to the above listed recipients.

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1025  
1026

**Annex G**  
(normative)  
**Maintenance Agencies**

**Annex H**  
(normative)  
**Registration authorities**

- 1027
- 1028
- 1029
- 1030
- 1031 **H.1** *[Add after last paragraph]*
- 1032 In JTC 1, the group developing the standard which requires a Registration Authority shall develop the
- 1033 accompanying procedures which shall be approved by JTC 1 ballot.
- 1034 **H.5** *[Add after last paragraph]*
- 1035 For further information on JTC 1 Registration Authorities, see the JTC 1 Standing Document 16 on “Registration
- 1036 Authorities”.

1037

1038

1039

**Annex I**  
(normative)

**Guidelines for implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC**

1040 **Annex J**  
 1041 (normative)  
 1042 **Formulating scopes of technical committees and subcommittees**

1043 **J.1 Introduction**

1044 **J.2 Formulation of scopes**

1045 *[Insert new bullet after the third bullet, which begins "In the IEC"]*

- 1046 • In JTC 1, horizontal functions where applicable.

1047 **J.3 Basic Scope**

1048 **J.4 Exclusions**

1049 **J.5 Scopes of committees related to products**

1050 **J.6 Scopes of committees not related to products**

1051  
1052  
1053

**Annex K**  
(normative)  
**Project committees**

1054

**K.1 Introduction**

1055

**K.2 Establishment of a project committee**

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**K.3 First meeting of a project committee**

1057

**K.4 Preparatory stage**

1058

**K.5 Committee, enquiry, approval and publication stages**



[Add new Annex JA]

## Annex JA (normative) Voting

### JA.1 General

At all levels of voting, if more than 50% of the P-members have not voted, the vote will have failed. Late votes shall not be counted. No extensions shall be granted.

#### JA.1.1 Discussion during ballot period

When a document is out for ballot at Committee Stage or any later stage, national body / Liaison organizations are free to circulate their comments to other national bodies provided they do not use the formal subcommittee or JTC 1 documentation distribution system. Formal distribution is prohibited because it could create confusion as to the status of the ballot. Documents out for ballot at Committee Stage or any later stage shall not be subject to formal discussion at any working level of JTC 1 during the balloting period. Therefore, national body positions on the document under ballot are not to be formally discussed at any working level.

#### JA.1.2 Meetings

Votes in meeting may be cast by e-mail, facsimile or letter, or by proxy granted to another P-member. Proxy voting is valid only if the committee secretariat has been informed in writing by the P-member granting the proxy in advance. A P-member may not cast a proxy vote on behalf of more than one other P-member.

NOTE: For a P-member not attending a meeting, written notification of a proxy must be provided to the committee secretariat in advance of the meeting. For a P-member leaving a meeting, this written notification shall be provided by the head of delegation before the P-member leaves.

Votes by P-members in attendance may be cast only by the head of that delegation or an individual designated by the head of delegation.

The chairman has no vote and questions on which the vote is equally divided shall be subject to further discussion.

In a meeting, except as otherwise specified in the ISO/IEC Directives, Part 1, the *JTC 1 Supplement* or in JTC 1 Standing Documents, questions are decided by a majority of the votes cast at the meeting by P-members which are present (or for which a proxy is held) expressing either approval, disapproval or declared abstention.

If the meeting is to be conducted by teleconference or using electronic means, see Standing Document 1 on "Teleconferencing and Electronic Meeting" clauses 3 and 4 for additional requirements.

#### JA.1.3 Letter Ballots

For votes by correspondence (letter ballots) in JTC 1 and its subcommittees, except as specified elsewhere in the ISO/IEC Directives, Part 1, the *JTC 1 Supplement* or in JTC 1 Standing Documents, questions are decided by a majority of the votes cast by P-members expressing either approval or disapproval. Letter ballots may be cast by web based balloting, e-mail, facsimile or, if absolutely necessary, by mail.

JTC 1 instructs its secretariats to close all letter ballots on the declared closure date. Late votes and comments shall not be accepted. JTC 1 allows actions to be taken between JTC 1 plenary meetings by 60-day letter ballots within JTC 1; such actions for approval may be proposed by the JTC 1 chairman, JTC 1 subcommittees or JTC 1 special working groups. Otherwise, no letter ballot period shall close in less than three months from the date of notification of issue.

#### JA.1.4 Default Ballots

1100 In certain cases, consensus may be confirmed for questions which are expected to contain no controversial issues  
1101 and for which agreement of the committee is foreseen in advance. Such questions will be distributed for a period of  
1102 60 days. If no objection is received during this period, the question is considered to be approved. If any P-member  
1103 objects to the question during this period, the question will be decided by a vote, either at a meeting or by letter  
1104 ballot. Questions for which this may be used are:

- 1105 • Appointment/change of a registration authority
- 1106 • Establishment or cancellation of a liaison
- 1107 • Proposal for stabilization/withdrawal of a standard
- 1108 • PAS submitter reaffirmation
- 1109 • Request for availability free of charge of an ISO/IEC publication which meets the established criteria
- 1110 • Modification of a subcommittee's program of work
- 1111 • Others as approved by JTC 1

1112

## 1113 **JA.2 Proposal stage - Votes on New work item proposals**

1114 A national body may submit a new work item proposal either to a subcommittee or to JTC 1.

### 1115 **JA.2.1 Votes on NPs at the SC level**

1116 For new work item proposals voted at the subcommittee level, a copy of the subcommittee-level ballot shall be  
1117 forwarded by the subcommittee secretariat to the JTC 1 secretariat for information in parallel with circulation of the  
1118 new work item proposal ballot.

1119 The JTC 1 secretariat shall circulate a copy of the subcommittee-level ballot to JTC 1 national bodies and JTC 1  
1120 subcommittees for information and comment.

1121 A new work item proposal should be balloted only once within a subcommittee. If a national body submits a new  
1122 work item proposal to a subcommittee that the subcommittee has not previously considered, the subcommittee  
1123 should issue a ballot for the new work item proposal. It should be noted that if a national body submits a new work  
1124 item proposal for ballot without prior consultation of the subcommittee, there is a risk that the ballot may fail  
1125 because the necessary consensus and support are absent. However, if a sufficient number of national bodies  
1126 agree the work should be done and agree to participate, the work can begin without delay.

1127 A subcommittee chairman or secretariat may schedule a newly submitted new work item proposal for discussion at  
1128 a plenary or working group meeting before issuing a ballot, as long as unreasonable delay is not introduced.

1129 On completion of the subcommittee ballot, the subcommittee secretariat shall send the JTC 1 secretariat the  
1130 summary of voting.

- 1131 • If the subcommittee voting failed, the JTC 1 secretariat shall forward comments collected from national  
1132 bodies and other subcommittees, if there have been any, to the subcommittee for information only. At the  
1133 same time, the JTC 1 secretariat shall inform the comment originator(s) that the voting failed, but their  
1134 comments were forwarded to the subcommittee.
- 1135 • If the subcommittee voting passed and there have been no comments received from national bodies or  
1136 other subcommittees, then the new work item proposal is approved.
- 1137 • If the subcommittee voting passed and comment(s) have been received from national bodies or other  
1138 subcommittees, which the JTC 1 secretariat judges will influence the acceptance of the new work item  
1139 proposal, the JTC 1 secretariat shall forward the comment(s) to the subcommittee to solicit a response  
1140 from it, with a copy to the comment originator(s).

1141 Upon receipt of a response from the subcommittee, the JTC 1 secretariat shall initiate a 60-day JTC 1 letter ballot  
1142 (see the new work item proposal letter ballot form in the forms folder at the JTC 1 web site) on the new work item  
1143 proposal. The letter ballot shall include the subcommittee's summary of voting and the comments from national  
1144 bodies and other subcommittees accompanied by the subcommittee's response to them.

1145 Upon completion of the ballot, the JTC 1 secretariat shall inform all national bodies and the subcommittee of the  
1146 result (together with the project number assigned by ITTF if the ballot is successful).

### 1147 **JA.2.2 Votes on new work item proposals at the JTC 1 level**

1148 JTC 1 should consider a new work item proposal:

- for a work item originating from a working group which reports directly to JTC 1; or
- in exceptional circumstances, such as a new work item proposal which is not within the scope of an existing subcommittee

In all other cases, the appropriate subcommittee should ballot the new work item proposal. Each new work item proposal shall be voted on by JTC 1 letter ballot (see the new work item proposal letter ballot form in the Templates folder at [www.jtc1.org](http://www.jtc1.org)), even if it has appeared on the agenda of a meeting. The normal ballot period for a new work item proposal shall be three months from the date of notification of issue (see ISO/IEC Directives, Part 1, 2.3.4).

### JA.3 Preparatory Stage

No votes are foreseen at this stage.

### JA.4 Committee Stage - Votes on CDs/PDAMs/PDTs/PDTRs

If the consideration of committee drafts/proposed draft amendments/proposed draft technical specifications/proposed draft technical reports (CDs/PDAMs/PDTs/PDTRs) is dealt with by correspondence, P-members and technical committees and organisations in liaison are asked to submit their comments (and P-members their votes) by a specified date (see the committee draft letter ballot form in the Templates folder at <http://isotc.iso.org/livelink/livelink?func=ll&objId=8913214&objAction=browse&sort=name>). In the case of committee drafts/proposed draft amendments, this date should be 2, 3 or 4 months from the date of notification of issue. In the case of proposed draft technical specifications/proposed draft technical reports, this date should be no less than three months from the date of notification of issue. JTC 1 or the subcommittee may extend the ballot period in instances when the complexity of the text requires additional time for review or to allow additional time for enquiry, as long as the total ballot period does not exceed six months.

Abstention by a national body on committee drafts/proposed draft amendments/proposed draft technical specifications/proposed draft technical reports ballots does not bar the national body from voting on subsequent versions of the document at the same or later stages.

Consideration of successive committee drafts/proposed draft amendments/proposed draft amendments/proposed draft technical specifications/proposed draft technical reports shall continue until the substantial support of the P-members of the committee has been obtained or a decision to abandon or defer the project has been reached.

Committee drafts/proposed draft amendments/proposed draft technical specifications/proposed draft technical reports produced by a joint working group should be balloted by all P-members of all subcommittees formally involved in the joint work. Each national body shall have only one vote.

### JA.5 Enquiry stage - Votes on DIS, DAM, DTS and DTR

#### JA.5.1 Combined voting procedure for votes on DIS and DAM

The combined voting procedure is a special voting procedure that ensures that all national bodies of ISO and IEC may vote at the Enquiry Stage, representing the fact that JTC 1 is a technical committee of both ISO and IEC. At the Enquiry Stage the documents subject to the combined voting procedure are:

- Draft International Standards and,
- Draft Amendments.

The voting process managed by ITTF is that each country can submit one vote, which must come from

- the P-member of JTC 1 or
- if the country has no P-member in JTC 1, either from
  - the ISO Member Body for the country or
  - the IEC National Committee for the country.

. For a DIS/DAM to be approved, the count taken by ITTF shall meet the following criteria:

- At least two-thirds of the P-members voting shall have approved;
  - Not more than one-quarter of the total number of votes cast are negative.
- Abstentions are excluded from the count.

**JA.5.2 Votes on DTSs/DTRs**

The decision to publish a technical report or technical specification is taken by JTC 1 ballot on a draft technical specifications/draft technical reports (see the DTS/DTR Ballot form in the Templates folder at the JTC 1 web site). P-members and organisations in liaison are asked to submit their comments (and P-members their votes) by a specified date. This date should be no less than three months from the date of notification of issue. JTC 1 may extend the draft technical specifications/draft technical reports ballot period in instances when the complexity of the text requires additional time for review, as long as the total ballot period does not exceed six months.

Abstention by a national body on a draft technical specifications/draft technical reports ballot does not bar the national body from voting on subsequent versions of the document.

Publication is accepted if approved by a majority of P-members of JTC 1.

**JA.6 Approval stage – Combined voting procedure for votes on FDIS/FDAM**

The combined voting procedure is a special voting procedure that ensures that all national bodies of ISO and IEC may vote on approval stage ballots, representing the fact that JTC 1 is a technical committee of both ISO and IEC. At the approval stage the documents subject to the combined voting procedure are:

- Final Draft International Standard
- Final Draft Amendments

The voting process managed by ITTF is that each country can submit one vote, which must come from:

- the P-member of JTC 1 or
- if the country has no P-member in JTC 1, either from
  - the ISO member body for the country or
  - the IEC National Committee for the country.

For a FDIS/FDAM to be approved, the same criteria apply as defined for a DIS/DAM approval (see JA.5.1).

**JA.7 Votes on DCORs**

Consideration of a draft technical corrigendum is dealt with by correspondence (see the draft technical corrigendum ballot form in the Templates folder at the JTC 1 web site). SC P-members and organisations in liaison are asked to submit their comments (and SC P-members their votes),by a specified date that should be no less than three months from the date of notification of issue.

**JA.8 Overview of Ballot Periods in ISO/IEC JTC 1**

The following table gives an overview of ballot periods that apply in ISO/IEC JTC 1.

TYPE OF VOTE	DURATION	CROSS REFERENCE
New Work Item Proposal – JTC 1 or SC ballot	3 months normally	JA.2
New Work Item Proposal from a subcommittee: JTC 1 confirmation	60 days	JA.2.1
Committee Draft	2, 3 or 4 months	ISO/IEC Directives, Part 1, 2.5.4, JA.4

Proposed Draft Technical Specification / Proposed Draft Technical Report	Min. 3 months, max. 6 months	JA.4
Proposed Draft Amendment	Min. 3 months, max 6 months	JA.4
Draft International Standard	5 months	ISO/IEC Directives, Part 1, 2.6.1
Draft Technical Specification/Draft Technical Report	Min. 3 months, max. 6 months	JA.5.2
Fast Track Draft International Standard	5 months	ISO /IEC Directives, Part 1, 2.6.1; F.2.3
JTC 1 Publicly Available Specification Draft International Standard	5 months	F.3.4.3.3
Draft Amendment	5 months	ISO/IEC Directives, Part 1, 2.6.1
Final Draft International Standard	2 months	ISO/IEC Directives, Part 1, 2.7.1
Fast Track Final Draft International Standard	2 months	ISO/IEC Directives, Part 1, 2.6.1; F.2.3
JTC 1 Publicly Available Specification Final Draft International Standard	2 months	F.3.4.3.9
Final Draft Amendment	2 months	ISO/IEC Directives, Part 1, 2.7.1
Draft Technical Corrigendum	Min 3. months	JA.7
Stabilized Standard – withdrawal proposal	60 days	SD 8 on Maintenance of International Standards
Stabilized Standard – reinstatement proposal	60 days	SD 8 on Maintenance of International Standards
JTC 1 Publicly Available Specification Submitter recognition	3 months	F.3.4.1
JTC 1 Publicly Available Specification Submitter reaffirmation	3 months	F.3.4.1
JTC 1 - other letter ballot periods	Min. 3 months	JA.1.3

JTC 1 – default letter ballot	60 days	JA 1.4
JTC 1 - action between plenary meetings	60 days	JA.1.3
Subcommittee Programme of Work Change	60 days	JA.1.4

1230

1231 [Add a new annex]

1232 **Annex JB**  
 1233 (normative)  
 1234 **ITU-T and ISO/IEC JTC 1 Cooperation**

- 1235 1. The Guide for ITU-T and ISO/IEC JTC 1 cooperation has been drafted by ISO/IEC JTC 1 and ITU-T and  
 1236 approved by ISO/TMB, IEC SMB and ITU-T. The text in Standing Document 3: Guide for ITU-T and ISO/IEC  
 1237 JTC 1 cooperation, is identical to the text in Annex A of ITU-T Recommendation A.23.
- 1238 2. It continues a long-standing agreement among the same organizations concerning collaboration methods by  
 1239 which ITU-T Recommendations and ISO/IEC International Standards developed in ISO/IEC JTC 1 have  
 1240 common texts or identical technical contents.
- 1241 3. In addition to the normal liaison arrangements already in use by the three organizations and when desirable  
 1242 to reach common text or identical technical content in a particular area of work, ITU-T and ISO/IEC JTC 1  
 1243 shall use one of two modes of closer cooperation: *collaborative interchange* or a *collaborative team*.
- 1244 4. Collaborative interchange involves progressing the technical work on a single text in successive meetings of  
 1245 both the organizations involved, with synchronization of the respective commenting and approval  
 1246 procedures. It shall be used where the work is relatively straightforward and non-controversial, and where  
 1247 common participation in the meetings of the two organizations is sufficient for the interchange to be highly  
 1248 effective. Terms of reference for the work to be accomplished shall be agreed.
- 1249 5. A single collaborative team shall be set up to progress any work requiring extended dialogue to develop  
 1250 solutions and reach consensus. Terms of reference for the team shall be agreed, and shall include the  
 1251 scope of the effort and the parent body in each organization to which the team reports. Once consensus is  
 1252 achieved, synchronized use is made of the approval procedures in ITU-T, IEC and ISO to achieve  
 1253 publication. The procedures to be followed by collaborative teams may be found in clause 8 of the JTC 1  
 1254 Standing Document 3: ITU-T and ISO/IEC JTC 1 Cooperation.
- 1255 6. In either collaboration mode, the approved deliverables may be published as common text (an ITU-T  
 1256 Recommendation and an International Standard using the presentation style specified in Appendix II of the  
 1257 Guide), or as twin text (an ITU-T Recommendation and an International Standard whose texts are technically  
 1258 aligned but not identical), in which case the approval processes do not require exact timing synchronization.
- 1259 7. The ITU-T Study Group and the ISO/IEC JTC 1 Subcommittee shall agree whether no contact is needed, or  
 1260 liaison, collaborative interchange or a collaborative team will be used in each area of work. The mode may  
 1261 change during a project, again by agreement.
- 1262 8. In the unusual event that either organization feels that collaboration for a given area of work should be  
 1263 terminated, this situation shall be immediately discussed with the other organization. If satisfactory resolution  
 1264 cannot be obtained, either ITU-T or ISO/IEC JTC 1 may unilaterally terminate collaboration on a project, or  
 1265 decide that no common text should be published. If termination should occur, both organizations can make  
 1266 use of the prior collaborative work. Any work accomplished up to that point may be used by each  
 1267 organization.