



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

JTC 1 SWG-A N 415

2010-09-23

Document Type: Meeting Report and Resolutions

Title: **Meeting Report and Resolutions for the 23 September 2010
Teleconference Meeting of the JTC 1 Special Working Group on
Accessibility (SWG-Accessibility)**

Source: JTC 1 SWG-Accessibility Secretariat and Convener

Due Date: n/a

Requested Action: For information

Pages: 9

JTC 1 SWG on Accessibility Secretariat
ITI/INCITS
1101 K Street NW, Suite 610, Washington, DC 20005
jgarner@itic.org

Meeting Report and Resolutions for the 23 September 2010 Teleconference Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility)

Meeting Schedule:

23 September 2010	13:00 - 15:00 UTC**
-------------------	---------------------

** Each participant should use a time zone converter (such as <http://www.timeanddate.com/>) to determine the teleconference start time in their respective time zone.

1. Opening of Meeting (13:00 UTC - 23 September 2010) Mr. Li

Mr. Li, Convener of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility), called the meeting to order at 13:00 UTC on 23 September 2010 and thanked the SWG-Accessibility Secretariat for hosting this teleconference.

2. Introduction of Participants

Ms. Garner, SWG on Accessibility Secretariat, conducted a roll call of the delegates on the call:

Delegation	Name	On Teleconference
Australia	Ms. Liddy Nevile	
Canada	Dr. Jim Carter Ms. Mary Frances Laughton Ms. Beverly Milligan	x x
Denmark	Ms. Helle Bjarnø	x
France	Ms. Josée Auber	x (joined during approval of resolutions)
Germany	Dr. Gottfried Zimmermann	x
Japan	Dr. Hajime Yamada Mr. Toshihiro Suzuki Dr. Mitsuji Matsumoto Mr. Shigetoyo Nomura	x x x x
Republic of Korea	Mr. Jaeil Song	x
Norway	Mr. Erlend Øverby	x

	Mr. Knut Lindelien Mr. Rudolph Brynn	
United Kingdom	Mr. Andy Heath Dr. Kate Grant	x
United States	Ms. Andi Snow-Weaver Mr. Dwight Lewis Mr. Peter Wallack Mr. Ken Salaets Ms. Mary Beth Janes Mr. Michael Takemura Mr. Daniel Tang Mr. James Thurston	x x x x x
ITI	Mr. Ken Salaets	x
Linux Foundation	Ms. Janina Sajka	
W3C/WAI	Ms. Judy Brewer Mr. Shadi Abou-Zahra	x x
JTC 1/SC 29	Dr. Kate Grant	
JTC 1/SC 35	Dr. Jim Carter Dr. Gregg Vanderheiden Dr. Gottfried Zimmermann	x x x
JTC 1/SC 36	Mr. Erlend Øverby Ms. Liddy Nevile	x
Visual Impairment Knowledge Centre	Ms. Helle Bjarnø	x
ITU-T SG 16 Liaison Officer	Dr. Mitsuji Matsumoto	x
IEC/TC 100 Liaison Officer	Ms. Jean Baronas	
JTC 1 SWG-Accessibility Convener	Mr. Alex Li	x
JTC 1 SWG-Accessibility Secretariat	Ms. Jennifer Garner	x

3. Adoption of SWG-Accessibility Agenda

Mr. Li

The agenda was adopted with the following updates:

- Agenda Item 4 - Mr. Li will provide an update on the 3-4 November 2010 World Standards Cooperation (WSC) workshop in Geneva on the subject of Accessibility and the Contribution of International Standards
- Agenda Item 5.1 - add document SWG-A N 410
- Agenda Item 5.2 - add document SWG-A N 411

Reference: [SWG-A N 409](#)

4. Convener's Remarks

Mr. Li

This meeting was scheduled to receive an update on the activities of Ad Hoc 13 (Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work) and Ad Hoc 14 (Updates to the User

Needs Summary) and determine if the ad hocs have generated SWG on Accessibility recommendations that could be submitted for consideration at the November 2010 JTC 1 Plenary.

Mr. Li gave an update on the 3-4 November 2010 World Standards Cooperation (WSC) workshop in Geneva on the subject of Accessibility and the Contribution of International Standards. Information was transmitted to the SWG on Accessibility by email on 2 September 2010. The event web site is at <http://www.iso.org/wsc-accessibility> and the draft programme is available at http://www.iso.org/sites/WSC_Accessibility_2010/programme1.html. Mr. Li reported that regrettably neither he nor the SWG-Accessibility Secretariat is able to attend the workshop. He has been working with the planners to identify speakers and noted that three SWG-Accessibility participants are currently scheduled as speakers: Dr. Kate Grant (UK), Ms. Judi Brewer (W3C/WAI) and Mr. Shadi Abou-Zahra (W3C/WAI).

5. Review of Ad Hoc 13 and Ad Hoc 14 Reports for Recommendations to the November 2010 JTC 1 Plenary

5.1 Report of Ad Hoc 13 - Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work Ms. Auber

Scope: Ad Hoc 13 (Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work) was reconstituted to provide ongoing interaction with ISO/IEC staff on the development of an accessibility policy and to coach/mentor ISO/IEC staff in the translation of the accessibility policy into associated procedures to implement accessible web sites. The leader of Ad Hoc 13 (Ms. Auber) and the SWG-Accessibility Convener (Mr. Li) will work with the JTC 1 ITSIG Liaison (Mr. Farance) to convey the SWG-Accessibility's inputs on the ISO e-Services Guide and to ensure JTC 1 input to ITSIG is coordinated. Ad Hoc 13 will work with ISO to make accessible versions of promotional videos where possible. Ad Hoc 13 will prepare a recommendation that ISO sites be compliant with WCAG 2.0 Level AA for consideration at the 23 September 2010 SWG on Accessibility meeting as a contribution to JTC 1. Ad Hoc 13 Leader: Ms. Josée Auber (France). Participants: Mr. Alex Li (SWG-A Convener), Ms. Judy Brewer (W3C/WAI), Dr. Gregg Vanderheiden (JTC 1/SC 35), Mr. Andy Heath (UK and JTC 1/SC 36); Ms. Liddy Nevile (Australia and JTC 1/SC 36); Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

In Ms. Auber's absence, Mr. Li reported that the Ad Hoc 13 Leader has been working with the JTC 1 team in developing accessible promotional videos.

Mr. Abou-Zahra provide the following URL to a W3C resource that provides background on how to make presentations accessible and includes advice on considerations before, during and after presentations:

<http://w3.org/wai/training/accessible>

The SWG on Accessibility conducted a review of the Ad Hoc 13 report and recommendation ([SWG-A N 410](#)). Following discussion, it was agreed to revise the SWG-Accessibility recommendation to read as follows:

SWG-A September 2010 Teleconference Resolution 1: JTC 1 SWG on Accessibility Recommendation to JTC 1 Concerning JTC 1 Web Site and Document Content Accessibility Issues

The JTC 1 SWG on Accessibility submits the following recommendation for consideration at the November 2010 JTC 1 Plenary in Belfast, Northern Ireland:

"In order to follow up on the correspondence in JTC 1 N 9333 (JTC 1 Special Working Group on Accessibility Response to Correspondence from the JTC 1 Chairman (SWG-A N 315) Concerning JTC 1 Web Site Accessibility Issues and Request for JTC 1 National Body and SC Secretariat Feedback), the JTC 1 Special Working Group on Accessibility recommends that JTC 1:

- a) Request ITSIG (via its ITSIG liaison), JTC 1 and SC Secretariats and JTC 1 National Body for progress reports or notification of issues regarding Accessibility;*
- b) Remind all interested parties (including ISO and IEC central secretariats as well as the National Bodies) of the guidance available from JTC 1 SWG-A;*
- c) Ask if there are ways to improve the guidance already provided in JTC 1 N 9333;*
- d) Convey the additional guidance that upholding web accessibility is a continuous operational process and that it is very important for all interested parties to establish a standard workflow to make sure web content updates, such as posting of standards drafts or new documents (including their content), be accessible;*
- e) Relay the recommendation that compliance with WCAG 2.0 level AA should be the goal for web sites and document content in the ISO and IEC system."*

Action Item: The JTC 1 SWG on Accessibility Secretariat will submit the SWG-Accessibility recommendation to JTC 1 Concerning JTC 1 Web Site and Document Content Accessibility Issues for consideration at the November 2010 JTC 1 Plenary in Belfast.

It was agreed to reconstitute Ad Hoc 13 and remove the following item from its scope: "Ad Hoc 13 will prepare a recommendation that ISO sites be compliant with WCAG 2.0 Level AA for consideration at the 23 September 2010 SWG on Accessibility meeting as a contribution to JTC 1."

SWG-A September 2010 Teleconference Resolution 2: Reconstitution of Ad Hoc 13 (Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work)

JTC 1 SWG on Accessibility reconstitutes Ad Hoc 13 (Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work) to provide ongoing interaction with ISO/IEC staff on the development of an accessibility policy and to coach/mentor ISO/IEC staff in the translation of the accessibility policy into associated procedures to implement accessible web sites. The leader of Ad Hoc 13 (Ms. Auber) and the SWG-Accessibility Convener (Mr. Li) will work with the JTC 1 ITSIG Liaison (Mr. Farance) to convey the SWG-Accessibility's inputs on the ISO e-Services Guide and to ensure JTC 1 input to ITSIG is coordinated. Ad Hoc 13 will work with ISO to make accessible versions of promotional videos where possible. Ad Hoc 13 Leader: Ms. Josée Auber (France). Participants: Mr. Alex Li (SWG-A Convener), Ms. Judy Brewer (W3C/WAI), Dr. Gregg Vanderheiden (JTC 1/SC 35), Mr. Andy Heath (UK and JTC 1/SC 36); Ms. Liddy Nevile (Australia and JTC 1/SC 36); Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

Reference: [SWG-A N 410](#)

5.2 Report of Ad Hoc 14 - Consider Updates to the User Needs Summary Mr. Øverby

Scope: Ad Hoc 14 (Updates to the User Needs Summary) was reconstituted to consider updates to the User Needs Summary (ISO/IEC TR 29138 Information technology - Accessibility considerations for people with disabilities - Part 1: User needs summary) and to conduct research to identify areas where voluntary standards are not being addressed and suggest an appropriate body to consider the new work. Ad Hoc 14 Leader: Mr. Erlend Øverby (Norway). Participants: Dr. Hajime Yamada (Japan), Mr. Andy Heath (UK), Ms. Judy Brewer (W3C/WAI), Mr. Ken Salaets (ITI), Ms. Helle Bjarnø (Denmark) and Ms. Andi Snow-Weaver (US).

Mr. Øverby reviewed the report of Ad Hoc 14 ([SWG-A N 411](#)). It was agreed to reconstitute Ad Hoc 14 with its scope unchanged:

SWG-A September 2010 Teleconference Resolution 3: Reconstitution of Ad Hoc 14 (Updates to the User Needs Summary)

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 14 (Updates to the User Needs Summary) to consider updates to the User Needs Summary (ISO/IEC TR 29138 Information technology - Accessibility considerations for people with disabilities - Part 1: User needs summary) and to conduct research to identify areas where voluntary standards are not being addressed and suggest an appropriate body to consider the new work. Ad Hoc 14 Leader: Mr. Erlend Øverby (Norway). Participants: Dr. Hajime Yamada (Japan), Mr. Andy Heath (UK), Ms. Judy Brewer (W3C/WAI), Mr. Ken Salaets (ITI), Ms. Helle Bjarnø (Denmark), Ms. Andi Snow-Weaver (US) and Dr. Jim Carter (Canada).

Mr. Heath noted that Ad Hoc 16 (Refinement of Japanese NB Proposal for New Work on Generic Test Method and Code of Practice Documents) might identify new User Needs during the course of its deliberations. He requested that the SWG-Accessibility Convener consider scheduling the Ad Hoc 16 session prior to the Ad Hoc 14 session when determining the sequence of ad hoc sessions for the March 2011 face-to-face meeting.

Action Item: The JTC 1 SWG on Accessibility Convener will consider scheduling the Ad Hoc 16 (Refinement of Japanese NB Proposal for New Work on Generic Test Method and Code of Practice Documents) session prior to the Ad Hoc 14 (Updates to the User Needs Summary) session when determining the sequence of ad hoc sessions for the March 2011 face-to-face meeting, as it was noted that Ad Hoc 16 might identify new User Needs during the course of its deliberations.

Reference: [SWG-A N 411](#)

6. Future Meetings

Mr. Li

UK offer to host March 2011 face to face meeting in London

The SWG-Accessibility participants reviewed the list of related meetings currently scheduled for March 2011:

- 11-19 March 2011 JTC 1/SC 36 meeting in France (Mr. Øverby)
- 14-18 March 2011 Canada March Break (Ms. Milligan)
- 14-19 March 2011 CSUN Conference in California (Dr. Carter)
- 14-25 March 2011 ITU-T SG 16 Meeting (Dr. Matsumoto)

Mr. Li anticipated the need for a four day meeting based on his consultation with the ad hoc leaders:

- 1.5 day for Ad Hoc 14
- .5 day for Ad Hoc 15
- 1 day for Ad Hoc 16
- 1 day for Ad Hoc 13 and general SWG-Accessibility session

Mr. Heath confirmed the UK National Body offer to host the March 2011 SWG on Accessibility meeting in London. Mr. Li proposed scheduling the face-to-face meeting for 1-4 March 2011. Mr. Heath agreed to investigate providing teleconference access for the meeting.

Action Item: Mr. Heath agreed to investigate BSI's ability to provide teleconference access for the March 2011 SWG on Accessibility meeting.

SWG-A September 2010 Teleconference Resolution 4: Next Meeting

The JTC 1 SWG on Accessibility accepts the UK National Body offer to host the next SWG on Accessibility meeting in London, UK. The meeting will be held as follows:

- 1-4 March 2011

Teleconference access will be requested.

The participants requested that a calling notice for the March 2011 face-to-face SWG on Accessibility meeting is expeditiously issued to assist the participants in obtaining funding and approval to travel to the meeting.

Action Item: The JTC 1 SWG on Accessibility Secretariat will issue a calling notice for the 1-4 March 2011 JTC 1 SWG on Accessibility meeting in London, UK.

Action Item: The UK sponsor will provide a follow up logistics package for the SWG-Accessibility participants.

7. Approval of Resolutions

Ms. Garner

The following resolutions were reviewed and approved by unanimous consent during the 23 September 2010 JTC 1 SWG on Accessibility teleconference:

SWG-A September 2010 Teleconference Resolution 1: JTC 1 SWG on Accessibility Recommendation to JTC 1 Concerning JTC 1 Web Site and Document Content Accessibility Issues

The JTC 1 SWG on Accessibility submits the following recommendation for consideration at the November 2010 JTC 1 Plenary in Belfast, Northern Ireland:

“In order to follow up on the correspondence in JTC 1 N 9333 (JTC 1 Special Working Group on Accessibility Response to Correspondence from the JTC 1 Chairman (SWG-A N 315) Concerning JTC 1 Web Site Accessibility Issues and Request for JTC 1 National Body and SC Secretariat Feedback), the JTC 1 Special Working Group on Accessibility recommends that JTC 1:

- a) Request ITSIG (via its ITSIG liaison), JTC 1 and SC Secretariats and JTC 1 National Body for progress reports or notification of issues regarding Accessibility;
- b) Remind all interested parties (including ISO and IEC central secretariats as well as the National Bodies) of the guidance available from JTC 1 SWG-A;
- c) Ask if there are ways to improve the guidance already provided in JTC 1 N 9333;
- d) Convey the additional guidance that upholding web accessibility is a continuous operational process and that it is very important for all interested parties to establish a standard workflow to make sure web content updates, such as posting of standards drafts or new documents (including their content), be accessible;
- e) Relay the recommendation that compliance with WCAG 2.0 level AA should be the goal for web sites and document content in the ISO and IEC system.”

SWG-A September 2010 Teleconference Resolution 2: Reconstitution of Ad Hoc 13 (Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work)

JTC 1 SWG on Accessibility reconstitutes Ad Hoc 13 (Policies and Scoping of Accessibility for Web Sites and Content for ISO and IEC Work) to provide ongoing interaction with ISO/IEC staff on the development of an accessibility policy and to coach/mentor ISO/IEC staff in the translation of the accessibility policy into associated procedures to implement accessible web sites. The leader of Ad Hoc 13 (Ms. Auber) and the SWG-Accessibility Convener (Mr. Li) will work with the JTC 1 ITSIG Liaison (Mr. Farance) to convey the SWG-Accessibility's inputs on the ISO e-Services Guide and to ensure JTC 1 input to ITSIG is coordinated. Ad Hoc 13 will work with ISO to make accessible versions of promotional videos where possible. Ad Hoc 13 Leader: Ms. Josée Auber (France). Participants: Mr. Alex Li (SWG-A Convener), Ms. Judy Brewer (W3C/WAI), Dr. Gregg Vanderheiden (JTC 1/SC 35), Mr. Andy Heath (UK and JTC 1/SC 36); Ms. Liddy Nevile (Australia and JTC 1/SC 36); Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

SWG-A September 2010 Teleconference Resolution 3: Reconstitution of Ad Hoc 14 (Updates to the User Needs Summary)

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 14 (Updates to the User Needs Summary) to consider updates to the User Needs Summary (ISO/IEC TR 29138 Information technology - Accessibility considerations for people with disabilities - Part 1: User needs summary) and to conduct research to identify areas where voluntary standards are not being addressed and suggest an appropriate body to consider the new work. Ad Hoc 14 Leader: Mr. Erlend Øverby (Norway). Participants: Dr. Hajime Yamada (Japan), Mr. Andy Heath (UK), Ms. Judy Brewer (W3C/WAI), Mr. Ken Salaets (ITI), Ms. Helle Bjarnø (Denmark), Ms. Andi Snow-Weaver (US) and Dr. Jim Carter (Canada).

SWG-A September 2010 Teleconference Resolution 4: Next Meeting

The JTC 1 SWG on Accessibility accepts the UK National Body offer to host the next SWG on Accessibility meeting in London, UK. The meeting will be held as follows:

- 1-4 March 2011

Teleconference access will be requested.

8. Close of the Meeting (not later than 15:00 UTC – 23 September 2010)

The meeting was adjourned at 14:05 (UTC) on 23 September 2010.