



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

JTC 1 SWG-A N 447

2011-03-10

Document Type: Meeting Report

Title: Meeting Report for the 1-4 March 2011 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - London, UK

Source: JTC 1 SWG-Accessibility Convenor and Secretariat

Requested Action: For information and action

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

**Meeting Report for the 1-4 March 2011 Meeting of the
JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - London, UK**

Meeting Location:

British Standards Institute (BSI)

389 Chiswick High Road

London

W4 4AL

United Kingdom

Map: [Office location](#)

Telephone: +44 (0)20 8996 9001

Fax: +44 (0)20 8996 7001

1. Opening of Meeting (9:00 - 1 March) Mr. Li

Mr. Li, Convenor of the JTC 1 Special Working Group on Accessibility, called the meeting to order at 9:00 on 1 March 2011. He thanked Ms. Stride and BSI for hosting the meeting.

Ms. Stride gave a brief overview of logistics information for the meeting participants.

The following participants volunteered to serve on the drafting committee:

- Ms. Jennifer Garner (JTC 1 SWG on Accessibility Secretariat)
- Ms. Josée Auber (France)
- Dr. Jim Carter (Canada)
- Mr. Andy Heath (UK)
- Mr. Shigetoyo Nomura (Japan)
- Mr. Erlend Øverby (Norway)
- Ms. Andi Snow-Weaver (US)

2. Convenor's Remarks and Introduction of Participants (9:05 - 1 March) Mr. Li

Ms. Garner, the JTC 1 SWG on Accessibility Secretariat, conducted a roll call of the participants:

Organization	Representative	Attended	Joined By Teleconference
Australia	Liddy Nevile	x	
Canada	Jim Carter	x	
Denmark	Helle Bjarnø	x	
France	Josée Auber	x	
Germany	Klaus-Peter Wegge		x

	Gottfried Zimmermann		x
Japan	Toshihiro Suzuki	x	
	Shigetoyo Nomura	x	
Republic of Korea	Song Jaeil		x
Norway	Erlend Øverby	x	
United Kingdom	Kate Grant	x	
	Chris Francis	x	
	Andy Heath	x	
	John Phillips	x	
United States	Andi Snow-Weaver	x	
	Dwight Lewis	x	
	Glenn Meyer	x	
	Ken Salaets	x	
	Michael Takemura		x
	Peter Wallack	x	
JTC 1/SC 29	Kate Grant	x	
JTC 1/SC 35	Jim Carter	x	
	Gregg Vanderheiden		x
JTC 1/SC 36	Liddy Nevile	x	
	Erlend Øverby	x	
ITU-T Study Group 16	Mitsuji Matsumoto	x	
	Bill Pechey	x	
ETSI STF 416	Dave Sawdon	x	
ITI	Ken Salaets	x	
Linux Foundation	Janina Sajka	x	
W3C/WAI	Shadi Abou-Zahra	x	
	Judy Brewer		x
SWG on Accessibility Convenor	Alex Li	x	
SWG on Accessibility Secretariat	Jennifer Garner	x	
BSI Host	Jean Stride	x	

The draft agenda was adopted with the following amendments:

- Agenda Items 4, 4.1 and 5 - add document SWG-A N 440
- Agenda Item 5 - add document SWG-A N 445
- Agenda Item 6.2 - add documents SWG-A N 439 and SWG-A N 443
- Agenda Item 6.3 - add document SWG-A N 442
- Agenda Item 6.4 - add corrected SWG-A N 431
- Agenda Item 7.3 - add document SWG-A N 441
- Add new Agenda Item 7.5 - W3C/WAI Update - add document SWG-A N 444

Reference: [SWG-A N 438](#)

**4. Review of November 2010 JTC 1 Plenary Resolutions (9:30 - 1 March) Mr. Li
Related to SWG-Accessibility:**

The SWG on Accessibility reviewed the Convenor's presentation ([SWG-A N 440](#)) which provided information on the November 2010 JTC 1 Plenary resolutions ([SWG-A N 420](#)) and WSC Workshop output documents ([SWG-A N 421](#)) related to the JTC 1 SWG on Accessibility:

- **Resolution 25** - SC, JTC 1 WG and SWG Input to Standing Document 2, Historical Background of JTC 1

JTC 1 instructs the SCs, JTC 1 WGs and SWGs to submit elements of their history for inclusion in Standing Document 2, Historical Background of JTC 1.

Further, JTC 1 instructs those SCs, JTC 1 WGs and SWGs that have not already done so to submit a summary of their history. These contributions are to be submitted to the Convenor of SWG on Planning and the SD 2 Editor no later than 1 June 2011 for inclusion in the next revision of SD 2.

As SD 2 is a living document, all JTC 1 SCs, JTC 1 WGs and SWGs should submit regular updates of the elements of their histories to the SWG on Planning when applicable.

JTC 1 thanks the following National Bodies, Liaison Organization and SCs that have already provided input to the Standing Document. Their contributions and superb efforts have greatly assisted in the production of this document.

- SC 2
- SC 6
- SC 7
- SC 23
- SC 24
- SC 27
- SC 28
- SC 29

- SC 34
- SC 36
- NB Canada
- NB Ireland
- NB US
- Ecma International

Unanimous

The JTC 1 SWG on Accessibility instructed its Convenor and Secretariat to provide a summary of the SWG's history to the Convenor of the SWG on Planning and the SD 2 Editor no later than 1 June 2011 for inclusion in the next revision of the SD 2, Historical Background of JTC 1.

(see [London 2011 Recommendation 1: JTC 1 SWG on Accessibility History for Inclusion in the SD 2, Historical Background of JTC 1](#))

- **Resolution 32** - Termination of Liaisons

JTC 1 instructs its Secretariat to request the ITTF to terminate Liaison status as follows:

- SC 7 and INTECOM (Category C)
- SWG-A and TEITAC (Category C)
- SC 27 and CEN Workshop on Cyber Identity (under Vienna Agreement)
- SC 27/WG 3 and WG 4 and ISSEA (Category C)
- SC 27/WG 1 and World Lottery Association (Category C)
- SC 27/WG 5 and Liberty Alliance (Category C)
- SC 27 and Network and Information Security Steering Group (CEN/NISSG) (under Vienna Agreement)

Unanimous

Mr. Li reported that JTC 1 had approved the SWG-Accessibility's request for termination of the Category C Liaison with TEITAC and no further action was required.

- **Resolution 39** - JTC 1 Web Site and Document Content Accessibility Issues

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), JTC 1:

- *Requests JTC 1 and SC Secretariats and JTC 1 National Bodies for progress reports or notification of issues regarding accessibility for web site and document content;*
- *Reminds all interested parties (including ISO and IEC central secretariats as well as the National Bodies) of the guidance available from JTC 1 SWG-A;*
- *Asks if there are ways to improve the guidance already provided in JTC 1 N9333;*
- *Conveys 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;*
- *Relays 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*

Unanimous

Mr. Li thanked Ad Hoc 13 for developing the contribution and noted that no action was required in response to the JTC 1 resolution.

- **Resolution 40 - WSC Resolutions Related to Accessibility**

JTC 1 instructs the SWG-Accessibility Convenor to provide, for circulation to the JTC 1 National Bodies, the resolutions from the WSC related to Accessibility and to report on the progress made on these resolutions at the November 2011 JTC 1 meeting in San Diego.

Unanimous

Mr. Li reported that the WSC resolutions were distributed to JTC 1 ([SWG-A N 421](#) / JTC 1 N 10432) and led the SWG on Accessibility through a review of the final recommendations developed by the 5 November 2010 with a high priority:

Final recommendations adopted by the workshop on 5 November 2010

The participants in the workshop agreed that as a background to the recommendations, they wished to underline that “Accessibility” is not limited to addressing the needs of persons with disabilities, elderly people or persons with temporary impairments, but aims at the usability of a product, service, environment or facility by people with the widest range of capabilities.

A. Recommendations with a high priority

1. Establish a Strategic Advisory Group “Accessibility” between the WSC-organizations, including key accessibility stakeholders to address, decide and monitor key issues related to accessibility, the standards development process, accessible formats of standards, considering financing mechanisms to strengthen the participation of disabled persons in standards development as well as the creation of awareness about accessibility.

The JTC 1 SWG on Accessibility instructed its Convenor, Mr. Alex Li, to work with the JTC 1 Chair to determine the best path forward for JTC 1 representation into the Accessibility Strategic Advisory Group called for by WSC Resolution A.1 (WSC Resolutions in SWG-A N 421).

(see London 2011 [Recommendation 3](#): WSC Accessibility Strategic Advisory Group and Accessibility Policy)

2. A common accessibility policy between the WSC-organizations should be developed which could become an annex to the key rule documents (e.g. Directives or others) on standards development.

The JTC 1 SWG on Accessibility instructed its Convenor, Mr. Alex Li, to work with the JTC 1 Chair to determine the best path forward for JTC 1 contribution to the development of a common accessibility policy between the WSC organizations called for by WSC Resolution A.2 (WSC Resolutions in SWG-A N 421).

(see London 2011 [Recommendation 3](#): WSC Accessibility Strategic Advisory Group and Accessibility Policy)

3. Encourage national members of the WSC-organizations to actively promote the implementation of accessibility standards, to provide training to disabled persons and to build capacity to prepare them prior to attending meetings in international standardization.

It was agreed that this WSC resolution is in line with the JTC 1 SWG on Accessibility's activities and goals.

4. WSC-organizations should strengthen their relationship with the United Nations Convention of the Rights of Persons with Disabilities (CRPD) and establish links and liaisons with disability organizations.

It was agreed that this WSC resolution is in line with the JTC 1 SWG on Accessibility's activities and goals.

5. The revision of ISO/IEC Guide 71 under leadership of ISO and IEC is a key task to ensure consistent concepts in the area of accessibility. The revision should take into account relevant documents developed by ISO, IEC and ITU (and other organizations), such as ISO/TR 22411, ISO 21542, IEC TR 62678 to achieve a common approach between the WSC-organizations. Guide 71 should be promoted to all committees as the key reference document (in ISO and IEC) to be applied by them when addressing accessibility matters.

The JTC 1 SWG on Accessibility participants were encouraged to work with their National Bodies to provide input and guidance on the revision of ISO/IEC Guide 71.

6. If the content of documents proposed in New Work Item Proposals is related to accessibility, then this should be identified (e.g. through the introduction of a system of check boxes). Agendas of meetings of standards committees should include a standing item in which accessibility should be addressed.

It was agreed that this WSC resolution is in line with the JTC 1 SWG on Accessibility's activities and goals.

References: [SWG-A N 420](#) (resolutions), [SWG-A N 421](#) (WSC Workshop outputs), [SWG-A N 440](#) (Convenor's presentation)

4.1 JTC 1 SWG on Accessibility Response to JTC 1 N 10515 – Environmental Scan 2011 Questionnaire for JTC 1 SGs and SWGs **Mr. Li**

Mr. Li reviewed his initial thoughts on an SWG on Accessibility response ([SWG-A N 440](#)) to JTC 1 N 10515 - Environmental Scan 2011 Questionnaire for JTC 1 SGs and SWGs ([SWG-A N 428](#)). It was agreed that the SWG on Accessibility response should identify accessibility issues associated with any of the identified trends.

The JTC 1 SWG on Accessibility instructed its Convenor to prepare the SWG on Accessibility response to JTC 1 N 10515 – Environmental Scan 2011 Questionnaire for JTC 1 SGs and SWGs, and to circulate for SWG on Accessibility review by 24 March 2011 with comments due to the Convenor by 8 April 2011. The Convenor will submit the SWG on Accessibility response in advance of the 15 April 2011 deadline.

References: [SWG-A N 428](#), [SWG-A N 440](#) (Convenor's presentation)

5. Status of Proposed JTC 1 Resolution Concerning the (10:00 - 1 March) Mr. Li
JTC 1 SWG on Accessibility and Development of SWG-Accessibility
Recommendations to the SWG on Directives

As a result of JTC 1 default ballot ([SWG-A N 422](#)), the following resolution has been approved by JTC 1 ([SWG-A N 425](#)) for action by the SWG on Accessibility:

Resolution – Special Working Group on Accessibility

ISO/IEC JTC 1 recognizes the value of the work being performed within SWG-Accessibility and its importance not only within ISO/IEC JTC 1 but throughout the standards community. ISO/IEC JTC 1 does not wish to impede this important work but recognizes that this work must be performed under the ISO/IEC Directives (with the JTC 1 Supplement and JTC 1 Standing Documents).

The SWG-Accessibility is instructed to:

- *Continue its planned activities as specified in its terms of reference and per the directives.*
- *In conjunction with SWG-Directives:*
 - *Make recommendations on how its structure and / or mandate may evolve to match the unique requirements of its field of activity, the lessons learned during its existence*
 - *Specifically investigate:*
 - *How SWG- Accessibility can most effectively and efficiently contribute to ICT accessibility standardization,*
 - *How the open information exchange and coordination platform can be maintained;*
 - *How to make the output of its work available,*
 - *How to maintain ISO/IEC TR 21938,*
 - *or where should SWG-Accessibility proposed new work be handled?*
- *Report its findings in time for review by the 2011 ISO/IEC JTC 1 Plenary.*

Mr. Li reported on his meeting with the JTC 1 Chairman, Ms. Karen Higginbottom, the last week of February to discuss the recommendations from the February 2011 SWG-Directives meeting and the options available to the SWG on Directives. He reviewed slides 10 and 11 in his presentation ([SWG-A N 440](#)) and the options were discussed in detail:

- a) Transform TRs into something that SWG-Accessibility would have power to maintain (such as Guides)

Ms. Josée Auber and Dr. Kate Grant attended the February SWG-Directives meeting and noted that the work of the SWG on Accessibility was appreciated by ISO, IEC and JTC 1 and there was support for keeping the SWG's work visible. Initial ideas developed at the SWG-Directives meeting included publishing updates to the SWG on Accessibility's documents as Guides, databases, whitepapers and information items.

- b) Transform SWG-Accessibility into a body that can maintain TRs

c) Request another body to maintain TRs on our behalf

Dr. Gregg Vanderheiden and Dr. Jim Carter reported that a resolution had been approved at the February 2011 JTC 1/SC 35 Plenary to provide assistance in maintaining the SWG on Accessibility TRs.

d) Declare Part 1 and 3 substantially mature; use option a, b or c to address part 2

e) Any of the above plus annex Part 1 and 2 into Guide 71 per WSC recommendation 5

Following significant discussion, the JTC 1 SWG on Accessibility affirmed the importance of remaining a Special Working Group with the expanded membership as defined in JTC 1 Resolution 24 from Berlin and expressed its preference to publish updated information, based on the evolution of ISO/IEC TR 29138:2009 Parts 1-3, in documents that the SWG on Accessibility would have authority to maintain (such as Guides, databases or information items). The JTC 1 SWG on Accessibility is eager to receive guidance from the JTC 1 Chair and Secretariat on the full range of permissible publications.

(see [London 2011 Recommendation 4: Response to JTC 1 N 10424 - Proposed Resolution Concerning the JTC 1 Special Working Group on Accessibility](#))

The SWG on Accessibility participants reviewed the SWG's terms of reference (<http://www.jtc1access.org/tor.htm>) and developed proposed revisions ([SWG-A N 445](#)). It was agreed that the SWG on Accessibility participants would submit comments on the proposed revisions to the ToR by 30 June 2011 for consideration at the September 2011 SWG on Accessibility meeting in Paris, France.

(see [London 2011 Recommendation 5: Proposed Revisions to the JTC 1 SWG on Accessibility Terms of Reference](#))

References: [SWG-A N 422](#) (proposed resolution), [JTC 1 N 7688](#) (approved ToR), [SWG-A N 425](#) (Summary of Voting on proposed resolution - N 422), [SWG-A N 440](#) (Convenor's presentation), [SWG-A N 445](#) (proposed revisions to ToR)

6. Ad Hoc Sessions

6.1 Ad Hoc 15 - Investigation of Database for the Standards (13:30 - 1 March) Dr. Carter Inventory

Scope: The ad hoc was established to investigate the Japanese contribution (SWG-A N 391) proposing that a database be established for ISO/IEC TR 29138, Information technology – Accessibility considerations for people with disabilities - Part 2: Standards Inventory. Ad Hoc 15 will develop a detailed proposal for an online, accessible database preferably hosted on the ISO or IEC site, and will provide logistical and financial information for consideration at the next full meeting of the SWG on Accessibility. Ad Hoc 15 Leader: Dr. Jim Carter (Canada and JTC 1/SC 35). Participants: Ms. Jean Baronas (IEC/TC 100), Dr. Kate Grant (UK and JTC 1/SC 29), Mr. Andy Heath (UK), Ms. Beverly Milligan (Canada) and Mr. Shigetoyo Nomura (Japan).

Dr. Jim Carter, Ad Hoc 15 Leader, reported that the group had not met in advance of this week's meeting. He reviewed a background document developed by a graduate student for consideration at this session ([SWG-A N 435](#)). There was significant discussion and interest in the idea of publishing the Accessibility Standards Inventory as a database.

It was agreed to reconstitute Ad Hoc 15 with the new title "Evolution of the Database Definition for the Accessibility Standards Inventory" to evolve the database definition proposed in [SWG-A N 435](#) proposing that a database be established for the Accessibility Standards Inventory.

(see London 2011 [Recommendation 9](#): Reconstitution of Ad Hoc 15 (Evolution of the Database Definition for the Accessibility Standards Inventory))

The JTC 1 SWG on Accessibility Secretariat was instructed to issue a call to request additional standards to be added to the Accessibility Standards Inventory. Responses will be requested by 30 June 2011 and will be submitted to Dr. Jim Carter (Ad Hoc 15 Leader) for incorporation into an updated draft for consideration at the September 2011 meeting in Paris, France.

(see London 2011 [Recommendation 8](#): Calls for Updates to the Accessibility User Needs Summary and the Accessibility Standards Inventory)

References: [SWG-A N 434](#) (report), [SWG-A N 435](#) (WD - Standards inventory database)

6.2 Ad Hoc 13 - Policies and Scoping of Accessibility for Web (9:00 - 2 March) Ms. Auber Sites and Content for ISO and IEC Work

Scope: The ad hoc 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 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).

Ms. Josée Auber, Ad Hoc 13 Leader, reviewed the ad hoc report ([SWG-A N 439](#)). Ms. Auber invited another participant to take over leadership of the ad hoc but no volunteers were identified.

It was agreed to reconstitute Ad Hoc 13 with the new title "Interactions with JTC 1 Entities on Accessibility Matters" to:

- Work with JTC 1 to make accessible versions of promotional videos where possible.
- Interact with the JTC 1 Ad Hoc on Enabling Tools to ensure accessibility is appropriately addressed in their activities, including its proposed questionnaire ([SWG-A N 443](#)).

(see London 2011 [Recommendation 6](#): Reconstitution of Ad Hoc 13 (Interactions with JTC 1 Entities on Accessibility Matters))

References: [SWG-A N 439](#) (report), [SWG-A N 443](#) (JTC 1 Ad Hoc on Enabling Tools documents)

6.3 Ad Hoc 14 - Updates to the User Needs Summary (10:30 - 2 March) Mr. Øverby

Scope: The ad hoc 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), Ms. Andi Snow-Weaver (US) and Dr. Jim Carter (Canada).

Mr. Erlend Øverby, Ad Hoc 14 Leader, led the group on a review of a presentation and mindmap ([SWG-A N 442](#)). Following discussion, it was agreed to reconstitute Ad Hoc 14 (Accessibility User Needs Summary) with the revised scope to consider updates to the Accessibility User Needs Summary and to conduct research (including surveys) to identify how the Accessibility User Needs Summary has been used.

(see [London 2011 Recommendation 7: Reconstitution of Ad Hoc 14 \(Accessibility User Needs Summary\)](#))

The JTC 1 SWG on Accessibility Secretariat was instructed to issue a call to request additional accessibility user needs not yet identified in the Accessibility User Needs Summary. Responses will be requested by 30 June 2011 and will be submitted to Ad Hoc 14 for consideration and incorporation into an updated draft for consideration at the September 2011 meeting in Paris, France.

(see [London 2011 Recommendation 8: Calls for Updates to the Accessibility User Needs Summary and the Accessibility Standards Inventory](#))

References: [SWG-A N 433](#) (report), [SWG-A N 436](#) (agenda), [SWG-A N 442](#) (presentation and mind map)

6.4 Ad Hoc 16 - Refinement of Japanese NB Proposal for New Work on Generic Test Method and Code of Practice Documents (15:00 - 1 March) Dr. Carter

Scope: The ad hoc was established to refine the Japanese National Body's proposal (SWG-A N 402) for the development of new work items on generic test method and code of practice documents. The results and report of Ad Hoc 16 will be reviewed at the next full meeting of the SWG on Accessibility. Ad Hoc 16 Leader: Dr. Jim Carter (Canada and JTC 1/SC 35). Participants: Dr. Kate Grant (UK), Mr. Andy Heath (UK), Mr. Shigetoyo Nomura (Japan) and Dr. Gregg Vanderheiden (JTC 1/SC 35).

Dr. Jim Carter (Ad Hoc 16 Leader) invited Mr. Shigetoyo Nomura to review [SWG-A N 430](#). It was learned that SWG-A N 430 was a modification of BS 8878 which had been presented at the 28 February 2011 BSI/JISC CETIS Accessibility Standards Workshop. The UK participants reported that BSI was not interested in submitting BS 8878 for international standardization at this point in time.

Ad Hoc 16 was not reconstituted.

References: [SWG-A N 402](#) (Japanese contribution), [SWG-A N 429](#) (report), [SWG-A N 430](#) (WD - Code of practice and generic test method), [SWG-A N 431](#) (WD - Accessibility evaluations v 1.1.doc)

6.5 Ad Hoc Reports Back to the JTC 1 SWG on Accessibility (9:00 - 4 March)

The Ad Hoc leaders gave brief overviews of the results of their sessions earlier in the week.

7. Liaison Reports (13:30 - 4 March)

7.1 ISO/TC 159 Liaison Officer Ms. Harker

An ISO/TC 159 liaison report was not submitted for consideration at this meeting.

7.2 ITU-T SG 16 Liaison Officer Dr. Matsumoto / Mr. Pechey

Dr. Mitsuji Matsumoto (ITU-T SG 16 Liaison Officer to JTC 1) and Mr. William Pechey (ITU-T SG 16 Q26 Rapporteur) attended to give updates on ITU-T SG 16 accessibility activities. Detailed written liaison reports were submitted in late 2010 ([SWG-A N 407](#) and [SWG-A N 408](#)).

7.3 IEC/TC 100 (1 March) Dr. Grant

Ms. Jean Baronas, the IEC/TC 100 Liaison Officer to the SWG on Accessibility was not in attendance. Dr. Kate Grant presented an update on IEC/TC 100 activities of interest to the SWG on Accessibility ([SWG-A N 441](#)) and noted that IEC TR 62678 was made freely available from the IEC web store in time for World Standards Day.

Reference: [SWG-A N 441](#)

7.4 ETSI STF 416 - European Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain Mr. Sawdon

Mr. Dave Sawdon gave a presentation on ETSI STF 416 - European Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain, the second phase of EU Standardization Mandate M376 ([SWG-A N 437](#)).

It was agreed that the SWG on Accessibility would request liaison with the CEN, CENELEC, ETSI Joint Working Group addressing Mandate M376 European Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain. A thirty-day call for nominations of candidates to serve as the SWG on Accessibility liaison representative to the JWG on Mandate M376 will be issued.

(see London 2011 [Recommendation 12: Liaison with the CEN, CENELEC, ETSI Joint Working Group Working on Mandate M376](#))

Reference: [SWG-A N 437](#) (presentation)

7.5 W3C/WAI Update J. Brewer

Ms. Judy Brewer gave an update on W3C Web Accessibility Initiative activities of interest to the JTC 1 SWG on Accessibility ([SWG-A N 444](#)). She reported that W3C has been approved as a JTC 1 PAS Submitter and may submit WCAG2.0 through the PAS process.

Reference: [SWG-A N 444](#)

8. Project Plan for the JTC 1 SWG-Accessibility (14:30 - 4 March) Mr. Salaets

Mr. Ken Salaets, the project plan editor, will update the project plan based upon the March 2011 SWG on Accessibility meeting. The updated project plan will be distributed for 30-day review and comment.

(see *London 2011 [Recommendation 10: Updated Project Plan](#)*)

Reference: [SWG-A N 412](#)

9. Future Meetings (15:00 - 4 March) Mr. Li

Ms. Josée Auber presented the French National Body (AFNOR) offer to host the September 2011 meeting of the JTC 1 SWG on Accessibility in Paris, France. It was noted that 5 September would be the Labor Day holiday in the US. Following discussion, it was agreed to hold the meeting 6-9 September 2011 with the ad hoc sessions scheduled on Tuesday and Wednesday (6-7 September) and the Plenary session scheduled on Thursday and Friday (8-9 September).

Contributions for consideration at the 6-9 September 2011 JTC 1 SWG on Accessibility meeting are due to the Secretariat by 7 August 2011.

(see *London 2011 [Recommendation 11: 6-9 September 2011 Meeting in Paris, France](#)*)

Reference: [SWG-A N 426](#) (French offer to host September 2011 meeting)

10. Approval of Recommendations (15:20 - 4 March) Ms. Garner

The approved recommendations and appreciation resolutions are available in [Attachment A](#).

On behalf of the JTC 1 SWG on Accessibility, Mr. Alex Li thanked the following individuals for presenting liaison and status reports at this meeting:

- Dr. Mitsuji Matsumoto (ITU-T SG 16 Liaison Officer to JTC 1) and Mr. William Pechey (ITU-T SG 16 Q26 Rapporteur) - Agenda Item 7.2 ITU-T SG 16 Liaison Officer
- Dr. Kate Grant - Agenda Item 7.3 IEC/TC 100
- Mr. Dave Sawdon - Agenda Item 7.4 ETSI STF 416 - European Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain
- Ms. Judy Brewer - Agenda Item 7.5 W3C/WAI Update

11. Close of the Meeting (not later than 17:00 UTC - 4 March)

The meeting adjourned at 12:30 on Friday, 4 March 2011.

Attachment A



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

JTC 1 SWG-A N 446

2011-03-04

Document Type: Approved Recommendations

Title: **Approved Recommendations from the 1-4 March 2011 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - London, UK**

Source: JTC 1 SWG on Accessibility

Requested Action: For information and action

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

SWG on Accessibility Recommendations - 1-4 March 2011 - London, UK

Recommendation 1: JTC 1 SWG on Accessibility History for Inclusion in the SD 2, Historical Background of JTC 1

The JTC 1 SWG on Accessibility instructs its Convenor and Secretariat to provide a summary of the SWG's history to the Convenor of the SWG on Planning and the SD 2 Editor no later than 1 June 2011 for inclusion in the next revision of the SD 2, Historical Background of JTC 1.

Unanimous

Recommendation 2: JTC 1 SWG on Accessibility Response to JTC 1 N 10515 – Environmental Scan 2011 Questionnaire for JTC 1 SGs and SWGs

The JTC 1 SWG on Accessibility instructs its Convenor to prepare the SWG on Accessibility response to JTC 1 N 10515 – Environmental Scan 2011 Questionnaire for JTC 1 SGs and SWGs, and to circulate for SWG on Accessibility review by 24 March 2011 with comments due to the Convenor by 8 April 2011. The Convenor will submit the SWG on Accessibility response in advance of the 15 April 2011 deadline.

Unanimous

Recommendation 3: WSC Accessibility Strategic Advisory Group and Accessibility Policy

The JTC 1 SWG on Accessibility instructs its Convenor, Mr. Alex Li, to work with the JTC 1 Chair to determine the best path forward for JTC 1 representation into the Accessibility Strategic Advisory Group called for by WSC Resolution A.1 and for contribution to the development of a common accessibility policy between the WSC organizations called for by WSC Resolution A.2 (WSC Resolutions in SWG-A N 421).

Unanimous

Recommendation 4: Response to JTC 1 N 10424 - Proposed Resolution Concerning the JTC 1 Special Working Group on Accessibility

In response to JTC 1 N 10424 - Proposed Resolution Concerning the JTC 1 Special Working Group on Accessibility, the JTC 1 SWG on Accessibility affirms the importance of remaining a Special Working Group with the expanded membership as defined in JTC 1 Resolution 24 from Berlin.

The JTC 1 SWG on Accessibility expresses its preference to publish updated information, based on the evolution of ISO/IEC TR 29138:2009 Parts 1-3, in documents that the SWG on Accessibility would have authority to maintain (such as Guides, databases or information items). The JTC 1 SWG on Accessibility is eager to receive guidance from the JTC 1 Chair and Secretariat on the full range of permissible publications.

Unanimous

Recommendation 5: Proposed Revisions to the JTC 1 SWG on Accessibility Terms of Reference

The JTC 1 SWG on Accessibility instructs its Secretariat to circulate the proposed revisions to the JTC 1 SWG on Accessibility terms of reference developed at the March 2011 meeting to the SWG on Accessibility participants for review and comment.

The JTC 1 SWG on Accessibility requests that its participants submit comments on the proposed revisions to the terms of reference by 30 June 2011 for consideration at the September 2011 SWG on Accessibility meeting in Paris, France.

The JTC 1 SWG on Accessibility Convenor, Mr. Alex Li, is instructed to distribute to the SWG on Accessibility any guidance received from the JTC 1 Chair and Secretariat in advance of the September 2011 SWG on Accessibility meeting in Paris, France.

Unanimous

Recommendation 6: Reconstitution of Ad Hoc 13 (Interactions with JTC 1 Entities on Accessibility Matters)

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 13 with the new title "Interactions with JTC 1 Entities on Accessibility Matters" to:

- Work with JTC 1 to make accessible versions of promotional videos where possible.
- Interact with the JTC 1 Ad Hoc on Enabling Tools to ensure accessibility is appropriately addressed in their activities, including its proposed questionnaire (see JTC 1 N 10521 draft work plan and JTC 1 N 10522 questionnaire – distributed as SWG-A N 443).

Ad Hoc 13 Leader: Ms. Josée Auber (France). Participants: Mr. Alex Li (SWG-A Convenor), Mr. Shadi Abou-Zahra (W3C/WAI), Dr. Gregg Vanderheiden (JTC 1/SC 35), Mr. Andy Heath (UK and JTC 1/SC 36), Dr. Kate Grant (UK and JTC 1/SC 29), Ms. Janina Sajka (Linux Foundation) and Mr. Toshihiro Suzuki (Japan).

Unanimous

Recommendation 7: Reconstitution of Ad Hoc 14 (Accessibility User Needs Summary)

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 14 (Accessibility User Needs Summary) with the revised scope to consider updates to the Accessibility User Needs Summary and to conduct research to identify how the Accessibility User Needs Summary has been used. Ad Hoc 14 Leader: Mr. Erlend Øverby (Norway). Participants: Dr. Hajime Yamada (Japan), Mr. Andy Heath (UK and JTC 1/SC 36), Ms. Judy Brewer (W3C/WAI), Mr. Ken Salaets (ITI), Ms. Helle Bjarnø (Denmark), Ms. Andi Snow-Weaver (US), Dr. Jim Carter (Canada and JTC 1/SC 35), Dr. Kate Grant (UK and JTC 1/SC 29) and Mr. Shadi Abou-Zahra (W3C/WAI).

Unanimous

Recommendation 8: Calls for Updates to the Accessibility User Needs Summary and the Accessibility Standards Inventory

The JTC 1 SWG on Accessibility will be considering updates to the Accessibility User Needs Summary and the Accessibility Standards Inventory at the 6-9 September 2011 meeting in Paris, France and instructs its Secretariat to issue calls to:

- Request additional accessibility user needs not yet identified in the Accessibility User Needs Summary. Ad Hoc 14 will process the additional accessibility user needs and develop an updated draft of the Accessibility User Needs Summary for consideration at the September 2011 meeting.
- Request additional standards to be added to the Accessibility Standards Inventory. Dr. Carter will incorporate the additional standards into an updated draft of the Accessibility Standards Inventory for consideration at the September 2011 meeting.

Responses will be requested by 30 June 2011.

Unanimous

Recommendation 9: Reconstitution of Ad Hoc 15 (Evolution of the Database Definition for the Accessibility Standards Inventory)

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 15 with the new title "Evolution of the Database Definition for the Accessibility Standards Inventory" to evolve the database definition proposed in SWG-A N 435 proposing that a database be established for the Accessibility Standards Inventory. Ad Hoc 15 will develop a detailed proposal for an online, accessible database preferably hosted on the ISO or IEC site, and will provide logistical and financial information for consideration at the next full meeting of the SWG on Accessibility. Ad Hoc 15 Leader: Dr. Jim Carter (Canada and JTC 1/SC 35). Participants: Ms. Jean Baronas (IEC/TC 100), Dr. Kate Grant (UK and JTC 1/SC 29), Mr. Andy Heath (UK and JTC 1/SC 36), Ms. Beverly Milligan (Canada), Mr. Shigetoyo Nomura (Japan) and Mr. Peter Wallack (US).

Unanimous

Recommendation 10: Updated Project Plan

The updated JTC 1 SWG on Accessibility Project Plan will be distributed for 30-day review and comment. Activities referenced in the Project Plan will be initiated. If comments are received, they will be reviewed by the Project Plan editor in consultation with the SWG on Accessibility Convenor and Secretariat, and will be incorporated into an updated version of the Project Plan.

Unanimous

Recommendation 11: 6-9 September 2011 Meeting in Paris, France

The JTC 1 SWG on Accessibility accepts the French National Body (AFNOR) offer to host the next SWG on Accessibility meeting in Paris, France:

- 6-9 September 2011

The ad hoc sessions will be held on Tuesday and Wednesday (6-7 September 2011) and the SWG on Accessibility Plenary session will be held on Thursday and Friday (8-9 September 2011).

Teleconference access will be provided for the participants who cannot participate in person.

Contributions for consideration at the September 2011 JTC 1 SWG on Accessibility meeting are due to the Secretariat by 7 August 2011.

Unanimous

Recommendation 12: Liaison with the CEN, CENELEC, ETSI Joint Working Group working on Mandate M376

The JTC 1 SWG on Accessibility instructs its Convenor and Secretariat to request liaison with the CEN, CENELEC, ETSI Joint Working Group working on Mandate M376 European Accessibility Requirements for Public Procurement of Products and Services in the ICT Domain. The JTC 1 SWG on Accessibility Secretariat will issue a 30-day call for nominations of candidates to serve as the SWG on Accessibility liaison representative to the JWG on Mandate M376. In the event that there are multiple nominations, there will be multiple SWG on Accessibility liaison representatives who will caucus and coordinate as they perform their liaison duties.

Unanimous

Appreciation Resolutions

- A. The JTC 1 SWG on Accessibility expresses its appreciation to the National Body of the United Kingdom (British Standards Institution) for hosting the March 2011 meeting of the SWG on Accessibility in the excellent BSI facilities. In particular, the JTC 1 SWG on Accessibility expresses its special thanks to Ms. Jean Stride for her excellent preparation and hard work before the meeting and outstanding and flexible support during the meeting.

Acclamation

- B. The JTC 1 Special Working Group on Accessibility expresses its appreciation for the 2 March 2011 group dinner sponsored by the JTC 1 SWG on Accessibility Secretariat at ASK Restaurant in Kew.

Acclamation

- C. The JTC 1 SWG on Accessibility expresses its appreciation to the drafting committee members: Ms. Josée Auber (France), Dr. Jim Carter (Canada), Mr. Andy Heath (UK), Mr. Shigetoyo Nomura (Japan), Mr. Erlend Øverby (Norway), Ms. Andi Snow-Weaver (US) and Ms. Jennifer Garner (SWG on Accessibility Secretariat).

Acclamation

- D. The JTC 1 SWG on Accessibility expresses its appreciation to its Convenor (Mr. Alex Li) and its Secretary (Ms. Jennifer Garner) for their leadership of this activity.

Acclamation

- E. The JTC 1 SWG on Accessibility thanks Mr. Mohammad Asif A. Khan and the USERLab of the University of Saskatchewan for preparing the report on "Design of an on-line accessibility standards inventory" and encourages them in their work in preparing a prototype to demonstrate and investigate this design.

Acclamation

- F. The JTC 1 SWG on Accessibility thanks BSI and CETIS for organizing and hosting the 28 February 2011 BSI/JISC CETIS Accessibility Standards Workshop and for identifying a possible new work area via BS 8878 "Web accessibility. Code of practice".

Acclamation

- G. The JTC 1 SWG on Accessibility thanks W3C/WAI for providing an IRC channel for the meeting participants.

Acclamation

- H. The JTC 1 SWG on Accessibility thanks the Secretariat for providing teleconference facilities for the meeting participants.

Acclamation