



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

JTC 1 SWG-A N 467

2011-09-06

Title: Transmittal of JTC 1 N 10709: Recommendations Approved at the 30 August - 2 September 2011 JTC 1 SWG-Directives Meeting

Source: JTC 1 Secretariat

Due Date: n/a

Requested Action: For use by delegates to the September 2011 JTC 1 SWG-Accessibility meeting. Recommendations 6 and 15 require SWG-Accessibility consideration and action.

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

ISO/IEC JTC 1
Information technology
Secretariat: ANSI

Document type: Resolutions

Title: Recommendations Approved at the 30 August - 2 September 2011 JTC 1 SWG-Directives Meeting

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**Recommendations Approved at the
30 August – 2 September 2011
JTC 1/SWG-Directives Meeting
Ottawa, Canada**

Recommendation 1:

The SWG-Directives instructs its editor to make the following modifications to the 2012 version of the JTC 1 Supplement and Merged Directives in SWGD-N-0283:

- delete the following text from the JTC 1 Supplement and Merged Directives:
 - Clause 2.1.2: In JTC 1, the strategic plan is called the business plan.
 - Clause 2.1.2: the second occurrence of “In JTC 1, the revision process is described in the JTC 1 “Standing Document on Maintenance of International Standards”
 - Clause 2.5.6: In JTC 1, in case of doubt concerning consensus, the ISO process to achieve resolution is used.

- include the following text:
 - Clause JA.4 In the case of committee drafts/proposed draft amendments, this date should be 2, 3 or 4 months.
 - The table in Clause JA.8 as described in SWGD-N-0258
 - 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 conditions for approval as specified in clause 2.6 of the ISO/IEC Directives, Part 1.
 - 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, clause 2.6.4)

The SWG-D Secretary is asked to include the effective date of the Supplement versions in the website linkage.

Objection: SCC, ANSI

Recommendation 2

The SWG-Directives requests the JTC 1 Secretariat to send the document regarding SD classifications (SWGD-N-284) to JTC 1 National Bodies for information and to JTC 1 SC Chairmen and Secretariats and JTC 1 WG Convenors for action.

Unanimously approved

Recommendation 3:

The SWG-Directives recommends that JTC 1 remind its SCs and WGs that any SC or WG Standing Document should complement but shall not diverge from or contradict the ISO/IEC Directives Part 1, the JTC 1 Supplement or the JTC 1 Standing Documents.

Unanimously approved

Recommendation 4:

The SWG-Directives requests that the topic of the future and practical implementations, in order to reduce the manual overhead of production, of the Merged Directives be included on the agenda for the February 2012 meeting of the SWG-Directives.

Unanimously approved

Recommendation 5:

The SWG-Directives instructs its Secretary and JTC 1 Supplement project editor create a coversheet for the Merged Directives that clearly identifies that the document is a merge of the JTC 1 Supplement and ISO/IEC Directives, Part 1 and is for use by JTC 1 only. This coversheet should not be similar in look to the coversheet of the JTC 1 Supplement or the ISO/IEC Directives, Part 1.

Unanimously approved

Recommendation 6:

The SWG-Directives requests SWG-Accessibility work with ISO TC 171 and ITU-T and provide input on the accessible format noted in line 75 of the SD 12 on Electronic Document Preparation, Distribution and Archiving (JTC 1 N 10575) to the February 2012 meeting of the SWG-Directives in Japan.

Unanimously approved

Recommendation 7:

The SWG-Directives reconstitutes the Ad Hoc on EDPDA with Mr. Jim Hughes as Convenor and Ms. Josée Auber, Mr. Martin Uhlherr, Mr. Stephen Michell, Mr. Toshihiro Suzuki, Mr. Henry Cuschieri and Mr. Phil Brown as participants. This Ad Hoc is requested to make modifications to the JTC 1 Standing Document on EDPDA as discussed at this meeting and submit the text for consideration at the February 2012 SWG-Directives meeting in Japan. Further, the Ad Hoc is requested to continue to work with ISO on a commenting template that can accept multiple file formats.

Unanimously approved

Recommendation 8:

The SWG-Directives requests its National Bodies to review and provide comments on the letter from ISO Central Secretariat contained in document SWGD-N-0274 in relation to the information contained in JTC 1 N 10374, SD 16 on Registration Authorities. All comments submitted will be discussed at the February 2012 SWG-D meeting in Japan.

The SWG-Directives further requests that ITTF share JTC 1 SD 16 on Registration Authorities with staff at ISO Central Secretariat in case this information may be useful to ISO when preparing future guidance on Registration Authorities.

Unanimously approved

Recommendation 9:

The SWG-Directives instructs the editor of the NWIP form to revise the form as per the discussion at this meeting and the disposition of the comments received in SWGD-N-0243. The SWG-Directives requests that this form be added to the 2011 JTC 1 Plenary agenda for approval with the effective date of 1 January 2012.

Unanimously approved

Recommendation 10:

The SWG-Directives approves the Flow Chart of Fast Track and PAS Processes contained in SWGD-N-0240 as modified by the removal of note 1. The SWG-Directives requests that this document be added to the 2011 JTC 1 Plenary Agenda for approval and subsequent inclusion in the 2012 version of the JTC 1 Supplement.

Unanimously approved

Recommendation 11:

The SWG-Directives notes the comments received from Ecma International on the Ballot Resolution Meeting (BRM) process as contained in document SWGD-N-0275 and requests that National Bodies submit comments on the BRM process for discussion at the February 2012 SWG-Directives meeting in Japan.

Unanimously approved

Recommendation 12:

As the ballot contained in document JTC 1 N 10560 “SWG-D Recommendation 9 Regarding Clause JA.1.1, Discussion During a Ballot” has failed, the current text of clause JA.1.1 in the JTC 1 Supplement remains in effect.

“JA.1.1 Discussion during ballot period

When a document is out for ballot at Committee Stage or any later stage, national body / Liaison organisations 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.”

Unanimously approved

Recommendation 13:

The SWG-Directives agrees to the following additional paragraph of clause 2.3.8 of the JTC 1 Supplement as proposed in document SWGD-N-0238 and requests that this text be confirmed at the 2011 JTC 1 Plenary and subsequently included in the 2012 version of the JTC 1 Supplement:

“2.3.8

[Add a new paragraph at the end of the subclause:]

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 chose, 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 chose 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.

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

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

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 are processed according to clause 2.5.”

Unanimously approved

Recommendation 14:

The SWG-Directives requests contributions from its members for input on streamlining SD 5 on Normative References, taking into consideration the German contribution in SWGD-N-0252, the Canadian contribution contained in SWGD-N-0265, Annex SN on Normative Referencing of the ISO Supplement and the ISO document Policy Concerning Normative References in ISO Publications(to be circulated to the SWG-Directives). These contributions will be considered at the February 2012 SWG-Directives meeting in Japan.

Unanimously approved

Recommendation 15:

The SWG-Directives notes that ISO Central Secretariat has agreed to publish updated versions of SWG-Accessibility documents (TR 29138-1, TR 29138-2, TR 29138-3) as ISO/IEC JTC 1 Publications with no ISO/IEC number designation. These documents will be made available at no cost.

Based on this information, the SWG-Accessibility is invited to provide an initial report to the 2011 JTC 1 Plenary on:

- how the three existing publications will be transitioned from technical reports to ISO publications;
- how these publications will be maintained by the SWG-Accessibility; and
- how any future works may be initiated, undertaken and approved.

Unanimously approved

Recommendation 16:

As a rule concerning term limits was in place in the JTC 1 Directives, Edition 5, Version 3.0, clause 5.1.1, and the rule has been enforced continuously since the transition to the JTC 1 Supplement, the JTC 1 SWG-Directives instructs the editor of the JTC 1 Supplement to correct the JTC 1 Supplement by replacing the current clause 1.8.1 of the JTC 1 Supplement with the following modified clause 1.8.1:

“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 session following the three-year term. The Chairman may be reappointed, normally for one additional three-year term. Exceptionally, a 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 SC plenary session following the three-year term.”

This is a correction of the JTC 1 Supplement, as this rule was in place in the JTC 1 Directives, Edition 5, Version 3.0, clause 5.1.1, and has been enforced continuously since the transition to the JTC 1 Supplement.

Unanimously approved

Recommendation 17: DELETED

The SWG-Directives, noting that the following recommendation adopted at the October 2007 JTC 1 Meeting in Australia was never implemented in the JTC 1 Supplement:

Resolution 2 – Terms of Office for Subcommittee Chairman

JTC 1 approves, in principle, the removal of the two term limitation on the term of office for subcommittee chairmen with immediate effect. Noting the previous agreements by JTC 1 to harmonize the JTC 1 Directives with the ISO/IEC Directives, JTC 1 instructs the SWG-Directives to develop text to implement the removal of the two term limitation. The SWG-Directives should take into account the current work of ISO and IEC to harmonize their procedures in this regard.

requests its Secretary to issue a call for contributions to SWG-Directives members on how this resolution can be incorporated into the JTC 1 Supplement.

Recommendation 18:

The SWG-Directives, in light of how Study Groups are now being used in JTC 1 and its subcommittees, requests its Secretary to issue a call for contributions on improvements to SD 10 on Advisory and Ad Hoc Groups that reflect the current use of Study Groups.

Unanimously approved

Recommendation 19:

To ensure consistency of the Merged Directives with the JTC 1 Supplement, the SWG-Directives members are requested to compare document SWGD-N-0283, Merged Directives with the 2011 version of the JTC 1 Supplement (SWGD-N-0215), and contact the JTC 1 Secretary and JTC 1 Supplement Editor of any instances where JTC 1 Supplement clauses are missing or incorrect.

Unanimously approved

Recommendation 20:

The SWG-Directives requests the JTC 1 Secretariat to circulate the SC 37 recommendation regarding the ISO STD Template as contained in SWGD-N-0270 to the JTC 1 Project Editor Distribution List with a request that JTC 1 Project Editors submit a list of their concerns and issues to the JTC 1 Secretary regarding the ISO STD Template as well as suggestions for improvement to the ISO STD Template. This list will be discussed at the and potentially prioritized at the February 2012 SWG-Directives meeting in Japan.

Unanimously approved

Recommendation 21:

The SWG-Directives instructs the editor of the JTC 1 Supplement to complete the corrections to the JTC 1 Supplement as agreed at this meeting and submit a draft of the 2012 version of the JTC 1 Supplement to the JTC 1 Secretary by 30 September 2011 for approval at the 2011 JTC 1 Plenary.

Unanimously approved

Recommendation 22:

The JTC 1 SWG-D confirms that it will meet 7-9 February 2012 in either Tokyo or Kyoto, Japan.

The SWG-D instructs the SWG-D Secretariat and Convenor to issue the initial agenda for the 7-9 February 2012 meeting in Japan no later than 9 January 2012. Contributions and items for discussion on this agenda are due to the SWG-D Secretary no later than 3 January 2012. Any comments on contributions to the agenda must be submitted no later than 23 January 2012. A final linked agenda will be issued on 25 January 2012. Any contributions received after 3 January 2012 which are not comments on contributions to the agenda will be placed on a subsequent agenda of the SWG-D.

The SWG-D further confirms that it will meet 5-7 September 2012, scheduled in Berlin, Germany, and 19-21 February 2013 in the United States, city to be determined, and 28-30 August 2013 in London, United Kingdom.

Unanimously approved

Recommendation 23:

The SWG-Directives requests its Secretary to modify SD 10 on Advisory and Ad Hoc Groups as follows:

- 1 Advisory Groups
- 1.1 JTC 1 and Subcommittee Advisory Groups (AG)
- 1.2 JTC 1 Special Working Groups (SWG)
- Clause 1.1: JTC 1 and its subcommittee may establish AGs
- Clause 2.2: NOTE: a Rapporteur's group under a subgroup of JTC 1 is considered to be an Ad Hoc Group, and is treated similarly to Other Working Group (OWG) (see clause 2.1 above).

Unanimously approved

Appreciations:**Appreciation A:**

The SWG-Directives expresses its appreciation to SCC for inviting the SWG to Ottawa. The SWG-Directives especially thanks Ms. Lynne Gibbens for joining us at our social event.

Appreciation B:

The SWG-Directives expresses its appreciation to Microsoft Canada, Mr. Jim MacFie and Ms. Devene Sterling for the excellent meeting facilities and sponsoring the wonderful dinner.

Appreciation C:

The SWG-Directives expresses its appreciation to its Convenor, Mrs. Karen Higginbottom, its Secretary, Ms. Sally Seitz and the JTC 1 Supplement Editor, Dr. Stephen Elliott.