



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

JTC 1 SWG-A N 477

2011-09-26

Title: Meeting Report for the 6-9 September 2011 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - Paris, France

Source: JTC 1 SWG-Accessibility Convenor and Secretariat

Due Date: n/a

Requested Action: For action and information as indicated.

JTC 1 SWG on Accessibility Secretariat
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Meeting Report for the 6-9 September 2011 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - Paris, France

Meeting Location:

Groupe AFNOR

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Meeting Schedule:

Tuesday	6 September 2011	Ad Hoc Sessions	9:00 to 17:00
Wednesday	7 September 2011	Ad Hoc Sessions	9:00 to 17:00
Thursday	8 September 2011	Plenary Session	9:00 to 17:00
Friday	9 September 2011	Plenary Session	9:00 to 17:00

6 September - Tuesday - Ad Hoc Sessions

1. Opening of Meeting

Mr. Li

Mr. Li, Convenor of the JTC 1 SWG on Accessibility welcomed the participants to the September 2011 meeting. Mr. Tony Hittema from AFNOR gave brief welcoming remarks and provided an overview of the meeting logistics.

2. Ad Hoc Sessions

2.1 Ad Hoc 14 - Updates to the Accessibility User Needs Summary

Mr. Øverby

Scope: The ad hoc was reconstituted 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).

Mr. Øverby led the Ad Hoc 14 session from the working report contained in [SWG-A N 465](#). The UK contribution ([SWG-A N 459](#)) and Dr. Carter's contribution ([SWG-A N 466](#)) were reviewed.

During the discussions on user needs related to 3D technologies, Cloud Computing and Gestures, Ad Hoc 14 realized that these new areas were not that prevalent when the first version of Part-1 was developed. It was also realized that the potential user needs identified by these new technologies was not that easy to place within the current structure.

The current structure of Part-1 of today is divided into 16 Categories, and within each category we have a number of identified user needs. A picture of this was presented using a mind mapping tool – an image of this picture is available at the end of this report.

It was argued that the human capacity for organizing things into categories are 7 +/-2 and that having 16 categories and within each category having 8-20+ user needs are problematic for users to organize and remember.

Ad Hoc 14 then started on the work on developing a new structure. Dr. Jim Carter presented his view and experience on using Part-1 within education and how he presented the relationship between the different categories.

Based on this discussion it was agreed to draft an initial document demonstrating this new proposed structure. At the current state we are only interested in the structure, and not the actual user needs. The reason for this is that some of the user needs should be reworded to be more generic, and that we should provide some actual examples of the possible new generic user needs description.

Based on the discussions on the new structure, Ad Hoc 14 agreed to develop a draft document for broad dissemination and input among the friends of SWG-Accessibility.

It also realized that the restructuring of the document will take time.

Ad Hoc 14 discussed future use of the user need summary, and has an understanding that in the future a database driven version of the document could provide increased usability and greater uptake. Such a database would then follow the structure and model developed for the standards inventory.

It is an understanding that we should try to answer the “and then what?” question when people are using the user needs summary. When user-needs are identified that are relevant for a product or a service, the goal should be that we provide a reference to standards that provide an answer on how to meet the actual user-need.

The recommendations developed during the Ad Hoc 14 session for consideration by the Plenary session of the JTC 1 SWG on Accessibility are contained in the Ad Hoc 14 report ([SWG-A N 470](#)) posted under agenda item 7.3.

DOCUMENTS: [SWG-A N 451](#) (call for updates), [SWG-A N 459](#) (UK contribution), [SWG-A N 465](#) (working report), [SWG-A N 466](#) (model for understanding - document from J Carter)

7 September - Wednesday - Ad Hoc Sessions

2.2 **Ad Hoc 13** - Interactions with JTC 1 Entities on Accessibility Matters

Ms. Auber

Scope: The ad hoc was reconstituted 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).

Ms. Auber led the Ad Hoc 13 session from the working report contained in [SWG-A N 464](#). Recommendations 6 and 15 from the August/September 2011 JTC 1 SWG-Directives meeting ([SWG-A N 467](#)) and a resolution from JTC 1/SC 29/WG 1 ([SWG-A N 469](#)) were discussed in detail:

SWG-Directives 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.

SWG-Directives 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 (JTC 1 N 10575) SD 12 on Electronic Document Preparation, Distribution and Archival to the February 2012 meeting of the SWG-Directives in Japan.

The recommendations developed during the Ad Hoc 13 session for consideration by the Plenary session of the JTC 1 SWG on Accessibility are contained in the Ad Hoc 13 report ([SWG-A N 472](#)) posted under agenda item 7.1.

DOCUMENTS: [SWG-A N 443](#) (documents related to JTC 1 Ad Hoc on Enabling Tools), [SWG-A N 464](#) (working report), [SWG-A N 467](#) (SWG-D recommendations), [SWG-A N 469](#) (SC 29/WG 1 resolution)

2.3 **Ad Hoc 15** - Investigation of Database for the Accessibility Standards Inventory

Dr. Carter

Scope: The ad hoc was reconstituted 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).

Dr. Carter led the Ad Hoc 15 session through a review of updates to the Accessibility Standards Inventory ([SWG-A N 468](#)). The need to expand the current set of categories was agreed to. Guidance in the first part comes from the submitters. We will keep listings of withdrawn replaced standards. The issue of sub-categorization of standards with major accessibility impact/content that happen to be mainstream standards and not only accessibility standards was discussed and led to the decision to introduce a third sub-category in each category.

The following recommendations were developed during the Ad Hoc 15 session for consideration by the Plenary session of the JTC 1 SWG on Accessibility and are contained in the Ad Hoc 15 report ([SWG-A N 471](#)) posted under agenda item 7.2:

Ad Hoc 15 Recommendation

Continuing the ad hoc

Ad Hoc 15 Recommendation

Jim Carter to create new draft taking into account the discussions from the ad hoc meeting by Sept 23.

Ad Hoc 15 Recommendation

SWG-A to send out a call for contributions containing changes or additional standards (especially in new areas – with all category descriptions to be mentioned in the call) comments due by 2012-xx-yy.

Ad Hoc 15 Recommendation

Provisional Title to be "Taxonomy of accessibility and accessibility-related standards and specifications"

DOCUMENTS: [SWG-A N 435 cover](#) and [document](#), [SWG-A N 452](#) (call for updates to Accessibility Standards Inventory), [SWG-A N 453](#) (CARDIAC contribution), [SWG- A N 468](#) (updated Accessibility Standards Inventory)

8 September - Thursday - Plenary Session

3. Convenor's Remarks and Introduction of Participants

Mr. Li

Mr. Li thanked AFNOR for hosting this meeting and Ms. Auber (HP France) for providing the teleconference services to enable remote participation.

The following people participated in at least some portion of the 6-9 September 2011 meeting of the JTC 1 SWG on Accessibility:

Organization	Representative	Attended	Joined By Teleconference
Canada	Jim Carter	x	
France	Josée Auber	x	
Germany	Thorsten Katzmann	x	
Japan	Toshihiro Suzuki	x	
	Shigetoyo Nomura	x	
Norway	Erlend Øverby	x	
United Kingdom	Kate Grant	x	
	Chris Francis	x	
	Andy Heath		x
United States	Andi Snow-Weaver		x
	Dwight Lewis		x
	Glenn Meyer	x	
	Ken Salaets	x	
	Michael Takemura		x
JTC 1/SC 29	Kate Grant	x	
JTC 1/SC 35	Jim Carter	x	
ITU-T FG AVA	Kate Grant	x	
ITI	Ken Salaets	x	
Linux Foundation	Janina Sajka		x
W3C/WAI	Shadi Abou-Zahra	x	
SWG on Accessibility Convenor	Alex Li	x	
SWG on Accessibility Secretariat	Jennifer Garner	x	

3.1 Appointment of Drafting Committee

The following participants volunteered to serve on the drafting committee:

- Ms. Jennifer Garner - Secretariat, JTC 1 SWG-Accessibility
- Ms. Josée Auber - France
- Dr. Jim Carter - Canada
- Dr. Chris Francis - UK
- Mr. Shigetoyo Nomura - Japan
- Mr. Ken Salaets - US

4. Adoption of Agenda

Mr. Li

Mr. Li noted that the schedule of the meeting would be adjusted to permit the consideration of agenda items 5 and 6 following the report of the ad hoc sessions (agenda items 7 through 7.3).

The draft agenda was adopted with the following amendments:

- Agenda Item 2.1 - add documents SWG-A N 465 and N 466
- Agenda Item 2.2 - add documents SWG-A N 464, N 467 and N 469
- Agenda Item 2.3 - add document SWG-A N 468
- Agenda Item 5 - add document SWG-A N 472
- Agenda Item 7.1 - add document SWG-A N 472
- Agenda Item 7.2 - add document SWG-A N 471
- Agenda Item 7.3 - add document SWG-A N 470
- Agenda Item 9.3 - add documents SWG-A N 473 and N 476
- Agenda Item 9.5 - add document SWG-A N 474

Reference: [SWG-A N 463](#)

5. Status of JTC 1 Response to SWG-A N 448: JTC 1 SWG (9:15 - 8 September) Mr. Li on Accessibility Response to JTC 1 N 10424/JTC 1 N 10493 - JTC 1 Resolution Concerning the JTC 1 SWG on Accessibility

The JTC 1 SWG on Accessibility reviewed Recommendation 15 from August/September 2011 JTC 1 SWG-Directives meeting (see [SWG-A N 467](#)):

SWG-Directives 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.

The proposed response developed during the Ad Hoc 13 session (see [SWG-A N 472](#)) was reviewed in detail.

The following SWG-Accessibility recommendation was developed during the Plenary session:

see [Recommendation 1](#): JTC 1 SWG-Accessibility Response to Recommendation 15 from August/September 2011 Ottawa SWG-Directives Meeting

It was agreed that the SWG-Accessibility Convenor would investigate the means of creating unique identifiers for the SWG-A publications to improve the results of searches for the documents, and the following recommendation was developed:

see [Recommendation 2](#) - Investigation of Unique Identifiers for JTC 1 SWG on Accessibility Publications

DOCUMENTS: [SWG-A N 425](#) (JTC 1 resolution and request for SWG-A response), [SWG-A N 448](#) (SWG-A response to JTC 1), [SWG-A N 472](#) (Ad Hoc 13 report and recommendations)

6. Proposed Revisions to the JTC 1 SWG on Accessibility's Terms of Reference (ToR) Mr. Li

Mr. Li conducted a review of proposed revisions to the JTC 1 SWG on Accessibility's ToR. The Japanese delegation reviewed their contribution ([SWG-A N 454](#)) and retracted comment 1. The ToR were revised to the following during the Plenary session:

see [Recommendation 3](#) - Proposed Revisions to the JTC 1 SWG on Accessibility Terms of Reference (ToR)

DOCUMENTS: [JTC 1 N 7688](#) (approved ToR), [SWG-A N 445](#) (call for comments), [SWG-A N 454](#) (Japanese contribution)

7. Ad Hoc Reports Back to the JTC 1 SWG on Accessibility

7.1 Ad Hoc 13 - Interactions with JTC 1 Entities on Accessibility Matters Ms. Auber

Ms. Auber presented Ad Hoc 13 report and recommendations to the SWG-A Plenary session ([SWG-A N 472](#)). The SWG-A response to Recommendation 15 of the August/September Ottawa meeting of SWG-Directives was addressed under agenda item 5. The recommendations specific to Ad Hoc 13 functioning, scope, structure and reconstitution were refined to the following during the Plenary session:

see [Recommendation 4](#) - Establishment of JTC 1 SWG on Accessibility Ad Hoc 16 on Guidance for Accessible Production of Documents in Accessible Formats

and

see [Recommendation 5](#) - *Nomination of JTC 1 SWG on Accessibility Representative to ISO Central Secretariat Task Force on ISO Web Site Accessibility*

and

see [Recommendation 6](#) - *Reconstitution of Ad Hoc 13 on Interactions with JTC 1 Entities*

DOCUMENT: [SWG-A N 472](#) (Ad Hoc 13 report and recommendations to SWG-A)

7.2 **Ad Hoc 15** - Investigation of Database for the Accessibility Standards **Dr. Carter**
Inventory

Dr. Carter presented Ad Hoc 15 report and recommendations to the SWG-A Plenary session ([SWG-A N 471](#)). The recommendations were refined to the following during the Plenary session:

see [Recommendation 7](#) - *Reconstitution of Ad Hoc 15 with Updated Title "Evolution of the Standards Inventory"*

and

see [Recommendation 8](#) - *Evolution of the Standards Inventory*

and

see [Recommendation 9](#) - *Provisional Title of the New Draft of the Standards Inventory*

DOCUMENT: [SWG-A N 471](#) (Ad Hoc 15 report and recommendations to SWG-A)

7.3 **Ad Hoc 14** - Updates to the Accessibility User Needs Summary **Dr. Carter**

Dr. Carter presented Ad Hoc 14 report and recommendations ([SWG-A N 470](#)), on behalf of Mr. Øverby left early to travel to China for the JTC 1/SC 36 Plenary. The recommendations were refined to the following during the Plenary session:

see [Recommendation 10](#) - *Reconstitution of Ad Hoc 14 on Updates to the User Needs Summary*

and

see [Recommendation 11](#) - *Request for Additional User Needs Especially within New Categories*

and

see [Recommendation 12](#) - *Request for Additional User Needs Especially within Application Areas*

and

see [Recommendation 13](#) - *Evolution of the User Needs Summary*

DOCUMENT: [SWG-A N 470](#) (Ad Hoc 14 report and recommendations to SWG-A)

8. Project Plan for the JTC 1 SWG-Accessibility

Mr. Salaets

It was agreed that the project plan would be updated to archive the first 3-4 years of history. The following recommendation was developed during the Plenary session:

see [Recommendation 14](#) - *Updated Project Plan*

DOCUMENT: [SWG-A N 462](#)

9 September - Friday - Plenary Session

9. Liaison Reports

9.1 ISO/TC 159 Liaison Officer

Ms. Harker

Dr. Carter reported that Ms. Harker was not interested in continuing as the ISO/TC 159 Liaison Officer to the JTC 1 SWG on Accessibility. The SWG-Accessibility Secretariat noted that she has not received this information. The following recommendation was prepared:

see [Recommendation 15](#) - *Status of ISO/TC 159 Liaison Representative to the JTC 1 SWG on Accessibility*

9.2 ITU-T SG 16 Liaison Officer

Dr. Matsumoto / Mr. Pechey

Mr. Li referred participants to the ITU-T SG16 liaison report in [SWG-A N 460](#). Ms. Auber, the JTC 1 Liaison Officer to ITU-T, offered to provide access to any documents in the report that were of interest to SWG-Accessibility members.

DOCUMENT: [SWG-A N 460](#)

9.3 ITU-T Focus Group on Audiovisual Media Accessibility (FG AVA)

Dr. Grant

Dr. Grant has been named the liaison representative from the ITU-T FC AVA to the JTC 1 SWG on Accessibility ([SWG-A N 473](#)). ITU-T SG 16 is the parent for this new focus group which will have ten working groups. Dr. Grant presented an overview of the ITU-T Focus Group on AVA ([SWG-A N 476](#)). Dr. Carter requested that standards identified by the FG AVA be submitted in a contribution proposing updates to the SWG-A's Accessibility Standards Inventory.

DOCUMENTS: [SWG-A N 458](#), [SWG-A N 473](#) (liaison nomination), [SWG-A N 476](#) (report)

9.4 IEC/TC 100

Ms. Baronas

Dr. Grant reported that in her capacity as co-editor of IEC/TC 100 TR 62678 - Audio, video and multimedia systems and equipment activities and considerations related to accessibility and usability, she had been awarded the IEC 1904 Award along with Ms. Jean Baronas.

9.5 CEN/CENELEC/ETSI JWG on "eAccessibility"

Dr. Francis

Dr. Francis, the JTC 1 SWG on Accessibility Liaison Representative to the CEN/CENELEC/ETSI JWG on "eAccessibility", reported that the JWG had not met since he had been appointed the liaison. Dr. Francis reported that he planned to attend the second meeting of the JWG, scheduled on 28 October 2011, on behalf of the SWG on Accessibility.

Dr. Francis presented a detailed report ([SWG-A N 474](#)) and it was agreed that the SWG-Accessibility participants could provide additional feedback to Dr. Francis.

DOCUMENTS: [SWG-A N 449](#) (call for candidate), [SWG-A N 456](#) (liaison identification and request for liaison with JWG "eAccessibility"), [SWG-A N 474](#) (presentation and report)

9.6 W3C/WAI Update

Ms. Brewer / Mr. Abou-Zahra

Mr. Abou-Zahra gave an update on W3C/WAI activities of interest to the JTC 1 SWG on Accessibility. In response to inquiries on the status of WCAG 2.0 as a JTC 1 PAS submission, Mr. Abou-Zahra indicated that W3C intended to pursue submission of the specification at some point.

10. Endorsement of Candidate for JTC 1 SWG on Accessibility Convenor

Ms. Garner

Ms. Garner referred the participants to the US National Body's endorsement of Mr. Li for a second term as Convenor of the JTC 1 SWG on Accessibility, and the following recommendation was drafted:

see [Recommendation 16](#) - Endorsement of JTC 1 Special Working Group on Accessibility Convenor

DOCUMENT: [SWG-A N 455](#) (US endorsement of Mr. Li)

11. Future Meetings

Mr. Li

Mr. Lewis, a member of the US delegation, offered to host the next face-to-face meeting of the SWG-Accessibility in Lexington, Kentucky. Following discussion, the dates of 16-19 April 2012 were selected.

It was agreed to hold a teleconference in December 2011 for the sole purpose of reviewing and approving Ad Hoc 16's responses to SC 29/WG 1 and SWG-Directives clarifications which are due by 3 January 2012: 15 December 2011 at 14:00 UTC.

see [Recommendation 17](#) - Future Meetings

12. Approval of Recommendations

Ms. Garner

The approved recommendations and appreciation resolutions are as follows and are also available in SWG-A N 475.

Recommendation 1: JTC 1 SWG-Accessibility Response to Recommendation 15 from August/September 2011 Ottawa SWG-Directives Meeting

The JTC 1 SWG on Accessibility received Recommendation 15 from the August/September 2011 SWG-Directives meeting (JTC 1 N 10709) and in response provides the following initial plan for consideration at the November 2011 JTC 1 Plenary:

Transition of the Standards Inventory (ISO/IEC TR 29138 Part 2) will be handled as a Process Type 1 document (see below) with the addition of the request for withdrawal of Part 2 of TR and request for a pointer from the ISO and IEC web stores to the new publication. The transition of the Standards Inventory is currently at procedure step B (see below).

Transition of the User Needs Summary (ISO/IEC TR 29138 Part 1) and Guidance on User Needs Mapping (ISO/IEC TR 29138 Part 3) will be handled as Process Type 2 documents with the addition of the request for withdrawal of the parts of the TR as they are replaced and request for pointers from the ISO and IEC web stores to the new publications. The transition of the User Needs Summary is currently at procedure step B (see below). The transition of the Guidance on User Needs Mapping has not yet been initiated.

Future work will be handled by Process Type 1, Process Type 2 or a new process to be proposed in the future, if appropriate.

The SWG-A would welcome additional guidance from ISO or IEC on their experience in producing and publishing information documents.

Document Process Types that are needed for the current work of the SWG on Accessibility:

1. Process Type 1

Applicable to:

- a. Collecting, presenting, cataloging, classifying and providing references to existing information
- b. (e.g., specifications and standards, such as the existing Standards Inventory)

Procedures for development of Process Type 1 Documents:

- a. Decision to initiate and identification of interested parties
- b. Drafting within the SWG
- c. Submission for review by the SWG members and other interested parties, for corrections and/or additions
- d. Potential redrafting and re-review until the SWG decides that the document is mature
- e. Recommendation by the SWG that JTC 1 Secretariat request ISO/IEC publication of document and establishment of a maintenance cycle target date
- f. Publication by ISO/IEC based on the SWG recommendation
- g. Initiation of maintenance cycle no later than the target date identified (in step e.)

2. Process Type 2

Applicable to:

- a. providing information, background and context to a topic area
- b. (e.g., such as the existing User Needs Summary or Guidance on User Needs Mapping)

Procedures for development of Process Type 2 Documents:

- a. Decision to initiate and identification of interested parties
- b. Drafting within the SWG
- c. Initiation by the SWG of a review cycle, including a call to the existing SWG members and other interested parties
- d. Potential redrafting and re-review until the SWG decides that the document is mature
- e. Initiation by the SWG of a final review call to the existing SWG members and other interested parties and establishment of a maintenance cycle target date
- f. Recommendation by the SWG that JTC 1 approve publication of the document
- g. Decision by JTC 1 on approval
- h. Publication by ISO/IEC based on JTC 1 decision
- i. Initiation of maintenance cycle no later than the target date identified (in step e.)

Unanimous

Recommendation 2 - Investigation of Unique Identifiers for JTC 1 SWG on Accessibility Publications

The JTC 1 SWG on Accessibility Convenor, Mr. Alex Li, will investigate with the ISO Central Secretariat a means of creating unique identifiers for the SWG-A publications that will facilitate searching and finding the publications in the ISO catalog. The Convenor will report back at the next meeting of the SWG on Accessibility.

Unanimous

Recommendation 3 - Proposed Revisions to the JTC 1 SWG on Accessibility Terms of Reference (ToR)

The JTC 1 SWG on Accessibility proposes the following revised terms of reference for consideration at the November 2011 JTC 1 Plenary:

The JTC 1 SWG on Accessibility will:

1. Determine an approach, and implement, the gathering of accessibility-related information, being mindful of the varied and unique opportunities including direct participation of user organizations, workshops, and liaisons
2. Maintain and disseminate up-to-date information of all known accessibility-related standards efforts, i.e. the standards inventory
3. Maintain and disseminate up-to-date information on accessibility-related user needs, i.e. the user needs summary

4. Through wide dissemination of the SWG materials, encourage the use of globally relevant voluntary accessibility-related standards
5. Together with PAS mentors, advise consortia/fora, if requested, in their submission of accessibility-related standards/specifications to the formal standards process
6. Provide support when JTC 1 needs assistance related to Accessibility (such as duties for W3C Accessibility Strategic Advisory Group and input on accessible ISO web content)

Unanimous

Recommendation 4 - Establishment of JTC 1 SWG on Accessibility Ad Hoc 16 on Guidance for Accessible Production of Documents in Accessible Formats

The JTC 1 SWG on Accessibility establishes Ad Hoc 16 on Guidance for Accessible Production of Documents in Accessible Formats, in response to SWG-D Recommendation 6 and the request from SC 29/WG 1:

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.

Ad Hoc 16 will identify sources of guidance on accessible production of documents in accessible formats and produce a report on its findings to the next meeting of the SWG on Accessibility. This may involve producing a taxonomy of guidance on accessibility for document and graphic formats (and may expand to other formats, e.g., e-books).

Noting the 3 January 2012 deadline for the February 2012 meeting of the SWG-Directives, Ad Hoc 16 will:

- Request specific references and context of use of the incomplete references in SD 12, e.g., doc, docx, odt, pdf, html
- Work with ISO TC 171 and ITU-T to provide input as request by 3 January 2012

Ad Hoc 16 will research and respond to the JTC 1/SC 29/WG 1 request for clarification on lines 153 to 155 of SD 12 (N10575): “SVG and PNG should be preferred over JPEG and GIF”.

Ad Hoc 16 Leader: Dr. Kate Grant (UK). Initial participants: Ms. Andi Snow-Weaver (US), Dr. Chris Francis (UK), Ms. Josée Auber (France), Mr. Shadi Abou-Zahra (W3C/WAI), Ms. Janina Sajka (Linux Foundation), Mr. Andy Heath (UK), Mr. Toshihiro Suzuki (Japan) and Mr. Alex Li (SWG-A Convenor). A call for additional participants on Ad Hoc 16 will be issued.

Unanimous

Recommendation 5 - Nomination of JTC 1 SWG on Accessibility Representative to ISO Central Secretariat Task Force on ISO Web Site Accessibility

The JTC 1 SWG on Accessibility nominates Mr. Alex Li to represent the SWG-A on the ISO CS Task Force on ISO Web Site Accessibility. Mr. Li will convey the SWG-A's input that a staged process is needed and that prior to achieving the goal of WCAG 2.0 level AA compliance, priority steps will be needed (e.g., providing a better interface for more people).

Unanimous

Recommendation 6 - Reconstitution of Ad Hoc 13 on Interactions with JTC 1 Entities

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 13 on Interactions with JTC 1 Entities with an expanded scope that will allow the ad hoc to study requests from JTC 1 entities (when transmitted via a recommendation or resolution) and report to SWG-A. Ad Hoc 13 will also:

- Work with JTC 1 to make accessible versions of promotional videos where possible.
- Continue interaction with the JTC 1 Ad Hoc on Enabling Tools to ensure accessibility is appropriately addressed in their activities

Ad Hoc 13 Leader: Ms. Josée Auber. 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), Mr. Toshihiro Suzuki (Japan), Dr. Chris Francis (UK) and Mr. Dwight Lewis (US). A Call for additional Ad Hoc 13 participants will be issued.

Unanimous

Recommendation 7 - Reconstitution of Ad Hoc 15 with Updated Title "Evolution of the Standards Inventory"

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 15 with the updated title "Evolution of the Standards Inventory". Ad Hoc 15 will evolve the existing standards inventory and evolve SWG-A N 452 proposing that a database be established for the Standards Inventory. Ad Hoc 15 will develop a detailed proposal for evolution of the standards inventory and creation 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). A call for additional Ad Hoc 15 participants will be issued.

Unanimous

Recommendation 8 - Evolution of the Standards Inventory

The JTC 1 SWG on Accessibility requests that Dr. Jim Carter create a new draft of the standards inventory taking into account the discussions from the Paris Ad Hoc 15 by 23 September 2011.

The SWG-Accessibility will distribute the new draft of the standards inventory with a call for contributions proposing changes or additional standards (especially in the new areas identified in the Ad Hoc 15 report). The call will explicitly include descriptions of all categories identified by Ad Hoc 15. Comments on the new draft of the standards inventory will be due by 29 February 2012.

Unanimous

Recommendation 9 - Provisional Title of the New Draft of the Standards Inventory

The JTC 1 SWG on Accessibility will use "Inventory of accessibility and accessibility-related standards and specifications" as a provisional title for the new draft of the standards inventory.

Unanimous

Recommendation 10 - Reconstitution of Ad Hoc 14 on Updates to the User Needs Summary

The JTC 1 SWG on Accessibility reconstitutes Ad Hoc 14 on Updates to the User Needs Summary. Ad Hoc 14 will consider updates and a potential new structure of the User Needs Summary. The JTC 1 SWG on Accessibility requests input from its liaison representatives on their organizations' experiences with the User Needs Summary. The input will be submitted for consideration by Ad Hoc 14.

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). A call for additional Ad Hoc 14 participants will be issued.

Unanimous

Recommendation 11 - Request for Additional User Needs Especially within New Categories

The JTC 1 SWG on Accessibility will issue a request to the distribution list for contributions to the distribution list identifying potential additional user needs. This request will include:

"The SWG-A is in the process of identifying potential additional user needs for accessibility, with particular emphasis on the following areas:

- tactile perception and action
- visual actions
- auditory actions
- multimedia perception and action
- synchronization

- understanding information
- understanding information space
- managing workload"

Ad Hoc 14 will review any contributions received by 29 February 2012 and provide a report for the next SWG on Accessibility meeting.

Unanimous

Recommendation 12 - Request for Additional User Needs Especially within Application Areas

The JTC 1 SWG on Accessibility will issue a request for contributions identifying potential additional user needs. This request will include:

"The SWG-A is in the process of identifying potential additional user needs for accessibility. We are asking if within other application areas there are accessibility user needs that are not fully identified today, with particular emphasis on the following application areas:

- immersive technologies
- 3D technologies
- emerging technologies
- converging technologies"

Ad Hoc 14 will review any contributions received by 29 February 2012 and provide a report for the next SWG on Accessibility meeting.

Unanimous

Recommendation 13 - Evolution of the User Needs Summary

The JTC 1 SWG on Accessibility requests that Dr. Jim Carter provide, by 20 November 2011, a draft document presenting a potential restructuring of the user needs summary taking into account the discussion during the Ad Hoc 15 meeting in Paris.

The SWG on Accessibility encourages all members and interested parties to provide comments and suggestions not later than 28 February 2012.

Unanimous

Recommendation 14 - Updated Project Plan

Mr. Ken Salaets, the project plan editor, will update the project plan based upon the September 2011 SWG on Accessibility meeting. 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 15 - Status of ISO/TC 159 Liaison Representative to the JTC 1 SWG on Accessibility

The JTC 1 Special Working Group on Accessibility instructs its Secretariat to contact the ISO/TC 159 Chairman and Secretariat to request clarification on the status of the ISO/TC 159 liaison representative to the SWG on Accessibility. If the liaison is still valid, the SWG on Accessibility requests confirmation of the name and contact information for the liaison representative and requests written liaison reports for consideration at future SWG-A meetings.

Unanimous

Recommendation 16 - Endorsement of JTC 1 Special Working Group on Accessibility Convenor

The JTC 1 Special Working Group on Accessibility endorses Mr. Alex Li (USA) for a second three-year term of office as Convenor of the JTC 1 SWG on Accessibility. The SWG-A instructs its Secretariat to forward this endorsement for consideration at the November 2011 JTC 1 Plenary.

Unanimous

Recommendation 17 - Future Meetings

The JTC 1 SWG on Accessibility will meet by teleconference at 14:00 UTC on 15 December 2011 to review and approve the Ad Hoc 16 proposed response to JTC 1 SWG on Directives Recommendation 6 (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) in advance of the 3 January 2012 deadline for input to the February 2012 SWG-Directives meeting:

- 15 December 2011 - 14:00 to 16:00 UTC (teleconference)

The JTC 1 SWG on Accessibility accepts the US National Body offer to host the next face-to-face meeting of the SWG on Accessibility in Lexington, Kentucky:

- 16-19 April 2012

Contributions for consideration at the April 2012 JTC 1 SWG on Accessibility meeting are due to the Secretariat by 15 March 2012.

The JTC 1 SWG on Accessibility will investigate using Web Ex for its future meetings.

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

Unanimous

Appreciation Resolutions

- A. The JTC 1 SWG on Accessibility expresses its appreciation to the National Body of France and AFNOR for hosting the September 2011 meeting of the SWG on Accessibility in the excellent AFNOR facilities. In particular, the JTC 1 SWG on Accessibility expresses its special thanks to Ms. Josée Auber (Hewlett-Packard) for securing AFNOR hosting for the meeting. The SWG on Accessibility thanks Mr. Tony Hittema and Ms. Nathalie Da Silva for their excellent preparation and hard work before the meeting and outstanding and flexible support during the meeting.

Acclamation

- B. The JTC 1 SWG on Accessibility thanks Ms. Josée Auber and Hewlett-Packard for providing teleconference facilities for the meeting participants.

Acclamation

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

Acclamation

- D. The JTC 1 SWG on Accessibility expresses its appreciation to the drafting committee members: Ms. Josée Auber (France), Dr. Jim Carter (Canada), Dr. Chris Francis (UK), Mr. Shigetoyo Nomura (Japan), Mr. Ken Salaets (US) and Ms. Jennifer Garner (SWG on Accessibility Secretariat).

Acclamation

- E. 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

13. Close of the Meeting

The September 2011 meeting of the JTC 1 SWG on Accessibility adjourned at 12:15 PM on 9 September 2011.