



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

JTC 1 SWG-A N 540

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Document Type: Meeting Report

Title: Meeting Report for the 7 February 2013 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - Teleconference

Source: JTC 1 SWG-Accessibility Convenor and Secretariat

Due Date: n/a

Requested Action: For information and action as detailed in the meeting report.

JTC 1 SWG on Accessibility Secretariat
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Meeting Report for the 7 February 2013 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - Teleconference

Meeting Schedule:

7 February 2013	13:00 to 15:00 UTC**
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****NOTE:** Teleconference participants should use a time zone converter (such as <http://www.timeanddate.com/>) to determine the corresponding meeting times in their respective time zones.

1. Opening of Meeting

Mr. Li

Mr. Li, Convenor of the JTC 1 SWG on Accessibility welcomed the participants to the 7 February 2013 teleconference meeting.

2. Convenor's Remarks and Introduction of Participants

Mr. Li

Participation on the 7 February 2013 teleconference of the JTC 1 SWG on Accessibility was as follows:

Organization	Representative	Attended
Canada	Jim Carter	x
	Mary Frances Laughton	x
France	Josée Auber	x
Japan	Hajime Yamada	x
	Shigetoyo Nomura	x
United Kingdom	Chris Francis	x
	Andy Heath	x
	Kate Grant	x
United States	Dwight Lewis (HoD)	x
	Glenn Meyer	x
	Peter Wallack	x
	Ken Salaets	x
JTC 1/SC 29	Kate Grant	x
JTC 1/SC 35	Jim Carter	x

ISO/TC 159/SC 4	Jim Carter	x
ITU-T FG AVA	Kate Grant	x
W3C/WAI	Judy Brewer	x
	Shadi Abou-Zahra	x
ITI	Ken Salaets	x
SWG on Accessibility Convenor	Alex Li	x
SWG on Accessibility Secretariat	Jennifer Garner	x

Mr. Meyer, a member of the US delegation, noted that the former US HoD, Ms. Andi Snow-Weaver, had retired and would no longer participate on the JTC 1 SWG on Accessibility. The JTC 1 SWG on Accessibility requested that the Secretariat prepare an appreciation resolution.

3. Adoption of Agenda

Mr. Li

The draft agenda was adopted with the following updates:

- Agenda Item 4 - add document SWG-A N 536
- Agenda Item 5 - add documents SWG-A N 537 and 538

DOCUMENT: [SWG-A N 535](#)

4. Review SWG-A Input on JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form (see SWG-A N 529)

Mr. Li

1. *The JTC 1 SWG-Accessibility participants were invited to submit comments on JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form (contained in SWG-A N 529) via the SWG-A reflector not later than **31 December 2012**. - **DONE***
2. *The SWG-Accessibility Convenor (Mr. Li) will review the contributions and prepare a draft SWG-Accessibility response to JTC 1 N 11243 by **15 January 2013**. The draft response will be circulated via the reflector for review in advance of the 7 February 2013 SWG-Accessibility teleconference. - **DONE***
3. *The JTC 1 SWG on Accessibility response to JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form, are due **by 11 February 2013** for consideration at the March 2013 SWG-Directives meeting.*

Mr. Li noted that the US and Japanese proposals took different approaches with the Japanese recommending the current draft unchanged and the US recommending a change in the question and minor adjustment to the appendix F. Dr. Yamada presented the Japanese contribution and Mr. Wallack reviewed the US contribution.

Following discussion, the JTC 1 SWG on Accessibility response to JTC 1 N 11243 was approved:

Recommendation 1: JTC 1 SWG on Accessibility Response to JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form

In response to JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form, the JTC 1 on Accessibility believes it is preferable that the JTC 1 NWIP form be aligned with ISO Guide 71 once it has been revised.

Action Item: The JTC 1 SWG on Accessibility Secretariat will submit the SWG-Accessibility response to JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form, by 11 February 2013 for consideration at the March 2013 SWG-Directives meeting.

DOCUMENTS: [SWG-A N 529](#), [SWG-A N 533](#) (Japan), [SWG-A N 534](#) (US), [SWG-A N 536](#) (Convenor)

5. Review Comments on ISO Guide 71 Update

Mr. Li

- *JTC 1 SWG on Accessibility participants are invited to provide input, via the SWG-Accessibility reflector, on the ISO Guide 71 draft contained in document SWG-A N 530 by 7 February 2013 for consideration at that day's teleconference*

Mr. Li gave an update on the ISO Guide 71 update. The SWG-Accessibility participants discussed scheduling the next SWG meeting in time to develop input on the updated Guide 71 draft.

DOCUMENTS: [SWG-A N 530](#), [SWG-A N 537](#) (Convenor's report), [SWG-AN 538](#) (Guide 71 revision - project overview and plan)

6. Report and future plan from Ad Hoc Leaders

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

E. Øverby

Scope: Consider contributions submitted to the April 2012 meeting related to updates and develop a potential new structure for the User Needs Summary taking into consideration revisions to ISO/IEC Guide 71.

Ad Hoc 14 Leader: Mr. Erlend Øverby (Norway). Participants: Mr. Shigetoyo Nomura (Japan), Mr. Andy Heath (UK and JTC 1/SC 36), Ms. Judy Brewer (W3C/WAI), Mr. Ken Salaets (ITI), Ms. Helle Bjarnø (Denmark), 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, Ad Hoc 14 Leader, was not able to participate on the 7 February 2013 teleconference as he was traveling. He notified the JTC 1 SWG on Accessibility Convenor and Secretariat that he had not received any input from the Ad Hoc 14 members and had nothing to report at this time.

6.2 Ad Hoc 15 - Evolution of the Inventory of Accessibility and Accessibility-related Standards and Specifications

J. Carter

Scope: Update the existing standards inventory and further develop the proposal for a database to support the inventory.

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, Ad Hoc 15 Leader, reported that the Inventory of Accessibility and Accessibility-related Standards and Specifications was in the final stages of production prior to publication. Following publication, ISO Central Secretariat will work on converting the information into a database format. It was further noted that once the inventory was an online publication, there was no limitation on the number of updates that could be made.

Dr. Carter noted that one item remained open in Ad Hoc 15 - a request from Mr. Heath to include a category for individualization/personalization in the structure going forward. Mr. Heath confirmed his intent to prepare a written UK proposal for consideration at the next SWG on Accessibility meeting.

6.3 Ad Hoc 16 - Guidance for Accessible Production of Documents in Accessible Formats **K. Grant**

Scope: Assemble a set of best practices for the preparation of accessible documents and supplementary information as required. 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).

Ad Hoc 16 will continue research and will respond to the JTC 1/SC 29/WG 1 request for clarification on lines 153 to 155 of SD 12 (JTC 1 N 10575): "SVG and PNG should be preferred over JPEG and GIF".

Ad Hoc 16 will assemble a guidance document on best practices for the preparation of accessible documents by end of July 2012 for two week review and comment period by SWG on Accessibility. In the absence of objection, the contribution will be submitted for consideration at the September 2012 meeting of the SWG on Directives. If there are objections, the SWG on Accessibility Secretariat will notify the SWG on Directives that additional time is required to respond to February 2012 JTC 1 SWG on Directives Recommendation 4.

Ad Hoc 16 Leader: Dr. Kate Grant (UK). Participants: Dr. Chris Francis (UK), Ms. Josée Auber (France), Ms. Judy Brewer (W3C/WAI), Mr. Shadi Abou-Zahra (W3C/WAI), Ms. Janina Sajka (Linux Foundation), Mr. Andy Heath (UK), Mr. Toshihiro Suzuki (Japan), Mr. Alex Li (SWG-A Convenor), Ms. Mary Frances Laughton (Canada), Ms. Betsy Fanning (ISO/TC 171), Ms. Cherie Ekholm (ISO/TC 171), Mr. Duff Johnson (ISO/TC 171), Mr. Greg Pisocky (ISO/TC 171), Ms. Andrea Saks (ITU JCA AHF), Ms. Cynthia Waddell (ITU JCA AHF) and Ms. Alexandra Gaspari (ITU JCA AHF).

Dr. Grant, Ad Hoc 16 Leader, reported that the group had not met since the last teleconference. She reported that although the participants had expressed a preference that specific products and vendors not be recommended, that was the type of guidance many people wanted to assist in developing accessible documents. Dr. Grant proposed that a one-day workshop be held in conjunction with the next face-to-face meeting of the SWG on Accessibility where experts on the recommended document formats detailed in the JTC 1 EDPDA Standing Document (Table 1) be invited to provide guidance on how to best use the required formats to produce accessible documents. An update on ISO's efforts to produce an accessible standards template could also be requested for the workshop.

Action Item: In conjunction with next face-to-face meeting, the JTC 1 SWG on Accessibility will consider holding a one- day workshop where experts on the recommended document formats detailed in the JTC 1 EDPDA Standing Document (Table

1) be invited to provide guidance on how to best use the required formats to produce accessible documents. An update on ISO's efforts to produce an accessible standards template could also be requested for the workshop.

6.4 Ad Hoc 17 - Individualization/Personalization for or Related to Accessibility **C. Francis**

Scope:

1. *Identify ongoing personalization/individualization work that may provide or is providing opportunities to embed accessibility considerations, or which may present accessibility challenges. This should include identifying:*
 - *User needs relating to individualization/personalization*
 - *Existing and in process standards relating to individualization/personalization that could be added to the standards inventory*
2. *Report findings and recommendations back to the SWG on Accessibility.*

Ad Hoc 17 Leader: Dr. Chris Francis (UK). Participants: Ms. Judy Brewer (W3C/WAI), Dr. Jim Carter (Canada), Mr. Andy Heath (UK), Mr. Glenn Meyer (US), Mr. Shigetoyo Nomura (Japan and Dr. Gregg Vanderheiden (JTC 1/SC 35).

Dr. Francis reported that Ad Hoc 17 has not yet met. Dr. Grant asked to join Ad Hoc 17 on behalf of JTC 1/SC 29.

7. Future Meetings

Mr. Li

- *spring 2013 meeting - face-to-face or teleconference*

The JTC 1 SWG on Accessibility participants discussed the lack of progress made by the Ad Hoc groups since the April 2012 face-to-face meeting. It was agreed that the ad hoc groups would be instructed to convene meetings by 3 May 2013 and develop proposals for consideration at the 24-27 June 2013 face-to-face meeting. A teleconference will be held on 7 May 2013 from 13:00 to 15:00 UTC to review the status of Ad Hoc Groups and confirm the need for the June 2013 face-to-face meeting based on the ad hoc groups' progress as well as the progress of the JTAG working on the Guide 71 revision.

The following recommendations were approved:

Recommendation 2: Ad Hoc Groups to Convene Meetings by 3 May 2013 and Develop Proposals for Consideration at June 2013 Face-to-Face Meeting

The JTC 1 SWG on Accessibility instructs its ad hoc groups to convene at least one meeting by 3 May 2013 and develop proposals for consideration at the 24-27 June 2013 face-to-face meeting of the SWG-Accessibility tentatively scheduled to be held in London, UK or Saskatoon, Canada.

Recommendation 3: 7 May 2013 JTC 1 SWG on Accessibility Teleconference

The JTC 1 SWG on Accessibility will hold a teleconference on 7 May 2013 from 13:00 to 15:00 UTC to review the status of Ad Hoc Groups and confirm the need for the June 2013 face-to-face meeting based on the ad hoc groups' progress as well as the progress of the JTAG working on the Guide 71 revision.

Recommendation 4: 24-27 June 2013 JTC 1 SWG on Accessibility Meeting

The JTC 1 SWG on Accessibility will hold a face-to-face meeting 24-27 June 2013 in London, UK or Saskatoon, Canada. Teleconference access will be provided.

8. Review of Action Items

Ms. Garner

The following appreciation resolution was passed during the 7 February 2013 JTC 1 SWG on Accessibility teleconference:

Appreciation Resolution

The JTC 1 SWG on Accessibility expresses its appreciation to Ms. Andi Snow-Weaver (US) for her efforts in developing the User Needs Summary and wishes her the best on her retirement.

The following recommendations were approved during the 7 February 2013 SWG-Accessibility teleconference:

Recommendation 1: JTC 1 SWG on Accessibility Response to JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form

In response to JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form, the JTC 1 on Accessibility believes it is preferable that the JTC 1 NWIP form be aligned with ISO Guide 71 once it has been revised.

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The following action items were assigned during the 7 February 2013 SWG-Accessibility teleconference:

1. The JTC 1 SWG on Accessibility Secretariat will submit the SWG-Accessibility response to JTC 1 N 11243 - SC 36 Proposed Changes to the New JTC 1 NWIP Form, by 11 February 2013 for consideration at the March 2013 SWG-Directives meeting.
2. In conjunction with next face-to-face meeting, the JTC 1 SWG on Accessibility will consider holding a one- day workshop where experts on the recommended document formats detailed in the JTC 1 EDPDA Standing Document (Table 1) be invited to provide guidance on how to best use the required formats to produce accessible documents. An update on ISO's efforts to produce an accessible standards template could also be requested for the workshop.

9. Close of the Meeting

The 7 February 2013 JTC 1 SWG on Accessibility meeting adjourned at 14:57 UTC.