

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

JTC 1 SWG-A N 544

2013-05-07

Document Type: Meeting Report

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

Meeting Schedule:

7 May 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

A. Li

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

2. Convenor's Remarks and Introduction of Participants

A. Li

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

Organization	Representative	Attended
Australia	Liddy Nevile	x
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	Glenn Meyer (HoD)	x
	Ken Salaets	x
	Peter Wallack	x
JTC 1/SC 29	Kate Grant	x
JTC 1/SC 35	Jim Carter	x
ISO/TC 159/SC 4	Jim Carter	x

IEC TC 100	Kate Grant	x
ITU-T SG 16	Mitsuji Matsumoto	x
ITU-T FG AVA	Kate Grant	x
W3C/WAI	Shadi Abou-Zahra	x
ITI	Ken Salaets	x
SWG on Accessibility Convenor	Alex Li	x
SWG on Accessibility Secretariat	Jennifer Garner	x

As in 2012, Mr. Li will respond to the JTC 1 SWG on Planning's 2013 Environmental Scan online questionnaire (SWG-A N 542) in advance of the 20 May 2013 deadline. Mr. Li invited the SWG-Accessibility participants to provide input for incorporation in his response on behalf of the committee. He noted that SWG-Planning cover page indicated that, "the URL may also be forwarded to other individuals who could provide a valuable input into the JTC 1 business development process. In fact a well-targeted distribution of the Questionnaire to individual experts not previously involved in JTC 1 work may help in generating new ideas for JTC 1." It was noted that the actual survey was not accessible and that this information would be incorporated into the SWG-Accessibility response to the survey.

Action Item: Mr. Alex Li (SWG-Accessibility Convenor) will respond to the JTC 1 SWG on Planning's 2013 Environmental Scan online questionnaire (SWG-A N 542) in advance of the 20 May 2013 deadline.

DOCUMENT: [SWG-A N 542](#) (2013 Environmental Scan)

3. Adoption of Agenda

A. Li

The draft agenda was adopted with the following amendments:

- Agenda Item 2 - add document SWG-A N 542
- Agenda Item 4.4 - add document SWG-A N 543

DOCUMENT: [SWG-A N 541](#)

4. Status of Guide 71 JTAG and JTC 1 SWG on Accessibility Ad Hoc Groups

February 2013 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.

February 2013 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.

4.1 Guide 71 JTAG

A. Li

Mr. Li gave an update on the Guide 71 JTAG meeting held the previous week in Geneva. The JTAG was dysfunctional to the point that ISO TMB was considering cancellation of the project. The JTAG has developed a fairly incomplete draft with many unaddressed and will be working on the next iteration of the draft for the December 2013 JTAG meeting. Mr. Heath reported that substantial progress was made on the final day of the JTAG meeting which prevented cancellation of the project.

Action Item: Mr. Alex Li (SWG-Accessibility Convenor) will circulate the revised schedule for the progression of the Guide 71 draft to the JTC 1 SWG on Accessibility participants when it has been issued as a JTAG document.

4.2 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, did not participate on this teleconference. Mr. Li reported that Ad Hoc 14 has not met and had nothing to report at this time. It was agreed that this group would again have a role once Guide 71 was stable and submitted for ballot.

Recommendation 3: Hibernation of Ad Hoc 14 on Updates to the Accessibility User Needs Summary

The JTC 1 SWG on Accessibility places Ad Hoc 14 on Updates to the Accessibility User Needs Summary in hibernation until such time as Guide 71 has been submitted for ballot.

4.3 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 ISO has released a database version of the Accessibility Standards Inventory. Mr. Li reported that problems have surfaced with the database version and that he is following up with our ISO editor.

Dr. Carter noted that the largest open issue is how the inventory might be expanded to include individualization/personalization and that issue is being looked into by Ad Hoc 17. Thus there is no major business for Ad Hoc 15 at this time.

Recommendation 1: Addition of Category of Individualization to the Inventory of Accessibility and Accessibility related Standards and Specifications

The JTC 1 SWG on Accessibility agrees to add a new category of Individualization to the Inventory of Accessibility and Accessibility related Standards and Specifications.

4.4 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), and Ms. Alexandra Gaspari (ITU JCA AHF).

Dr. Grant, Ad Hoc 16 Leader, reviewed the report submitted for the May teleconference. Ad Hoc 16 identified the following items for JTC 1 SWG on Accessibility consideration:

- The SWG-A is requested to revise AHG-16's ToR and focus on first paragraph.

Recommendation 2: Revision of Scope for Ad Hoc 16 - Guidance for Accessible Production of Documents in Accessible Formats

Ad Hoc 16 on Guidance for Accessible Production of Documents in Accessible Formats will 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 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), and Ms. Alexandra Gaspari (ITU JCA AHF).

- The SWG-A is requested to issue a call for an editor of a generic guidance document noting that production of a document may need to wait until content of Guide 71 is finalized.

The JTC 1 SWG on Accessibility did not develop a recommendation or action item in response to this item.

- The SWG-A is requested to consider holding a workshop on producing accessible documentation and to consider the most appropriate audience (and hence timing and co-location with another meeting of such a workshop).

Rather than holding a workshop, the JTC 1 SWG on Accessibility participants agreed to pursue the development of presentations on producing accessible formats.

Action Item: Mr. Alex Li (SWG-Accessibility Convenor) will develop a presentation on producing accessible MS Word for review by Ad Hoc 16 prior to submission to JTC 1.

Action Item: Mr. Alex Li (SWG-Accessibility Convenor) will ask Gregg Pisocky (ISO/TC 171) to develop a presentation on producing accessible Adobe Acrobat for review by Ad Hoc 16 prior to submission to JTC 1.

Dr. Chris Francis agreed to investigate developing a presentation on producing accessible Lotus or Open Office documents.

- The SWG-A is requested to investigate activities of ISO/TC 173 relevant to the work of JTC 1 SWG-A.

Action Item: Mr. Alex Li (SWG-Accessibility Convenor) will distribute the ISO/TC 173 document on holding accessible meetings to the JTC 1 SWG on Accessibility participants and will invite ISO/TC 173 to provide information on additional activities relevant to the work of SWG-Accessibility.

- The SWG-A is requested to note the guidance documents produced in the US and the assistance offered by ISO/TC 171 in respect of some of the AHG discussions.

Appreciation Recommendation

The JTC 1 SWG on Accessibility notes the guidance documents produced in the US and the assistance offered by ISO/TC 171 in respect to the Ad Hoc 16 discussions related to the development of guidance for accessible production of documents in accessible formats.

DOCUMENT: [SWG-A N 543](#) (Ad Hoc 16 report)

4.5 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), Dr. Gregg Vanderheiden (JTC 1/SC 35), and Dr. Kate Grant (JTC 1/SC 29).

Dr. Francis, Ad Hoc 17 Leader, gave an update on his group's activities. Dr. Francis reported that Ad Hoc 17 has met by teleconference and has reviewed the existing User Needs Summary. He agreed to prepare a status report for review by Ad Hoc 17 prior to distribution to the full SWG-Accessibility.

5. Future Meetings

A. Li

- **24-27 June 2013** - face-to-face meeting (London, UK or Saskatoon, Canada) or teleconference

The JTC 1 SWG on Accessibility agreed that a face-to-face meeting was not required in June 2013. Instead, a one-hour teleconference will be held to review the JTC 1 SWG on Accessibility report and presentation to the November 2013 JTC 1 Plenary:

16 September 2013 - 13:00 to 14:00 UTC

The JTC 1 SWG on Accessibility report and presentation to the November 2013 JTC 1 Plenary must be submitted by 27 September 2013 to JTC 1 Secretariat. It was noted that the SWG-Accessibility presentation may need to be revised based on the late September JTAG meeting. The final deadline for updated presentations is 21 October 2013.

Mr. Heath reported that the new JTC 1 SWG on Internet of Things would benefit from participation by accessibility experts.

6. Review of Action Items

J. Garner

The following recommendations were approved during the 7 May 2013 JTC 1 SWG on Accessibility teleconference:

Recommendation 1: Addition of Category of Individualization to the Inventory of Accessibility and Accessibility-related Standards and Specifications

The JTC 1 SWG on Accessibility agrees to add a new category of Individualization to the Inventory of Accessibility and Accessibility-related Standards and Specifications.

Recommendation 2: Revision of Scope for Ad Hoc 16 - Guidance for Accessible Production of Documents in Accessible Formats

Ad Hoc 16 on Guidance for Accessible Production of Documents in Accessible Formats will 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 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), and Ms. Alexandra Gaspari (ITU JCA AHF).

Recommendation 3: Hibernation of Ad Hoc 14 on Updates to the Accessibility User Needs Summary

The JTC 1 SWG on Accessibility places Ad Hoc 14 on Updates to the Accessibility User Needs Summary in hibernation until such time as Guide 71 has been submitted for ballot.

Appreciation Recommendation

The JTC 1 SWG on Accessibility notes the guidance documents produced in the US and the assistance offered by ISO/TC 171 in respect to the Ad Hoc 16 discussions related to the development of guidance for accessible production of documents in accessible formats.

The following action items were assigned during the 7 May 2013 JTC 1 SWG on Accessibility teleconference:

1. Mr. Alex Li (SWG-Accessibility Convenor) will respond to the JTC 1 SWG on Planning's 2013 Environmental Scan online questionnaire (SWG-A N 542) in advance of the 20 May 2013 deadline.
2. Mr. Alex Li (SWG-Accessibility Convenor) will circulate the revised schedule for the progression of the Guide 71 draft to the JTC 1 SWG on Accessibility participants when it has been issued as a JTAG document.
3. Mr. Alex Li (SWG-Accessibility Convenor) will develop a presentation on producing accessible MS Word for review by Ad Hoc 16 prior to submission to JTC 1.
4. Mr. Alex Li (SWG-Accessibility Convenor) will ask Gregg Pisocky (ISO/TC 171) to develop a presentation on producing accessible Adobe Acrobat for review by Ad Hoc 16 prior to submission to JTC 1.
5. Mr. Alex Li (SWG-Accessibility Convenor) will distribute the ISO/TC 173 document on holding accessible meetings to the JTC 1 SWG on Accessibility participants and will invite ISO/TC 173 to provide information on additional activities relevant to the work of SWG-Accessibility.

7. Close of the Meeting

The 7 May 2013 JTC 1 SWG on Accessibility meeting adjourned at 14:25 UTC.