



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

JTC 1 SWG-A N 550

2013-09-19

Document Type: Meeting Report

Title: Meeting Report for the 16 September 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 indicated in the meeting report.

JTC 1 SWG on Accessibility Secretariat
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Meeting Report for the 16 September 2013 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - Teleconference

Meeting Schedule:

16 September 2013	13:00 to 14:00 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 16 September 2013 teleconference meeting.

2. Convenor's Remarks and Introduction of Participants

A. Li

Participation on the 16 September 2013 teleconference of the JTC 1 SWG on Accessibility was recorded as follows:

Organization	Representative	Attended
Canada	Jim Carter	x
	Mary Frances Laughton	x
France	Josée Auber	x
Japan	Hajime Yamada	x
	Mitsuji Matsumoto	x
	Shigetoyo Nomura	x
United Kingdom	Andy Heath	x
United States	Glenn Meyer (HoD)	x
	Dwight Lewis	x
	Mary Jo Mueller	x
JTC 1/SC 35	Jim Carter	x
ISO/TC 159/SC 4	Jim Carter	x
ITU-T SG 16	Mitsuji Matsumoto	x
W3C/WAI	Shadi Abou-Zahra	x

SWG on Accessibility Convenor	Alex Li	x
SWG on Accessibility Secretariat	Jennifer Garner	x

3. Adoption of Agenda

A. Li

The draft agenda was adopted with the following update:

- Add new Agenda Item 4.1 - Relationship with JTC 1 SWG 5 on Internet of Things (IoT) - SWG-A N 548

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4. Review of the JTC 1 SWG on Accessibility Report and Presentation to the November 2013 JTC 1 Plenary

A. Li

Mr. Li reviewed the draft report/presentation to the November 2013 JTC 1 Plenary. It was agreed that the following updates would be made to the document:

- add slide with the following text:

The JTC 1 SWG on Accessibility provides guidance for developing accessible documents to raise the awareness of JTC 1 Subcommittees and National Bodies and encourages their usage: <http://www.jtc1access.org/guidance.htm>

Comments or questions on the guidance documents can be directed to the JTC 1 SWG on Accessibility.

- add link to SWG-A wikipedia entry: http://en.wikipedia.org/wiki/ISO/IEC_JTC_1/SWG-A
- add date for next SWG-A meeting

Action Item: The JTC 1 SWG on Accessibility Convenor, Mr. Li, will update the JTC 1 SWG on Accessibility presentation to the November 2013 JTC 1 Plenary for submission to the JTC 1 Secretariat in advance of the 27 September 2013 deadline.

4.1 Relationship with JTC 1 SWG 5 on Internet of Things (IoT)

A. Heath

Mr. Heath noted that JTC 1 SWG 5 on Internet of Things (IoT) has requested participation from JTC 1 SCs and SWGs. He volunteered to serve as the JTC 1 SWG on Accessibility liaison representative to the SWG-IoT.

Recommendation - JTC 1 SWG on Accessibility Liaison Representative to JTC 1 SWG 5 on Internet of Things (IoT)

The JTC 1 SWG on Accessibility appoints Mr. Andy Heath to serve as the JTC 1 SWG on Accessibility liaison representative to the JTC 1 SWG 5 on Internet of Things (IoT).

Unanimous consent

Action Item: The JTC 1 SWG on Accessibility Secretariat, Ms. Garner, will forward the JTC 1 SWG on Accessibility liaison representative nomination to the JTC 1 SWG on IoT Convenor.

DOCUMENT: [SWG-A N 548](#)

5. Future Meetings

A. Li

The participants discussed scheduling the next SWG-Accessibility meeting. The UK participants noted that the Guide 71 JTAG was meeting in the Washington, DC area in December 2013 and suggested that holding a face-to-face SWG-Accessibility meeting on 12-13 December 2013 would attract a number of the cross-members. The US delegation noted that they had not discussed hosting a meeting and were not able to make such an offer at this meeting.

Action Item: The US participants will investigate the feasibility of hosting an SWG-Accessibility meeting 12-13 December 2013 in the Washington, DC area and report back by 24 September on the US ability to host.

As an alternative to the December 2013 face-to-face meeting, the SWG on Accessibility agreed to hold a teleconference on 17 February 2014 from 13:00 to 17:00 UTC to review the status of the Guide 71 update and its impact on Parts 1 and 3 of the SWG-Accessibility's TR.

6. Review of Action Items

J. Garner

The following **Recommendation** was approved at the 16 September 2013 JTC 1 SWG on Accessibility teleconference:

Recommendation - JTC 1 SWG on Accessibility Liaison Representative to JTC 1 SWG 5 on Internet of Things (IoT)

The JTC 1 SWG on Accessibility appoints Mr. Andy Heath to serve as the JTC 1 SWG on Accessibility liaison representative to the JTC 1 SWG 5 on Internet of Things (IoT).

Unanimous consent

The following **Action Items** were assigned at the 16 September 2013 JTC 1 SWG on Accessibility teleconference:

1. The JTC 1 SWG on Accessibility Convenor, Mr. Li, will update the JTC 1 SWG on Accessibility presentation to the November 2013 JTC 1 Plenary for submission to the JTC 1 Secretariat in advance of the 27 September 2013 deadline.
2. The JTC 1 SWG on Accessibility Secretariat, Ms. Garner, will forward the JTC 1 SWG on Accessibility liaison representative nomination to the JTC 1 SWG on IoT Convenor.
3. The US participants will investigate the feasibility of hosting an SWG-Accessibility meeting 12-13 December 2013 in the Washington, DC area and report back by 24 September on the US ability to host.

7. Close of the Meeting

The 16 September 2013 JTC 1 SWG on Accessibility meeting adjourned 13:44 UTC.