

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

JTC 1 SWG-A N 552

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Requested Action: Resolutions 25 and 28 are for consideration at the 17 February 2014 JTC 1 SWG on Accessibility teleconference:

Resolution 25 - Request to SWG on Accessibility for Guidance Specific to JTC 1

JTC 1 requests its National Bodies to submit input to SWG on Accessibility regarding the issues/changes/updates to JTC 1 Standing Documents to improve accessibility. National Bodies are requested to submit contributions to SWG on Accessibility by **17 January 2014**. SWG on Accessibility will review the input and provide a contribution to SWG on the Directives by **10 March 2014** for review and consideration at the May 2014 SWG on the Directives meeting in Australia.

Unanimous

Resolution 28 - Guidance Concerning ISO Guide 71

JTC 1 directs the SWG on Accessibility to review the final draft of Guide 71 and make appropriate and specific recommendations to the SWG on the Directives on procedural changes that will assist JTC 1 entities in implementing the guidance from Guide 71 in standard development processes.

Unanimous

ISO/IEC JTC 1
Information technology
Secretariat: ANSI (United States)

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**Resolutions Adopted at the 28th Meeting of ISO/IEC JTC 1
4-9 November 2013 in Perros-Guirec, France**

Resolution 1 – Visibility of Business Plans

JTC 1 recognizes the importance and usefulness of the JTC 1 Strategic Business Plan and the Business Plans of JTC 1/SCs and WGs and asks ISO staff and the JTC 1 Secretariat work together to make the Business Plans more readily available and visible, along with the JTC 1 Strategic Business Plan, on the JTC 1 web site.

Unanimous

Resolution 2 – Strategic Business Plan

Using JTC 1 N11725 as the base document and incorporating the new text for clause 2.4 provided in JTC 1 N11827, JTC 1 approves a revised version of the Strategic Business Plan (JTC 1 N11887) and resolves to work on the activities defined in this document.

Unanimous

Resolution 3 – Establishment of a Study Group on Smart Cities

JTC 1 recognizes the importance of Smart Cities as a trend that will shape many standards in the ICT sector, and notes a growing interest in this area among a number of standards setting organizations. The topic Smart Cities is relevant to the mission of JTC 1 and intersects with the scope of a number of JTC 1 entities.

Therefore, JTC 1 establishes a Study Group on Smart Cities with the following Terms of Reference:

Terms of Reference

1. *Provide a description of key concepts related to Smart Cities, establish the definition of Smart Cities based on the key concepts, and describe relevant terminology.*
2. *Study and document the technological, market and societal requirements for the ICT standardization aspects of Smart Cities.*
3. *Study and document current technologies that are being deployed to enable Smart Cities.*
4. *Assess the current state of standardization activities relevant to Smart Cities within JTC 1, in other relevant ISO and IEC TCs, in other SDOs and in consortia.*
5. *Identify and propose how JTC 1 should address the ICT standardization needs of Smart Cities.*
6. *Provide a report with recommendations, and potentially other deliverables, to the 2014 JTC 1 Plenary.*

Membership in the SG on Smart Cities is open to:

1. *JTC 1 National Bodies, JTC 1 Liaisons and approved JTC 1 PAS Submitters;*
2. *JTC 1 /SCs, JTC 1/(S)WGs, relevant ISO and IEC TCs;*
3. *Members of ISO and IEC central offices; and*
4. *Invited standards setting organizations that are engaged in Smart Cities standardization as approved by SG on Smart Cities.*

JTC 1 instructs its Secretariat to issue a call for participation in the Study Group.

JTC 1 accepts the offer of the Chinese National Body of Ms Yuan Yuan to serve as Convenor and Ms Tangli Liu to serve as Secretary for the JTC 1 Study Group on Smart Cities.

Unanimous

Resolution 4 – Requested Changes to the ISO Patent Database

JTC 1 supports the UK position in document JTC 1 N11828 and asks the UK to work with ITTF to update the notes accompanying the database. JTC 1 requests that this be done by the end of 2013.

Unanimous

Resolution 5 – Incubator Group on Mobile Applications

JTC 1 takes note of the Incubator Group (IG) proposal on Mobile Applications contained in JTC 1 N11705 by the National Body of Korea. JTC 1 thanks the National Body of Korea for this initiative. In accordance with the rules in document JTC 1 N11312 “Revised incubator operating principles”, and in view of the recommendation of both SWG on Planning and the Incubator Group regarding the assignment of the Parent Group role, JTC 1 decides that:

- JTC 1 shall be the Parent Group of the IG Mobile Applications; and
- On behalf of JTC 1, SWG on Planning shall take on the overall management of JTC 1’s communication with the IG between its creation and the completion of its work. In line with JTC 1 N11312, the result of the work of the IG on Mobile Applications shall be submitted to JTC 1 for decision.

Unanimous

Resolution 6 – Standing Document 2 - History

JTC 1 takes note of document JTC 1 N11691, incorporating the additional information and pictures received prior to and in Perros-Guirec, as the revised SD 2 - History, and of the web based version, and instructs the JTC 1 Secretariat to post it on the JTC 1 web site as per resolution 27 of the 2008 Nara JTC 1 Plenary and further to circulate the URL to announce its availability.

JTC 1 reminds its SCs, the JTC 1 WGs and SWGs of the request in Resolution 25 of the 2010 Belfast Plenary to regularly update the elements of their histories. Such input should be developed using the “Guidelines for JTC 1 History recording” (See JTC 1 N10793).

Background Note: In Jeju 2012, JTC 1 noted that SD 2 is a living document and as such, JTC 1 agreed that future iterations of the document need not be approved by JTC 1, rather the document can be updated by the editor and posted to the JTC 1 website on a regular basis as new information is received; it will be presented and noted at every JTC 1 Plenary.

Unanimous

Resolution 7 – Dissolution of SWG on Smart Grid and Appreciation to Participants

Noting that the work of the JTC 1 SWG on Smart Grid has reached its conclusion, JTC 1 dissolves the JTC 1 SWG on Smart Grid. JTC 1 expresses its appreciation to the SWG on Smart Grid Convenor, Ronald Ambrosio, the SWG on Smart Grid Secretary, Jennifer Garner, and all the participants for their commitment to the work of the SWG.

JTC 1 instructs the SWG on Smart Grid Secretariat to:

- Transfer all relevant documents to the JTC 1 Secretariat for archiving;
- Post the SWG on Smart Grid document register as a JTC 1 N numbered document.

Unanimous

Resolution 8 – JTC 1 Representative to the IEC SEG on Smart Grid

JTC 1 appoints Ronald Ambrosio as the JTC 1 representative to the IEC SEG on Smart Grid and requests him to report to JTC 1 after each SEG meeting.

Unanimous

Resolution 9 – Revised Terms of Reference for the SWG on Internet of Things (IoT)

JTC 1 approves the revised Terms of Reference for the Special Working Group on Internet of Things (IoT) as follows:

Terms of Reference

1. *Identify market requirements and standardization gaps for IoT;*
2. *Encourage JTC 1 SCs and WGs to address the need for ISO/IEC standards for IoT;*
3. *Facilitate cooperation across JTC 1 entities;*
4. *Promote JTC 1 developed standards relevant to IoT and encourage them to be recognized and utilized by industry and other standards setting organizations;*
5. *Facilitate the coordination of JTC 1 IoT activities with IEC, ISO, ITU and other organizations that are developing standards for IoT;*
6. *Periodically report results and recommendations to JTC 1/SWG on Planning;*
7. *Provide a written report of activities and recommendations to JTC 1 in advance of each JTC 1 Plenary meeting; and*
8. *Study IoT Reference Architectures/Frameworks and provide a study report. This study report should be written so it could be referenced in a possible JTC 1 New Work Item Proposal on IoT. The report shall be made available to JTC 1 no later than the 2014 JTC 1 Plenary.*

Membership in the SWG on IoT is open to:

1. *JTC 1 National Bodies, JTC 1 Liaisons and JTC 1 PAS Submitters;*
2. *JTC 1 SCs, JTC 1/WGs, relevant ISO and IEC TCs;*
3. *Members of ISO and IEC central offices; and*
4. *Invited standards setting organizations that are engaged in IoT standardization as approved by SWG on IoT.*

Unanimous

Resolution 10 – Request for Information to the SWG on Internet of Things (IoT)

JTC 1 encourages organizations that have an interest in IoT standards to provide input to the SWG on the following documents:

- IoT Mind Map
- IoT-related Standards
- Market Requirements Matrix

Unanimous

Resolution 11 – Statement to ITU-T Review Committee (RevCom) and ITU-T TSAG

JTC 1 instructs its Secretariat to forward the following statement to ITU-T Review Committee (RevCom) and ITU-T TSAG:

JTC 1 received a report of the first meeting of the ITU-T Review Committee held on June 3rd 2013 in Geneva. JTC 1 also (as usual) received a report of the TSAG meeting held on 4/7 June 2013 in Geneva. The JTC 1 liaison officer to ITU-T, Ms Josee Auber, attends the TSAG meetings, reports about them and conveys to JTC 1 information about any new activity in ITU-T. The liaison officer attended the inaugural meeting of RevCom. The ITU-T liaison officer to JTC 1, Mr. Olivier Dubuisson, also attends the JTC 1 Plenary meetings and reports to JTC 1 about activities under way in ITU-T.

At the August 2013 meeting in London of the JTC 1 SWG on Management, the SWG on Management established an Ad Hoc Group on Future Collaboration Model with ITU-T (as per its recommendation 2). The Terms of Reference of the Ad Hoc Group are as follows:

- *Review the current characteristics of JTC 1, the current characteristics of ITU-T and the collaboration between JTC 1 and ITU-T*
- *Explore options and models for productive collaboration that could be agreed between JTC 1 and ITU-T for working in the future*
- *Prepare initial contributions to the ITU-T Review Committee (RevCom) and ITU-T TSAG for approval at the SWG on Management meeting in November 2013 in France (e.g., this document).*
- *Prepare a report for final approval at the May 2014 SWG on Management meeting and subsequent approval by JTC 1.*

While it is too early to suggest any possible content of the future final report (as the Ad Hoc Group will have met only once via teleconference at the time this contribution is written), JTC 1 believes it is important to inform ITU-T RevCom and ITU-T TSAG of the existence of this activity and of its planned timeline.

JTC 1 and ITU-T have had a long history of mutually beneficial collaboration; JTC 1 applauds the sentiment towards collaboration agreed by the ITU-T members in a recent TSAG meeting and supports the principles of cooperating in a reciprocal manner based on mutual respect.

JTC 1 remains committed to successful collaboration with ITU-T and looks forward to a positive, cooperative relationship with ITU-T in the future.

Unanimous

Resolution 12 – Continuation of the SC 24/SC 29 Joint Ad Hoc Group - JAHG

JTC 1 endorses the continuation of the “SC 24/SC 29 Joint Ad Hoc Group – JAHG” and notes:

1. SC 24 and SC 29 agree to continue development of a Mixed and Augmented Reality Reference Model (RM) that will be the RM used by both subcommittees.
2. The Joint Ad Hoc Group will be the arena for development of the RM and for sharing status and plans for standards related to Augmented Reality.
3. Any Reference Model or Standard document developed, as a result of the collaboration of the JAHG effort, is assigned with a single and independent ISO/IEC document number as per the ISO/IEC policy with the inclusion of text in the foreword acknowledging credit to both SCs for their contribution to it.
4. To fulfil the ISO maintenance database requirements and in agreement with SC 29, the maintenance ownership of the Reference Model/Standard document is administratively assigned to SC 24.
5. The ballot process is launched simultaneously by SC 24 (Committee Draft Ballot) and SC 29 (Committee Internal Ballot) secretariats with the support of ITTF staff for the coordination of these ballots.
6. Subsequently, the maintenance of documents produced by JAHG is performed jointly between SC 24 and SC 29 under the appropriate structure at the required time.
7. Both SC 24 and SC 29 chairmen continue to support and promote within their respective structures the good work performed by the JAHG.

JTC 1 requests that a report of the Joint Ad Hoc Group activities is presented at the 2014 JTC 1 Plenary.

Unanimous

Resolution 13 – Request for Input on Experiences with JAHG Structure

JTC 1 notes that while the SC 24/SC 29 Joint Ad Hoc Group structure is working well at the current time, it is not an optimal structure; a more permanent structure and process is needed to address joint work between JTC 1 entities. JTC 1 requests that SC 24 and SC 29 provide information on their experiences to the SWG on Management. The SWG on Management is asked to consider a more permanent structure and process for similar joint work and to provide a recommendation by 10 October 2014 for consideration at the 2014 JTC 1 Plenary meeting.

Unanimous

Resolution 14 – Enhanced Use of Social Media

Noting that many SCs and WGs are utilizing social media as a means of publicizing their work, JTC 1 sees opportunities to enhance the current use of social media by JTC 1 entities. JTC 1 supports the contribution from the UK in document JTC 1 N11758 and requests ISO and IEC to provide guidance on their best practices for effective use of social media by 10 March 2014 for consideration at the May 2014 SWG on Management meeting in Australia.

Further, JTC 1 invites JTC 1 entities to share their experiences on use of social media and their interest in enhancing current practice. Such input should be submitted by 10 March 2014 for consideration at the May 2014 SWG on Management meeting in Australia.

Unanimous

Resolution 15 – New Document on “About ISO/IEC JTC 1”

JTC 1 approves document JTC 1 N11798, *About ISO/IEC JTC 1*, and instructs its Secretariat to place this document and derived messaging on both the JTC 1 web site and jtc1info.org. JTC 1 encourages further broad distribution and dissemination of this material by JTC 1 members and entities to promote and advance JTC 1 work.

JTC 1 notes that JTC 1 N11798, *About ISO/IEC JTC 1*, replaces the currently posted *JTC 1 mission and principles*, *JTC 1 Value Proposition* and *The Delta Value of JTC 1 as a provider of International Standards*.

Unanimous

Resolution 16 – Disbandment of the IT Vocabulary Maintenance Team (ITVMT)

Noting that the tasks identified in JTC 1 Jeju resolution 13 (November 2012) have been or will shortly be completed, JTC 1 disbands the IT Vocabulary Maintenance Team upon delivery of the following actions:

- transfer all relevant documents to the JTC 1 Secretariat for archiving;
- post the ITVMT document register as a JTC 1 N-numbered document;
- resolve technical issues related to the transfer of data to the Online Browsing Platform;
- integrate, when possible, editorial changes resulting from the disposition of comments before transferring the data to ITTF in preparation of an FDIS; and
- complete item 3 of Jeju resolution 13 an executive summary of the Best Practices Guide.

JTC 1 expresses its thanks to the ITVMT Convenor, Natalie C. Ranger, and the members of the ITVMT for their participation and work in progressing this activity to its conclusion.

Unanimous

Resolution 17 – Request for Input on the SC Business Plan Template

JTC 1 requests its SCs, JTC 1 WGs and National Bodies to provide input to the SWG on Planning on the format of the SC/JTC 1 WG business plan template. Input should be submitted to SWG on Planning by 1 March 2014.

Unanimous

Resolution 18 – JTC 1 Engagement with the European Multi-Stakeholder Platform (MSP)

Noting the SC 17 presentation contained in JTC 1 N11839, specifically the section on the European Multi-Stakeholder Platform on ICT Standardization, JTC 1 requests the ITTF to advise JTC 1 on the appropriate level of engagement between JTC 1 and the MSP. With a view to informing the MSP of

relevant ISO/IEC JTC 1 standards and documents, JTC 1 also requests the ITTF to consider an appropriate mechanism for providing MSP documentation to JTC 1, and for providing JTC 1 feedback, where appropriate, to the MSP.

Unanimous

Resolution 19 – Reminder to Chairmen, Convenors and Secretariats to Prepare a Report of their Meetings

JTC 1 reminds its Chairmen, Convenors and Secretariats of their obligation to adhere to Standing Document 7, Meetings. In particular, clause 9.4 as follows:

After the meeting, the committee Secretariat or Convenor shall prepare a report of the meeting comprising

- *the list of attendees with their role and affiliation (e.g. national body, liaison),*
- *a reference to the sessions held (including JTC 1 Special Working Groups, Rapporteur Groups and Workshops, SC Advisory Groups, Working Groups and Other Working Groups),*
- *the disposition of each agenda item, including rationale if appropriate and,*
- *as a discrete and important document, the complete text of the resolutions adopted during the meeting.*

It is noted that clause 9.4 does not ask for detailed meeting minutes. The record of the disposition of each agenda item as required in the report may simply be a pointer to a Resolution adopted by the meeting, or it may be the statement of a decision taken that did not result in a Resolution. The meeting report also does not need approval before the close of the subject meeting, but is published by the Secretariat or Convenor after the close of the meeting.

Approved: UK objects

Resolution 20 – JTC 1 and Systems Integration

To assist JTC 1 entities in addressing Systems Integration requirements, JTC 1 directs the SWG on Management to:

- Consider ways to better support JTC 1's ongoing and potential systems integration efforts by:
 - Determining whether current JTC 1 entities, deliverables (outputs) and processes are sufficient for addressing Systems Integration requirements, and
 - Proposing (if appropriate) new entities, deliverables (outputs) and processes specifically focused on Systems Integration considering options such as those in JTC 1 N11729, SWG-D-N 498 and IEC SMB AhG 35 Systems Group Proposal.
- Develop a JTC 1 Systems Integration Guideline for use by JTC 1 entities that:
 - More clearly defines Systems Integration;
 - Demonstrates how JTC 1 entities, deliverables (outputs) and processes can effectively and efficiently address Systems Integration requirements, and
 - Describes best practices for addressing Systems Integration standardization requirements.

JTC 1 instructs SWG on Management to include the status of this activity in its report to the 2014 JTC 1 Plenary.

Unanimous

Resolution 21 – Establishment of JTC 1 Subcommittee 40 on IT Service Management and IT Governance

JTC 1 establishes a new Subcommittee 40 on IT Service Management and IT Governance, initially comprising the work of JTC 1/WG 8, SC 7/WG 25 and SC 7/WG 27. The terms of reference of the new SC 40 are as follows:

Title: IT Service Management and IT Governance

Scope: Standardization of IT Service Management and IT Governance

- 1. Develop standards, tools, frameworks, best practices and related documents for IT Service Management and IT Governance, including areas of IT activity such as audit, digital forensics, governance, risk management, outsourcing, service operations and service maintenance, but excluding subject matter covered under the scope and existing work programs of JTC 1/SC 27 and JTC 1/SC 38.*
- 2. The work will initially cover:*
 - Corporate Governance of IT: the development of the ISO/IEC 38500 series standards and related documents, and*
 - Operational aspects of Governance of IT: work in ISO/IEC 30120 series and interfaces with the management of IT as well as the role of governance in the area of business innovation.*
 - All aspects relating to IT service management and IT-Enabled Services/Business Process Outsourcing*

SC 40 will pursue the existing liaison relationships of JTC 1/WG 8, SC 7/WG 25 and SC 7/WG 27, and will establish new liaisons as required including:

- JTC 1/SC 7*
- JTC 1/SC 27*
- JTC 1/SC 38*
- ISO PC 259*
- ISACA*
- itSMF*
- OASIS TGF*

The National Body of Australia will serve as Secretariat for the SC and John Sheridan will serve as Chair for the SC.

JTC 1 encourages SC 7 and SC 40 to meet in the same location and during the same timeframe when needed and where practical.

JTC 1 also encourages SC 7 and SC 40 to collaborate, particularly over the next year, on whether or not further changes to project placement are desired.

JTC 1 notes that the scope of SC 7 as currently defined remains unchanged by this resolution (see the JTC 1 web site for the current scope of SC 7).

JTC 1 acknowledges the pioneering work of SC 7, which essentially acted as an incubator for SC 40. JTC 1 is looking forward to additional market oriented innovations from these two SCs.

With the establishment of SC 40, JTC 1 disbands JTC 1/WG8, SC 7/WG 25 and SC 7/WG 27 effective December 1, 2013 with thanks to the officers and participants.

The N-numbered documents of all groups shall be passed onto SC 40 for record retention.

Approved: Germany objects; Ireland abstains

Resolution 22 – Appointment of Officers

JTC 1 makes the following appointments/re-appointments effective this date:

- Josée AUBER, JTC 1 Liaison to ITU-T (through the next Plenary)
- Yoshihisa NARUI, JTC 1 Liaison to IEC/TC 100 (through the next Plenary)
- Richard DIXON-HUGHES, JTC 1 Liaison to ISO/TC 215 (through the next Plenary)
- Yuan YUAN, Convenor SG on Smart Cities (through the next Plenary)
- Ronald AMBROSIO, JTC 1 representative to the IEC SEG on Smart Grid (through the next Plenary)
- Yoshiki MIKAMI, SC 2 Chairman (through the 2016 Plenary)
- Walter FUMY, SC 27 Chairman (through the 2016 Plenary)
- Richard MABBOTT, SC 17 Chairman (through the 2016 Plenary)
- Dan KIMBALL, SC 31 Chairman (through the 2016 Plenary)
- John SHERIDAN, SC 40 Chairman (through the 2016 Plenary)
- Wo CHANG, Convenor JTC 1 SG on Big Data (through the next Plenary)
- Fumio NAKAYA, JTC 1 Representative to ISO/TAG 14 (through the 2016 Plenary)

*Note: Requests for additional JTC 1 representatives to ISO/TAG 14 should be submitted to the JTC 1 Secretariat for JTC 1 approval. Fumio NAKAYA will serve as “HoD”.

Unanimous

Resolution 23 – JTC 1/WG 7 and WG 8 Project Editors

JTC 1 endorses the JTC 1/WG 7 Project Editors as listed in JTC 1 N11732 and JTC 1/WG 8 Project Editors listed in JTC 1 N11776.

The WG 8 Project Editor appointments to be transferred to SC 40.

Unanimous

Resolution 24 – Incorporation of ISO Twinning into the Consolidated JTC 1 Supplement

JTC 1 accepts the ISO Twinning process for use in JTC 1 and instructs the Editor of the Consolidated JTC 1 Supplement to incorporate the relevant text from the Consolidated ISO Supplement into the 2015 version of the Consolidated JTC 1 Supplement. The Editor is instructed to submit a draft of the 2015 version of the Consolidated JTC 1 Supplement which incorporates the ISO Twinning process by 10 March 2014 for review at the May 2014 SWG on the Directives meeting in Australia.

Unanimous

Resolution 25 – Request to SWG on Accessibility for Guidance Specific to JTC 1

JTC 1 requests its National Bodies to submit input to SWG on Accessibility regarding the issues/changes/updates to JTC 1 Standing Documents to improve accessibility. National Bodies are requested to submit contributions to SWG on Accessibility by 17 January 2014. SWG on Accessibility will review the input and provide a contribution to SWG on the Directives by 10 March 2014 for review and consideration at the May 2014 SWG on the Directives meeting in Australia.

Unanimous

Resolution 26 – JTC 1 Developing Country Program

Recognizing the important role that Developing Countries have in development of ICT standards, upon approval by ISO and IEC Councils JTC 1 creates a Developing Country Program, which includes the following elements:

- Financial assistance for Developing Countries to participate in JTC 1 Plenary and/or JTC 1 SWG meetings (and/or JTC 1 SC and/or WG meetings in exceptional cases). The financial assistance program shall be administered by the JTC 1 Secretariat.
- Mentoring for Developing Country representatives. JTC 1 should identify at least two mentors who will provide information and guidance for interested parties in Developing Countries.
- Guidelines for JTC 1 entities to be used in locating and planning meetings to encourage Developing Country participation.
- Support and encouragement for the ISO DEVCO and IEC Affiliates programs.
- A Developing Country definition consistent with the list of countries cited by ISO and IEC.

JTC 1 assigns elaboration and oversight of the Developing Country Program to the SWG on Management. In particular, SWG on Management must set up criteria on how developing countries can receive financial assistance and support.

JTC 1 instructs its Chairman and Secretariat to bring this program to the attention of ISO and IEC Councils for approval.

Approved: UK objects; The Netherlands abstains

Resolution 27 – Establishment of a JTC 1 Study Group on Big Data

Recognizing that Big Data:

- Has been identified by SWG Planning as an important future area for JTC 1 focus,
- Is a topic of consideration within SC 32 as reported to the Plenary, and
- Continues to be of interest to other JTC 1 Subcommittees including SC 27, SC 34 and SC 38

JTC 1 establishes a Study Group on Big Data for consideration of Big Data activities across all of JTC 1 with the following terms of reference:

Terms of Reference

1. *Survey the existing ICT landscape for key technologies and relevant standards /models/studies /use cases and scenarios for Big Data from JTC 1, ISO, IEC and other standards setting organizations,*
2. *Identify key terms and definitions commonly used in the area of Big Data,*
3. *Assess the current status of Big Data standardization market requirements, identify standards gaps, and propose standardization priorities to serve as a basis for future JTC 1 work, and*
4. *Provide a report with recommendations and other potential deliverables to the 2014 JTC 1 Plenary.*

Membership in the SG on Big Data is open to:

1. *JTC 1 National Bodies, JTC 1 Liaisons and approved JTC 1 PAS Submitters;*
2. *JTC 1 /SCs, JTC 1/WGs, relevant ISO and IEC TCs;*
3. *Members of ISO and IEC central offices; and*
4. *Invited standards setting organizations that are engaged in Big Data standardization as approved by the SG on Big Data.*

JTC 1 instructs its Secretariat to issue a call for participation in the Study Group.

JTC 1 accepts the offer from the US of Wo Chang to serve as Convenor for the JTC 1 Study Group on Big Data.

Unanimous

Resolution 28 – Guidance Concerning ISO Guide 71

JTC 1 directs the SWG on Accessibility to review the final draft of Guide 71 and make appropriate and specific recommendations to the SWG on the Directives on procedural changes that will assist JTC 1 entities in implementing the guidance from Guide 71 in standard development processes.

Unanimous

Resolution 29 – Remote Participation in SC Plenaries

Noting the feedback and subsequent discussion that resulted from JTC 1 2012 Plenary Resolution 11, “Continuation of Trial on the use of Webconferencing”, JTC 1 instructs the SWG on the Directives to propose modifications to the JTC 1 Consolidated Supplement and appropriate JTC 1 Standing Documents to permit remote participation in SC Plenaries via a webconferencing or teleconferencing facility. It is left to each SC to decide whether to offer such a facility, on a per-Plenary basis.

JTC 1 further instructs the SWG on the Directives to study the question of whether attendees participating remotely in an SC Plenary, announced as a face-to-face meeting, be permitted to vote. Until that question is resolved, such voting is not permitted.

JTC 1 requests its chair to raise this topic at the upcoming meeting of JDMT.

Unanimous

Resolution 30A – Change to the 2014 version of the Consolidated JTC 1 Supplement concerning WG Participation

Based on the discussions during this Plenary meeting and noting the importance of aligning JTC 1's process with that of ISO/IEC in this area, JTC 1 approves the following changes to clause 1.12 and instructs the Editor of the Consolidated JTC 1 Supplement to incorporate these changes into the 2014 version of the Consolidated JTC 1 Supplement prior to publication.

1.12 Working groups

1.12.1 Technical committees or subcommittees may establish working groups for specific tasks (see 2.4). A working group shall report to its parent technical committee or subcommittee through a convenor appointed by the parent committee.

A working group comprises a restricted number of experts individually appointed by the P- members, A-liaisons of the parent committee and D-liaison organizations, brought together to deal with the specific task allocated to the working group. The experts act in a personal capacity and not as the official representative of the P-member or A-liaison organization (see 1.17) by which they have been appointed with the exception of those appointed by D-liaison organizations (see 1.17). However, it is recommended that they keep close contact with that P- member or organization in order to inform them about the progress of the work and of the various opinions in the working group at the earliest possible stage.

~~In JTC 1, national bodies that are P-members or O-members of the parent body and organizations in liaison Category A and Category C (see 1.17 of the ISO/IEC Directives, Part 1) may nominate~~ **appoint** experts as members of a working group. Internal organizations (e.g. other subcommittees or other ISO or IEC technical committees, see 1.16 of the ISO/IEC Directives, Part 1) may also participate in working group meetings. ~~All participants at each working group meeting shall be authorized by their national body or appropriate liaison organization.~~

~~In JTC 1, working group members shall, whenever possible, make contributions consistent with their respective national body positions and shall keep their national bodies informed of their verbal and written contributions to working groups. Working group members shall indicate whether views expressed reflect national body positions or personal opinions.~~

~~In JTC 1, working groups shall distribute and consider documented national body positions, individual contributions, and liaison contributions relevant to work items entrusted to the working group.~~

It is recommended that working groups be reasonably limited in size. The technical committee or subcommittee may therefore decide upon the total number of experts and also upon the maximum number of experts appointed by each P-member.

Once the decision to set up a working group has been taken, P-members and A- and D-liaison organizations shall be officially informed in order to appoint expert(s).

Working groups shall be numbered in sequence in the order in which they are established. When a committee has decided to set up a working group, the convenor or acting convenor shall immediately be appointed and shall arrange for the first meeting of the working group to be held within 3 months. This information shall be communicated immediately after the committee meeting to the P-members of the committee and A- and D-liaison organizations, with an invitation to appoint experts within 6 weeks.

In JTC 1, the parent body shall assign responsibility for the administration of a working group to a convenor, if necessary supported by a secretariat. Any secretariat shall be either a national body or an organization endorsed by the national body. The national body must confirm in writing its consent to the arrangement before it can be effected. All WG Convenorships shall be for a nominal three-year terms ending at the next plenary session of the parent body following the three year term. The Convenor may be reappointed for additional three-year terms.

Germany, Japan, and Norway abstain

Resolution 30B – Change to the 2014 version of the Consolidated JTC 1 Supplement concerning clause 2.3

ITTF has advised JTC 1 that subsequent to publication of the ISO Supplement, an error was identified and corrected via a preprint. In order to ensure alignment, JTC 1 instructs the Editor of the Consolidated JTC 1 Supplement to incorporate the following change into the 2014 version of the Consolidated JTC 1 Supplement prior to publication. The existing text is:

2.3.1

In JTC 1, NP ballot is not required for the revision or amendment of an existing standard provided that the committee passes a resolution containing the following elements:

- 1) target dates;
- 2) confirmation of scope (including whether it will be expanded); and
- 3) project editor(s) if already assigned.

The committee must also launch a call for experts.

And 2.3.1(2) is modified to read:

- 2) confirmation of scope (including whether it will be expanded, in which case the process for new proposals shall apply); and

Unanimous

Resolution 31 – Adoption of the 2014 Version of the Consolidated JTC 1 Supplement

Having reviewed *the Summary of Voting on JTC 1 N11669* (JTC 1 N11885), the *Editor's draft disposition of comments* and the *Editor's revised text*, JTC 1 adopts the editor's draft disposition of comments with the changes made during the meeting (JTC 1 N11888) and revised text with the changes made during

the meeting (JTC 1 N11889). The revised text (JTC 1 N11889) will be published as the 2014 Consolidated JTC 1 Supplement and will be effective January 1, 2014.

JTC 1 instructs the Editor of the Consolidated JTC 1 Supplement to prepare the document for publication incorporating the changes identified in resolutions 30A and 30B, correcting references to SD 19 (reverting back to original references) and including a paragraph in the Foreword delineating the clauses that have been modified with respect to the previous version of the JTC 1 Supplement.

JTC 1 thanks the Editor of the Consolidated JTC 1 Supplement, Steve Elliott, for his work in addressing the ballot comments and preparing a new text that could be accepted for publication.

Unanimous

Resolution 32 – Adoption of the New JTC 1 Standing Document 3, Guide for ITU-T and JTC 1 Cooperation

Having reviewed the *Summary of Voting on JTC 1 N11668* (JTC 1 N11883), the *Editor's draft disposition of comments*, the updated flow charts and the *Editor's revised text*, JTC 1 adopts the editor's draft disposition of comments (JTC 1 N11890) and revised text with the updated flowcharts (JTC 1 N11891) as the new JTC 1 Standing Document 3, Guide for ITU-T and JTC 1 Cooperation. JTC 1 instructs its Secretariat to forward this document to ITU-T TSAG for their approval.

JTC 1 thanks the SD 3 Editors, Josee Auber and Olivier Dubuisson, for their work with both JTC 1 and ITU-T in revising this document. This was no easy task and JTC 1 appreciates the efforts of both Editors.

Unanimous

Resolution 33 – Establishment of a JTC 1 Ad Hoc Group on Standing Document 19, Meetings

Having reviewed the *Summary of Voting on JTC 1 N11667* (JTC 1 N11884), the *Editor's draft disposition of comments* (JTC 1 N11892) and the *Editor's revised text* (JTC 1 N11893), JTC 1 determined that additional work is needed before the new SD 19 can be progressed. To this end, JTC 1 establishes an Ad Hoc Group on Standing Document 19, Meetings, with the following Terms of Reference:

Terms of Reference

- 1. Review and resolve the ballot comments contained in document JTC 1 N11884 using the Editor's draft disposition of comments (JTC 1 N11892) and the Editor's revised text (JTC 1 N11893) as a basis for the review;*
- 2. Address any additional comments received from National Bodies identifying outstanding issues that need to be resolved in order to progress a new text;*
- 3. Based on this review, prepare a new proposed disposition of comments and revised text by 10 March 2014 for review and consideration at the May 2014 SWG on the Directives meeting in Australia.*

Membership in the Ad Hoc Group is open to:

- 1. JTC 1 National Bodies and JTC 1 Liaisons;*
- 2. JTC 1 /SCs, JTC 1/WGs; and*
- 3. Members of ISO and IEC central offices;*

JTC 1 instructs its Secretariat to issue a call for participation in the Ad Hoc Group and a call for contributions identifying outstanding issues, e.g., remote participation in face-to-face meetings, which need to be resolved in order to progress a new text.

The meetings of the Ad Hoc Group will be held using electronic means.

JTC 1 appoints Ms Isabelle Valet-Harper to serve as Convenor of this Ad Hoc Group.

Unanimous

Resolution 34 – Discontinuation of the Category A liaison relationship between SC 28 and Ecma TC 46

JTC 1 approves the discontinuation of the Category A liaison relationship between SC 28 and Ecma TC 46 as requested in document JTC 1 N11734. JTC 1 requests ITTF to take the appropriate steps to formally discontinue this liaison.

Unanimous

Resolution 35 – Request to ITU-T for JTC 1 Participation in ITU-T activities

JTC 1 notes the report of the JTC 1/ITU-T Liaison Officer on recent developments within the ITU-T (JTC 1 N 11749). Based on this report, JTC 1 instructs its Secretariat to apply to the ITU-T for participation in the following activities:

- **ITU-T Joint Coordination Activity on technical aspects of telecommunication networks to support the Internet:** JTC 1 nominates Dae-Young Kim and ShinGak Kang, SC 6, as the initial JTC 1 contacts for this group.
- **ITU-T Focus Group on Smart Water Management**
- **ITU-T Focus Group on Smart Sustainable Cities Management:** JTC 1 nominates Yuan Yuan, SG on Smart Cities, as the initial JTC 1 contact for this group.

JTC 1 entities are encouraged to nominate additional representatives and should forward such nominations to the JTC 1 Secretariat.

Unanimous

Resolution 36 – JTC 1 New Work Item Proposal Balloting Criteria

With the adoption of the 2014 Consolidated JTC 1 Supplement and the concurrence of ITTF that the JTC 1 calculation criteria for NP approval will be aligned with the rest of the ISO balloting system, JTC 1 calls the attention of National Bodies and SCs to the following change in clause 2.3.5 which will apply to JTC 1 effective January 1, 2014:

“Only P-members having also approved the inclusion of the work item in the programme of work (see a) will be taken into account when making this tally.”

Unanimous

Resolution 37 – Future Meetings

The following schedule of JTC 1 Plenary Meetings is agreed:

15-20 November 2014	Abu Dhabi, United Arab Emirates
October/November 2015	China
October/November 2016	Norway

National Bodies and Liaison Organizations are strongly encouraged to consider the possibility of hosting future JTC 1 Plenary meetings.

Note: The National Body of Zimbabwe has offered to host a future meeting and the JTC 1 Secretariat will contact them to establish further dialogue.

Unanimous

Resolution 38 – Timing of contributions for the November 2014 JTC 1 Plenary meeting in Abu Dhabi, UAE

JTC 1 establishes the following deadlines for contributions for the November 2014 plenary meeting in Abu Dhabi, UAE.

Documents for the Abu Dhabi Plenary, particularly those raising new issues/new agenda items or those for which a final agreement at the meeting is desired, must be delivered to the Secretariat no later than **10 October 2014** for posting on the JTC 1 web site. Documents received at the Secretariat's office after **10 October 2014** will not be accepted.

The following exceptions are permitted:

- Comments on posted documents and presentations to be delivered at the plenary provided they are received at the Secretariat's office in a form suitable for immediate posting, not later than **24 October 2014**.
- A proposed document revision, provided the revision is received at the Secretariat's office in a form suitable for immediate posting, not later than **24 October 2014**.

The final agenda for adoption and use at the Abu Dhabi Plenary will be posted to the JTC 1 web site on **31 October 2014**.

Special note: The last possible date for submission of updated presentations is 5 November 2014.

For contributions submitted via email, the JTC 1 Secretariat will provide a mechanism by which the submitter will be notified that the contribution has been received at the Secretariat's office.

Nevertheless, ultimately the submitter is obligated to ensure receipt by:

- checking the JTC 1 web site for document posting
- checking iterations of draft agendas for agenda items and associated document references, (a "last call" agenda will be issued on **17 October 2014**)
- corresponding with the Secretariat

JTC 1 instructs its Secretariat to strictly enforce these deadlines.

Unanimous

Resolution 39 – Release of standards that fall under the ISO and IEC criteria for no cost availability

JTC 1 instructs its Secretariat to request the ITTF to make the following document available at no cost as they meet the previously established ISO and IEC criteria (JTC 1 N7604):

- ISO/IEC 20016-1 “ITLET – Language Accessibility and Human Interface Equivalencies (HIE) in e-Learning Applications – Part 1: Framework and Reference Model for Semantic Interoperability” (including its amendments, corrigenda and future revisions)

The request and rationale for the above standard to be made freely available is contained in document JTC 1 N11731.

Approved: Finland objects

Appreciation A – Appreciation to the Sponsors

JTC 1 expresses its gratitude to the following companies who made possible the organization of the meeting in an efficient and pleasant manner:

- HP
- IBM
- Microsoft
- Orange
- Schneider Electric
- SONY
- GS1
- Kaliterre
- Morpho SAFRAN

Acclamation

Appreciation B – Appreciation to the Host

JTC 1 expresses its appreciation to AFNOR for hosting the 28th JTC 1 meeting.

Specifically, JTC 1 expresses its appreciation to the Organization Team for preparing the meeting in Perros-Guirec and wishes in particular to express its thanks to:

- Norbert Bensalem, Olivier Dubuisson, Christophe Garnier, Tony Hittema and Jean Laurens for their extensive work in organizing the meeting from both the macro to the micro point of view;
- Nathalie Da Silva and Nadine Lancelot for their excellent on-site management and delegate support;
- Marie-Lise Hennere for her administrative support.

The meeting facilities were excellent and all delegates’ needs were met.

Acclamation

Appreciation C – Appreciation to the Palais des Congrès Team

JTC 1 expresses its appreciation for the logistical facilities and the excellent lunches and breaks in the Palais de Congrès of Perros-Guirec and particularly to Thierry Pratt, François MacGregor, Michel Jullien, Damien Jan and Nadine Formel for their dedication and their very welcoming attitude.

Acclamation

Appreciation D – Appreciation to the Social Events

JTC 1 expresses its appreciation:

- to the Perros-Guirec town hall, and in particular to the Mayor Mr. Gilles Declochez, for the welcoming cocktail;
- to the sponsors, and in particular to the Orange Foundation, for the visit of the Radome & the City of Telecommunications;
- to the sponsors for the wonderful cocktail and dinner in the Grand Hotel of Perros-Guirec and for the boat cruise along the Pink Granite coast.

Acclamation

Appreciation E – Appreciation to SC 31 Chairman, Chuck Biss

JTC 1 expresses its appreciation to Mr. Charles (Chuck) Biss for his energy and leadership during his eight year role as Chairman of SC 31 on Automatic Identification and Data Capture. Active in SC 31 since its inception, he was uniquely qualified for the challenges that all SC chairs inevitably are faced with. It is noted with pleasure that Mr. Biss will not be retiring at this time but continuing his work with SC 31 in the future.

Acclamation

Appreciation F – Appreciation to Natalie Ranger

JTC 1 expresses its appreciation to Natalie Ranger for her work as convenor of the JTC 1 Information Technology Vocabulary Maintenance Team. Throughout her tenure, Natalie provided leadership and direction to a diverse group of participants undertaking a difficult task for JTC 1. JTC 1 thanks Natalie and wants her to know that she will be missed. We wish her well in her future endeavours.

Acclamation

Appreciation G – Appreciation to Cord Wischhöfer

JTC 1 notes with regret that this will be Cord Wischhöfer's last JTC 1 meeting. Cord has not only been a valuable German delegate but also a very effective SWG on Planning Secretary. We will miss Cord's active engagement and friendship. We wish him well in his life beyond JTC 1.

Acclamation

Appreciation H – Appreciation to Jelte Dijkstra

JTC 1 notes with regret that this will be Jelte Dijkstra's last JTC 1 meeting. JTC 1 has welcomed Jelte's participation as the representative from The Netherlands and has valued his active engagement, words of wisdom, sage comments and friendship. We wish him well in his other endeavours.

Acclamation

Appreciation I – Appreciation to Officers, PAS Submitters, Liaisons and Contributors

JTC 1 expresses its appreciation to all of its officers, PAS Submitters, Liaisons and contributors for their continued dedicated efforts in support of the work of JTC 1. The success of JTC 1 is because of all of them.

Acclamation

Appreciation J – Appreciation to Phil Brown, JTC 1/WG 8 Convenor

JTC 1 expresses its appreciation to Phil Brown for leading JTC 1/WG 8 during this past year.

Acclamation

Appreciation K – Appreciation to Laura Logozzo

JTC 1 expresses its appreciation to Laura Logozzo, ANSI staff, for her assistance with JTC 1 marketing activities. The work that she has done with the JTC 1 officers (SC, WG, SWG) in creating and editing Wikipedia pages has been excellent and is most appreciated. JTC 1 looks forward to working with her in its continuing marketing efforts.

Acclamation

Appreciation L – Drafting Committee

JTC 1 expresses its appreciation to the Drafting Committee for its timely and efficient completion of the resolutions. JTC 1 also thanks Ms. Lisa Rajchel for the significant contribution she has made, both as Secretary to the JTC 1 Plenary and as head of the Drafting Committee.

Acclamation

Appreciation M – JTC 1 Chairman

Last but certainly not least, JTC 1 expresses its appreciation to its Chairman, Karen Higginbottom, for her continued exemplary leadership. She is always prepared, efficient and fair when providing guidance and in conducting the meetings.

Acclamation