



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

JTC 1 SWG-A N 563

2014-02-19

Document Type: Meeting Report

Title: Meeting Report for the 17 February 2014 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility) - WebEx Meeting

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
ITI/INCITS
1101 K Street NW, Suite 610, Washington, DC 20005
jgarner@itic.org

Meeting Report for the 17 February 2014 WebEx Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility)

Meeting Schedule:

17 February 2014	13:00 to 15:00 UTC
------------------	--------------------

WebEx Invitation/Instructions were distributed by email and posted to the agenda (SWG-A N 559).

1. Opening of Meeting

A. Li

Mr. Li, Convenor of the JTC 1 SWG on Accessibility, welcomed the participants to the 17 February 2014 WebEx meeting.

2. Convenor's Remarks and Introduction of Participants

A. Li

Participation on the 14 February 2014 WebEx meeting of the JTC 1 SWG on Accessibility was recorded as follows:

Organization	Representative	Attended
Australia	Liddy Nevile	x
Canada	Jim Carter Mary Frances Laughton	x x
Germany	Thorsten Katzmann Klaus-Peter Wegge	x x
Japan	Hajime Yamada Toshihiro Suzuki Shigetoyo Nomura	x x x
Norway	Knut Lindelien	x
United Kingdom	Andy Heath Kate Grant	x x
United States	Glenn Meyer Dwight Lewis Ken Salaets	x x x
JTC 1/SC 29	Kate Grant	x
JTC 1/SC 35	Jim Carter	x

ISO/TC 122	Craig Harmon	x
ISO/TC 159/SC 4	Jim Carter	x
IEC TC 100	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

2.1 Report of the September 2013 Meeting

A. Li

Mr. Li referred the participants to the report of the 16 September 2013 meeting of the JTC 1 SWG on Accessibility. The action items assigned at the meeting have been completed.

DOCUMENT: [SWG-A N 550](#)

3. Adoption of Agenda

A. Li

The draft agenda was adopted with the following amendment:

- Agenda Item 4.2 - add document SWG-A N 561 - preliminary report on the restructuring of the User Needs Summary based on the revised Guide 71

DOCUMENT: [SWG-A N 559](#)

4. Review of the JTC 1 Plenary Resolutions Related to SWG-Accessibility

A. Li

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

Mr. Li reviewed November 2013 Perros-Guirec JTC 1 Plenary Resolution 25:

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.*

He invited the Japanese delegation to review the contribution in document [SWG-A N 556](#). Japan has asked that the following TS be recommended as input to the JTC 1 SWG on Directives:

- ISO/IEC TS20071-11(2012), Information technology - User interface component accessibility - Part 11: Guidance for alternative text for images

The JTC 1 SWG on Accessibility agreed that it was acceptable to recommend this document as input to the SWG on Directives.

The Japanese contribution further requests that Ad Hoc 16 initiate discussions/meetings to provide useful guidance on framework and structure for describing flow charts, tables and/or graphs in the JTC 1 Standing Documents.

Mr. Li presented his proposed edits to JTC 1 Standing Documents 1, 7 and 12 as detailed in [SWG-A N 558](#). The SWG-Accessibility input to the SWG-Directives was further refined at the meeting and is contained in document [SWG-A N 562](#).

Recommendation: JTC 1 SWG on Accessibility Response to JTC 1 November 2013 Perros-Guirec Resolution 25: Request to SWG on Accessibility for Guidance Specific to JTC 1

The JTC 1 SWG on Accessibility submits the following accessibility guidance for consideration at the May 2014 SWG on the Directives meeting in Australia:

- In addition to the Guidance on Producing Accessible Documents available on the SWG's web site (<http://www.jtc1access.org/guidance.htm>), the SWG suggests the following TS:
 - ISO/IEC TS20071-11(2012), Information technology - User interface component accessibility - Part 11: Guidance for alternative text in images
- **SD 1 - Teleconferencing and Electronic Meetings:**

At the end of 2.1: Attendants with accessibility needs shall be given the opportunity to confirm that they can use the teleconference and electronic meeting ahead of the meeting. The Convenor shall make suitable accommodations to facilitate full participation of attendants with disabilities.

Note: The current state of screen share technology imposes limitations for screen readers. It is important to distribute shared content ahead of time and to describe content that is being shared on screen during the meeting. Some attendants may also need to use relay services or Communication Access Realtime Translation (CART) services to participate in the meeting. Convenors are encouraged to use alternative conference tools when necessary.

At the end of 2.2: Meeting announcement shall solicit attendants for accessibility accommodation needs.

- **SD 7 - Meetings:**

3.6: The host NB is responsible for confirming that the meeting facility meets all applicable accessibility and accommodation needs of attendants with disabilities in order to enable them to take part in the meeting.

5.5: The calling notice shall solicit attendants for accessibility accommodation needs.

- **SD 12 - Electronic Document Preparation, Distribution and Archiving (EDPDA):**

5 Accessibility

Document authors shall follow the [guidance on producing accessible documents](#) as provided by SWG-Accessibility. It is the responsibility of any party, including a document user, to alert the Secretariat if a document accessibility issue is discovered. Document authors shall remediate reported issues.

Action Item: The JTC 1 SWG-Accessibility Secretariat will submit the SWG-Accessibility guidance on JTC 1 SDs (SWG-A N 562) for consideration at the May 2014 SWG-Directives meeting, in advance of the 10 March 2014 deadline.

DOCUMENTS: [SWG-A N 553](#), [SWG-A N 556](#) (Japan), [SWG-A N 558](#) (Convenor's proposed edits to SDs)

4.2 Resolution 28: Guidance Concerning ISO Guide 71 (and Impact on Parts 1 and 3 of the SWG-Accessibility's TR)

Mr. Li reported that the updated ISO/IEC Guide 71 has been submitted to TMB and SMB. Mr. Li reviewed November 2013 Perros-Guirec JTC 1 Plenary Resolution 28:

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.

He invited the Japanese delegation to review the contribution in document [SWG-A N 556](#):

- Japan thinks it is appropriate to modify “User Needs Summary” using the process for Type B document when the revision of Guide 71 will be completed.
- Candidate sections in the “User Needs Summary” for modifications are as follow: Sections from 5.1 to 5.15 be renumbered based on the Section 7 of the revised Guide 71 and the section 5.16 be renumbered based on the Section 8 of the same.
- Japan also thinks it is appropriate to modify “Guidance on User Needs Mapping” using the process for Type B document based on the Section 5 of the revised Guide 71.

NOTE: Type A and Type B processes were approved at the November 2011 JTC 1 Plenary in San Diego, CA - see San Diego [Resolution 23 in SWG-A N 489](#).

Dr. Carter presented a preliminary report on restructuring the JTC 1 SWG-Accessibility User Needs Summary based the revised ISO/IEC Guide 71 - [SWG-A N 561](#). The SWG-Accessibility participants discussed the mode of meetings that would best facilitate the revision of the User Needs Summary.

The participants agreed that Ad Hoc 14 on Accessibility User Needs Summary should be disbanded and a new ad hoc established.

Recommendation: Disbandment of JTC 1 SWG on Accessibility Ad Hoc 14 on Accessibility User Needs Summary

The JTC 1 SWG on Accessibility disbands Ad Hoc 14 on Accessibility User Needs Summary.

Recommendation: Establishment of JTC 1 SWG on Accessibility Ad Hoc 18 on User Needs Summary Refresh

Ad Hoc 18 on User Needs Summary Refresh is established to revise the User Needs Summary taking into consideration the revised ISO/IEC Guide 71. Ad Hoc 18 Leader: Dr. Jim Carter (Canada). Participants: Mr. Andy Heath (UK), Mr. Glenn Meyer (US), Mr. Shadi Abou-Zahra (W3C/WAI). The ad hoc will provide a written report and updated draft for consideration at least two weeks in advance of the 24-26 June 2014 and 14-16 October 2014 teleconferences.

Action Item: Dr. Carter, Ad Hoc 18 Leader, will provide a written report and updated User Needs Summary draft, for consideration at least two weeks in advance of the 24-26 June 2014 meeting - not later than 10 June 2014.

DOCUMENTS: [SWG-A N 554](#), [SWG-A N 556](#) (Japan), [SWG-A N 561](#) (report on restructuring User Needs Summary)

5. Discussion Paper Submitted to JTC 1/SC 35/WG 6 on Icons and Other Indicators **M. Laughton / A. Heath**

Mr. Li invited Ms. Laughton and Mr. Heath to discuss the discussion paper in SWG-A N 557 on "Icons and Other Indicators" that was recently submitted to JTC 1/SC 35/WG 6. Dr. Carter, Convenor of JTC 1/SC 35/WG 6, noted that this is an information item to the SWG-Accessibility and reported that SC 35 is now conducting further research with the intention to standardize icons and indicators for accessibility in the future. No SWG-Accessibility action was requested or provided as a result of this agenda item.

DOCUMENT: [SWG-A N 557](#) (Canada)

6. Future Meetings

A. Li

The participants discussed scheduling future SWG-Accessibility meeting. The Japanese delegation proposed ([SWG-A N 556](#)) that a face-to-face meeting be held only when the modifications of the "User Needs Summary" and the "Guidance on User Needs Mapping" have been developed for consideration.

Recommendation: JTC 1 SWG on Accessibility Future Meetings

The JTC 1 SWG on Accessibility agreed to hold the following meetings to progress the revision of the User Needs Summary developed by Ad Hoc 18 on User Needs Summary Refresh:

- 24 June 2014 - 13:00 to 15:00 UTC
- 25 June 2014 - 13:00 to 15:00 UTC
- 26 June 2014 - 13:00 to 15:00 UTC

Additional teleconferences will be held in October to further refine the User Needs Summary:

- 14 October 2014 - 13:00 to 15:00 UTC
- 15 October 2014 - 13:00 to 15:00 UTC
- 16 October 2014 - 13:00 to 15:00 UTC

A tentative face-to-face meeting is scheduled for 26-29 January 2015 with a host and location TBD.

DOCUMENT: [SWG-A N 556](#) (Japan)

7. Review of Action Items and Recommendations

J. Garner

The following **Recommendations** were approved at the 17 February 2014 JTC 1 SWG on Accessibility meeting:

Recommendation: JTC 1 SWG on Accessibility Response to JTC 1 November 2013 Perros-Guirec Resolution 25: Request to SWG on Accessibility for Guidance Specific to JTC 1

The JTC 1 SWG on Accessibility submits the following accessibility guidance for consideration at the May 2014 SWG on the Directives meeting in Australia:

- In addition to the Guidance on Producing Accessible Documents available on the SWG's web site (<http://www.jtc1access.org/guidance.htm>), the SWG suggests the following TS:
 - ISO/IEC TS20071-11(2012), Information technology - User interface component accessibility - Part 11: Guidance for alternative text in images

- **SD 1 - Teleconferencing and Electronic Meetings:**

At the end of 2.1: Attendants with accessibility needs shall be given the opportunity to confirm that they can use the teleconference and electronic meeting ahead of the meeting. The Convenor shall make suitable accommodations to facilitate full participation of attendants with disabilities.

Note: The current state of screen share technology imposes limitations for screen readers. It is important to distribute shared content ahead of time and to describe content that is being shared on screen during the meeting. Some attendants may also need to use relay services or Communication Access Realtime Translation (CART) services to participate in the meeting. Convenors are encouraged to use alternative conference tools when necessary.

At the end of 2.2: Meeting announcement shall solicit attendants for accessibility accommodation needs.

- **SD 7 - Meetings:**

3.6: The host NB is responsible for confirming that the meeting facility meets all applicable accessibility and accommodation needs of attendants with disabilities in order to enable them to take part in the meeting.

5.5: The calling notice shall solicit attendants for accessibility accommodation needs.

- **SD 12 - Electronic Document Preparation, Distribution and Archiving (EDPDA):**

5 Accessibility

Document authors shall follow the [guidance on producing accessible documents](#) as provided by SWG-Accessibility. It is the responsibility of any party, including a document user, to alert the Secretariat if a document accessibility issue is discovered. Document authors shall remediate reported issues.

Recommendation: Disbandment of JTC 1 SWG on Accessibility Ad Hoc 14 on Accessibility User Needs Summary

The JTC 1 SWG on Accessibility disbands Ad Hoc 14 on Accessibility User Needs Summary.

Recommendation: Establishment of JTC 1 SWG on Accessibility Ad Hoc 18 on User Needs Summary Refresh

Ad Hoc 18 on User Needs Summary Refresh is established to revise the User Needs Summary taking into consideration the revised ISO/IEC Guide 71. Ad Hoc 18 Leader: Dr. Jim Carter (Canada). Participants: Mr. Andy Heath (UK), Mr. Glenn Meyer (US), Mr. Shadi Abou-Zahra (W3C/WAI). The ad hoc will provide a written report and updated draft for consideration at least two weeks in advance of the 24-26 June 2014 and 14-16 October 2014 teleconferences.

Recommendation: JTC 1 SWG on Accessibility Future Meetings

The JTC 1 SWG on Accessibility agreed to hold the following meetings to progress the revision of the User Needs Summary developed by Ad Hoc 18 on User Needs Summary Refresh:

- 24 June 2014 - 13:00 to 15:00 UTC
- 25 June 2014 - 13:00 to 15:00 UTC
- 26 June 2014 - 13:00 to 15:00 UTC

Additional teleconferences will be held in October to further refine the User Needs Summary:

- 14 October 2014 - 13:00 to 15:00 UTC
- 15 October 2014 - 13:00 to 15:00 UTC
- 16 October 2014 - 13:00 to 15:00 UTC

A tentative face-to-face meeting is scheduled for 26-29 January 2015 with a host and location TBD.

The following **Action Items** were assigned at the 17 February 2014 JTC 1 SWG on Accessibility meeting:

1. The JTC 1 SWG-Accessibility Secretariat will submit the SWG-Accessibility guidance on JTC 1 SDs (SWG-A N 562) for consideration at the May 2014 SWG-Directives meeting, in advance of the 10 March 2014 deadline.

2. Dr. Carter, Ad Hoc 18 Leader, will provide a written report and updated User Needs Summary draft, for consideration at least two weeks in advance of the 24-26 June 2014 meeting - not later than 10 June 2014.

8. Close of the Meeting

The 17 February 2014 JTC 1 SWG on Accessibility meeting adjourned 15:00 UTC.