



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

### JTC 1 SWG-A N 565

2014-05-30

**Document Type:** Recommendations

**Title:** JTC 1/SWG 2 N 549 - Recommendations from the 15-16 May 2014 SWG-Directives Meeting in Sydney, Australia

**Source:** JTC 1 SWG-Directives

**Due Date:** n/a

**Requested Action:** For consideration at the June 2014 teleconference.

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**ISO/IEC JTC 1/SWG 2**  
**SWG - Directives**  
**Convenorship: ANSI (United States)**

**Document type:** Resolutions

**Title:** Recommendations from the 15-16 May 2014 SWG-Directives Meeting in Sydney, Australia

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**Source:** SWG-Directives Secretary

**Expected action:** INFO

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**Recommendations from the 15-16 May 2014 SWG-Directives Meeting  
Sydney, Australia**

**Recommendation 1 Draft 2015 Consolidated JTC 1 Supplement**

The SWG-Directives accepts document N-505 as the baseline for the 2015 Consolidated JTC 1 Supplement.

Unanimous

**Recommendation 2 Changes to the Draft 2015 Consolidated JTC 1 Supplement, SD 6, SD 11 and SD 12 regarding fast-track TRs and TSs**

The SWG-Directives accepts documents N-530, N-507 and N-508 as modified during this meeting and instructs the Editor of the Consolidated JTC 1 Supplement to apply the agreed changes to the Draft 2015 Consolidated JTC 1 Supplement, SD 6, SD 11 and SD 12. The Editor is instructed to complete the Supplement changes by 20 June 2014 for circulation of the Draft 2015 Consolidated JTC 1 Supplement to the SWG-Directives members for review. The Editor is instructed to complete the SD 6, SD 11 and SD 12 changes by 14 July 2014 for review at the SWG-Directives meeting in September 2014.

Unanimous

**Recommendation 3 Changes to SD 15, Liaisons**

The SWG-Directives accepts documents N-521 and N-522 as modified during this meeting and instructs the Editor of the Consolidated JTC 1 Supplement to apply the agreed changes to SD 15. The Editor is instructed to complete and submit the new SD 15 text by 14 July 2014 for review at the SWG-Directives meeting in September 2014.

Unanimous

**Recommendation 4 Request for JTC 1 National Body contributions on Criteria for Category C Liaisons**

The SWG-Directives requests the JTC 1 Secretariat to invite JTC 1 National Body contributions on whether or not JTC 1 should adopt the criteria in clause 1.17 of the ISO/IEC Directives Part 1 for Category D Liaison as the criteria for JTC 1 Category C liaison. Contributions submitted by 14 July 2014 will be considered at the September 2014 SWG-Directives meeting.

Unanimous

**Recommendation 5 2014 ISO/IEC Directives Part 1 as published May 2014 and the Draft 2015 JTC 1 Consolidated Supplement**

The SWG-Directives instructs the Editor of the Consolidated JTC 1 Supplement to apply the editorial corrections and policy changes contained in the 2014 ISO/IEC Directives Part 1 (published May 2014) as well as the "ISO only" changes to the Draft 2015 Consolidated JTC 1 Supplement agreed at this meeting. The Editor is instructed to complete these changes to the Draft 2015 Consolidated JTC 1 Supplement by 20 June 2014 for posting on the IEC

Collaboration Tools platform. The collaboration period will close on 14 July 2014. The resulting edited document will be discussed at the September 2014 SWG-Directives meeting

Unanimous

**Recommendation 6 Changes to the Draft 2015 Consolidated JTC 1 Supplement – various items**

The SWG-Directives accepts documents N-517 and N-542 as written and documents N-519 and N-523 as modified during this meeting, and instructs the Editor of the Consolidated JTC 1 Supplement to apply the agreed changes to the Draft 2015 Consolidated JTC 1 Supplement. The Editor is instructed to complete these changes to the Draft 2015 Consolidated JTC 1 Supplement by 20 June 2014 for posting on the IEC Collaboration Tools platform. The collaboration period will close on 14 July 2014. The resulting edited document will be discussed at the September 2014 SWG-Directives meeting

Unanimous

**Recommendation 7 ISO TMB resolution 29/2014 - TMB Living Laboratory Task Force (LLTF)**

The SWG-Directives requests its Secretary to circulate the TMB Living Laboratory Task Force changes to the 2014 Consolidated ISO Supplement (see document N515 for identified topics) to the SWG-Directives members for them to determine if the LLTF changes should be incorporated into the Draft 2015 Consolidated JTC 1 Supplement. A teleconference of the SWG-Directives, chaired by the SWG-Directives Convenor, will be held on 4 June 2014 at 1300 UTC to address these items and agree further action relative to the Draft 2015 Consolidated JTC 1 Supplement.

Unanimous

**Recommendation 8 Establishment of the Ad Hoc Group on Standing Document 8 (SD 8), Maintenance**

The SWG-Directives, noting the discussions on SD 8, establishes the Ad Hoc Group on Standing Document 8 with Stephen Michell as Convenor and with Janna Lingenfelder, Josee Auber, Jim Hughes, Jean Laurens, Chris Francis and Toshihiro Suzuki as participants. The Ad Hoc is tasked with updating SD 8, taking into account documents N-454, N-459, N-463, N-474, N-510 and N-513. The revised SD 8 is due to the SWG-Directives Secretary by 14 July 2014 for review and consideration at the September 2014 SWG-Directives meeting.

Teleconferences will be held on 13, 19 and 30 June 2014 at 1300 UTC.

Unanimous

**Recommendation 9 Standing Document 19 (SD 19), Meetings**

The SWG-Directives, noting the textual changes to SD 19 from the JTC 1 Ad Hoc Group on Standing Document 19, as well as the progress made at this meeting, requests the JTC 1 Secretary to circulate the updated SD 19 out of this meeting (JTC 1 N12068) to JTC 1 for a two-month approval ballot. The results of this ballot will be available for review at the

September 2014 SWG-Directives meeting. The SWG-Directives thanks the Ad Hoc Convenor and members for their work on this document.

Unanimous

**Recommendation 10 Remote participation and remote voting in SC Plenary meetings**

The SWG-Directives instructs its Secretary to circulate the ISO and IEC documentation concerning remote participation and remote voting in SC plenary meetings to the SWG-Directives members for review and comment. Contributions submitted by 14 July 2014 will be considered at the September 2014 SWG-Directives meeting.

Unanimous

**Recommendation 11 Accessibility guidance specific to JTC 1 on JTC 1 Standing Documents**

The SWG-Directives thanks SWG-Accessibility for its contribution in document N-504.

The SWG-Directives further requests SWG-Accessibility to:

- submit to SWG-Directives text to consider for inclusion in a revision of SD 12, including a list of normative and informative references recommended for insertion in SD 12,
- notify the SWG-Directives when SWG-Accessibility has received approval from JTC 1 on its guidance documents (other than ISO or IEC publications) so that they can be referenced in a revision of SD 12.

Unanimous

**Recommendation 12 JTC 1 IT Vocabulary Maintenance Team Best Practices Guide, Executive Summary**

The SWG-Directives thanks the ITVMT for its work in producing document N-512. The SWG-Directives instructs the Editor of the Consolidated JTC 1 Supplement to incorporate into document N-512 the references from document N-541 (ref. 10.8), as appropriate, creating a new SD 20. The SWG-Directives requests the JTC 1 Secretary to circulate the new SD 20 to JTC 1 for a two-month approval ballot. The results of this ballot will be available for review at the September 2014 SWG-Directives meeting.

Unanimous

**Recommendation 13 ISO Legal Advisor guidance on XML schema**

The SWG-Directives thanks the ISO Legal Advisor for his guidance on XML schema as contained in document N-524. The SWG-Directives requests the JTC 1 Secretary to post document N-524 to the JTC 1 document register for information.

Unanimous

#### **Recommendation 14 Deadlines for Contributions to the September 2014 SWG-Directives Meeting**

The SWG-Directives confirms that it will meet 17\* -19 September 2014 in Montreal, Canada.

The schedule below is to be followed:

- 20 June 2014 - draft contributions from the editor – collaborative exchange begins
- 14 July 2014 –initial contributions and items for discussion due
- 17 July 2014 – first draft agenda issued
- 14 August 2014 – comments or contributions formally submitted on agenda items due
- 21 August 2014 - final linked agenda posted
- 17 September meeting

\*meeting to begin upon completion of SWG-Management

After 14 July 2014, only contributions on existing agenda items and submitted documents will be accepted. Any contributions received after 14 August 2014 will be placed on a subsequent agenda for the SWG-Directives.

Unanimous

#### **Recommendation 15 Future Meeting Dates:**

The SWG-Directives confirms its future meetings as follows:

- 17 September\*, 18-19 September 2014 (Montreal, Canada)
- 26-27 March 2015 (Busan, Korea)
- 27-28 August 2015 (Berlin, Germany)

\*meeting to begin upon completion of SWG-Management

Unanimous

## Action items

1. The SWG-Directives Convenor will submit a contribution to the ISO DMT suggesting that it consolidate the text for ISO Twinning so that it is not sprinkled throughout the Consolidated ISO Supplement.
2. The SWG-Directives Convenor will submit a contribution to the ISO DMT suggesting that it align with JTC 1 to allow for fast-track TRs and TSs in the Consolidated ISO Supplement.
3. ITTF (ISO) will submit a contribution to the September 2014 SWG-Directives meeting on its concerns with JTC 1's use of/interpretation of stage 30/stage 40.
4. Pending approval of 2015 Consolidated JTC 1 Supplement, the SWG-Directives Convenor and Secretary will develop a plan to roll-out changes to the JTC 1 SCs.
5. ITTF (ISO) will monitor results of SR ballots to see if many would be automatically withdrawn based on the new ISO rules concerning systematic review.
6. The SWG-Directives Convenor will express to ISO DMT JTC1's frustration that the Living Lab changes did not go through JDMT for consideration with all other changes to the 2014 ISO/IEC Directives Part 1.
7. The SWG-Planning will prepare a SWG-P Report on ISO Annex SC on Strategic Business Plans and the Model Template in time for consideration at the September 2014 SWG-Directives meeting.
8. The SWG-Directives Secretary will work with IEC staff to register all SWG-Directives members on the IEC system so that members can use the IEC Collaborative Tool.

## Appreciations

### **Appreciation A: Appreciation to Host**

The SWG-Directives members express their appreciation to Standards Australia for hosting the SWG-Directives meeting in Sydney. The facilities were excellent and the lunches were very much appreciated. The SWG-Directives especially thanks Jenny Mance for her help and support both before and during the meeting.

Acclamation

### **Appreciation B: SWG-Directives Convenor and Secretary**

The SWG-Directives expresses its appreciation to its Convenor, Karen Higginbottom, and its Secretary, Lisa Rajchel, for their continued leadership and support.

Acclamation