



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

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Hi everyone,

I ended up as the only regular participant of SWG-Accessibility to attend JTC 1 SWG-Directives meeting in Sydney last month (Kate Grant unfortunately could not attend for medical reasons).

For the input on SD 1 and SD 7, both SDs have been completely changed then merged into a new SD 19, so the SWG-A input was no longer considered as adequate. SD 19 is now out for a two months JTC 1 ballot, you may want to consider it within your national body.

Best regards,

- josée auber

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

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ISO/IEC JTC 1 Standing Document N 19

Meetings

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30 **Foreword**

31 The purpose of this Standing Document is to explain the ISO/IEC JTC 1 policies concerning the meetings of JTC
32 1. The procedures for hosting a meeting, calling a meeting, creating a meeting agenda, circulating meeting
33 documents and participation at meetings are outlined in this document. This Standing Document addresses face-
34 to-face meetings, electronic meetings (ie meetings convened by teleconference or electronic means), and mixed
35 mode meetings (ie electronic participation to face-to-face meetings), and it includes the ISO/IEC JTC 1 policies
36 concerning these meetings.

37 This Standing Document is to be used in conjunction with the ISO/IEC Directives and the Consolidated JTC 1
38 Supplement; and the information contained within is to be considered part of the operating rules of JTC 1. In case
39 of conflict, the ISO/IEC Directives and Consolidated JTC 1 Supplement take precedence.

40 **1 General**

41 **1.1** The Secretariats of JTC 1 and its subsidiary bodies, or the Convenors in the absence of Secretariats, are
42 responsible for all arrangements for their own meetings, assisted by the host NB.

43 **1.2** Consideration with respect to the meeting arrangements should be given to the guidance contained in
44 ISO/IEC Guide 71 – Guidelines for standards developers to address the needs of older persons and persons with
45 disabilities.

46 **1.3** Meetings can be either face-to-face, or electronic, or mixed mode. JTC 1 recognizes that the principal
47 advantage of electronic meetings over face-to-face meetings is the minimization of travel and reduction of
48 resources to accomplish work. While JTC 1 supports the use of electronic meetings, this type of meetings should
49 be restricted to WG, Advisory and Ad Hoc Groups described in Standing Document 10, and groups specifically
50 permitted to meet using these techniques by the Consolidated JTC 1 Supplement. JTC 1 and subcommittee
51 plenary meetings shall not be conducted as electronic meetings due to the complexity of their agendas and the
52 number of participants; however electronic participation to these face-to-face meetings (mixed mode) can take
53 place under specific conditions.

54 **1.4** Advisory and Ad-Hoc Groups follow the same rules as WGs as specified in this SD19.

55 **1.5** Agreement on the use of electronic means shall be by consensus of the group, taking into account the
56 complexity of the work to be discussed.

57 **2 Planning for meetings**

58 **2.1** The JTC 1 Secretariat shall prepare, in consultation with the ITTF, a planned minimum two-year programme
59 of meetings of JTC 1 and its SCs which takes account of the need for progress in the work. Meetings of JTC 1
60 shall be convened by the JTC 1 Secretariat at nominal twelve-month intervals and shall be of adequate duration
61 to resolve all agenda items.

62 **2.2** SCs are permitted to determine their scheduling practices (e.g. at twelve- or eighteen-month intervals)
63 wherever possible avoiding conflict of dates with SCs working in related fields. A five-year meeting plan is viewed
64 as a help to NBs in budgeting. Whenever possible, each meeting shall fix the date of the next meeting. No SC
65 shall meet simultaneously with a JTC 1 plenary meeting.

66 **2.3** During the planning process, there should be a request for notification of specific accessibility requirements.
67

68 **3 Hosting face-to-face meetings**

69 **3.1** A national body wishing to act as host for a particular meeting shall contact the committee Secretariat with
70 copies to the JTC 1 Secretariat and ITTF.

71 **3.2** When an offer is made at a meeting by a national delegation to host a specific meeting, this offer shall be
72 confirmed within two months in writing by the NB of the country where the meeting is to be held.

73 **3.3** The host NB is responsible for providing secretarial support and services for meetings unless alternative
74 arrangements have been agreed with the responsible committee Secretariat.

75 **4 Funding Mechanisms**

76 **4.1 General**

77 **4.1.1** Under ISO/IEC policy the practice of offering accommodation and meals packages to delegates is
78 acceptable provided that delegates have the option of making other arrangements and, if they elect to do this, are
79 then not liable for any other costs as a condition of participation in the meetings. Costs incurred in hosting a
80 meeting of JTC 1 or one of its subsidiary bodies (e.g. payment for meeting rooms, photocopying facilities, etc.)
81 should be borne by the host NB (which, of course, has the option of seeking sponsors to help cover the costs). An
82 arrangement fee which may include the cost of accommodation, refreshments, meeting rooms, copying facilities
83 and other items directly incurred in hosting a meeting may be charged provided that there is no obligation for
84 delegates to use this arrangement.

85 **4.1.2** The following terms and definitions have been adopted. It is recommended that they be used consistently by
86 hosting organisations when assessing the need for charging fees and in reporting fees to cover meeting
87 arrangements.

- 88 • Lodging cost: covers the delegate's personal room.
- 89 • Meal cost: covers normal meals, exclusive of banquets, receptions, and entertainment.
- 90 • Facilities fee: covers expenses associated with renting meeting rooms, duplicating documents and distributing
91 documents applicable to the meeting at the meeting only, translation services, renting audio-visual equipment,
92 providing light refreshments during the meeting, etc.
- 93 • Events fee: covers expenses associated with social events such as banquets, receptions, and entertainment
94 that are held during the period of the meeting.

95 **4.1.3** Because of special package arrangements, terms may be combined but should be explicitly retained, such
96 as in "lodging and meals costs". ("Accommodation" fee has not been used because it can mean just lodging, or
97 lodging and meals.)

98 **4.1.4** Terms like "meeting fee", "registration fee", or "delegate's fee" should be avoided in order not to suggest
99 payment is a requirement for participation or to suggest that paying such a fee in itself entitles one to participate.

100 **4.1.5.** For electronic meetings, the meeting organizer shall make an effort to minimize the costs to each
101 participant. Use may be made of the ISO or IEC web conference tool.

102 **4.2 Guidelines**

103 **4.2.1** It is recognised that under exceptional circumstances the host NB may not be able to obtain full financial
104 support for the funding of an international standards meeting (these circumstances might include the size and
105 duration of the meetings, conflicts which do not permit use of the host NB's facilities, etc.). Under these
106 exceptional circumstances fees may be levied to defray expenses not covered by the host NB.

107 **4.2.2** The following guidelines are applicable for any JTC 1 group where fees are being levied.

108 **4.2.2.1** Accredited delegates shall be able to attend the JTC 1 meetings without having to pay a fee as a condition
109 of participation, although they may be encouraged to do so.

110 **4.2.2.2** If fees are to be levied, communication shall be made at the time the invitation is extended and details of
111 the fee structure shall be provided no later than the circulation of the meeting announcement.

112 **4.2.2.3** Fees should be collected and used on a meeting-by-meeting basis by the hosting organisation, with no
113 provisions for maintaining standing accounts for carrying funds from one meeting to another or for sharing funds
114 among host NBs.

115 **4.2.2.4** Lodging cost, meal cost and the facilities fee should be shown separately. However, it is recognized that it
116 may sometimes be more advantageous to offer a package to delegates which combines these elements, such as
117 "lodging and meals costs" or "lodging cost and facilities fee".

118 **4.2.2.5** When the facilities fee is separately assessed, it may be a fixed amount for meetings of a few days and
119 should be on a proportional scale for longer meetings.

120 **4.2.2.6** The hosting organisation should waive the facilities fee for liaison participants who are only present during
121 a short period, e.g. to present a liaison report.

122 **4.2.2.7** Social events are not a mandatory part of an international standards meeting. However, if an event is
123 scheduled and it becomes necessary to charge an events fee to cover some or all of the expense, that fee shall
124 always be payable separately from other fees and at the option of the delegate.

125 **4.2.2.8** Fees collected from participants should only make up the difference between expenses budgeted and
126 paid by the hosting organisation and the total expenses incurred, (i.e. fees collected should not result in a profit or
127 reduced commitment for the hosting organisation). If funds should remain, every effort should be made to return
128 these to the participants, particularly if they are significant.

129 **4.2.2.9** An accounting report detailing fees collected and expenses covered by these fees should be submitted by
130 the host NB to the group's Secretariat or Convenor as appropriate. The accounting report should be attached to
131 the meeting report (which shall be circulated no later than two months after the conclusion of the meeting per the
132 Consolidated JTC 1 Supplement). The accounting report should be circulated to the meeting participants, the
133 group's parent organisation and to the JTC 1 Secretariat. Accounting reports are required only when facilities
134 and/or events fees are levied. The accounting report should include:

- 135 • Size, duration and average attendance at the meeting;
- 136 • Details of fee structure (i.e. fixed or proportional components);
- 137 • Fees collected (total amount and percentage of delegates paying);
- 138 • Expenses detailed in accordance with the terminology defined in 4.1.2;
- 139 • Explanation of what was done with surplus funds should fees collected exceed expenses;
- 140 • Hosting organisation's general evaluation of this funding mechanism. One purpose of this accounting report is
141 to serve as input for a JTC 1 review.

142 NOTE: Annex A of this Standing Document contains a Template for Facility Fee Accounting Report. This
143 template is only required to be completed if facilities fees are charged for a meeting. This template does not
144 endorse facilities fees, but its use is mandatory if facilities fees are collected.

145 **5 Calling and cancelling meetings**

146 **5.1** Within the framework of the meeting plan, the JTC 1 or SC Secretariat issues a calling notice for a plenary
147 meeting of the committee concerned when the Secretariat considers this necessary for the proper progress of the
148 work or whenever a meeting is requested by more than one third of the P-members. A meeting should not be
149 convened unless the agenda will include matters of sufficient substance to justify the attendance of the delegates.

150 **5.2** WG Convenor shall convene meetings of the WG if questions cannot be solved by correspondence, electronic
151 communication and collaboration tools. Either the WG Convenor or the Secretariat shall issue the calling notice.
152 The period of notification of a meeting should normally not be less than four months (however, for Working
153 Groups, meeting agendas shall be distributed no less than three months in advance).

154 **5.3** Every possible effort shall be made to avoid cancellation or postponement of meetings once an agenda has
155 been issued. If exceptional circumstances justify the cancellation of a meeting, adequate notice shall be given to
156 all those concerned.

157 **5.4** The calling notice shall include a declaration by meeting hosts of the ICT facilities to be provided together with
158 any expectations by committee officers/hosts of attendees' ICT capabilities.

159 **5.5** For electronic meetings, meeting announcements, agendas and documents shall be made available a
160 minimum of two weeks in advance of the electronic meeting. The meeting organizer is also requested to send a
161 reminder announcement of a scheduled teleconference 48 hours in advance (see 9.2.3)

162 **5.6** Timing for electronic meetings

163 All meeting times shall be given in Coordinated Universal Time (UTC).

164 The meeting organizer shall take into consideration the time zones of all those participating in the electronic
165 meeting. When meeting participants are distributed world wide, either 1300 UTC or 2100 UTC are acceptable
166 times. To assist in the planning of meetings, please visit <http://www.timeanddate.com/worldclock/meeting.html>

167 Scheduling an electronic meeting shall take into account the national holidays and cultural practices of all national
168 bodies participating to the work. When scheduling an electronic meeting, care shall be taken that the meeting
169 does not encroach on the public holidays and weekends of the participants.

170 Electronic meetings should have a two hour limit.

171 **6 Participation at meetings**

172 **6.1** Each P-member has the right to be represented at the meeting by one or more delegates. O-members and
173 other organisations in liaison may nominate representatives who have the right to attend meetings and to
174 participate in the discussion.

175 **6.2** Each P-, O- and liaison member shall send to the Secretariat of the committee concerned and to the NB
176 acting as host of a face-to-face meeting, at least one month before the opening of the meeting, a list showing the
177 names and affiliations of their representatives and also the name of the head of delegation. If electronic
178 participation is offered during a face-to-face meeting (see 8.1), it is essential to keep the national delegation
179 approach with explicit identification of the head of delegation. The head of delegation cannot participate remotely.

180 **6.3** Only delegates nominated by P- and O-members of JTC 1 and subsidiary bodies and the representatives of
181 other organisations in liaison may attend meetings of those bodies. As a general policy, any group operating
182 under the aegis of JTC 1 shall not limit the number of authorised P- and O-member representatives. Exceptions
183 must be approved by consensus of the parent committee.

184 **6.4** Chairmen of SCs, Chairmen of SWGs and WGs directly reporting to JTC 1 are required to attend JTC 1
185 Plenary meetings. Convenors of SWGs and WGs reporting directly to JTC 1 have the right to attend JTC 1
186 Plenary meetings (and must attend where there are agenda items relevant to their committees) and to participate
187 in the discussion.

188 **6.5** The ISO and IEC Secretaries-General or their representative can attend any meeting.

189 **6.6** Each P-member shall be present at meetings whenever possible (see ISO/IEC Directives, Part 1 1.7.1 and
190 the Consolidated JTC 1 Supplement). Other members should be present. When circumstances prevent such
191 representation, a member may submit written statements to the Secretariat or arrange for another member
192 attending the meeting to present its views under the appropriate agenda item or items. The Secretariat shall
193 make reference to written statements submitted by members unable to attend.

194 **6.7** For voting use: See Consolidated JTC 1 Supplement Annex JA.1.2 for information regarding voting during
195 meetings.

196 **7 Conduct of Electronic meetings**

197 **7.1 Meeting etiquette**

198 At the beginning of the meeting, the Convenor shall identify all participants and ensure that all participants are
199 noted on an attendance list that is electronically distributed at the end of the electronic meeting.

200 The Convenor shall establish proper etiquette for the calls, including establishing a way for participants to ask for
201 the floor, asking participants to:

- 202 • announce their name each time they speak;
- 203 • be brief and clear;
- 204 • speak slowly so that those for whom English is not their native language can understand; and

- 205 • mute their lines if they operate in a noisy environment.

206 A five minute break should be held after every hour of the electronic meeting.

207 **7.2 Meeting discussions**

208 To ensure that all participants understand discussions during the meeting, the Convenor shall frequently restate
209 proposals and offer summaries of discussions. Teleconferences used in conjunction with web meetings are a
210 way to ensure that all participants are aware of any decisions being made by allowing the Convenor to present
211 meeting documents and presentations; and allow participants to contribute and exchange ideas in writing.

212 An instant messaging function for meeting participants can be a very useful tool to keep all participants fully
213 aware of the meeting discussions. If this function is used, no transcripts will be circulated.

214 **7.3 Meeting decisions**

215 When meeting decisions are taken, the convenor shall ensure that all participants are fully informed in advance of
216 the decision to be taken, that they are given the opportunity to express their position, and that they have visibility
217 of the text to be approved as it may be modified during the meeting. The use of a written support (email, shared
218 desktop, etc) is recommended. A roll call should be performed. An email confirmation following the meeting may
219 be requested.

220 **7.4 Meeting tools**

221 For electronic meetings, the meeting organizer shall make an effort to minimize the costs to each participant.
222 Use may be made of the ISO or the IEC web conference tools.

223 **8 Mixed mode meetings (electronic participation to face-to-face meetings)**

224 **8.1** At the discretion of the SC Chairman and Secretary, electronic participation to part of a Plenary meeting may
225 be allowed on a meeting-per-meeting basis, by announcing it in the meeting agenda, along the following rules:

- 226 a. Electronic participation to specific agenda items is offered under the rules applicable to electronic
227 meetings (in particular regarding the duration of the session, i.e. max 2 hours). This participation allows
228 for contributions and presentations, but does not include voting.
- 229 b. Since the availability of tools can never be guaranteed, there should be a clear statement in the agenda
230 that "Electronic participation will be offered as best-effort and cannot be guaranteed."
- 231 c. Conduct of electronic meetings (see 7) applies; constraints of timing and announcements (see 5.5 and
232 5.6) do not apply.
233

234 **8.2** An SC can also decide, on a meeting-per-meeting basis, to open its entire Plenary meeting, or portions of it
235 (as decided by the Chair and Secretariat), without time limitations, to listeners, in broadcasting mode. If return
236 channels are available, they can only be used for the listeners to ask questions for clarification. The persons
237 listening to the broadcast, with or without return channel, are not considered nor registered as participants and
238 cannot make contributions. This could be beneficial to O-Members since it might facilitate their involvement
239 leading to them becoming P-Members. It could also facilitate dissemination of information regarding the SC
240 activities.

241 **9 Meeting documents**

242 **9.1 Meeting notice**

243 In order for discussions in the JTC 1 plenary meeting and in SC meetings to reflect as fully as possible the NB
244 positions and concerns, there should be adequate notice of issues to be discussed at meetings and clear

245 guidelines for the submission of documents for consideration. For considerations concerning the discussion of
246 documents under ballot at JTC 1, please see Consolidated JTC 1 Supplement Annex JA.1.1.

247 **9.2 Meeting agenda**

248 **9.2.1** Meeting agendas for JTC 1 and SC face-to-face plenary meetings should be compiled so as to encourage
249 NBs to send a balanced, full delegation with the greatest possible ability to negotiate final agreement on justified
250 points that arrive late or during the meeting. NBs are responsible for keeping their delegates fully informed and
251 supplied with all meeting documents. Also NBs shall be reminded that contributions shall be received by the
252 Secretariat 4 weeks before a meeting (see clause 9.3.3 below).

253 **9.2.2** As a best practice, meeting agendas should show the date and time of the next electronic meeting to aid in
254 planning.

255 **9.2.3** For electronic meetings, the meeting organizer is requested to send a reminder announcement of a
256 scheduled teleconference 48 hours in advance.

257 **9.2.4** Guidelines for Agenda Preparation:

- 258 • Identify the group which is meeting. If the Secretariat of the group is not an NB, identify the name and contact
259 information of the Secretariat or Convenor in case of inquiries concerning the meeting.
- 260 • Specify the dates, time and precise location of the meeting.
- 261 • Identify by project number and title the specific items to be addressed.
- 262 • Identify all relevant documents to be discussed under each agenda item.
- 263 • Identify whether electronic participation is being offered for an agenda item
- 264 • Include a separate item for each of the following:
 - 265 • Opening of the meeting
 - 266 • Roll call of delegates
 - 267 • Election of the Chairman (if applicable)
 - 268 • Adoption of the agenda
 - 269 • Appointment of the drafting committee (if applicable)
 - 270 • Report of the Secretariat (if applicable)
 - 271 • Liaison reports
 - 272 • Review of Business Plans
 - 273 • Review of priorities and target dates
 - 274 • Documents for periodic review (if applicable)
 - 275 • Work items on which no progress is being made - Status and action to be taken
 - 276 • Items for future work
 - 277 • Review of Project Editor and liaison assignments
 - 278 • Review of recent JTC 1 decisions affecting the group
 - 279 • Approval of resolutions
 - 280 • Subsequent meeting requirements
 - 281 • Any other business

282 **9.3 Contributions**

283 **9.3.1** Contributions may be submitted to JTC 1 or its subsidiary bodies by any member, or by any directly
284 reporting subsidiary body.

285 **9.3.2.** All documents to be discussed or reviewed during an electronic meeting shall be available at least two
286 weeks in advance to allow participants the opportunity to study them.

287 **9.3.3** Documents for any JTC 1 or SC face-to-face meeting, particularly those raising new issues or those for
288 which a final agreement at the meeting is desired, shall be delivered to the Secretariat in time for them to be

289 posted to the JTC 1 or SC Web server (as appropriate) four weeks prior to the meeting. The following exceptions
290 are permitted:

- 291 • Comments on posted documents provided they are received by the Secretariat in a form suitable for
292 immediate posting, not later than one week prior to the meeting.
- 293 • Reports from SCs to JTC 1 where the meeting is held inside the four-week deadline. Reports should in
294 these cases be posted not more than two days after the end of the SC meeting and only reports will be
295 received. Substantive matters arising from such meetings shall not be considered at the JTC 1 meeting,
296 unless agreed by JTC 1. This should be borne in mind when setting dates for SC meetings.
- 297 • A proposed document revision from a project editor, which incorporates comments received prior to the
298 meeting and which is intended to be developed further at the meeting, may be posted up to one week
299 prior to the meeting.
- 300 • CDs for discussion at a meeting shall be distributed not less than three months in advance of the face-to-
301 face meeting for which they are intended;

302 **9.3.4** Where new issues arise which are not able to be posted to the Web server at least four weeks prior to the
303 meeting, any decision made at the meeting may need to be confirmed by a NB ballot after the meeting. Such
304 items must be posted to the Web as soon as possible and prior to the meeting so that they are available to NBs
305 as well as delegates; additionally, electronic copies must be available to delegates during the meeting.

306 **9.3.5** Advance distribution of contributions may not be possible, for example, where new issues are not identified
307 until it is too late for distribution. In addition, discussion at a meeting may identify new issues needing immediate
308 action. JTC 1 or its subsidiary bodies may, at the discretion of the Chairman or Convenor and members present,
309 consider working documents distributed in less than the prescribed advance period.

310 **10 Meeting resolutions and reports**

311 **10.1** Resolutions adopted at meetings are normally limited to matters directly concerned with the conduct of the
312 work or the approval of documents. The resolutions should be numbered consecutively and identified either by
313 reference to the meeting or to the year.

314 **10.2** The Secretariat or Convenor, usually with the help of a Drafting Committee, prepares the list of Resolutions,
315 which must be available in written form for formal adoption at the end of the meeting.

316 **10.3** No meeting of JTC 1 or any of its subsidiary bodies shall be adjourned before all resolutions considered
317 during the meeting have been presented in writing and formally acted upon so as to ensure accurate recording of
318 the decisions taken. These resolutions shall be distributed to the committee membership as soon as possible
319 after the meeting.

320 **10.4** After the meeting, the committee Secretariat or Convenor shall prepare a report of the meeting comprising

- 321 • the list of attendees with their role and affiliation (e.g. national body, liaison)
- 322 • the disposition of each agenda item, including rationale if appropriate and,
- 323 • the complete text of the resolutions adopted during the meeting.

324 The meeting report shall be made available to the committee members and parent organization within 4 weeks
325 after the meeting, and in any case prior to the next meeting.

326 **10.5** At the discretion of the meeting, a summary of the discussions can be included in the meeting report.

327

328

Annex A: Template for Facility Fee Accounting Report

329

Accounting report: for JTC 1 review:		
Committee		
Meeting Location		
Meeting Dates		
Attendance:	Overall number of delegates	
	Average attendance	
	Percentage of delegates paying fee	
	Fixed fee for short meetings	
	Proportional fee for long meetings	
Fees Collected:		
	Lodging cost	
	Meal cost	
	Facilities fees	
	Events fees	
Total fees collected:		
Host contribution to costs (including sponsorship)		
Total income related to hosting of meeting:		
Expenses:		
	Lodging cost	
	Meal cost	
Facilities cost:		
	Meeting rooms cost	
	Document distribution and internet access	
	Translation services	
	AV equipment rental	
	Light refreshments during meeting	
Events cost:		
Total expenses:		

Additional information		
	Explanation of what was done with surplus funds where income exceeded expenses	
	Host's evaluation of funding mechanism	

330

331

332

Annex B: Summary of deadlines related to meetings

333

	F2F (including mixed-mode) meeting			Electronic meeting
	JTC 1 Plenary	SC Plenary	All other groups	WG, Advisory and Ad-Hoc
Calling Notice/Announcement	4 months before (Suppl 4.2.1.3)	4 months before (Suppl 4.2.1.3)	4 months before (SD – 5.2)	2 weeks before (SD – 5.5)
Draft agenda	4 months before (Suppl 4.2.1.3)	4 months before (Suppl 4.2.1.3)	3 months before (preferably 4 months) (Suppl 4.2.2.1)	2 weeks before (SD – 5.5)
Comments on the agenda / Proposals for the addition of new work item proposals	2 months before (Suppl 4.2.1.3)	2 months before (Suppl 4.2.1.3)	at the discretion of the group	at the discretion of the group
Delegates/experts lists	1 month before (SD – 6.2)	1 month before (SD – 6.2)	as requested by the host	as requested by the host
Contributions/Documents to be discussed	4 weeks before (SD – 9.2.1, 9.3.3)	4 weeks before (SD – 9.2.1, 9.3.3)	2 weeks before (for mixed mode) (SD – 5.5, 9.3.2)	2 weeks before (SD – 5.5, 9.3.2)
Comments on posted documents	1 week before (SD – 9.3.3)	1 week before (SD – 9.3.3)	at the discretion of the group	at the discretion of the group
Reminder (electronic or mixed mode)	48 hours before (for mixed mode) (SD – 9.2.3)	48 hours before (for mixed mode) (SD – 5.5, 9.2.3)	48 hours before (for mixed mode) (SD – 5.5, 9.2.3)	48 hours before (SD – 5.5, 9.2.3)
Meeting Report	4 weeks after (SD – 10.4)	4 weeks after (SD – 10.4)	4 weeks after (SD – 10.4)	4 weeks after (SD – 10.4)

334