

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

JTC 1 SWG-A N 578

2014-06-24

Document Type: Meeting Report

Title: Meeting Report for the 24 June 2014 WebEx Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility)

Source: JTC 1 SWG-Accessibility Convenor and Secretariat

Due Date: n/a

Requested Action: For information and action as indicated in the meeting report.

NOTE: The meeting, scheduled for 24-26 June 2014, concluded on 24 June.

JTC 1 SWG on Accessibility Secretariat
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Meeting Report for the 24 June 2014 WebEx Meeting of the JTC 1 Special Working Group on Accessibility (SWG-Accessibility)

Meeting Schedule:

24 June 2014	13:00 to 15:00 UTC**
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****NOTE:** WebEx participants should use a time zone converter (such as <http://www.timeanddate.com/>) to determine the corresponding meeting times in their respective time zones.

1. Opening of Meeting

A. Li

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

2. Convenor's Remarks and Introduction of Participants

A. Li

Participation on the 24 June 2014 WebEx meeting of the JTC 1 SWG on Accessibility was recorded as follows:

Organization	Representative	Attended
Canada	Jim Carter	x
	Mary Frances Laughton	x
France	Josée Auber	x
Japan	Mitsuji Matsumoto	x
	Toshihiro Suzuki	x
	Shigetoyo Nomura	x
United Kingdom	Chris Francis	x
	Andy Heath	x
United States	Mary Jo Mueller	x
	Neal Dornbusch	x
	Ken Salaets	x
JTC 1/SC 35	Jim Carter	x
ISO/TC 122	Craig Harmon	x
ISO/TC 159/SC 4	Jim Carter	x
ITU-T SG 16	Mitsuji Matsumoto	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 February 2014 Meeting

A. Li

Mr. Li referred the participants to the report of the 17 February 2014 meeting of the JTC 1 SWG on Accessibility. The action items assigned at the meeting have been completed.

DOCUMENT: [SWG-A N 563](#)

3. Adoption of Agenda

A. Li

The draft agenda was adopted with the following updates:

- Agenda Item 5 - add documents SWG-A N 573 and SWG-A N 574
- Agenda Item 6 - add documents SWG-A N 572 and SWG-A N 575

DOCUMENT: [SWG-A N 571](#)

4. Endorsement of US National Body Candidate for JTC 1 SWG on Accessibility Convenor

J. Garner

Ms. Garner referred the participants to the US National Body's nomination of Mr. Li for a third term as Convenor of the JTC 1 SWG on Accessibility. The SWG on Accessibility supported the US nomination:

Recommendation 1 - Endorsement of JTC 1 Special Working Group on Accessibility Convenor

The JTC 1 Special Working Group on Accessibility endorses Mr. Alex Li (USA) for a third three-year term of office as Convenor of the JTC 1 SWG on Accessibility. The SWG-A instructs its Secretariat to forward this endorsement for consideration at the November 2014 JTC 1 Plenary in Abu Dhabi, United Arab Emirates.

Action Item: The JTC 1 SWG on Accessibility Secretariat will submit the SWG-Accessibility Convenor endorsement for consideration at the November 2014 JTC 1 Plenary.

DOCUMENT: [SWG-A N 564](#)

5. JTC 1 SWG-Directives Request for SWG-Accessibility Input on SD 12 (EDPDA)

A. Li / J. Auber

Mr. Li reported that the JTC 1 SWG on Accessibility contribution on JTC 1 Standing Documents (SDs) contained in document [SWG-A N 562](#) was reviewed at the May 2014 SWG-Directives meeting:

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.

Ms. Auber presented an updated response ([SWG-A N 574](#)) to the SWG-Directives request which took into consideration the comments she had received on [SWG-A N 568](#). The participants agreed to make the following revision to document SWG-A N 574:

- Section 5.5 - strike all bullet items except 3 and 4 (see [SWG-A N 576](#))

The SWG-Accessibility response is due by 14 July 2014 for consideration at the September 2014 SWG-Directives meeting in Canada. The following recommendation was supported:

Recommendation 2: JTC 1 SWG on Accessibility Response to SWG-Directives May 2014 Recommendation 11 Accessibility Guidance Specific to JTC 1 on JTC 1 Standing Documents

In response to May 2014 SWG-Directives Recommendation 11, the JTC 1 SWG on Accessibility submits [SWG-A N 576](#) as the requested Updated Accessibility Guidance for JTC 1 SD 12 Electronic Document Preparation, Distribution and Archiving (EDPDA), for consideration at the September 2014 SWG-Directives meeting in Canada.

Action Item: The JTC 1 SWG on Accessibility Secretariat will submit the SWG-Accessibility's response to SWG-Directives May 2014 Recommendation 11 Accessibility Guidance Specific to JTC 1 on JTC 1 Standing Documents (SWG-A N 576) in advance of the 14 July 2014 deadline for consideration at the September 2014 SWG-Directives meeting.

DOCUMENTS: [SWG-A N 562](#) (contribution on SDs to SWG-D), [SWG-A N 565](#) (May 2014 SWG-D recommendations), [SWG-A N 568](#) (contribution from J. Auber), [SWG-A N 573](#) (Japan contribution), [SD 12](#) on EDPDA

5.1 JTC 1 SD 19 on Meetings

A. Li

Mr. Li reported that the JTC 1 letter ballot for SD 19 on Meetings ([SWG-A N 567](#) / JTC 1 N 12068) would close 20 July 2014. JTC 1 SWG on Accessibility participants were encouraged to provide their input and consider sharing the SWG-A input ([SWG-A N 562](#)) within their National Bodies in advance of the closing date of 20 July 2014.

DOCUMENT: [SWG-A N 567](#)

6. Ad Hoc 18 on User Needs Summary Refresh

J. Carter

Scope: Ad Hoc 18 on User Needs Summary Refresh was 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.

Ad Hoc 18 Leader, Dr. Carter, reported that the ad hoc participants were evenly split on the preferred approach to refresh the User Needs Summary:

- look at Guide 71 principles/goals as a means of identifying additional user needs that are missing - significant restructuring of User Needs Summary
- minimal update to existing User Needs Summary to accomplish transition requested by JTC 1 and retain existing format of document

The JTC 1 SWG on Accessibility participants agreed on the June 2014 teleconference that the initial focus of Ad Hoc 18 should be the identification of additional user needs to update the content of the User Needs Summary. The ad hoc will complete its data gathering in advance of the October 2014 teleconference. The secondary task would be to consider the appropriate structure for the revised User Needs Summary.

Action Item: Ad Hoc 18 will complete its data gathering on additional user needs in advance of the October 2014 SWG-Accessibility teleconference.

Dr. Kate Grant (UK), Mr. Rory Heap (UK) and Mr. Shigetoyo Nomura (Japan) volunteered to join Ad Hoc 18 at the June 2014 meeting. Dr. Carter reported that he would attempt to schedule an Ad Hoc 18 meeting the week of 30 June 2014.

DOCUMENTS: [SWG-A N 561](#) (preliminary report on restructuring - from February 2014 meeting), [SWG-A N 569](#) (Ad Hoc 18 initial report and documents), [SWG-A N 570](#) (report of 13 June 2014 Ad Hoc 18 meeting), [SWG-A N 572](#) (US contribution)

6.1 Ad Hoc 15 - Evolution of the Inventory of Accessibility and Accessibility-related Standards and Specifications A. Li

Mr. Li asked that a call for updates to the Inventory of Accessibility and Accessibility-related Standards and Specifications be issued.

Action Item: The JTC 1 SWG on Accessibility Secretariat will issue a 60-day call for updates to the Inventory of Accessibility and Accessibility-related Standards and Specifications to the JTC 1 SWG-Accessibility and broader JTC 1 communities. The Word format will be distributed with the call and comments will be requested via track changes.

7. Future Meetings

A. Li

The October 2014 teleconference schedule was confirmed:

- 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

The face-to-face meeting was rescheduled as follows:

- 3-5 February 2015 - host and location TBD (teleconference/WebEx access will be provided)

8. Review of Action Items and Recommendations

J. Garner

The following **Recommendation(s)** was/were approved at the 24 June 2014 JTC 1 SWG on Accessibility meeting:

Recommendation 1 - Endorsement of JTC 1 Special Working Group on Accessibility Convenor

The JTC 1 Special Working Group on Accessibility endorses Mr. Alex Li (USA) for a third three-year term of office as Convenor of the JTC 1 SWG on Accessibility. The SWG-A instructs its Secretariat to forward this endorsement for consideration at the November 2014 JTC 1 Plenary in Abu Dhabi, United Arab Emirates.

Recommendation 2: JTC 1 SWG on Accessibility Response to SWG-Directives May 2014 Recommendation 11 Accessibility Guidance Specific to JTC 1 on JTC 1 Standing Documents

In response to May 2014 SWG-Directives Recommendation 11, the JTC 1 SWG on Accessibility submits [SWG-A N 576](#) as the requested Updated Accessibility Guidance for JTC 1 SD 12 Electronic Document Preparation, Distribution and Archiving (EDPDA), for consideration at the September 2014 SWG-Directives meeting in Canada.

The following **Action Item(s)** was/were assigned at the 24 June 2014 JTC 1 SWG on Accessibility meeting:

1. The JTC 1 SWG on Accessibility Secretariat will submit the SWG-Accessibility Convenor endorsement for consideration at the November 2014 JTC 1 Plenary.
2. The JTC 1 SWG on Accessibility Secretariat will submit the SWG-Accessibility's response to SWG-Directives May 2014 Recommendation 11 Accessibility Guidance Specific to JTC 1 on JTC 1 Standing Documents (SWG-A N 576) in advance of the 14 July 2014 deadline for consideration at the September 2014 SWG-Directives meeting.
3. Ad Hoc 18 will complete its data gathering on additional user needs in advance of the October 2014 SWG-Accessibility teleconference.
4. The JTC 1 SWG on Accessibility Secretariat will issue a 60-day call for updates to the Inventory of Accessibility and Accessibility-related Standards and Specifications to the JTC 1 SWG-Accessibility and broader JTC 1 communities. The Word format will be distributed with the call and comments will be requested via track changes.

9. Close of the Meeting

The June 2014 JTC 1 SWG on Accessibility meeting adjourned at 14:57 UTC on 24 June 2014.