

**ISO/IEC JTC 1
Information Technology**

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**Recommendations from the
SWG-Directives Meeting
24-26 July 2007
Paris, France**

Recommendation 1:

The SWG-Directives recommends that the JTC 1 Secretariat post the document “JTC 1 SWG-Directives – Deferred Changes and Open Issues” as a standing document on the JTC 1 Website as soon as possible after this meeting taking into account the discussion at this meeting.

Unanimously approved

Recommendation 2:

The SWG-Directives recommends that the IIT Rapporteur Group initiate a thorough review of Annex H, especially the availability of tools, the relevance of the formats listed, and the availability of new format standards and provide a report to JTC 1 for consideration at its October 2007 Plenary meeting.

Unanimously approved

Recommendation 3:

The SWG-Directives notes that the JTC 1 Secretariat has been sending PAS and Fast Track ballot notifications as email announcements, but requests that these notifications and the summaries of voting be posted as JTC 1 N-Number Documents, to include the ballot title, start date and end date.

Unanimously approved

Recommendation 4:

The SWG-Directives recommends that the JTC 1 Secretariat issue a call for JTC 1 contributions on extensions for the terms of SC Chairmen. Specifically, contributions should address the length of the prescribed term; whether a third term should be allowed; and/or if an extension should be granted and how long this extension should be granted for; and the special circumstances that guide extensions. These contributions will be reviewed at the October 2007 JTC 1 Plenary in Australia.

Unanimously approved

Recommendation 5:

The SWG-Directives notes that the ballot on the establishment of an SWG on archival and retrieval mechanisms with the ToR given in JTC 1 N 8543 was approved unanimously (JTC 1 N 8606) and that the UK will provide the convenor and secretariat.

The SWG-Directives recommends that the JTC1 secretariat issue a call for participation to all potential members of the SWG

- ISO/IEC JTC 1 National Bodies and Category A Liaisons, AROs and PAS submitters
- ISO/IEC JTC 1 SCs and WGs
- members of ISO Central Secretariat and IEC Central Office
- IIT Rapporteur
- ISO or IEC TCs, WGs, PTs, etc. in liaison with JTC 1 subgroups or with specific expertise in the field, especially ISO TC 46 and ISO TC 171
- Other entities and organisations that the SWG identifies as having expertise in this area, including International Multimedia Telecommunications Consortium (IMTC) and European Patent Office (EPO)

and also ask them for any initial contributions to the group on their archival and retrieval requirements and any standards/specifications they have produced addressing these requirements.

NOTE: Contributions are welcome from all participants of the SWG-Directives.

Unanimously approved

Recommendation 6:

The SWG-Directives recommends that Mr. Gabriel Barta provide a contribution on the JTC 1 Fast Track Process as applied to amendments and its applicability to JTC 1 for consideration by the SWG-Directives at its March 2008 meeting.

Unanimously approved

Recommendation 7:

The SWG-Directives recommends that all ballots for changes to the Directives make an explicit statement as to the effective date of the change. The default effective date is, however, upon approval. The SWG-Directives recommends that the JTC 1 Secretariat issue a call for National Body comments that will be discussed at the October 2007 JTC 1 Plenary in Australia.

Unanimously approved

Recommendation 8:

The SWG-Directives recommends that the JTC 1 Secretariat issue a call for contributions on the Canadian contribution on standing documents contained in JTC 1 N 8589. This document, and the comments received, will be discussed at the March 2008 SWG-Directives meeting.

Unanimously approved

Recommendation 9:

The SWG-Directives recommends that the JTC 1 Secretariat issue a call for contributions on the issues list contained in JTC 1 N 8666. These contributions will be discussed at the March 2008 SWG-Directives meeting.

Unanimously approved

Recommendation 10:

The SWG-Directives accepts the offer of the National Body of the United Kingdom to host the next meeting of the SWG-Directives in London, in the period Tuesday through Friday, 11-14 March 2008.

The SWG-Directives further schedules meeting for 29 July – 1 August 2008, tentatively in Ottawa, Canada and 9-13 March 2009, location to be determined.

Unanimously approved

Recommendation 11:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue the final agenda for the March 2008 meeting no later than 22 February 2008. Any contributions received after 18 February 2008 will be placed on a subsequent agenda of the SWG-Directives.

Unanimously approved

Appreciations

Resolution A:

The SWG-Directives expresses its appreciation to the National Body of France, AFNOR, for inviting the SWG to Paris and for the meeting facilities. The SWG-Directives wishes to especially thank Mr. Tony Hittema and Mrs. Nathalie Da-Silva for their assistance in the planning of this meeting.

Resolution B:

The SWG-Directives expresses its appreciation to Mrs. Annick Hamel and Mr. Didier George of the ISO/IEC DMT for their expert guidance and advice during this meeting. The SWG-Directives looks forward to working closely with the ISO/IEC DMT in the future.

Resolution C:

The SWG-Directives expresses its appreciation to AFNOR, France Telecom, HP France, IBM France, and Microsoft France for the organization and sponsoring the tour and dinner at the Musée d'Orsay.

Resolution D:

The SWG-Directives expresses its appreciation to its Chair, Mr. Scott Jameson, for his leadership during the meeting.

Resolution E:

The SWG-Directives expresses its appreciation to the SWG-Directives Secretariat, Ms. Sally Seitz, for her assistance during the meeting.

ISO/IEC JTC1
SWG-Directives
24-27 July 2007
Paris, France

Location:

AFNOR,
11, rue Francis de Pressensé
F-93571 La Plaine Saint-Denis Cedex
Tél : +33 (0)1 41 62 80 00
Fax : +33 (0) 1 49 17 90 00

First Draft Agenda

1. Opening of Meeting (13:00 hrs)

2. Introduction of Participants

3. Adoption of Agenda

Document: JTC 1 N 8636

4. Chairman's Remarks

4.1 Review of Resolutions of March 2007 SWG-Directives meeting

Documents: [JTC 1 N 8536](#)

4.2 Review of JTC 1 Letter Ballots

4.2.1 Review of Letter Ballot Results on JTC 1 N 8541, Proposed Changes to Clause 5.4.1.1

DOCUMENT: [JTC 1 N 8541](#), [JTC 1 N 8604](#)

Action: The results of this ballot were reviewed, and a call for National Body comments on SC Chair term extensions will be issued – see recommendation 4.

The SWG-Directives notes its support of term limits, but does not have consensus on the number of terms allowed by extensions, the definition of extensions, and if extensions are required, the process for granting those extensions.

4.2.2 Review of Letter Ballot Results on JTC 1 N 8543, Establishment and Terms of Reference for a New SWG on Archival and Retrieval
Document: [JTC 1 N 8543](#), [JTC 1 N 8544](#), [JTC 1 N 8606](#)

Action: The title of this group is modified to SWG on Archival and Retrieval Mechanisms as per the Japanese comment contained in JTC 1 N 8606. A call for participation will be re-issued to JTC 1, and specifically to those listed in JTC 1 N 8543 – see recommendation 5.

4.3 ISO/IEC JTC 1 Directives, 5th Edition, Version 3.0
Document: [JTC 1 N 8557](#)

Action: The JTC 1 Secretariat will post the latest editions of the ISO/IEC Directives, ISO Supplement and IEC Supplement to the March 2008 SWG-Directives Meeting Agenda.

4.4 Report of the ISO/IEC Directives Maintenance Team Meeting
Document: JTC 1 N [8626](#)

Action: The ISO/IEC DMT will provide the JTC 1 Secretariat and Chair all contributions and documents for review.

5. Plan to Revise the JTC 1 Directives
Documents: [JTC 1 N 7868](#), [JTC 1 N 8111](#), [JTC 1 N 8188](#) (Canada), [JTC 1 N 8192](#) (Canada), [JTC 1 N 8508](#) (Canada)

Please note that discussion of this item is expected to take a significant part of the meeting, with the objective of completing the review of JTC 1 N 7868.

Action: All decisions made on JTC 1 N 7868 will be posted as an N-Numbered document.

A draft JTC 1 Supplement will be available to JTC 1 SWG-Directives members by 1 January 2008. This draft text will be for discussion at the March 2008 JTC 1 SWG-Directives meeting. It is anticipated that a text for JTC 1 level balloting or addition to the 2008 JTC 1 Plenary agenda will be available following the July 2008 JTC 1 SWG-Directives meeting. It is expected that the final text of the JTC 1 Supplement will be published in June 2009. The Supplement will contain a mapping of where all former Annexes are currently located (either in the Supplement or as JTC 1 Standing Documents).

No changes to the Directives will be made based on the Canadian contributions.

6. Contributions from NBs on Implementation of Changes to the JTC 1 Directives
Document: [JTC 1 N 8540](#), [JTC 1 N 8570](#) (US), [JTC 1 N 8607](#) (Germany), [JTC 1 N 8608](#) (United Kingdom), [JTC 1 N 8609](#) (Japan), [JTC 1 N 8612](#) (France)

Action: JTC 1 N 8508 (Canada) was added to this agenda item.

New editions of the JTC 1 Directives will be published on 1 January of every year and will include all amendments made that year, in keeping with the practice of the ISO/IEC DMT. This edition should be in alignment with the ISO/IEC Directives for that same year. Please note that a significant amount of time on the March 2008 meeting agenda will be dedicated to the review of the draft supplement.

A “marked-up” version of the Directives that reflects all the changes for implementation approved that year will be posted as an N-Number document for discussion at the annual JTC 1 Plenary meeting. Any changes approved during the Plenary will be shown in an updated “marked-up” copy to be circulated as N-Number document following the Plenary.

Ballots for changes to the Directives will state their effective date (the default being the date of approval), and which bodies (ISO TMB, IEC SMB, or JTC 1 membership) are required to approve such changes. The ballots will also include a justification for the change to aid in the understanding of those not part of the SWG-Directives.

All changes approved prior the next publication of the JTC 1 Directives will be available with the current edition of the Directives on the ITTF website.

7. Contributions from NBs on the Elimination of Clause 3.1.2 of the JTC 1 Directives

Document: [JTC 1 N 8542](#), [JTC 1 N 8569](#) (US), [JTC 1 N 8610](#) (Germany), [JTC 1 N 8611](#) (United Kingdom), [JTC 1 N 8613](#) (France), [JTC 1 N 8614](#) (Japan), [JTC 1 N 8631](#) (France)

Action: Clause 3.1.2 will be removed from future editions of the JTC 1 Directives. Further, the following text shall be added to JTC 1 forms used for balloting: “P-members are reminded that voting to abstain fulfills the requirements of P-membership as outlined in section 3.1.1.”

8. IIT-RG Review of Annex H of the JTC 1 Directives

Document: [JTC 1 N 8536](#) (Recommandation 6),

Action: Document not received, postponed to the next meeting. See recommendation 1.

9. Alignment of Processes

Document: [JTC 1 N 7256](#) (PAS Mentor), [JTC 1 N 8518](#) (France), JTC 1 N [8625](#) (Germany), [JTC 1 N 8632](#) (France), [JTC 1 N 8634](#) (UK)

Action : Please see Recommendation 9.
Clause 14.4.3.8 regarding email participation in a BRM will be eliminated.

The Management Guide for PAS Submitters will become a JTC 1 Standing Document.

The Fast Track and PAS Approval Processes will have common text in the JTC 1 Supplement.

10. Contributions from National Bodies on Standing Documents
Document: [JTC 1 N 8589](#) (Canada)

Action: See recommendation 8.

The JTC 1 Secretariat will inform National Bodies, in the cover letter for the request for National Body Contributions on this document, that The Annexes I, J, and M are examples of standing documents.

11. Next Meeting

Action: Please see recommendations 10 and 11.

12. Approval of Recommendations

13. Close of Meeting (no later than 12:00 hrs)