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Secretariat ISO/IEC JTC 1/SC 2 - IPSJ/ITSCJ \*(Information Processing Society of Japan/Information Technology Standards Commission of Japan) Room 308-3, Kikai-Shinko-Kaikan Bldg., 3-5-8, Shiba-Koen, Minato-ku, Tokyo 105-0011 Japan \*Standard Organization Accredited by JISC  
 Telephone: +81-3-3431-2808; Facsimile: +81-3-3431-6493; E-mail: [kimura@itscj.ipsj.or.jp](mailto:kimura@itscj.ipsj.or.jp)



**ISO/IEC JTC 1 N8110**

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## **Recommendations of the JTC 1 SWG-Directives meeting, 8-10 March 2006 in Zurich**

### **Recommendation 1:**

The SWG-Directives invites SCs to provide feedback to the SWG-Directives on JTC 1 Banff resolutions relating to Directives changes as well as general JTC 1 Directives issues.

Unanimous

### **Recommendation 2:**

The SWG-Directives invites SCs to provide feedback to the SWG-Directives on the implementation and usefulness of Annexes I (Interoperability) and J (API Standardization) of the JTC 1 Directives.

Unanimous

### **Recommendation 3:**

The SWG-Directives requests the JTC 1 Secretariat to instruct SCs to fully implement Annex HD (Document Access Classification List).

Unanimous

### **Recommendation 4:**

The SWG-Directives agreed that with respect to Clause 5.6 of the JTC 1 Directives – NB endorsement of officers for non-permanent entities – NB endorsement is not required prior to the establishment of the OWG. Further, the SWG agreed that the text in the Directives should clearly state that *“This NB endorsement is not required prior to the establishment of the OWG.”*  
The JTC 1 Secretariat is instructed to implement this immediately.

Unanimous

### **Recommendation 5:**

To align with the ISO/IEC Directives and to better meet the requirements for national enquiry, SWG-Directives recommends that the FCD stage be eliminated and that, for the 5-stage process, revert to the 5 month DIS stage/ballot administered by ITTF. Further, as with the ISO/IEC Directives, if no negative votes are received on the DIS, the FDIS stage/ballot may be bypassed and the document may proceed directly to publication.

Unanimous

**Recommendation 6:**

To align with the ISO/IEC Directives, the SWG-Directives recommends that the name of TR Type 1 and 2 be changed to Technical Specification with the definitions provided in the ISO/IEC Directives (definitions repeated in N8071). The SWG-Directives further recommends that changes to process (e.g., SC level vote only for TS) be reflected in JTC 1 Directives text to align with ISO/IEC Directives.

Unanimous

**Recommendation 7:**

The SWG-Directives recommends that clause 7.10.4 of the JTC 1 Directives be amended to add “the disposition of each agenda item” to the current list of items.

Further, the SWG-Directives requests that the JTC 1 Secretariat invite National Bodies and SCs to review clause 7.10.4 and the specific list of items to be included in reports of meetings and to provide contributions for consideration by the SWG-Directives.

Unanimous

**Recommendation 8:**

The SWG-Directives recommends that the following changes be made to the JTC 1 Directives to codify the stabilization of Technical Reports as agreed in Banff:

Renumber clause 16.4.5 – Withdrawal – as clause 16.4.6

Insert as new clause 16.4.5 as follows:  
16.4.5 Stabilized Technical Reports

Technical Reports that are still in use by an identifiable community may be stabilized in a similar manner to standards. The same procedures for the stabilization of standards as set out in clause 15.6 shall be used.

Modify clause 15.6.1 and 15.6.5 to eliminate the words “five-year” in each clause.

The JTC 1 Secretariat is instructed to implement this immediately.

Unanimous

**Recommendation 9:**

The SWG-Directives instructs the JTC 1 Secretariat to maintain lists of agreed upon changes to the JTC 1 Directives and a list of outstanding issues to be considered by the SWG-Directives.

Unanimous

**Recommendation 10:**

The SWG-Directives instructs the JTC 1 Secretariat to seek input and specific proposals for solutions from National Bodies on the questions posed in N8097 by Japan regarding default letter ballots. Contributions received will be considered by the July SWG-Directives meeting in Canada.

Unanimous

**Recommendation 11:**

The SWG-Directives recommends the following changes to clause 5.4.1 of the JTC 1 Directives regarding the term of office for a SC Chairman:

The Chairman of an SC shall be nominated by the Secretariat of the SC subject to endorsement by the individual's NB, endorsed by the SC, and appointed by JTC 1 at its plenary meeting. The Chairman shall serve for a nominal term of three years ending at the 3<sup>rd</sup> annual JTC 1 Plenary meeting following the appointment.

SWG-Directives will examine the timing of the implementation of this recommendation at its July 2006 meeting in Canada.

Unanimous

**Recommendation 12:**

The SWG-Directives instructs the JTC 1 Secretariat to extract the relevant parts of document N8094 dealing with the 30 day call for contradictions during Fast Track and to circulate this material to National Bodies for review and contributions. Any contributions received will be considered at the July SWG-Directives meeting in Canada. The SWG-Directives agrees that the precedents established by the Secretariat and ITTF for dealing with claims of contradiction should continue to be followed until any changes to such practice have been agreed and approved.

Unanimous

**Recommendation 13:**

In order to clearly implement JTC 1 Singapore resolution 12b - Threshold for a Ballot to be Considered Valid, the SWG-Directives recommends that the Secretariat move the contents of the note currently in clause 9.6 to a new sub-clause in 9.1, where it would apply to all votes in JTC 1 and would read:

9.1 subclause – At all levels of voting, if more than 50% of the P-members have not voted, the vote will have failed. Late votes shall not be counted. No extensions shall be granted.

The JTC 1 Secretariat is instructed to implement this immediately.

Unanimous

**Recommendation 14:**

The SWG-Directives recommends that Clause 2.6.1.2 of the JTC 1 Directives be revised to reflect a previously agreed upon JTC 1 decision (JTC 1N6078; N6147) relating to O-member participation in WGs as follows:

NBs that are P-members or O-members of the parent body and organizations in liaison Category A and Category C may nominate experts as members of a WG.

The JTC 1 Secretariat is instructed to implement this immediately.

Unanimous

**Recommendation 15:**

As the document N8099 arrived late for consideration at this meeting, the SWG-Directives requests the JTC 1 Secretariat to request National Body comments on document N8099, Contribution from the SC 25 Secretariat on Proposals for further alignment of the directives of JTC 1 with those of ISO and IEC, and to post this document, and any comments, to the agenda for the July SWG-Directives meeting in Canada.

Unanimous

**Recommendation 16:**

The SWG-Directives requests the Secretariat to issue a revised version of document N7868 reflecting the results of the discussions during this meeting.

Unanimous

**Recommendation 17:**

The SWG-Directives accepts the offer of the National Body of Canada to host the next meeting of the SWG-Directives in Ottawa, Monday through Wednesday, 24-26 July 2006.

Unanimous

**Recommendation 18:**

The SWG-Directives instructs the JTC 1 Chairman and Secretariat to issue the final draft agenda for the Ottawa meeting no later than 10 July 2006. Any contributions received after this date will be placed on the agenda of the subsequent meeting of the SWG-Directives and will not be considered in July.

Unanimous

### **Appreciations**

**Resolution A:**

The SWG-Directives thanks the National Body of Switzerland, SNV, for inviting the SWG to Zurich and in particular, thanks Mr. Robert Hilty for his remarks at the opening of the meeting. The SWG-Directives also thanks SNV for the cocktails on Thursday evening.

**Resolution B:**

The SWG-Directives thanks Ecma International for hosting this SWG meeting in Zurich, for the great location and the fine refreshments. In particular, the SWG thanks Jan van den Beld and Ursula Reich for their attention to detail and for taking such good care of the delegates both before and during the meeting.

**Resolution C:**

The SWG-Directives thanks Ecma International for the great lunch on Wednesday and the wonderful dinner on Thursday evening.