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Report on the INCITS ad hoc on JTC 1 Directives  
Karen Higginbottom, ad hoc Convener

At the 2005 October 12/13 INCITS Executive Board meeting, it was determined that a formal US contribution should be prepared to further amend the text of the JTC 1 Directives, Annex N, addressing issues raised during EB discussion. Mr. Don Stanwyck was asked to lead a small group of people to amend the text in time for final consideration at the INCITS Delegation meeting. The amended text was agreed upon at the Delegate's meeting and submitted to JTC 1 for consideration (N7993).

At the plenary, there was general support for the US contribution with a few comments from other national bodies. The JTC 1 Chairman asked Mr. Stanwyck if he would lead a drafting effort to reach closure on the additional NB comments. The resulting contribution was approved in Resolution 16 (N8024).

As expected, a Special Working Group on the Directives (Resolution 15) was formed. It is recommended that the INCITS EB put in place a standing entity that will serve as the US TAG to the SWG on the Directives. Such a group will be responsible for US contributions and delegations to the SWG on the Directives and will be required to provide status reports to the INCITS EB. As soon as an operable committee can be formed, this ad hoc should be dissolved.

Special thanks to Mr. Stanwyck for bringing Annex N's redrafting to successful closure.

The relevant Resolutions from the JTC 1 Plenary are:

**Resolution 15 – Establishment of a JTC 1 Special Working Group on the Directives (SWGDirectives)**

In accordance with Recommendation 5 of the 14-15 June 2005 meeting of the JTC 1 Ad Hoc on Directives (JTC 1 N 7849), JTC 1 establishes a JTC 1 Special Working Group on the Directives.

The Terms of Reference for this Special Working Group are as follows:

- The SWG-Directives operates under the direction of JTC 1 to maintain the JTC 1 Directives and implement changes to the JTC 1 Directives agreed by JTC 1. The SWG-Directives shall monitor the implementation of existing procedures, evaluating their effectiveness and making proposals for changes where found necessary.
- The SWG-Directives shall cooperate with ISO and IEC in the development of detailed harmonized procedures.
- Membership in the SWG-Directives is open to all P-members of JTC 1. O-members of JTC 1, Category A Liaison members of JTC 1, and SCs may also participate in the SWG-Directives
- The SWG-Directives is empowered to issue 60 day JTC 1 Letter Ballots if necessary.

The SWG-Directives will be convened by the JTC 1 Chairman, and administered by the JTC 1 Secretariat. The JTC 1 Secretariat will serve as Project Editor for changes to the Directives text.

JTC 1 instructs its Secretariat to issue a call to National Bodies for participation in the SWGDirectives.

The first meeting of the SWG-Directives is scheduled for 8-10 March 2006 in Zurich, Switzerland.

JTC 1 welcomes the offer of Canada to host a subsequent meeting of the SWG-Directives, tentatively the week of 24 July 2006.

**Unanimous**

#### **Resolution 16 – Revision of Annex N to the JTC 1 Directives, Edition 5**

JTC 1 approves document **JTC 1 N Banff 001A, Banff 001B and Banff 001C** as a replacement for the current Annex N, *The Normative Referencing of Specifications other than International Standards in JTC 1 International Standards - Guidelines for JTC 1 SCs*, of the JTC 1 Directives.

JTC 1 instructs its Secretariat to implement this change in the JTC 1 Directives Edition 5 (.doc, .pdf and .html versions) as soon as possible and to advise JTC 1 National Bodies and Subcommittees when the change has been implemented.

With the approval of the revised Annex N, JTC 1 encourages National Bodies and Subcommittees to collaborate on rapidly progressing a first set of Approved RS Originator Organization (AROs) by providing the information required by the new ARO template form for those organizations which have specifications which many SCs have referenced. JTC 1 acknowledges the offers of PAS Mentors to assist the SCs in providing the ARO templates for the following organizations:

- IETF – (SC 36 to prepare template)
- IEEE – (SC 7 to prepare template)
- W3C – (SC 6 to prepare template)
- OASIS – (JTC 1 to prepare template)
- SMPTE – (SC 29 to prepare template)
- Unicode – (SC 2 to prepare template)

**Unanimous**

#### **Resolution 17 – Revision of Clause 4.6 and Annex H to the JTC 1 Directives, Edition 5**

JTC 1 approves the changes to clause 4.6, *Responsibility of Keeping Records*, and to Annex H of the JTC 1 Directives as specified in document **JTC 1 N Banff 002**. JTC 1 instructs its Secretariat to implement these changes in the JTC 1 Directives Edition 5 (.doc, .pdf and .html versions) as soon as possible and to advise JTC 1 National Bodies and Subcommittees when the change has been implemented.

JTC 1 notes that this change in requirements may be difficult if not impossible for SCs to implement with respect to currently published standards. Therefore, the new requirements apply to all new and existing projects and will apply to published standards at the 5 year review process but do not exclude documents related to past projects where available.

**Unanimous**