

INCITS
InterNational Committee for Information Technology Standards (INCITS)
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INCITS Secretariat's Report to the January 2008 Meeting of the INCITS Executive Board

This INCITS Secretariat's report addresses Agenda Item 3 on the January 2008 INCITS Executive Board agenda.

Staff Accomplishments for the Period September 1 through December 31, 2007

1. New staff member, Ms. Serena Patrick, was hired in October 2007 to fill the vacant position of Associate Manager, Standards Operations.
2. Managed normal workload as defined in the INCITS/RD-4, *Secretariat Services*.
3. Worked on action items from the September and October INCITS EB meetings and the FBC and PBC meetings.
4. Met with ITI legal counsel twelve hours since the last meeting.
5. Managed current financial situation, worked on the preparation of financial reports and the 2008 budget.
6. Participated in meetings of the following activities: September and October 2007 INCITS EB meetings, FBC, PBC, INCITS Ad Hoc on IPR Issues, INCITS Ad Hoc on SC 22 TAG Restructuring, INCITS Ad Hoc on Collaboration, and INCITS 2389 Resolution Meeting.
7. Attended the December 2007 Department of Homeland Security Standards Council meeting to give an INCITS overview presentation.
8. Reviewed 20 sets of TC/TG/SG minutes.
9. Conducted one training session to bring one appointed officer into training compliance.

Standards Processing Statistics

- **2 new standards approved between September 1 and December 31, 2007**
 - **INCITS 434**: 2007, Information technology - Tenprint Capture Using BioAPI - **INCITS/M1**
 - **INCITS 435**: 2007, Information technology - Fibre Channel BaseT (FC-BaseT) - **INCITS/T11**
- **1 new project approved between September 1 and December 31, 2007**
 - **Project 1649**, Information technology - Fibre Channel - Avionics Environment - Anonymous Subscriber Messaging AMENDMENT 1 (FC-AE-ASM/AM1) - **INCITS/T11**
- **46 public reviews initiated between September 1 and December 31, 2007**
 - **3** - Adoption of International Standards
 - **6** - Approval of INCITS Standards
 - **33** - Reaffirmation of Standards
 - **3** - Withdrawal of Standards
 - **1** - Stabilization of Standards

- **0** - Approval of Fast Track Candidate as an INCITS standard

TAG Activities for the Period September 1 through December 31, 2007

- **251** - US National Body votes submitted
- **65** - US National Body contributions/comments submitted
- **23** - US National Body delegations submitted
- **2** - US National Body offers to host international meetings submitted
- **2** - US National Body candidates for international office submitted

Patent Issues Requiring INCITS EB Attention

No patent issues requiring INCITS EB attention have been identified at this time.

**Ballots for the INCITS Executive Board
(ballots closing between January 1 and December 31, 2007)**

Activity	Ballots Issued in Period
Officer Appointments - National	24
Officer Endorsements - International	14
Management/Administrative - National	18
Management/Administrative - International	2
New Work - National	0
New Work - International	7
Final Approvals - National	23
DIS/FDIS/TR/Amendments - International	141
National Adoptions	40
Maintenance - National	206
Maintenance - International	132
US Contributions	3
	610

INCITS Executive Board Letter Ballots Closing between January 1 and December 31, 2007

