

CS1/06-0185

US National Body Contribution to JTC 1/SC 27 on Establishing Realistic Requirements for WG (and OWG) Calling Notices, Meeting Agenda, and Document Submissions

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The SC 27 Working Groups continue to meet on roughly a six month schedule. To date, this ambitious schedule has successfully resulted in the rapid progression of the SC 27 program of work.

The US National Body believes it is important for SC 27 to reassess and affirm its requirements for WGs (and OWGs) to have appropriate deadlines for meeting calling notices, meeting agenda, and submissions of documents. This is even more important now that there are five SC 27 WGs that will typically be meeting about twice a year. National Bodies and WG experts should have the expectation that they will have at least a minimum amount of time to assess all of the documents that will be considered at each WG meeting. Therefore, it is incumbent upon SC 27 to enforce realistic requirements on its WGs, National Bodies, WG experts, and project editors on calling notices, draft agenda, and submission and distribution of documents.

Given the SC 27 WG twice a year meeting schedule, the present JTC 1 **90-day requirement** for WG and OWG calling notices and meeting agenda (ref: ISO/IEC JTC 1 Directives, Edition 5, Version 2.0) is unrealistic. Further, there is a **4 week** requirement for cut-off dates for contributions to SC meetings (with some specified exceptions) but cut-off dates for contributions to WG (and OWG) meetings, and any exceptions, are not specified. (For quick reference, the relevant clauses, with highlighted text, from the ISO/IEC JTC 1 Directives, Edition 5, Version 2.0 are listed below.)

The US National Body suggests the following minimum requirements for SC 27 WGs:

- WG calling notice - 90 days in advance of meeting
- WG first draft agenda - 60 days in advance of meeting
- Cut-off dates for contributions from NBs, WG experts, and project editors - due in time for posting to the WG final draft agenda (any exceptions should be clearly specified)
- WG final draft agenda - 30 days in advance of meeting

The above suggested minimum requirements for WGs are probably too severe for OWG meetings. One reason is that the need for establishing an OWG may only become apparent during a WG meeting. Further, NBs can easily react to a

much - shorter time frame for nominating experts to attend an OWG meeting and having those experts make initial expert contributions.

The US National Body suggests the following minimum requirements for SC 27 OWGs:

- OWG calling notice - 60 days in advance of meeting
- OWG first draft agenda - 30 days in advance of meeting
- Cut-off dates for contributions from OWG experts - due in time for posting to the OWG final draft agenda (any exceptions should be clearly specified)
- OWG final draft agenda - 2 weeks in advance of meeting

Based upon the fact that SC 27 WGs need to be able to efficiently and effectively meet every six months, the US National Body recommends that SC 27 move quickly to:

- Set explicit minimum requirements for WG (and OWG) calling notices, agendas, and cut-off dates for contributions.
- Request JTC 1 to change the JTC 1 Directives to reflect SC 27's requirements and, until such time as the Directives might be modified, request that SC 27 be authorized to operate under these requirements for a trial period of 2 years.

Key Clauses from the ISO/IEC JTC 1 Directives, Edition 5, Version 2.0

2.6.2 Other Working Groups (OWG)

2.6.2.1 JTC 1, SCs and WGs may establish OWGs to undertake specific tasks between meetings of the establishing body. These tasks shall be defined at a meeting of the establishing body. The provisions of these directives which apply to WGs apply to OWGs as well, [except as otherwise noted in the terms of reference of the OWG \(see 2.6.2.3\)](#). Since the provisions of 7.5.2 and 7.6.1 impose minimum lead times between meetings, advanced planning of such meetings is particularly necessary if work is to be completed before the next meeting of the establishing body.

2.6.2.3 When established, the terms of reference of each OWG shall be defined by the establishing body taking into account:

- A definition of the task to be completed by the group;
- The time frame in which the task is to be completed;
- The membership of the group;
- The designation of the group's convener;
- Appropriate provisions for the administrative support of the group;
- Meeting arrangements for the first meeting of the group.

7 Meetings

7.1 General

[JTC 1 and its subsidiary bodies should work as much as possible by correspondence](#). JTC 1 and its subsidiary body Secretariats, or Convenor in the absence of Secretariats, are responsible for all arrangements for their own meetings, assisted by the host NB.

7.5 Calling and Cancelling Meetings

7.5.2 WG Convenor shall convene meetings of the WG if questions cannot be solved by correspondence and decisions reached shall be incorporated in resolutions (see 7.10.3-). Either the WG Convener or the Secretariat shall issue the calling notice. [The period of notification of a meeting should normally not be less than four months \(however, see 7.6.1\)](#).

7.6 Meeting Agenda

7.6.1 For JTC 1 and SCs, the committee Secretariat prepares the draft agenda and distributes it to the members of the committee, whenever possible in both

English and French, four months in advance of the meeting. WG agendas shall be distributed by the Convener or Secretariat preferably four months, but no less than three months in advance. WG agendas shall be distributed to the members of the WG and to the parent body.

7.6.2 Any comments on the agenda or proposals for the addition of NPs should be sent to the committee Secretariat by the members not later than two months before the meeting. The Secretariat distributes such comments or proposals immediately in order to permit adequate preparation by delegates.

7.6.3 JTC 1 and SC agendas should be compiled so as to encourage NBs to send a balanced, full delegation with the greatest possible ability to negotiate final agreement on justified points that arrive late or during the meeting. NBs are responsible for keeping their delegates fully informed and supplied with all meeting documents. Also NBs shall be reminded that contributions shall be received by the Secretariat 4 weeks before a meeting (see 0).

7.8 Meeting Documents

In order for discussions in the JTC 1 plenary meeting and in SC meetings to reflect as fully as possible the NB positions and concerns, there should be adequate notice of issues to be discussed at meetings and clear guidelines for the submission of documents for consideration.

Discussion of documents under ballot at the time of the Plenary meeting is prohibited, as it could create confusion as to the status of the ballot.

7.8.1 Contributions

- Contributions may be submitted to JTC 1 or its subsidiary bodies by any member, or by any directly reporting subsidiary body ;
- Documents for any JTC 1 or SC meeting, particularly those raising new issues or those for which a final agreement at the meeting is desired, shall be delivered to the Secretariat in time for them to be posted to the JTC 1 or SC Web server (as appropriate) four weeks prior to the meeting. The following exceptions are permitted:
- Comments on posted documents provided they are received by the Secretariat in a form suitable for immediate posting, not later than one week prior to the meeting.
- Reports from SCs to JTC 1 where the meeting is held inside the four-week deadline. Reports should in these cases be posted not more than two days after the end of the SC meeting and only reports will be received. Substantive matters arising from such meetings shall not be considered at the JTC 1 meeting, unless agreed by JTC 1. This should be borne in mind when setting dates for SC meetings.

- A proposed document revision from a project editor, which incorporates comments received prior to the meeting and which is intended to be developed further at the meeting, may be posted up to one week prior to the meeting.
- CDs for discussion at a meeting shall be distributed not less than three months in advance of the meeting for which they are intended;
- Rules for the referencing and numbering of working documents and correspondence relating to the technical work are given in **Error! Reference source not found.**
- Where new issues arise which are not able to be posted to the Web server at least four weeks prior to the meeting, any decision made at the meeting may need to be confirmed by a NB ballot after the meeting. Such items must be posted to the Web as soon as possible and prior to the meeting so that they are available to NBs as well as delegates. Although paper copies may be distributed at the meeting, arrangements must be made to allow delegates to the meeting to obtain electronic copies in accordance with the JTC 1 policies on electronic document distribution.

7.8.2 Urgent Business.

Advance distribution of contributions may not be possible, for example, where new issues are not identified until it is too late for distribution. In addition, discussion at a meeting may identify new issues needing immediate action. JTC 1 or its subsidiary bodies may, [at the discretion of the Chairman or Convener and members present, consider working documents distributed in less than the prescribed advance period.](#)