

**ia080009**

**InterNational Committee for Information Technology Standards**  
INCITS Secretariat, Information Technology Industry Council (ITI)  
1250 Eye St. NW, Suite 200, Washington, DC 20005  
Telephone 202-737-8888; Fax 202-638-4922

Date: 15 August 2008  
Reply to: Michael Takemura  
Phone: 281-518-0739  
Email: michael.takemura@hp.com

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**Draft Minutes**  
**INCITS Study Group on Accessibility**  
**Meeting # 31**  
**Friday, 15 August 2008**

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**1. Administrative**

**1.1 Call to Order**

Mr. Takemura called the meeting to order at approximately 12:00 p.m. EDT.

**1.2 Introduction of Participants and Membership Report**

Mr. Takemura conducted a roll call. Participating members from the Study Group (SG) are noted in the table below. Ms. Barbara Bennett of the INCITS Secretariat also participated in the meeting in an advisory role.

**Voting Members**

<b>Organization</b>	<b>Representatives</b>	<b>Participated in August 15, 2008 Meeting</b>
AOL Time Warner	Tom Wlodkowski	<b>X</b>
	Roger Martin	
	Don Evans	
Apple Computer	Mary Beth Janes	<b>X</b>
Auburn Engineers	Tom Albin	
Cisco	Daniel Tang	<b>X</b>
Hewlett-Packard	Michael Takemura	<b>X</b>

	Natasha Lipkina	X
HiSoftware	Dana Simberkoff	X
	Robert Yonaitus	
IBM	Ron Silletti	
	Andi Snow-Weaver	X
Information Technology Industry Council (ITI)	Ken Salaets	
Lexmark	Don Wright	
	Dennis Hasselbring	
	Xin Tyre Feng	X
	Dwight Lewis	X
Microsoft	Laura Ruby	
	James Thurston	X
Oracle	Peter Wallack	X
	Donald Deutsch	
SAP Labs	Alex Li	X
Sony Electronics	Jean Baronas	X
	Ed Barrett	

**Advisory Members (Non-Voting)**

<b>Organization</b>	<b>Representative</b>	<b>Participated in August 15, 2008 Meeting</b>
U.S. Department of Commerce	Jon Boyens	
Electronic Industries Alliance	Edward Mikoski, Jr.	
TecAccess	Mac McCuller	X
	Dana Marlowe	X
	LaMondre Pough	X

*Note: If a company is absent two consecutive meetings, they risk losing voting status.*

**1.3 Appointment of Recording Secretary**

Ms. Marlowe volunteered.

**1.4 INCITS Antitrust**

Mr. Takemura reminded the Study Group of the INCITS Antitrust guidelines and that this meeting and all Study Group members cover this meeting (INCITS Anti-Trust Guidelines:

<http://www.incits.org/inatrust.htm>)

## **1.5 Approval of the Agenda**

**Reference: ia080007**

Mr. Takemura asked if there were any comments on the draft agenda. Hearing none, he invited a motion to approve. Ms. Baronas offered it, with a second by Mr. Li. The motion carried by unanimous consent.

## **1.6 Approval of Minutes for 21 May 2008 Meeting**

**Reference: ia080006**

Mr. Takemura asked if there were any comments or edits on the draft minutes. Hearing none, he invited a motion to approve. Ms. Li offered it, with a second by Mr. Tang. The motion carried by unanimous consent.

## **1.7 Review Action Items from 21 May Meeting**

No action items were recorded for this meeting.

## **2. Review submissions for DTR Ballots for 29138 Parts 1-3**

### **2.1 JTC 1 N9174 – ISO/IEC DTR 29138-2, Information Technology – Accessibility Considerations for People with Disabilities – Part 2: Standards Inventory**

**Reference: [JTC1 N 9174](#)**

Mr. Takemura noted that the Draft Technical Report (DTR), which was reviewed by the SWG-A during its June session in Tokyo, can be viewed at [www.JTC1access.org](http://www.JTC1access.org). He noted that the document before the SG is the final DTR. The SG is to decide whether it approves or disapproves of these comments. Ms. Snow-Weaver mentioned that the heading is wrong on document N9174. It should say DTR, not PDTR. She also explained that this document is an inventory of accessibility standards around the world.

Ms. Bennett discussed the rationale behind approving or disapproving the document.

Mr. Takemura explained that comments were managed during the meeting in Tokyo, and the JTC1 was informed of the important need for making documents available in accessible format. He also shared that this is a compendium of standards from around the world and is not really anything controversial. It simply represents what currently exists.

Mr. Wlodkowski remarked that the PDF was not accessible.

After additional discussion, Mr. Takemura called the question on the document. Ms. Baronas motioned to approve DTR JTC1 N9174. Ms. Simberkoff seconded.

The vote tally was as follows: 9, 0, 2, 2

- 9 in favor
- 0 opposed
- 2 abstention
- 2 no response

<b>Organization</b>	<b>Representatives</b>	<b>VOTE</b>
AOL Time Warner	Tom Wlodkowski	ABSTAIN
Apple Computer	Mary Beth Janes	YES
Auburn Engineers	Tom Albin	NO RESPONSE
Cisco	Daniel Tang	ABSTAIN
Hewlett-Packard	Natasha Lipkina	YES
HiSoftware	Dana Simberkoff	YES
IBM	Andi Snow-Weaver	YES
Information Technology Industry Council (ITI)	Ken Salaets	NO RESPONSE
Lexmark	Dwight Lewis	YES
Microsoft	James Thurston	YES
Oracle	Peter Wallack	YES
SAP Labs	Alex Li	YES
Sony Electronics	Jean Baronas	YES

Accordingly, Mr. Takemura announced that the motion was approved.

**2.2 JTC1 N9175 – ISO/IEC DTR 29138-3, Information Technology – Accessibility Considerations for People with Disabilities – Part 3: Guidance on User Needs Mapping**

**Reference:** [JTC1 N 9175](#)

Mr. Li provided a brief description regarding the purpose of this document. Absent substantive issues or concerns, he offered a motion for the SG to approve it. Ms. Simberkoff seconded.

The vote tally was as follows: 9, 0, 2, 2

- 9 in favor
- 0 opposed
- 2 abstention
- 2 no response

<b>Organization</b>	<b>Representatives</b>	<b>VOTE</b>
AOL Time Warner	Tom Wlodkowski	ABSTAIN
Apple Computer	Mary Beth Janes	YES
Auburn Engineers	Tom Albin	NO RESPONSE
Cisco	Daniel Tang	ABSTAIN
Hewlett-Packard	Natasha Lipkina	YES
HiSoftware	Dana Simberkoff	YES
IBM	Andi Snow-Weaver	YES
Information Technology Industry Council (ITI)	Ken Salaets	NO RESPONSE
Lexmark	Dwight Lewis	YES
Microsoft	James Thurston	YES
Oracle	Peter Wallack	YES
SAP Labs	Alex Li	YES
Sony Electronics	Jean Baronas	YES

Accordingly, Mr. Takemura announced that the motion was approved.

### 2.3 JTC1 N9175 – ISO/IEC DTR 29138-3, Information Technology – Accessibility Considerations for People with Disabilities – Part 1: User Needs Summary

Reference: [JTC1 N 9176](#)

Mr. Takemura provided a brief summary of the document, which contains a summary of user needs and consideration for how assistive technology is utilized by individuals within different disability categories.

Ms. Snow-Weaver added that the intent was to create a comprehensive inventory of user needs, and is not related to design standards. It is based largely on an original work product from the Trace Center (University of Wisconsin-Madison), but was expanded by the Special Working Group on Accessibility (SWG-A). However, she expressed concern that the document does not give sufficient emphasis or priority to the need for additional research as a precursor to possible future standards activity. She suggested that the SG consider recommending additional language to that effect.

A brief discussion ensued, with members expressing agreement. The question arose how the SG could make that recommendation without triggering the need for a new round of balloting by the JTC1. Ultimately, it was agreed that adding such text could probably be incorporated as an editorial rather than substantive amendment requiring new balloting. Ms. Bennett provided advice on the necessary steps that the SG would need to follow to accomplish the desired outcome.

Accordingly, Ms. Baronas offered a motion for the SG to vote no, with comments to be provided via a letter ballot that include suggested input from Ms. Snow-Weaver. Mr. Li seconded the motion. Mr. Takemura called the question.

The vote tally was as follows: 9, 0, 2, 2

- 9 in favor
- 0 opposed
- 2 abstention
- 2 no response

Organization	Representatives	VOTE
AOL Time Warner	Tom Wlodkowski	YES
Apple Computer	Mary Beth Janes	NO RESPONSE
Auburn Engineers	Tom Albin	NO RESPONSE

Cisco	Daniel Tang	YES
Hewlett-Packard	Natasha Lipkina	YES
HiSoftware	Dana Simberkoff	YES
IBM	Andi Snow-Weaver	YES
Information Technology Industry Council (ITI)	Ken Salaets	NO RESPONSE
Lexmark	Dwight Lewis	YES
Microsoft	James Thurston	YES
Oracle	Peter Wallack	YES
SAP Labs	Alex Li	YES
Sony Electronics	Jean Baronas	YES

The vote tally was as follows:

- 10 in favor
- 0 opposed
- 0 abstentions
- 3 no response

Accordingly, Mr. Takemura announced that the motion was approved.

### 3. Other

#### 3.1 Notification of Canadian Contribution to JTC1/SC36/WG7 – UN Convention on Rights of Persons with Disabilities and Optional Protocol (2006)

Reference: [in080528](#)

It was agreed to table this item until the next meeting of the SG.

### 4. Future Meetings

It was noted that the next meetings of the SWG-A are as follows:

- 15 January 2009 Ballot Resolution Meeting (via conference call)
- 22-26 June 2009 SWG-A Meeting in Saskatoon, Canada

- Study Group Meeting to be scheduled

## **5. Review of Action Items**

Mr. Takemura initiated a review of action items from the meeting. The following were identified by the SG:

- a.) Letter ballot for N9175 – User Needs Summary. Ms. Snow-Weaver agreed to draft the text for the ballot.
- b.) Include SG consideration of the Canadian Contribution to JTC1/SC36/WG7 on the next meeting's agenda

## **6. Adjourn**

Having concluded scheduled business, Mr. Takemura invited a motion to adjourn the meeting. Mr. Li offered it, seconded by Mr. Tang. The vote was unanimous. Accordingly, the meeting adjourned as of 1:45 p.m. Eastern.