

ISO/IEC JTC 1/SC 34 N 1002

DATE: 2008-03-24

ISO/IEC JTC 1/SC 34
Document Description and Processing Languages
Secretariat: **Japan (JISC)**

DOC. TYPE	Resolutions						
TITLE	Meeting Recommendations from the 11-14 March 2008 SWG-Directives Meeting in London, United Kingdom [JTC 1 N 8987]						
SOURCE	JTC 1 Secretariat						
PROJECT							
STATUS	For information and review at the SC 34 Plenary meeting to be held in Oslo, Norway, 2008-04-05/09.						
ACTION ID	FYI						
DUE DATE							
DISTRIBUTION	P, O and L Members of ISO/IEC JTC 1/SC 34 ; ISO/IEC JTC 1 Secretariat; ISO/IEC ITTF						
ACCESS LEVEL	Open						
ISSUE NO.	16						
FILE	<table><tr><td>NAME</td><td>1002.pdf</td></tr><tr><td>SIZE (KB)</td><td></td></tr><tr><td>PAGES</td><td>15</td></tr></table>	NAME	1002.pdf	SIZE (KB)		PAGES	15
NAME	1002.pdf						
SIZE (KB)							
PAGES	15						

Secretariat ISO/IEC JTC 1/SC 34 - 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 N 8987

2008-03-14

**ISO/IEC JTC 1
Information Technology**

Document Type: Meeting Resolutions

Document Title: Meeting Recommendations from the 11-14 March 2008 SWG-Directives Meeting in London, United Kingdom

Document Source: JTC 1 Secretary

Reference:

Document Status: This document is circulated to National Bodies for information.

Action ID: FYI

Due Date:

No. of Pages: 14

**Recommendations from the
SWG-Directives Meeting
11-14 March 2008
London, United Kingdom**

Recommendation 1:

The SWG-Directives recommends that the JTC 1 Secretariat issue the following revised section 7.7.2 for a sixty day letter ballot:

7.7.2 Chairmen of SCs and Conveners of SWGs and WGs reporting directly to JTC 1 shall attend meetings of JTC 1 and may participate in the discussion, but do not have the right to vote. In exceptional circumstances, if a Chairman or Convener is prevented from attending, he shall delegate the Secretary to represent the Chairman or Convener.

The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 2:

The SWG-Directives recommends that the JTC 1 Secretariat issue the following revised section 5.4.1.1 for a sixty day letter ballot:

5.4.1.1 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 next SC plenary session following the three-year term. The Chairman may be reappointed for additional three year terms.

The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 3:

The SWG-Directives recommends that the JTC 1 Secretariat issue the following revised sections 7.6.1 and 7.11.1 for a sixty day letter ballot:

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. OWG meeting notices and first agendas shall be sent to SC National Bodies no less than 60 days before the first OWG meeting. The 60 day notification for meeting notices and

first agendas applies to OWGs that would hold electronic meetings to take place between meetings of the parent body to:

- (a) address issues related to one specific project or topic required to progress work or
- (b) develop and provide input in relation to a request from an existing liaison that is required before the following meeting of the parent body.

JTC 1 notes that OWGs may have a combination of separate physical and electronic meetings. The calling notice and first agenda must be sent to all National Bodies no later than 15 days after the meeting of the parent body that established the OWG.

7.11.1 Use of Voice Teleconferencing

JTC 1 permits the use of voice teleconferencing as a means of conducting work by any subgroup of JTC 1 and its SCs. Agreement on the use of teleconferencing shall be made by consensus of the group. The meeting organizer and host, in conjunction with the Chairman/Convener, are permitted to decide (with the consent condition described above) if a teleconference is appropriate for a meeting.

- All meeting materials must be available to all participants two weeks prior to the meeting
- All meeting resolutions must be electronically distributed (via email or on a common website) before the meeting concludes.
- When considering the use of teleconferencing to support a meeting, meeting organisers should consider in advance the potential advantage to all participants. Additional consideration should be given to the impact of the timing of teleconference sessions for participants in different time zones, to those National Bodies which would not otherwise be able to attend the meeting and to the flow of the agenda in order to bring together local attendees and remote participants.

JTC 1 recognises that certain special considerations are required to make the use of voice teleconferencing successful.

Proper consideration shall be given to:

- a) time zone differences for meeting participants;
- b) the diversity of the participants' meeting language skills and the possible importance of visual contact;
- c) difficulty in managing a teleconference meeting of more than a small number of participants; and
- d) possible requirement for alternative meeting arrangements (e.g. see below).

- Participants should have some recourse, e.g. postponement of the meeting, if access to teleconference facilities is unexpectedly unavailable at the scheduled time or if the quality of the communication link is objectionable.
- Participants should have some recourse, e.g. postponement of agenda items, if posted documents are not available to them on the same basis as all other participants.
- The use of teleconferencing shall not lessen document distribution and meeting reporting requirements.

The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 4:

The SWG-Directives recommends that the JTC 1 Secretariat circulate JTC 1 N 8986, Draft Standing Document on Best Practices for Teleconferencing, prepared by Isabelle Valet Harper and Kate Grant, for a three-month comment period to JTC 1 National Bodies and subcommittees. The comments received will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 5:

The SWG-Directives recommends that the JTC 1 Secretariat create and maintain a current download package that contains the JTC 1 Directives and all relevant standing documents.

Unanimously approved

Recommendation 6:

The SWG-Directives recommends that the JTC 1 Secretariat submit JTC 1 N ### on the Length of the DIS Ballot Period to the ISO/IEC/JTC 1 Ad Hoc Group 25 for consideration at their 22 April 2008 meeting.

Unanimously approved

Recommendation 7:

The SWG-Directives recommends that the JTC 1 Secretariat issue a sixty day letter ballot for the inclusion of the following new section 3.3.4.1.3 and the deletion of the fourth bullet of Category C in section 3.3.4.2 :

3.3.4.1.3 JTC 1 and each of its Subcommittees shall review annually liaison relationships of all categories to ensure that they are effectively functioning, and recommend termination of those relationships that are no longer relevant. The result of this review by SC, with recommendations, if any, shall be forwarded to JTC 1 for review and consideration.

The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 8:

The SWG-Directives recommends that the Japanese National Body prepare a contribution on section 3.3.4.2, specifically the approval process for Category C Liaisons, for consideration by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 9:

The SWG-Directives notes that the revised Annex H prepared by the former IIT Rapporteur, contained in JTC 1 N 8860, is incomplete and creates the Ad Hoc on Annex H of the SWG-Directives to conduct a thorough examination of Annex H.

Mr. Jim Hughes, the United States, will serve as the convener, and the following National Bodies have indicated their intent to participate: Canada, France, Germany, Japan, the United Kingdom, and the IEC Central Office. The SWG-Directives recommends that the JTC 1 Secretariat issue a call for participation to all JTC 1 National Bodies and subcommittees. The SWG-Directives encourages the JTC 1 Liaison to ITSIG to participate in this Ad Hoc.

This Ad Hoc Group is charged with conducting a thorough review of Annex H and make recommendations on how to improve it. Specifically, they are requested to focus on:

- the availability of recommended tools
- the relevance of the formats listed
- the availability of new formats
- the lay-out of the document
- whether or not this should be an annex or standing document
- ensure that revisable versions of meeting reports and resolutions are made available
- retention issues in line with the requirements in 4.6 of the Directives

The SWG-Directives further recommends that the JTC 1 SWG-Accessibility provide input on this review.

The first meeting of this Ad Hoc will take place on 4 April 2008 at 1300hr UTC via teleconference.

A report of the Ad Hoc will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 10:

The SWG-Directives recommends that Mr. Gabriel Barta prepare a document on use cases to aid in the understanding of the problems outlined in JTC 1 N 8670, Contribution on the JTC 1 Fast Track Process as Applied to Amendments and its Applicability to JTC 1.

The SWG-Directives recommends that the JTC 1 Secretariat issue this document upon receipt to JTC 1 National Bodies for a three-month comment period. The National Body comments will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 11:

The SWG-Directives recommends that the National Body of Germany create a document which illustrates the questions in the New Work Item Proposal form and the PAS Explanatory Reports which could be applied to any of the three processes. This document will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 12:

The SWG-Directives notes that any discrepancies in the acceptance criteria of PAS Submissions and Enquiry drafts should be eliminated. The SWG-Directives recommends that the JTC 1 Secretariat issue a sixty day ballot to JTC 1 National Bodies to replace the acceptance criteria stated in 14.4.3.3 with a reference to section 9.6. The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 13:

The SWG-Directives, noting the Canadian contribution on submission length and complexity contained in JTC 1 N 8940, recommends that the JTC 1 Secretariat issue a three-month call for National Body comments on complexity criteria.

Unanimously approved

Recommendation 14:

The SWG-Directives, noting the mandatory use of the ISO Committee Internal Balloting System, recommends that the JTC 1 Secretariat issue a three-month call for contributions to JTC 1 National Bodies on the elimination of voting forms from the JTC 1 Directives. The National Body comments will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 15:

The SWG-Directives recommends that the JTC 1 Secretariat issue a three-month call for contributions on the elimination of constraints regarding allowed types of comments during ballots in the JTC 1 Directives. The National Body comments will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 16:

The SWG-Directives recommends that the JTC 1 Secretariat issue a sixty day letter ballot on the following suggestions for revisions to section 7.3 of Annex M:

- include a clause asking for information on the global/regional/national outreach of the PAS submitter in section 7.3.2.2
- include an explicit request to the PAS submitter to provide its current IPR Policy to JTC 1 in section 7.3.3

The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 17:

The SWG-Directives, noting the postponement of the consideration of the UK Contribution on Ballot Resolution Groups contained in JTC 1 N 8735, recommends that the JTC 1 Secretariat issue a three-month call to JTC 1 National Bodies for contributions on this document. The National Body comments will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 18:

The SWG-Directives requests that Australia provide a rationale for its submissions contained in JTC 1 N 8961 and JTC 1 N 8962. The SWG-Directives also requests that Australia provide some clarification on these documents, especially on JTC 1 N 8961 (specifically, the document title references the Fast Track process, but the document discusses the PAS process; the term non-conformance is not clearly defined). This contribution will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 19:

The SWG-Directives, noting that discussion on the UK and SC 28 contributions on the Fast Track Procedures contained in documents JTC 1 N 8746 and JTC 1 N 8948, respectively, have been deferred to the July 2008 SWG-Directives meeting, recommends that the JTC 1 Secretariat issue a three-month call to JTC 1 National Bodies for further contributions on the issues contained in these documents. The National Body comments will be considered by the SWG-Directives at its July 2008 meeting.

Unanimously approved

Recommendation 20:

The SWG-Directives recommends that the JTC 1 Secretariat issue the changes to the following sections of the JTC 1 Directives on P-member thresholds for a sixty day letter ballot:

- Section 6.2.1.3:

... In order to be approved, the proposal shall be supported by a simple majority of P-members of JTC 1 voting, with at least five P-members of the SC to which the project will be assigned committed to active participation. If the NP is submitted by an SC, the SC should first determine that at least five of its P-members will participate. ...

Deleted: all

- Section 9.3.1.1:

... For the ballot to be successful at the SC level, the NP shall be supported by a simple majority of P-members of the SC voting, with at least five P-members committed to active participation. ...

Deleted: all

- Section 9.3.2.2:

9.3.2.2 *In order to be approved, the NP shall be supported by a simple majority of P-members of JTC 1 voting, with at least five P-members of the SC to which the project will be assigned committed to active participation.*

Deleted: all

The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting, and if approved, sent to the ISO TMB and IEC SMB for approval.

Unanimously approved

Recommendation 21:

The SWG-Directives recommends that the JTC 1 Secretariat issue the changes to the following sections of the JTC 1 Directives on New Work Item Proposal acceptance criteria for a sixty day letter ballot:

- Section 6.2.1.3:

... In order to be approved, the proposal shall be supported by a majority of all P-members of JTC 1 with at least five P-members of the SC to which the project will be assigned committed to active participation. For SCs with 16 P-members or fewer, at least four instead of five P-members committed to active participation are needed. If the NP is submitted by an SC, the SC should first determine that at least five or four (as relevant) of its P-members will participate. ...

- Section 9.3.1.1:

... For the ballot to be successful at the SC level, the NP shall be supported by a majority of all P-members of the SC with at least five P-members committed to active participation. For SCs with 16 P-members or fewer, at least four instead of five P-members committed to active participation are needed. ...

- Section 9.3.2.2:

9.3.2.2 *In order to be approved, the NP shall be supported by a majority of all P-members of JTC 1 with at least five P-members of the SC to which the project will be assigned committed to active participation. For SCs with 16 P-members or fewer, at least four instead of five P-members committed to active participation are needed.*

The results of this ballot will be considered by the SWG-Directives at its July 2008 meeting, and if approved, sent to the ISO TMB and IEC SMB for approval.

*Approved
Korea Objects*

Recommendation 22:

The SWG-Directives requests that JTC 1/SC 36 clarify their contribution contained JTC 1 N 8853 for consideration by the SWG-Directives at their July 2008 meeting.

Unanimously approved

Recommendation 23:

The SWG-Directives confirms that the next meeting will take place at 0900hr, Tuesday, 29 July to 1700hr, Thursday, 31 July 2008 in Canada, exact location to be determined.

The SWG-Directives confirms that it will meet 9-13 March 2009, in Tokyo, Japan.

The SWG-Directives schedules a meeting 20-24 July 2009, in Berlin, Germany.

Unanimously approved

Recommendation 24:

The SWG-Directives instructs the JTC 1 Secretariat and Chairman to issue the final agenda for the July 2008 meeting no later than 4 July 2008. Any contributions received after 30 June 2008 will be placed on a subsequent agenda of the SWG-Directives.

Unanimously approved

Appreciations:

Resolution A:

The SWG-Directives expresses its appreciation to the National Body of the United Kingdom, BSI, for inviting the SWG to London, the meeting facilities and the social event. The SWG-Directives wishes to especially thank Ms. Jean Stride for her assistance in planning the meeting and organizing the social event. The SWG-Directives also expresses their appreciation to BSI, and specifically Shirley Bailey-Wood and Breda Corish, for sponsoring the social event.

ISO/IEC JTC1
SWG-Directives
11-14 March 2008
London, UK

Location:
BSI
389 Chiswick High Road,
London, W4 4AL
United Kingdom

First Draft Agenda

1. Opening of Meeting (13:00 hrs)
2. Introduction of Participants

3. Adoption of Agenda
DOCUMENT: JTC 1 N 8970

The agenda required some modifications, which are as follows:

- Agenda item 9, JTC 1 N 8652 should be JTC 1 N 8632
- Documents JTC 1 N 8890 and JTC 1 N 8783 are incorrect on the linked agenda and were distributed via a memory stick
- Item 14 is a duplicate of Item 11 and therefore removed from the agenda.

4. Chairman's Remarks

The Chairman offered his apologies to the group for not providing the draft JTC 1 Supplement. He explained that the first draft of the JTC 1 Supplement, which was agreed to discuss at this meeting, is unavailable because it has proven to be more difficult to create than he believed it would be. Not only is this a time consuming task, but the amount of information required in this supplement is extensive. It is his intent to distribute the first draft of this Supplement to the attendees of the SWG-D before circulating to JTC 1 as a whole.

- 4.1 Report of the November ISO/IEC Directives Maintenance Team meeting

5. Review of Resolutions of July 2007 SWG-Directives meeting

DOCUMENT: [JTC 1 N 8667](#)

6. Review of Resolutions of JTC 1 Plenary meetings

- 6.1. 2007 Australia Plenary meeting

- 6.1.1 Terms of Office for Subcommittee Chairmen

DOCUMENT: [JTC 1 N 8804](#) (Resolution 2)

ACTION: See Recommendation 2.

- 6.1.2 Teleconferencing and Electronic Meetings

DOCUMENT: [JTC 1 N 8804](#) (Resolution 4A and 4B), [JTC 1 N 8315](#) (SC 6), [JTC 1 N 8736](#) (UK), [JTC 1 N 8840](#) (SWG-A, page 16)

ACTION: See Recommendations 3, 4 and 5

- 6.1.3 DIS Ballot Period

DOCUMENT: [JTC 1 N 8804](#) (Resolution 12), [JTC 1 N 8678](#) (SC 29), [JTC 1 N 8849](#) (SC 29), [JTC 1 N 8955](#) (Japan)

ACTION: See Recommendation 6

Mike Graham, ISO/IEC JMDT, informed the group that a new subgroup of the JMDT has established a sub-group to evaluate the ballot timeframes of both groups. Mr. Graham encouraged JTC 1 to participate in this group once consensus has been reached on this topic. The TMB and SMB will only push any contributions of this sub-group. A meeting of this group is anticipated in April 2008.

The UK reminded the group that the ITU guidelines for collaborative work document will need to be revised to include the decision to eliminate the FCD ballot and use the FDIS ballot.

6.1.4 Management of Liaisons

DOCUMENT: [JTC 1 N 8804](#) (Resolution 25), [JTC 1 N 8956](#) (Japan)

ACTION: See Recommendations 7 and 8

6.1.5 Policy on Electronic Document Distribution

DOCUMENT: [JTC 1 N 8804](#) (Resolution 33), [JTC 1 N 8860](#) (IIT-RG Rapporteur), [JTC 1 N 8911](#) (Canada), [JTC 1 N 8953](#) (UK), [JTC 1 N 8958](#) (France)

ACTION: See Recommendation 9

6.1.6 Items for Consideration by SWG-Directives

DOCUMENT: [JTC 1 N 8804](#) (Resolution 41)

6.2 2005 Canada Plenary, SC Chairman's Attendance at JTC 1 Plenary Meetings

DOCUMENT: [JTC 1 N 8010](#) (Resolution 12)

ACTION: See Recommendation 1

7. Contributions from IEC Central Office on the Fast Track Process as applied to Amendments

DOCUMENT: [JTC 1 N 8667](#) (Recommendation 6), [JTC 1 N 8670](#)

ACTION: See Recommendation 10.

8. Contributions from National Bodies on Standing Documents

DOCUMENT: [JTC 1 N 8667](#) (Recommendation 8), [JTC 1 N 8589](#) (Canada), [JTC 1 N 8672](#)

ACTION: Canada will prepare a document for submission to the July 2008 meeting on this topic.

9. Contributions from National Bodies and SCs on Alignment of JTC 1 Processes

DOCUMENT: [JTC 1 N 8667](#) (Recommendation 9), [JTC 1 N 8666](#), [JTC 1 N 8652](#) (France), [JTC 1 N 8851](#) (Netherlands), [JTC 1 N 8890](#) (SC 34), [JTC 1 N 8893](#) (Germany), [JTC 1 N 8896](#) (UK), [JTC 1 N 8897](#) (UK), [JTC 1 N 8898](#) (India), [JTC 1 N 8902](#) (Hungary), [JTC 1 N 8946](#) (Canada), [JTC 1 N 8954](#) (Japan)

ACTION: The Chairman decided to go through all the questions contained in JTC 1 N 8666. Decisions made are listed below by question.

Question 1a: Germany will create a document that compares the questions in the New Work Item Proposal form and the PAS Explanatory Reports. This document will illustrate which questions, if any, overlap. This document will be considered at the July 2008 SWG-Directives meeting. See Recommendation 11

Question 1b: it was agreed that yes, this should be aligned.

Question 1c: There was no consensus on how to move forward on this issue. NBs will be asked to comment on this for the next meeting.

Question 1d: It was agreed that any discrepancies identified should be eliminated. The criteria in section 9.6 is how the processes should be aligned. See Recommendation 12.

Question 1e: There was no consensus to make a change of the Directives to address this question.

Question 2: See Recommendations 14 and 15

Question 3: See Recommendation 16

Question 4: Agreed that an FDIS should follow a DIS, unless there is 100% approval at the DIS stage. An FDIS will also be required if any comments accompany the vote that require any change (other than minor editorial) to the text. General consensus to try to continue to align to the ISO/IEC Fast Track, and the approval phase of the PAS procedure.

Question 5: As the decision to use a ballot for the initiation of the PAS and Fast Track processes has been deferred, decision on this question is also deferred to the next meeting.

10. Contributions from National Bodies on the Effective Date of Changes to the Directives

DOCUMENT: [JTC 1 N 8804](#) (Resolution 41), [JTC 1 N 8783](#) (Italy), [JTC 1 N 8959](#) (France)

ACTION: The ITTF members present informed the group that when new versions of the Directives are issued, any ballots open during the effective date do not have the rules under which the ballot was initiated changed (for example, due dates). Should the process change for a process (i.e. Fast Track), the initial ballot will be conducted under the initial terms, but any changes to the procedures will be effective upon the conclusion of that initial ballot. It was also noted that when procedural changes occur,

ample warning is given to all effective parties (whether it be ISO, IEC or JTC 1). PAS Submissions would serve as an exception to the rules. "Any decisions on changes to the Directives is effective immediately, unless otherwise specified."

11. Contributions from National Bodies on the Management of Ballot Resolution Groups

DOCUMENT: [JTC 1 N 8804](#) (Resolution 41), [JTC 1 N 8735](#) (UK), [JTC 1 N 8783](#) (Italy), [JTC 1 N 8957](#) (France)

ACTION: at the beginning of the discussion, the Chair informed the group that because there is a possibility of appeal on a recent Fast Track, discussion may be limited on this topic so as not to influence any such appeal. He informed the group that discussion on the contribution would be limited to the naming of the group (either Ballot Resolution Group as suggested by the UK, or the current title of Ballot Resolution Meeting). See Recommendation 17.

12. Contributions from National Bodies on the Clarification of the Fast-track Procedure

DOCUMENT: [JTC 1 N 8804](#) (Resolution 41), [JTC 1 N 8746](#) (UK), [JTC 1 N 8783](#) (Italy), [JTC 1 N 8948](#) (SC 28), [JTC 1 N 8961](#) (Australia)

ACTION: The Chair again mentioned the possibility of appeal on a recent Fast Track, and that this discussion may be limited. It was agreed that because of this possible appeal, documents JTC 1 N 8746 and JTC 1 N 8948 will be deferred until the July 2008 SWG-Directives meeting. See Recommendations 18 and 19.

13. Contributions from National Bodies and SCs on the Conditions to Approve NPs

DOCUMENT: [JTC 1 N 8804](#) (Resolution 41), [JTC 1 N 8737](#) (Japan), [JTC 1 N 8848](#) (SC 23), [JTC 1 N 8939](#) (Korea), [JTC 1 N 8943](#) (Canada)

ACTION: See Recommendations 20 and 21. .

14. Contributions from National Bodies and SCs on Proposed Directives Changes

DOCUMENT: [JTC 1 N 8853](#) (SC 36)

ACTION: See Recommendation 22.

15. Contributions from National Bodies on PAS and Fast-track Document Size

DOCUMENT: [JTC 1 N 8940](#) (Canada)

ACTION: See Recommendation 13

16. Contributions from National Bodies on Clause 10.4 Formal Descriptions

DOCUMENT: [JTC 1 N 8941](#) (Canada)

ACTION: The decision taken at the July 2008 SWG-Directives meeting will remain. No further action will be taken.

17. Contributions from National Bodies on SC Officer Positions

DOCUMENT: [JTC 1 N 8944](#) (Canada)

ACTION: No action will be taken at this point

18. Contributions from National Bodies on Calling Notices for Meetings

DOCUMENT: [JTC 1 N 8945](#) (Canada)

ACTION: Document withdrawn.

19. Contributions from National Bodies on Resolutions and Minutes

DOCUMENT: [JTC 1 N 8947](#) (Canada)

ACTION: The Ad Hoc on Annex H is charged with ensuring that revisable versions of resolutions and minutes are made available.

20. Contributions from National Bodies on JTC 1 Database of IPR Statements

DOCUMENT: [JTC 1 N 8960](#) (France)

ACTION: Mr. Keith Brannon provides an update on the patent database at each JTC 1 Plenary meeting, and provides IPR Statements to the relevant subcommittees when they are received. Mr. Gabriel Barta informed the group that the IEC Patent Database has been modified as per requests. Neither Mr. Brannon or Mr. Barta had any information on a joint patent policy database of ISO, IEC and ITU.

21. Contributions from National Bodies on Recommended Changes for the PAS Procedure

DOCUMENT: [JTC 1 N 8962](#) (Australia)

ACTION: See Recommendation 9.

22. Revision of the JTC 1 Directives

Documents: [JTC 1 N 8942](#) (Canada), document to be provided at the meeting

ACTION: It is the intent of the Chair to have the JTC 1 Supplement available for discussion at the July 2008. This supplement will be a peer to the ISO and IEC Supplements, and its relation will be clear. As JTC 1 has had no issues with the Part 2 of the ISO/IEC Directives, no further action will be taken at this time.

23. Next Meeting

ACTION: See Recommendations 23 and 24.

25. Approval of Recommendations

26. Close of Meeting (no later than 12:00 hrs)

Resolution B:

The SWG-Directives expresses its appreciation to Mr. Ian Greensmith and Mr. Mike Graham of the ISO/IEC JDMT for their expert guidance and advice during the meeting. The SWG-Directives looks forward to continuing its close working relationship with the ISO/IEC JDMT.

Resolution C:

The SWG-Directives expresses its appreciation to its Chair, Mr. Scott Jameson, for his leadership during the meeting.

Resolution D:

The SWG-Directives expresses its appreciation to the SWG-Directives Secretary, Ms. Sally Seitz, for her assistance during the meeting.