

ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)

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To: JTC 1 SWG on Accessibility

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Title: **CEN/ISSS Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA) Liaison Request**

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Action ID: ACT

Requested Action: This document is circulated for use by delegates to the September 2005 SWG-A meeting.

JTC 1 SWG on Accessibility Secretariat
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From: Jan Rietveld [Jan.Rietveld@nen.nl]
Sent: Monday, July 11, 2005 4:45 AM
To: Garner, Jennifer
Cc: george.ioannidis@tzi.de
Subject: Document Processing for Accessibility

Dear Jennifer,

Two months ago CEN/ISSS started the Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA). The subject of this workshop is close connected to the subject of JTC 1 SWG on Accessibility. I attach the business plan to this mail.

At the kick-off meeting of the workshop it was suggested to start a liaison with the SWG on Accessibility. I hope the SWG is interested in such a liaison.

Everyone who is interested can join the workshop. They do not have to be nominated by a NB. Also we can be very liberal with the distribution of our document. So if people want to receive them they can email me and I will add their email address to our distribution list.

If the SWG on Accessibility is interested in a liaison we (hopefully) will appoint a liaison officer in our next CEN/ISSS WS DPA meeting November 2005. In the meantime, is there someone I can send the WS DPA documents so de SWG stays informed about our work?

Hope to hear form you. If you need more information please let me know.

Sincerely,

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European Committee for Standardization
Comité Européen de Normalisation
Europäisches Komitee für Normung

Workshop Document Processing for Accessibility

DPA N010

Title : Business Plan CEN/ISSS Workshop on Document Processing for Accessibility
(WS DPA)

Source : CEN/ISSS Secretariat

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Note :

Secretariat: **Nederlands Normalisatie-instituut (NEN)**

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**CEN/ISSS Workshop
on
Document Processing for Accessibility
(WS DPA)**

Business Plan V1

**Approved at the Kick-off meeting
2005-05-13**

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1 Status of this Business Plan

This is the first formal approved version of the Business Plan for the CEN/ISSS Workshop on Document Processing for Accessibility, as approved by the Workshop Kick-Off meeting of 13 May 2005. The Workshop shall retain the document as the basis of its work, and approve amendments as and when necessary..

2 Workshop proposers

The proposing organisations are listed in alphabetical order.

- BrailleNet, France: Digital Document Delivery for the Blind in France
- Dolphin Audio Publishing, United Kingdom: Multimedia solutions for the adaptive technology industries
- FEP, Belgium: Federation of European Publishers, Brussels.
- FNB, Netherlands: National Federation of Libraries for the Blind
- FORCE, Netherlands: Independent foundation for education and support for the print impaired in developing countries
- I3s3, Austria-wide Institute for Information systems Supporting Print Disabled Students
- ONCE, Spain: Spanish National Organisation for the Blind
- RNIB, United Kingdom: UK based charity serving the needs of blind and partially sighted people
- SUTII, Poland: University Technical Research Department
- TZI, Germany: University of Bremen, Technology-Centre Informatics

3 Workshop objectives

3.1 Introduction

Given the widespread adoption of ICT within the publishing industries, there is a general interest in the creation and provision of well-formatted digital documents. For those people who are dependent on accessible information, this interest is of central importance, and it is this convergence of interests that offers exciting opportunities for these different stakeholders. CEN/ISSS WS/DPA will examine the ways in which this convergence is helping to build consensus and create new standards and technologies for the provision of information in formats that are more accessible for everyone.

CEN/ISSS WS/DPA has three key objectives, namely:

1. To bring together all the players in the information provision and e-publishing chain in order to achieve the critical mass significantly to enhance the provision of

accessible information at a European level

2. To provide guidelines on integrating accessibility components within the document management and publishing process rather than as just a specialised, additional service.

3. To raise awareness and stimulate the adoption at local, regional, national and European levels of the emerging formats and standards for the provision of accessible information and to find ways of ensuring that technological protection measures do not inadvertently impede legitimate access to information by people with print impairments.

3.2 Context and strategic objectives

The aim of the workshop is to create a CEN/ISSS Workshop Agreement (CWA). The CWA will provide reference documentation on document processing for accessibility that will help to lead to a standard on document processing for accessibility. One fundamental aspect of this initiative is the openness of the CWA. The companies and organizations listed in section 2 above will participate, but under the CEN/ISSS Workshop rules, any other interested party is also welcome.

To achieve a level of fundamental accessibility it is required that WS/DPA does not exclusively address the *industrial* requirements on accessibility which serve as examples and use-cases. A level of fundamental accessibility can be achieved by also involving end-users and representative organisations. It is also important not to draft formal standardisation documentation that lacks a connection with the practical (commercial) world. This activity will marry practical implementations and business opportunities (the industry) with a description and specification of community requirements in the area of document processing for accessibility (consumption and production).

To enable integration of the requirements, specifications and possible standards into the formal part of society a representation of these formal bodies in this process is required. An additional activity is the inclusion of fundamental accessibility in the industrial area, the governmental formal area and the end-users area. A CWA is the most appropriate means to achieve this. The workshop materials will fully advertise the European community support provided through the EUAIN co-ordination action (www.euain.org), and EUAIN will play an active role in steering the workshop. EUAIN is a Co-ordination Action project (contract number 511497) co-funded by the INFSO DG of the European Commission within the RTD activities of the Thematic Priority Information Society Technologies of the 6th Framework Programme.

The CWA will be made available for free download on the CEN/ISSS web site, in accordance with the agreement between CEN and the European Commission concerning CWAs produced in connection with aspects of the eEurope action plan.

3.3 Objectives of the Workshop

The detailed objectives are as follows:

- deliver a systemic overview of standards for document processing for accessibility, and carry out a gap-analysis;

- provide reference documentation on accessible document processing, including Digital Rights Management, production and distribution,, from industrial requirements, end-users and representative organisations and provide a corresponding set of standards for this area;
- provide an overview of relevant European organisations;
- provide an overview of relevant best practices;
- provide an overview of relevant scenarios;
- seek wider involvement and consensus of stakeholder communities;
- install a network of interested parties for ongoing support and further development.

4 Workshop's Work Programme

4.1 Work methodology

CEN/ISSS WS/DPA will:

- build on the outcomes from the previous CEN Workshop on Design for All;
- create a CWA;
- create awareness on the subject of Accessible Document Processing;
- provide a forum where RTD projects can present their work with a view to improving their interface with standardization.

CEN/ISSS WS/DPA fits with the objectives of the European Accessible Information Network, EUAIN. The EUAIN project aims to provide an integrative accessibility framework in the form of a web portal with personalised interfaces – both in graphic user interface sense and in the sense of the availability of supporting personalised (specialised) data structures. The EUAIN web portal and its supporting data structures will implement the findings and agreements of the CWA.

Additionally EUAIN will provide means of testing and adapting the findings of the CWA if this is required. If this would lead to a new CEN Workshop for an amended CWA on document processing for accessibility, then the EUAIN integrative accessibility framework will contain and provide collected resources and the deduced proposals for standardisation at that moment. More information about EUAIN can be found at www.euain.org.

4.2 Timescale for delivery

The Workshop will have 5 meetings, provisionally scheduled as follows:

1. Kick Off-meeting in Brussels on 13 May 2005
2. Autumn 2005 (location to be decided)
3. Spring 2006 (location to be decided)
4. Meeting Q3 or Q4/2006 to consider results of public comments phase of 60

days (location to be decided)

5. Final meeting Spring 2007 to approve CWA(location to be decided)

Where possible, the meetings will be scheduled in concertation with other relevant meetings of interest to participants.

The draft CWA following approval of the Workshop participants will also be made available for comments to the CEN national members and to public comments via the CEN web site for a minimum 60-day period. The Workshop shall take due account of comments made.

4.3 Work already delivered

Not applicable.

5 Consideration of CEN/CENELEC Guide 6 and its objectives

CEN/ISSS WS/DPA and the resulting CWA are in parallel, in effect deliverables from the EUAIN project. Like all EUAIN deliverables, they will have to implement the concepts within CEN/CENELEC Guide 6, with particular attention to clauses 6-9. Additionally EUAIN will provide an electronic framework that will allow association of the Guide 6 requirements with newly specified accessibility information processing requirements, requirements that are linked to the industry, scientific and technological domains.

6 Workshop Organization

The workshop will follow the generic CEN/ISSS guidelines. For the roles of CEN/ISSS, Workshop chairman and Workshop Secretariat see <http://www.cenorm.be/iss/workshop/>.

6.1 Workshop Chair

The responsibilities of the Workshop Chairman are as follows:

- To preside the Workshop plenary meetings.
- To ensure that the Workshop delivers in line with the Business Plan.
- To organize the representation of the Workshop in external meetings (CEN/ISSS Forum, liaison bodies, etc.)
- To manage the consensus building process
- To interface with the CEN/ISSS Secretariat regarding strategic directions, problems arising, external relationships, etc.

6.2 Workshop Secretariat

The Workshop Secretariat, according to the CEN rules, has been allocated to the

Dutch CEN Member, NEN. The secretariat provides the following tasks:

- Meeting support (meeting agenda, meeting arrangements, invitations, reporting on meetings, chasing of actions from previous meetings)
- Document management and distribution from the Workshop
- Membership management of the Workshop
- Provision of infrastructure for electronic operation to the Workshop
- CWA approval process management.

The Secretariat is not responsible for stimulating the discussion between Workshop members, nor for the evaluation or outcome of these discussions.

The Workshop Chairman and the Workshop Secretariat will together comprise a Workshop Management Group, responsible for ensuring timely delivery and quality of the planned deliverables.

For every contribution or comment made by a registered Workshop participant, or made in response to the formal public comment process on the draft CWA, there is an obligation that this contribution/comment is considered by the Workshop. In some cases this means that the consideration can take place electronically e.g. by simply explaining or clarifying or including the suggestion in the document under study. In other cases, where the result of such consideration is not expected to be straightforward, it may be preferred to have this consideration at a physical meeting. This should then be recorded in the meeting's minutes together with the outcome.

If a deliverable is judged to represent consensus, it therefore enters a "formal adoption round as CEN Workshop Agreement (CWA)", and it is therefore expected that all suggestions/comments received have been considered (this comment/suggestion may have been followed or not). If the initial contributor is of the opinion that his/her comments or objections were not satisfactorily addressed by the Workshop, the contributor may wish to sustain his objection during this "formal adoption round as CWA", provided that the rationale and suggestions for resolution are then explicitly stated.

The Workshop will meet 5 times in 2 years. In line with the general guidelines (<http://www.cenorm.be/iss/Workshop/>) applicable to CEN/ISSS Workshops. The Workshop will also make use of the electronic tools available to distribute documentation and to speed up discussions.

7 Resources

The following resource requirements have been identified for the whole Workshop over a period of 2 years:

Chairman	25 days
Technical Secretariat	50 days

The funding of the Secretariat will be provided from the EUAIN project. EUAIN is a Co-ordination Action project (contract number 511497) co-funded by the INFSO DG of the European Commission within the RTD activities of the Thematic Priority Information Society Technologies of the 6th Framework Programme.

All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves. There will be no fee for participation in this Workshop.

8 Related activities and Liaisons

The CEN/ISSS WS ADP is part of the Proposal for European Accessible Information Network, EUAIN.

The Workshop will work closely with other standardisation and related initiatives, such as:

- AIIM PDF Access Working Group
- CEN/ISSS Data Protection & Privacy Workshop
- CEN/ISSS Learning Technologies Workshop
- CEN/ISSS Dublin Core Metadata Workshop
- COST 219 TER
- EDeAN European Design for All e-Accessibility Network
- ETSI TC/HF
- ICTSB/DATSCG Design for All and Assistive Technologies Co-ordination Group
- OASIS TCs concerning ODF and DITA
- W3C Web Accessibility Initiative (WAI)
- DAISY (NISO z39.86)
- ISO/IEC JTC 1 Special Working Group on Accessibility
- ISO/IEC JTC1/SC29 (MPEG)

9 Contact points

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