

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

JTC 1 SWG-A N 309

2008-03-14

Document Type: Transmittal of JTC 1 SWG-Directives Recommendation

Title: **Transmittal of Recommendation 9 from the March 2008 SWG-Directives Meeting: Proposed Changes to JTC 1 Directives Annex H - JTC 1 Policy on Electronic Document Distribution Using the World Wide Web**

Source: JTC 1 Secretariat

Requested Action: For consideration at the June 2008 SWG-A meeting.

JTC 1 SWG on Accessibility Secretariat
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Recommendation 9 from the 11-14 March 2008 SWG-Directives Meeting in London, United (excerpt from JTC 1 N 8987)

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



ISO/IEC JTC 1 N 8860
ISO/IEC JTC 1
Information Technology

2007-11-30

Document Type: Other(Defined)

Document Title: Proposed Changes to JTC 1 Directives Annex H

Document Source: Former IIT-RG Rapporteur

Reference:

Document Status: In accordance with JTC 1 Australia resolution 33, this document is circulated to JTC 1 National Bodies and Subcommittees for review and comment by 18 February 2008. Comments received by that date will be forwarded to the SWG-Directives for review at its March 2008 meeting.

Action ID: Act

Due Date: 2007-02-18

No. of Pages: 17

[Proposed Changes to JTC1 Directives Annex H] JTC 1 Policy on Electronic Document Distribution Using the World Wide Web

NOTE: This is written as a web-based document intended to be navigated with a web browser; it is included in this annex for information. If this document is updated, the current version will be on the world wide web and will be considered the official (controlling) document. The web-based version is available at URL <http://www.JTC 1.org/> (first select committee JTC 1, then select PROCEDURES).

A1 Scope

This document shall be used in conjunction with the ISO/IEC JTC 1 Directives (current edition) and in a manner that is consistent with the policies and procedures of the ISO Central Secretariat and the IEC Central Office. National laws and current ISO/IEC policies regarding copyright and intellectual property rights shall be respected.

Users of distribution mechanisms should refer to JTC 1 Policy on Electronic Document Distribution.

Related Documentation for Electronic Document Distribution:

- [ISO e-Services Guide at http://www.iso.org/e-guides](http://www.iso.org/e-guides)

A2 Medium

JTC 1 and SC documents shall be made available using the facilities of the World Wide Web (Web). The preferred distribution mechanism is via http protocol software (commonly referred to as web browsers). For the purposes of efficiency, ftp capability may be provided as an additional distribution mechanism at the discretion of the individual Secretariats.

A3 Virus Checking

It is the responsibility of the webmaster and the Secretariat to use well maintained anti-virus software to verify that files are virus-free. End users also share the responsibility for an overall virus-free environment and are strongly encouraged to utilise up-to-date anti-virus software capable of scanning and verifying documents accessed via the Web.

It is the responsibility of *any* party, including the end user, to alert the Secretariat if it detects a virus in a distributed document. This will at least assist in minimising the spread of the infestation.

A4 Document Preparation and Distribution

An Executive Summary or abstract shall accompany all standards as early as possible during development. Such a summary will especially be of value for the machine-readable standards.

A4.1 Document Formats

The choice of the document format shall be a function of the type of document being distributed (i.e. revisable or non-revisable text). The following document formats are acceptable:

- Hypertext Markup Language (HTML) version [4.01 \(ISO/IEC 15445:2000\)](#)
- Plain DOS Text file, encoded in ISO/IEC 8859-1
- Microsoft Word™ - Word 97.

Notes:

1. [Even though Word 97, Word 2000 and Word 2003 share a common file format, certain functions of the newest versions of the software are not supported in the previous ones. It is therefore recommended to avoid using these functions or to disable features not supported by](#)

Deleted: Users and implementers of this policy should be aware of the philosophy change between diskette-based distribution and web-based distribution. Previously (with diskette distribution) users received documents with no action on their part. With web-based distribution, users are notified that new documents are available and they must then actively access or download them on their own initiative.

Deleted: This document should be used in conjunction with *Tips and Techniques Guide for JTC 1 Web-based Distribution* which provides important implementation guidelines for web authors and administrators.

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Deleted: <#>Strategy Recommendations from ISO/IEC JTC 1 ad hoc on IT Implementation Strategy¶
<#>Electronic Document Tips and Techniques Guide¶
<#>Tips and Techniques Guide for JTC 1 Web-based Distribution¶
<#>Transition Plan for IT Implementation¶
<#>IT Implementation timeline¶

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the previous versions of the software if files are to be shared with users of the previous versions. Details regarding the formats used by the ISO/CS are provided in the document ISO Central Secretariat requirements for provision of text and graphics in electronic form.

2. To share files with the users of the previous versions, one possibility is to use the dual file save option which allows the information of the Word 97, Word 2000 and Word 2003 versions and that of the previous version to be saved in one file. For example, if a Word 2003 user chooses to save the file in the Microsoft Word 97-2003 & 6.0/95-RTF format, two data streams are created for the document file: one for version 97-2003 and one for version 6.0/95. However, document file size and save time increase due to the additional information. If a Word 6.0 or 95 user saves the file, features specific to Word 97-2002 may be lost. Similarly, if a Word 97-2003 user saves the file in Word 97-2003 format only, the Word 6.0 or 95 data stream will be lost but can be regenerated if saved as a dual file at a later time.
3. For transmitting text files to the ISO/CS, it is necessary to conform to the ISO Central Secretariat requirements for provision of text and graphics in electronic form. [For background information, see ISO E-Services Guide, Publishing of standards (5.2.2), at "http://www.iso.org/ISOeServicesGuide".] Exceptions will only be granted where prior agreement has been reached with the ISO/CS.

- Portable Document Format (PDF™) version 4.0
Note: PDF is recommended only where there is a requirement for a defined page layout presentation of the document, e.g. circulation of FDIS text, or when PDF is the only choice as a result of the document development tool being used.
- Open Document Format (ODF), ISO/IEC 26300, text format (ODT)
- Rich Text Format (RTF)
Note: RTF is to be used only as a last resort, acceptable if none of the other formats can be produced. It is *NOT* a preferred file format.
- Excel 2000™

Deleted: This refers to the document format, NOT the version of Word used to create the document. Lower levels of Word documents may be created with higher levels of Word by using "save-as" instead of "save".¶
2. Word version 2.0 is no longer an acceptable format to submit to ISO for printed publications.

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Version 5.1 - 7.0¶

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Annex HE lists recommended formats for many different types of documents. For all documents intended to be viewed on the web (including administrative documents such as agendas, SoVs, DoCs, meeting notices, etc), HTML is the preferred format.

It is recognised that in certain cases, standards documents may be prepared which utilise other formats to provide both human and machine readable content in the same document or standard. Specific JTC 1 approval to use such formats, in a normative manner, should be sought by the appropriate SC and such approval, if granted, does not remove the need to provide a copy of the human readable content for distribution in one of the formats above.

By itself, the use of one of the above file formats will not necessarily enable electronic documents to be successfully processed by a recipient. Guidance on avoiding problems and maximising the possibility of successful processing by the recipient of a document is contained in the ISO e-Services Guide. This guide should also be consulted for information on minimising problems associated with the selection of fonts and the use of international versions of software and languages.

Deleted: *Tips and Techniques Guide for JTC 1 Web-based Distribution*

For those documents whose final intended use is to be printed, Annex HA defines the common areas for both North American paper (8 1/2" x 11") and A4 paper.

A4.1.1 Considerations for Upgrading Document Formats

Considerable problems can occur when changing application software versions. Secretariats should take the following into account when considering upgrading their applications:

- New Release Introduction - At least 6 months' notice shall be given prior to moving to a new release for a particular document format. Consideration prior to making this change should include:
- Impact on users

- Stability of the application software
- Availability of national versions
- How the newest software will benefit the user and secretariat
- Approval Mechanism
- Rapporteur group makes recommendation including time and date of introduction
- JTC 1 NB approval
- Migration policy
- Dual support for at least 6-months shall be provided by the secretariat

A4.2 Graphics and other Non-Textual Data

Graphics embedded in web-based revisable documents should be either GIF, JPEG, or PNG formats. If a more robust graphics package is required the final graphic must be editable by the graphics application of the accepted word processing packages. In any case, the use of the PDF document format will allow for readability of the integrated document regardless of complexity.

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For continuity and readability, graphics should be located at the appropriate location in the document, however they may be appended to the back of the document as alternative.

It is acknowledged that some documents, such as those prepared in Table and Tree Combined Notation (TTCN) are of value only when they are in machine-readable format. As the document formats listed in A4.1 will provide no usable version of the standard, those formats can be considered inappropriate in such situations.

A4.3 Document Structure

Non-standards documents should be in single column format, which is more readable via electronic media.

Standards documents should conform to either of the following (as appropriate) concerning the rules for the presentation of ISs:

- ISO/IEC Directives, Part 2 - *Rules for the structure and drafting of International Standards*
- ISO/IEC JTC 1 Directives, Annex K - *Guide for ITU-T and ISO/IEC JTC 1 Co-operation*

Committees shall make use of the ISO/IEC forms supplied by the JTC 1 Secretariat and which are obtainable from JTC 1 Web and ftp sites.

Project editors are encouraged to make use of the templates provided by the ISO Central Secretariat, the IEC Central Office or the ITU-T Technical Standards Bureau as appropriate.

Annex HG is the overall Web Server Policy covering web page structure, web server content and web server maintenance.

A4.4 Document Server Navigation Structure / Document Distribution

Each SC should define their navigational structure for document distribution. Only SC documents should be posted to the SC level web pages. All parent JTC 1 documents should be located on the JTC 1 web pages but can be referenced (e.g. linked to) by the SCs as needed. The home page URL (Universal Resource Locator) is <http://www.JTC 1.org>. Links to all SC home pages should be via the JTC 1 home page and vice versa.

Each SC should defined their navigational structure for WG document distribution, e.g., embedded folders for WG documents and/or separate WG web servers that conform to Annex H. WG documents should be posted in the WG document area (WG folders and/or WG web servers). For WGs, parent SC and JTC 1 documents should be located on the JTC 1 and SC

web pages but can be referenced (e.g., linked to) by the WGs as needed. Links to all WG home pages should be via the SC home page and vice versa.

Documents that are specified as "defined access" (Def in Annex HD) on the JTC 1 web site may be copied between JTC 1, SC, and WG web sites in order to simplify distribution without the need for multiple passwords.

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A4.4.1 Directory Naming Schema

Knowledge of directory structure is not needed for navigation of the Web and its implementation is left to the discretion of the individual secretariats. The ISO e-Services Guide document contains additional information which may aid the secretariat.

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A4.4.2 File Naming Schema

Files should be named according to the following criteria:

Specify filenames to be as meaningful as possible, e.g. iso-dis-3456-e. [The automated (wizard) ISO template attributes a meaningful filename based on the administrative data entered in the STD manager of the template.] To differentiate between different versions of a draft, add extra information, e.g. add a version number.

Deleted: Each file name shall have no more than eight characters mnemonic.¶

As a practical limit for filenames use a maximum of 32 characters:

- permissible characters: the numbers 0 to 9, the upper case letters A to Z and the lower case letters a to z without diacritical marks, and the symbols - (hyphen) . (period);
- non-permissible characters: \ / : * ? " < > | ! + % _ and nor should the name include white space.

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The period (.) shall only be used once per filename, to separate the actual filename from the file extension. The extensions are usually proposed by the application programs and should not normally be modified.

Some file systems are case sensitive and some are not, and therefore it may be necessary to use only upper case or only lower case letters — this is necessary for example where file exchange occurs between Windows and Unix file systems. Lower case letters tend to be easier to type and read.

Ensure that the full path name is less than approximately 128 characters.

In accordance with ISO/IEC 9660, the rules for CD-ROMs are stricter (for example filenames are restricted to 8 characters, and folder names to 8 characters): see ISO/IEC 9660 for details.

Add any useful information to the document summary information, e.g. title, subject, author and any comments considered to be helpful.

If a document replaces an earlier document a new number shall be assigned (i.e. "n 346 Revised" is not permitted.)

Documents shall be named using the format YYnXXXXa.sss where:

- **YY** is the lowercase originating committee designator (j1 for JTC 1; 07 for SC 7, etc.)
- **nXXXX** is the letter "n" followed by a four-digit numeric document number. If a document number is over 9999, a 5-digit document number nXXXXX may be used. Leading zeros shall be prepended for all document numbers less than 1000.
- **.SSS** is the lowercase software application identifier according to the following table

Deleted: nXXXX indicates the last four digits of the

File Extension	Originating Application Program or File Type
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.htm_or.html	ASCII text file containing valid HTML tags suitable for direct viewing by a web browser	Deleted: such as Netscape Navigator or Internet Explorer
.txt	Plain DOS Text file, encoded in ISO/IEC 8859-1	
.doc	Microsoft Word™ format	
.odt	Open Document Format (ODF), ISO/IEC 26300, text format	
.wp	WordPerfect™ format	
.xls	Microsoft Excel™ format	
.pdf	Portable Document Format™ Note: PDF is recommended only where there is a requirement for a non-revisable form of the document, e.g. circulation of FDIS text, or when PDF is the only choice as a result of the document development tool being used.	
.rtf	Rich Text Format Note: RTF is <i>NOT</i> a preferred file format. It is to be used only as a last resort, acceptable if none of the other formats can be produced.	
.zip	Compressed archive file created by PKZIP™ or WINZIP™ Note: The ZIP file type is intended for block distribution, as a single file, of multiple files of the other types.	

- a identifies specific file categories according to the following table:

c	Cover Sheet	Where possible all document categories should be combined into a single document (or zipped file) with no category letter. The use of categories should be used only for complex documents where no other option exists
b	Ballot form	
t	Ballot Text	
e	Explanatory Text	
m	multiple file designator	If documents are prepared in multiple files (e.g. cross references, an index, or a table of contents created by combinations of master documents and sub documents), master documents should be named using the format YYnXXXXm.sss where YYnXXXX and .SSS are as defined above and m is the letter m. The author should name subdocuments as meaningfully as possible.
*	document element	For those instances where the elements of a document are stored in multiple files (e.g. annexes, graphics, etc), the files corresponding to these elements shall be named using the format YYnXXXX*.SSS where YYnXXXX and .SSS are as defined above and where * is the numerical serial number (1-9) of the multiple files of the same format.

Error! Reference source not found. Annex HB of this document provides examples of valid file names.

[WG documents may use the format "scYYwgZZnXXXXa.SSS" where YY is the SC number and ZZ is the WG number, e.g., "sc99wg17n0289.doc".](#)

A4.4.3 Document Register Log

On the web site, a master document register log will be maintained in descending order (most recent document first), allowing for character string search of the register. This file will satisfy the requirement of a document register to be issued as per the ISO/IEC JTC 1 Directives.

To enable easier downloading of the register for local use, the register will also be organised in 50 document increments. The document register will contain those elements of the cover sheet deemed to be useful for document identification as defined below. The hyperlinked register will, when selected, provide a copy of the document to those with authorised access.

The secretariat shall ensure that the document register contains the following information. Cover sheets to documents shall contain a formatted version of this information per the JTC 1 Revised Electronic Document Templates Guide.

1. Committee designator ("j1" for JTC 1; "07" for SC 7)
2. Numeric Document number (without the "n" prefix)
3. Backward pointer (i.e. "Replaces N 346")
4. Document type
5. Date document placed on server ("CCYY-MM-DD")
6. Document title (Appropriately descriptive and including the specific technical topic)
7. Due date (if applicable) ("CCYY-MM-DD")
8. Approximate number of pages in document
9. Source
10. Project number
11. Status (brief description)
12. Action identifier
13. Approximate file size in kB (or MB)
14. Language used (as defined in ISO 639-2)
15. Optional field (used for additional references, alternative sequence designators, etc.)
16. Document access level (See [Annex HD](#))

A4.4.4 Announcement of Document Availability

Notice of newly posted documents to the web shall be announced via an e-mail message to the designated electronic distribution list as described in A6.1. The e-mail message shall contain the following:

1. Committee
2. Date of posting ("CCYY-MM-DD")
3. Sequential issue serial number (i.e. Issue 001)
4. Document numbers found on the issue
5. (e.g. "N 17, 19, 21"; "N 25-30"; or "Documents in the range of N 100-150")
6. Applicable segment of the document Register Log as defined above.

The Secretariat should work toward posting all new documents together in a "batched mailer" such that a group of documents can be downloaded together. Secretariats are strongly encouraged to provide meeting agendas that are hyperlinked with all posted documents placed in a single folder for download prior to the meeting.

A4.4.5 Use of Log File Data

The applicable segment of the Document Register Log included in the announcement shall be provided to the National Bodies for their use. Secretariats shall use this information, formatted according to *JTC 1 Revised Electronic Document Templates Guide*, to create applicable coversheets.

A4.5 Web Site Document Retention and Archiving

Documents shall be retained on the Web Site for five years or five Plenary cycles, whichever is greater. After this, documents may be removed from the Web but shall be available from the secretariat in a format of its choice. Alternatively the out of date documents may be retained in a compressed form. The use of CD ROMs to provide collections of documents on an annual or other basis is encouraged as another mechanism for archival of out of date documents.

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A5 Compression Utilities

Compression may be used if so agreed by the recipients of the file distribution. Compression should be considered if a file or block of files is more than 500K bytes. When compression is used, it shall be compatible with PKZIP™. Refer to [JSC e-Services Guide](#) for how to address directory structures if applicable.

Deleted: *Tips and Techniques Guide for JTC 1 Web-based Distribution*

A6 Direct Electronic Distribution

A6.1 E-mail Lists

Each Secretariat shall establish a list of electronic mail (e-mail) addresses that replicates the committee's formal distribution list as defined in section **Error! Reference source not found.** of these Directives, together with appropriate committee officers. Any member that does not have an e-mail address may be listed with a facsimile number.

In some instances, and only upon written confirmation of the member, responsibility for receipt and distribution of documents may be delegated to the member's Head of Delegation or other identified expert.

Secretariats may establish a separate distribution list including additional addresses (i.e. individual experts, etc.) for exchange of less formal documents. Registered experts on such mailing lists still require their national body agreement to gain regular access to formal documents.

A6.2 Encoding Utilities

At this time, there is no expectation that encoding utilities will be needed for this medium.

A6.3 Electronic Balloting

The JTC 1 Secretariat will investigate procedures for electronic responses to letter ballots. The process should take advantage of hyperlinking the letter ballot logs to the letter ballots themselves. National bodies should be able to respond directly via the web to submit their letter ballot response. The Secretariat is empowered to make use of IT technology for automatic letter ballot tabulation.

A7 Access Control to JTC 1 documents

A7.1 Open and restricted documents

ISO, IEC and JTC 1 policies require that while some information is publicly available, other information must be kept private to defined recipients. Document availability is defined in Annex HD.

A7.2 Access control

Privacy arrangements (using password and/or ID protection) shall be incorporated into web sites where appropriate to meet these policies. When ftp capabilities are provided as an additional distribution mechanism, the same password/ID combinations should work no matter which method is used.

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A7.3 Password control

Document protection must include regular password changes, notified to designated recipients in a secure manner. Changes should be made once or twice per plenary cycle and at other times if a security breach occurs.

When passwords are about to be changed, an e-mail message containing the new password shall be sent to the distribution list as defined in A6.1. The e-mail notification should be sent sufficiently far in advance of the change so that authorised participants at the national body level will have received notice of the change by the time it is effective. Alternatively, if the responsible secretariat has the capability, an overlap of passwords during the change may be implemented.

Embedded passwords at the document level (e.g. use of passwords within documents) shall not be used. The document shall be freely readable without a password once it has been downloaded. This does not preclude the use of a password in order to be able to download or access the document in the first place.

**Annex HA
Text Area for A4 and North American Paper Sizes**

Paper	A4	North American
Size	210 mm wide 297 mm high	216 mm wide, (8 1/2" wide) 279 mm high, (11" high)
MAXIMUM common text area for each paper size	177 mm wide 256 mm high	179 mm (7.05") wide 253 mm (9.96") high
Minimum Margins for placing a common text area	Top 13 mm Bottom 28 mm Left 20 mm Right 13 mm	Top 13 mm Bottom 13 mm Left 20 mm Right 17 mm

Symmetrical margins which are more generous than the above minimum margins enhance electronic readability.

**Annex HB
Examples of Valid File Names**

Files associated with Document n8888 originating in SC6	<ul style="list-style-type: none"> • 06n88881.doc Annex A to SC 6 n 8888 (in Microsoft Word™) • 06n88882.doc Annex B to SC 6 n 8888(in Microsoft Word™) • 06n88883.doc Annex C to SC 6 n 8888 (in Microsoft Word™) • 06n88884.doc Annex D to SC 6 n 8888 (in Microsoft Word™) • 06n8888c.rtf Cover sheet for SC 6 n 8888 (in RTF) • 06n8888.zip - file containing all of the above in ZIP'd format
Files associated with Document n9999 originating in SC7	<ul style="list-style-type: none"> • 7n99991.doc Pages 1-50 of SC 7 n 9999 (in Microsoft Word™) • 7n99992.txt Pages 51-75 of SC 7 n 9999 (in text) • 7n99993.xls Pages 76-78 of SC 7 n 9999 (in Excel) • 7n9999c.rtf Cover sheet for SC 7 n 9999 (in RTF)
Files associated with Document n0000 originating in SC 6	<ul style="list-style-type: none"> • 6n0000.txt SC 6 n 10,000 (in text) • 6n0000b.doc Ballot form for SC 6 n 10,000 (in Microsoft Word™) • 6n0000c.doc Cover sheet for SC 6 n 10,000 (in Microsoft Word™)
Files associated with Document n1111 originating in SC27	<ul style="list-style-type: none"> • 271111c.wp Cover sheet for SC 27 n 1111 (in WordPerfect™) • 27111111.wp Pages 1-40 for SC 27 n 1111 (in WordPerfect™) • 2711112.wp Annex A-C for SC 27 n 1111 (in WordPerfect™) • 2711113.pdf Annex D for SC 27 n 1111 (in PDF)
Files associated with n2222 originating in JTC 1	<ul style="list-style-type: none"> • J12222.rtf JTC 1 n 2222, including cover sheet (in RTF)

**Annex HC
8859-1 Character Set**

**Annex HD
Document Access Classification List**

Document Classification/Type	Action Identifier	Acceptable Forms of Distribution
Official Publications		
Procedural Documentation	FYI	P, Open
ISO TC Communique	FYI	P, Open
Published International Standard	FYI	Defined by ISO/IEC
Published Amendment	FYI	Defined by ISO/IEC
Published Technical Report	FYI	Defined by ISO/IEC
Published Technical Corrigendum	FYI	Defined by ISO/IEC
Project-related Documents		
Proposed NP (proposal under review by WG or SC)	COM or LB	P, Open*
Text for NP ballot (text submitted to JTC 1 for ballot)	LB	P, Open*
Working Draft Text (for information or comment)	FYI or COM	P, Open*
Working Draft Amendment Text (for information or comment)	FYI or COM	P, Open*
Working Draft Technical Report Text (for information or comment)	FYI or COM	P, Open*
Text for CD ballot or comment	LB or COM	P, Open*
Text for PDAM ballot or comment	LB or COM	P, Open*
Text for PDTR ballot or comment	LB or COM	P, Open*
Text for PDISP ballot or comment	LB or COM	P, Open*
Defect Report	COM	P, Open*
Text for DIS ballot (Fast Track document)	ITTF	Def
Text for DAM ballot (Fast Track document)	ITTF	Def
Text for DTR ballot	LB	P, Def
Text for DISP ballot	ITTF	P, Def
Text for DCOR ballot	LB	P, Def
Text for FCD ballot	LB	open*
Text for FPDAM ballot	LB	open*
Text for FDIS ballot	ITTF	Def
Text for FDAM ballot	ITTF	Def
Revised DIS text for review (Fast Track/PAS document)	ACT	Def
Revised DAM text for review (Fast Track/PAS document)	ACT	Def
Revised DTR text for NB review or ITU-T action	FYI	P, Def
Revised DCOR text for NB review or ITU-T action	FYI	P, Def
Final Text Submitted for IS Publication	ITTF	P, Def
Final Text Submitted for AMD Publication	ITTF	P, Def
Final Text Submitted for TR Publication	ITTF	P, Def
Final Text Submitted for ISP Publication	ITTF	P, Def
Final Text Submitted for COR Publication	ITTF	P, Def
Summary of Voting/Table of Replies	FYI or ACT	P, Def
Disposition of Comments	FYI or COM	P, Def

Instructions to editor	ACT	P, Def
Notice of Publication	FYI	P, Open
National Body Contribution	FYI, COM, or ACT	P, Def
Officer's Contribution (Contribution from Chairman, Convener, Rapporteur, etc.)	FYI or COM	P, Def
Liaison Organisation Contribution	FYI, COM, or ACT	P, Def
Outgoing Liaison Statement	FYI or ACT	P, Def
Request for Periodic Review	ACT	P, Def
Administrative Documents		
Document Register	FYI	P, Open
Management Report	FYI	P, Open
Secretariat Report	FYI or ACT	P, Open
Programme of Work	FYI or ACT	P, Open
Programme Extension Document	ACT	P, Open
Standing Document	FYI	P, Open
Meeting Announcement	FYI or ACT	P, Open
Meeting Agenda	FYI	P, Open
Call for delegates	ACT	P, Open
Logistical information for meeting	FYI	P, Open
Meeting Report	FYI	P, Open
Resolutions	FYI	P, Open
Call for officer	ACT	P, Def
Vote on officer nomination	LB	P, Def
Notification of appointment of officer	FYI	P, Open
Information from SC Secretariat	FYI, COM, or ACT	P, Def
Information from JTC 1 Secretariat	FYI or COM	P, Def
Information from ISO Central Secretariat	FYI or COM	varies
Information from IEC Central Office	FYI or COM	varies
Information from ITTF	FYI or COM	varies
Press Release	FYI	P, Open
National Body Activity Report	FYI	P, Def
Request for comments	COM	P, Def
Other document	varies	varies

Action Identifiers

Identifier	Action	Examples
LB	TC or SC letter ballot	<ul style="list-style-type: none"> • NP/CD/PDAM/PDTR for ballot

COM	For comment	<ul style="list-style-type: none"> • WD/CD for comment • Strategic Plan • New procedural document
ACT	Action required by identified group	<ul style="list-style-type: none"> • Summary of Voting for consideration at Editing Meeting • National Body Contribution • Incoming Liaison Statement for consideration at WG meeting
ITTF	ITTF action expected	<ul style="list-style-type: none"> • Revised CD/PDAM to ITTF for DIS/DAM registration • Revised DIS/DAM/DTR/DCOR to ITTF for publication
FYI	For information	<ul style="list-style-type: none"> • Document Register • Disposition of Comments • Meeting Report

Acceptable Forms of Document Distribution

Abbreviation	Definition
P	Paper (only for those without Web access)
Def	Defined-access FTP or WWW site (access limited to participants in the ISO system*)
Open	Open-access FTP or WWW site (no restrictions or passwords required)
Open*	Open-access FTP or WWW site during the trial approved by ISO Council in January 1997

* The ISO standardisation process encourages the widest possible dissemination of the working documents needed for preparing standards free of charge within the ISO system to ensure that all interested parties have the opportunity to contribute to the development of a standard. In this context, the ISO system should be understood to mean the member bodies of ISO, specifically those who have elected to be P-members of a particular ISO committee (although O-members and non-members are entitled to receive documentation on request), liaison organisations, the delegates accredited by ISO members and liaison organisation to participate in committee meetings, experts appointed to ISO working groups, members of national committees corresponding to an ISO committee and their sponsoring organisations (e.g. trade associations, government departments, etc.). ISO/TC/SC working documents are not intended for free distribution outside the ISO system as defined above. It may be noted that the POCOSA agreement allows the member bodies to sell TC/SC working documents to those outside the system.

Annex HE Table of Recommended Formats

As there are different acceptable document formats, the following table of recommended document formats is based on the intended use of the final document.

Intended Use of Final Document	Document Format						
	HTML	TXT	DOC	ODF	WP	PDF	RTF
Simple Administrative Document	HR	HR	P	P	P	-	NR
Simple Technical	P	HR	P	P	P	P	NR
ISO/IEC Standard in preparation	P	NR	HR	P	HR	P	NR
Joint ISO/IEC and ITU-T Standard/Recommendation in Preparation	NR	NR	HR	P	P	NR	NR
Document intended for Web page browsing	HR	P	P	P	NR	NR	NR

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Complex * document in revisable form	P	NR	HR	HR	NR	NR
Complex document in non-revisable form	NR	NR	NR	NR	HR	NR
Document needing template as defined in this document	IA	IA	IA	IA	NR	IA
		KEY <ul style="list-style-type: none"> • HR Highly recommended • P Possible/Plausible • IA If template available • NR Not recommended - No guidance 				

* Complex: Denotes the use of other than simple tables or graphics. Possibly also a function of volume/structure.

Annex HF Glossary of Terms

This is not a formal list of terms and definitions as found in most standards, but where appropriate, suitable definitions from existing vocabularies are cited.

ASCII	coding for a small subset of characters consisting of the numbers 0-9, upper and lower case letters a-z without diacritical marks, and simple punctuation normally used for creating simple text files equivalent to IEC 606
browser	computer program used to locate and display documents on the <i>World Wide Web</i>
diskette or floppy disk	small magnetic disk used for storage of data
ftp	abbreviation for File Transfer Protocol, the protocol used on the Internet for exchanging files
FAQs	abbreviation for Frequently Asked Questions, a document, often designed as a <i>hypertext</i> document, that answers questions on a technical topic
home page	main page of a web site, typically serving as an index or table of contents to other documents or services provided at the site
hypertext	database system in which various types of object (such as text, pictures, sound, video, programs) can be creatively linked to each other
HTML	abbreviation for Hypertext Markup Language, the authoring language used to create documents on the <i>World Wide Web</i> and is similar to <i>SGML</i> , although not strictly a subset
Internet	global, decentralised communications network connecting millions of computers, providing exchange of data, news and opinions
link	reference to another document permitting, in the case of the <i>World Wide Web</i> , direct access to the document referenced
media	<ul style="list-style-type: none"> a. <communications> physical means of linking computers and similar devices together so that they can communicate (for example, cable, optical fibre) b. <storage> form and technology used to communicate information; for example, multimedia combines text, sound, pictures and video, all of which are different types of media c. objects on which data can be stored
PDF	abbreviation for Portable Document Format, a file format developed by Adobe which captures formatting information from a variety of applications and makes it possible to transmit and display documents in an identical way, independent of the platform

ANNEX HG ISO/IEC JTC 1 Web Server Policy

I. Web Page Structure: The minimal structure of web based pages for JTC 1 and its SCs (jointly referred to simply as *committee*). It is *not* intended to dictate structure or content at the WG level.

II. Web Server Content: The minimal structure/content of JTC 1 and SC web servers

III. Web Server Maintenance: Policy concerning the maintenance of those web pages

It is expected that National Bodies and Committees will utilise this document as they begin their web-server implementation. Additional information is available in *Tips and Techniques for JTC 1 Web Pages*.

I. Web Page Structure

Every JTC 1/SC web page shall contain the following structural elements:

(These elements may appear in any order, however it is highly recommended that the committee retain the same style for all pages within the committee's purview.)

- 1. Title Block** (should have a common "look-and-feel" within the committee)
 - a. Title of committee with the ISO/IEC logo.
 - b. The page author and date created or last modified (preferably generated automatically)
 - c. A version number
 - d. Optional use of a common background image may also be employed.
 - e. Optional committee logo if desired
- 2. Body** - contains information specific to the committee. The use of forward navigational pointers is highly recommended
- 3. Web Master information** - who to contact for errors, suggestions, etc.
- 4. Consistent Set of Back Pointers** (for example the Parent Committee main page, Committee web-page design guidelines, primary site information, etc.)

II. Web Server Content

Each web server (JTC 1 and SC) shall provide the following, mandatory information in the form of web pages which conform to the common look and feel of the Web Page Structure appropriate to the committee.

1. Description of the Organisation Structure of the committee
2. Committee Membership (List of P, O, L members and the contact information for liaisons and rapporteurs)
3. Committee Meeting schedule
4. Next meeting information
 - a. Agenda
 - b. Venue
5. Programme of Work
6. A single document register for all committee documents
7. Personnel information on officers and members

Although optional, each secretariat is strongly encouraged to add the following information as appropriate.

1. Frequently Asked Questions (FAQ) Page
2. Ballot information
 - a. Due dates

- b. Document number of balloted text
- c. Document number of Summary of Voting
- 3. Procedures (which may simply point to the parent committee's procedures)
- 4. News and Press releases
- 5. Links to committee relevant Publications and Standards
- 6. Links to non-JTC 1 sites shall be done in such a way that it is obvious to the viewer that what is being viewed is *NOT* under the auspices or control of JTC 1. This is especially important in frame-based sites.

III. Web Server Maintenance

1. Open Access vs Defined Access Documents

The committee shall distinguish between open access vs defined access documents as per Annex HD.

2. Password Protection

The server administrator shall provide appropriate limited access to non-members by use of group level passwords with appropriate notification to users. Non-members attempting to access protected pages shall be automatically replied to with a message stating the criteria for access.

3. Data Integrity

- a. Site shall be backed up automatically
- b. All Documents shall contain authorship and timestamp information as defined in the Web Page Structure Title Block

The original document shall be considered the "source" document. NBs or committees may utilise the source document in a variety of ways:

- a. By simply linking to it or e-mailing its URL (highly recommended in the event that there is no password involved)
- b. Creating a new document with a unique document number representing a cover letter plus the content of the original document
- c. NB mirroring of the original document

In the event of a difference in content between the original and the copy, the content of the original shall take preference. It is therefore up to the administrator of the mirror site or new document to ensure its integrity.

- c. Site shall utilise virus checking - In the event a virus is detected, the files shall be cleaned prior to updating or retransmission and the original sender of the infected file notified of the infection.

4. Document Registration, Retention and Archival

a. Hierarchy

Structured with a register list every 50th document

b. Access

- Each register shall show all Document numbers, title, date, due date, including those produced by the committee before electronic documents were available.
- Register entries shall be hot-linked to the actual documents where available
- Provisions shall be provided to download documents as a package (e.g. for documents with enclosures, annexes, drawings, embedded data, etc.)

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- Provision shall be made for providing paper printouts of documents to those with no web access.

c. On-line Retention

Documents shall be retained for a minimum of two years or two complete plenary cycles, whichever is greater.

d. Archival

After the retention period, documents may be removed from on-line availability and shall be available from the secretariat in a format at the discretion of the secretariat. All WGs and SCs shall formulate a policy for the maintenance of their archives and shall include this in their business plans and on their web site together with information on the format in which the archived documents are available.

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5. Use of Embedded Executable Code (e.g. Java, Active-X, etc) in HTML Documents

- a. Care should be taken to utilise only those constructs which can be viewed using all commonly available browsers.