

**RESOLUTIONS**  
**ISO/IEC JTC 1/SC7--SOFTWARE ENGINEERING**  
 OTTAWA, CANADA, JUNE 13-17, 1994

NOTE: ALL RESOLUTIONS HAVE BEEN ADOPTED UNANIMOUSLY UNLESS OTHERWISE NOTED.

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## **ORGANIZATION**

### **Appointment of JTC1/SC7 Chairman** (Secretariat)

**303**JTC1/SC7 reaffirms Mr. J. Côté , Canada, [Confirmed - JTC1/SC7 N1122] as Chairman of JTC1/SC7 and instructs its Secretariat to initiate the required action to have Mr. Côté's nomination ratified by JTC1.

### **Appointment of Conveners**

**304**JTC1/SC7 reaffirms

- Mr. K. Johnson (UK) as Convener of its WG2,
- Prof. M. Azuma (Japan) as Convener of its WG6, and
- Mr. J. Roberts (USA) as Convener of its WG7.

**305**JTC1/SC7 appoints the following individuals as conveners of their respective working groups conditional on confirmation of support from their respective member bodies:

WG4	Mr. Tom Vollman (USA)
WG8	Mr. David Schultz (USA)

### **JTC 1/SC7/WG9 Status** (WG9)

**306**JTC 1/SC7 authorizes the change of WG9's title to "Software Integrity" with the following terms of reference:

"Preparation of standards, technical reports, and guidance documents related to software integrity at the system and system interface level."

In this context, software integrity is defined as ensuring The containment of risk or confining the risk exposure in software.

**307**JTC1/SC7 appoints Leonard Tripp (USA) as temporary convener and Paul Croll (USA) as temporary secretary for its Working Group 9 for one year.

**New Working Group 12 "Functional size measurement" (WG6)**

**308**JTC1/SC7 creates a new Working Group 12 titled "Functional Size Measurement" with the following terms of reference:

"To establish a set of practical standards for functional size measurement. Functional size measurement is a general term for methods of sizing software from an external viewpoint and encompasses methods such as Function Point Analysis. "

**309**JTC1/SC7 appoints Mr. Hugo Rehesaar (Australia) as convener for its Working Group 12, with the approval of the Australian member body.

**New Ad Hoc Group "Quality Aspects of Software Systems"**

**310**JTC1/SC7 creates a new Ad Hoc Group titled "Quality Aspects of Software Systems" with the following tasks:

- 1.To develop a document detailing the requirements for standards work in this area within SC7;
- 2.To establish a strategy for collaborative work with ISO/TC 176 for the development of standards in this area;
- 3.To work closely with WG6, WG7, WG8 and WG10 for the conduct of this work.

JTC1/SC7 requires the Ad Hoc group to report to JTC1/SC7 by February 1995 on action that should be taken in respect of this.

**311**JTC1/SC7 instructs its Ad Hoc Group titled "Quality Aspects of Software Systems" to elaborate requirements on ISO 9000-3 revision consistent with previously published JTC1/SC7 documents and documented JTC1/SC7/WG8 work and to forward them to the next ISO/TC176 meeting concerning ISO 9000-3 revision as a JTC1/SC7 position.

**ADOPTED: 9 FOR, 8 AGAINST, 2 ABSTENTIONS**

**312**JTC1/SC7 appoints Mr. Yossi Winograd (USA) as convener for its Ad Hoc Group titled "Quality Aspects of Software Systems".

### **Project Assignments**

**313**JTC1/SC7 assigns the following projects as specified:

07.31 "Function Point Analysis" to its WG 12

**314** **Standards Pertinent to SC7** (WG9)

Once published as a technical report, JTC1/SC7 instructs its Secretariat to accept the responsibility for project 07.20.03.01 "Standards Pertinent to SC7".

### **Appointment of Project Editors**

**315** JTC 1/SC7 appoints the following project editors:

07.03.02 Revision of IS 6592 "Guidelines for the Documentation of Computer-Based Application Systems":  
Mr. Robert Hegland (USA) [Not confirmed]

07.13.01 "Software product evaluation - Quality characteristics", revision of ISO/IEC 9126:  
Ms Julie McMullan (Ireland), with co-editors Prof. M. Azuma (Japan) and Dr. N. Bevan (UK)

07.13.03.03 Developers' Guide:  
Mr. Hans Schaefer (Norway) and Mr. Jorgen Boegh (Denmark).

07.13.03.04 Buyers' Guide:  
Mr. John Harauz (Canada).

07.26 Guidebook for Life Cycle Processes:  
Mr. Doug Thiele (Australia).

07.18 Guidelines for the management of Software Documentation:  
Mr. Ken Johnson (UK)

- 07.28 Software Engineering Data Description and Interchange:  
Mr. J. Berube (Canada].
- 07.xx Software Maintenance, after approval of NP:  
Mr. Thomas M. Pigoski (USA).
- 07.xx Management of Products of Life-Cycle Processes,  
after approval of NP:  
Ms. Poly Perryman (USA).
- 07.xx Convention for the Usage of Symbols and Menu in  
CASE, after approval of NP:  
Dr. Y. Yamamoto (Japan).

## WORK PROGRAM

### Maintenance Responsibility for Standards (Secretariat)

**316**JTC 1/SC7 instructs its Secretariat to notify JTC1 and ISO/IEC ITTF that it recognizes the following standards as part of its work program and that they are assigned to its Working Groups as indicated:

#	Title	Project #	WG
TR 9294	Guidelines for the management of Software Documentation	07.18	2
IS 9127	User Documentation and Cover Information for Consumer Software Packages	07.03.01	2
IS 9126	Software product evaluation - Quality characteristics and guidelines for their use	07.13.01	6
IS 8790	Computer System Configuration Diagram Symbols and Conventions	07.16	11
IS 8631	Program Constructs and	07.11	11

	Conventions for their Representation		
IS 6593	Program Flow for Processing Sequential Files in Terms of Record Groups	07.06	11
IS 6592	Guidelines for the Documentation of Computer-Based Application Systems	07.03.02	2
IS 5807	Documentation Symbols and Conventions for Data, Program and System Flowcharts, Program Network Charts and resources Charts	07.08	11
IS 5806	Single Hit Decision Logic Table		11
IS 2636	Conventions for Incorporating Flowchart Symbols in Flowcharts		11

**Periodic Review of Standards** (WG2)

**317**JTC 1/SC7 instructs its Secretariat to notify JTC1 and ISO/IEC ITTF that the following standards should be reaffirmed without change:

IS 9127 User Documentation and Cover Information for Consumer Software Packages

**318**Guidelines for the management of software documentation (WG2)

JTC 1/SC7 instructs its Secretariat to notify JTC1 and ISO/IEC ITTF that TR 9294 "Guidelines for the management of software documentation" shall be revised by its WG2 in line with current practices and shall be re-submitted for publication as an International Standard. The revision process shall include ensuring consistency with DIS 12 207.

## Registration and Publication of Documents

### **319 Project 07.03.02** (WG2)

JTC 1/SC7 instructs its Secretariat to register the revised version of SC7 N1210 "Information Processing Systems - Guidelines for the Documentation of Software Systems" (Project 07.03.02) as CD, and distribute it to SC7 Members Bodies for comment and vote.

### **320 Project 07.13.01: Software product evaluation - Quality characteristics** (WG 6)

SC 7 takes note that its WG6 intends to revise ISO/IEC 9126 "Software product evaluation - Quality characteristics and guidelines for their use" such that it will become a series of three standards:

- ISO/IEC 9126-1: "Information Technology - Software quality characteristics and metrics - Quality characteristics and sub-characteristics" (including internal characteristics),
- ISO/IEC 9126-2: "Information Technology - Software quality characteristics and metrics - External metrics",
- ISO/IEC 9126-3: "Information Technology - Software quality characteristics and metrics - Internal metrics".

### **321 Project 07.13.03.01: Software product evaluation - General guide** (WG 6)

SC7 instructs its Secretariat to submit a revised version of ISO/IEC CD 9126-1 "Information technology - Software product evaluation - General guide", if approved by WG6 during its Fall meeting 1994, to ISO/IEC ITTF to become a second CD, not CD 9126-1 again but part 1 of a new series of standards, to replace the CD 9126-1 registered.

**322Project 07.13.03.02: Software product evaluation - Metrics planning and implementation** (WG 6)

SC7 instructs its Secretariat to submit a revised version of SC7 N1192 "Software product evaluation - Guide to metrics planning and implementation", if approved by WG6 during its Fall meeting 1994, to ISO/IEC ITTF for registration as a CD "Software product evaluation - Managers' guide", viz. as part 2 of the series of standards to be commenced by the General Guide (see the preceding resolution).

**323Project 07.13.03.03: Software product evaluation - Developers' guide** (WG 6)

SC7 instructs its Secretariat to submit a revised version of SC7/WG6 N233 "Developers' guide to the evaluation of software", if approved by WG6 during its Fall meeting 1994, to ISO/IEC ITTF for registration as a CD, viz. as part 3 of the series of standards to be commenced by the General Guide (see the resolution on Project 07.13.03.01 above).

**324Project 07.13.03.04: Software product evaluation - Buyers' guide** (WG 6)

C7 instructs its Secretariat to submit a revised version of WG6/Tool-14 "Guide for measurement, rating and assessment 2: Buyers' guide", if approved by WG6 during its Fall meeting 1994, to ISO/IEC ITTF for registration as a CD, viz. as part 4 of the series of standards to be commenced by the General Guide (see the resolution on Project 07.13.03.01 above).

**325Project 07.13.03.05: Software product evaluation - Evaluators' guide** (WG 6)

SC7 instructs its Secretariat to submit a revised version of SC7/N1136 "Software product evaluation, Part 6: Evaluators' guide" to ISO/IEC ITTF for registration as a second CD, viz. as part 5 of the series of standards to be commenced by the General Guide (see the resolution on Project 07.13.03.01 above).

**326Project 07.13.03.06: Software product evaluation - Guide for producing evaluation modules** (WG 6)

SC7 instructs its Secretariat to submit a revised version of SC7 N1217 "Guide to producing evaluation modules", if approved by WG6 during its Fall meeting 1994, to ISO/IEC ITTF for registration as a CD, viz. as part 6 of the series of standards to be commenced by the General Guide (see the resolution on Project 07.13.03.01 above).

**327Project 7.24 "Quality requirements and testing directives"** (WG 6)

JTC 1 SC 7 approves the disposition by its WG 6 of the comments on DIS 12119 (which are contained in document SC 7 N 1212) and asks ISO/IEC ITTF to publish the resulting document as International Standard ISO/IEC 12119 "Information technology - Software packages - Quality requirements and testing".

**328Project 7.25 "Evaluation and selection of CASE tools"** (WG4)

JTC1 SC7 instructs its Secretariat to distribute to its member bodies as a DIS 6 month ballot the revised version of ISO/IEC CD 14402 "Evaluation and selection of CASE tools" under the new title 14402 "Information Technology - Guidelines to the evaluation and selection of CASE tools" together with the Disposition of Comments Report, when received from WG4.

**329 Project 07.26** (WG7)

JTC1/SC7 instructs its Secretariat to change the status of Project 07.26 to a technical report type 2 and authorizes it to proceed directly to PDTR registration of an updated document once a Working Draft has been properly circulated.

**330Project 07.31: Function point analysis** (WG 6)

SC7 instructs its Secretariat to submit a revised version of 55555 SC7 N1191 "Software measurement - Definition of Function Point Analysis", to ISO/IEC ITTF for registration as a CD and distribution to SC7 member bodies for comment and vote.

**New Proposals**

**331Measurement and Rating of Performance of Software Systems**  
(WG6)

JTC1/SC7 instructs its Secretariat to submit to JTC1, for approval, the NP on "Measurement and Rating of Performance of Software Systems", which was approved by SC7 letter ballot (document SC7 N1058), assigned to WG6 (Resolution 256) and revised by WG6. If and when the project is approved by JTC1, JTC1/SC7 appoints Prof. Dr. Werner Dirlewanger and Mr Reinhold Schluempmann (Germany) as project editors.

**332 NP on Mock up and Prototype** (WG7)

When and if this NP is approved by JTC1, JTC1/SC7 assigns it to WG7 and appoints Mr. C. Vogel (France) as Project Editor.

**333NP on Information Technology - Guidelines for the design & preparation of documentation for users of application software** (WG2 & UK Member Body)

JTC1/SC7 instructs its Secretariat to submit to JTC1, for approval as a fast track DIS, the BS Standard on "Information Technology - Guidelines for the design & preparation of documentation for users of application software". If and when the project is approved by JTC1, JTC1/SC7 appoints Mr. K. Johnson (UK) as project editor and assign the project to its WG2.

**Deferral of project** (WG8)

**334**JTC1/SC7 approves deferral of project 07.27.01 Life Cycle Processes - Overview Documents, (SC7 N961), for a period of 2 years.

**Revision and DIS registration of CD 12207-2** (WG8)

335 JTC1/SC7 requests its secretariat to forward to JTC1 the revised version of CD 12207-2 Life Cycle Processes - Software Configuration Management (SC7 N1181), when disposition of comments report has been reviewed and endorsed by member bodies. Furthermore, JTC1/SC7 instructs its secretariat to process the above mentioned document for a 6 months DIS letter ballot from the date of submission planned for November 1994.

**Joint Development Project** (WG9)

336 **Collaborative Development of Project 7.30 on Software Integrity Levels**

JTC 1/SC7 instructs its Secretariat and WG9 to take action to initiate the collaborative SC7/WG9 / TC56/WG10 development effort for an initial period of two years as described in the proposal (SC7 N1247) and the conceptual action plan (SC7 N1248). The Secretariat is further instructed to monitor the activities of the effort to ensure that the SC7 project goals are adequately met.

**Cancellation of Projects**

337 **Cancellation of Project 7.20.03.02: Mapping of Standards**  
(WG9)

JTC 1/SC7 instructs its Secretariat to take whatever actions are necessary to cancel project 7.20.03.02 entitled Mapping of Standards to the Reference Model (\* number and title to be confirmed \*).

338 **Cancellation of Standard and Work Item Placement Guide** Project  
(WG9)

JTC 1/SC7 instructs its Secretariat to take whatever action necessary to cancel the internal SC7 project entitled Standard and Work Item Placement Guide.

**Approval of meeting schedule** (WG10)

339 JTC 1/SC7 acknowledges WG10's planned schedule to hold 4

meetings during 1995.

**Establishment of study group on software-system relationships (Ad hoc)**

**340** Whereas

- the development of the ISO/IEC DIS 12207 (Software Life-Cycle Processes) raised questions on the system-level aspects of software engineering and the interface between software and system,
- software-intensive aspects of contemporary systems are not fully identified,
- information systems always provide support to the parent system,
- a system view is needed for liaison purpose.

Therefore

- JTC1/SC7 approves establishment of an ad-hoc team, lead by Dr. Raghu Singh (USA) and having as initial members Dr. Wolfgang Heidrich (Germany), Mr. John Harauz (Canada), Mr. Dough Thiele (Australia) and Mr. N. Murakami (Japan) to prepare a report by 1995-02 for a study of software-system relationships.

After approval of the report by SC7, SC7 intends to ask JTC1 to take actions as recommended by the ad-hoc team.

**WG11 Work Program** (WG11)

**341 Status of NP: Conventions for the Usage of Symbols and Menus  
in Computer Assisted Software Engineering Systems**

JTC1/SC7 requests its Secretariat to inform JTC1 SC7 of the status of the new project "Conventions for the Usage of Symbols and Menus in Computer Assisted Software Engineering (CASE) Systems" (including Software Engineering Tools), once documentation has been provided to the secretariat by its proposed editor Dr. Yamamoto (Japan). It is believed that comments and the ballot of this NP have been resolved in consultation with JTC1/SC18 WG9, and that this disposition report has been issued. Once this situation is positively confirmed, JTC1 SC7 requests its secretariat to seek assignment of the project number to this NP, with Dr. Yamamoto (Japan).

**342**JTC 1/SC7 instructs its Secretariat to register the revised version of SC7 N1188 DXL: Diagram exchange Language for Tree-structured Charts as a Committee Draft (CD) and to distribute this document to SC7 Member Bodies for comment and vote.

**343**JTC 1/SC7 instructs its Secretariat to register the following documents as Working Drafts (WD) and to distribute these documents to SC7 Member Bodies for review and comment in accordance with the schedule below:

SC7/WG11 DOC Number	Document Title	To SC7 Secretariat
N036	CDIF - Integrated Meta-model Data Modelling Subject Area	7 Aug 94
N040	CDIF - Transfer Format - General Rules for Syntaxes and Encodings EIA/IS-108 January, 1994	7 Aug 94
N041	CDIF - Transfer Format - Syntax SYNTAX.1 EIA/IS-109 January, 1994	7 Aug 94

N042	CDIF - Transfer Format - Encoding ENCODING.1 EIA/IS-110 January, 1994	7 Aug 94
N046	CDIF - Framework for Modelling and Extensibility EIA/IS-107 January, 1994	7 Aug 94
N047	CDIF - Overview EIA/IS-106 January, 1994	7 Aug 94
N048	CDIF - Integrated Meta-model Foundation Subject Area EIA/IS-111 January, 1994	7 Aug 94
N049	CDIF - Integrated Meta-model Common Subject Area	7 Aug 94
N050	CDIF - Integrated Meta-model Data Definition Subject Area	7 Aug 94
N035	CDIF - Integrated Meta-model Data Flow Model Subject Area Diagram	7 Aug 95
N037	CDIF - Integrated Meta-model State/Event Model Subject Area	7 Aug 95
N038	CDIF - Integrated Meta-model Physical Relational Data Base Subject Area	7 Aug 95
N039	CDIF - Integrated Meta-model Project Planning and Scheduling Subject Area	7 Aug 95
N043	CDIF - Integrated Meta-model Presentation Location Subject Area	7 Feb 95
N044	CDIF - Integrated Meta-model Presentation Global Subject Area	7 Feb 95
N045	CDIF - Integrated Meta-model Presentation Shape Subject Area	7 Feb 95

**344**JTC 1/SC7 instructs its Secretariat to subdivide SC7 WG11 Project 7.28 into the following projects and assign project editors as follows:

7.28 Software Engineering Data Description and Interchange (SEDDI)

Editor: J. Berube

7.28.1 Overview & Architecture

7.28.1.1 Overview

Working Draft: N047 Editor: from EIA CDIF (to be confirmed)

7.28.1.2 Framework

Working Draft: N046 Editor: from EIA CDIF (to be confirmed)

7.28.2 Interchange Formats

7.28.2.1 General Rules

Working Draft: N040 Editor: from EIA CDIF (to be confirmed)

7.28.2.2 Syntax

Working Draft: N041 Editor: from EIA CDIF (to be confirmed)

7.28.2.3 Encoding

Working Draft: N042 Editor: from EIA CDIF (to be confirmed)

7.28.3 Abstract Model

7.28.3.1 Presentation Location

Working Draft: N043 Editor: from EIA CDIF (to be confirmed)

7.28.3.2 Presentation Global

Working Draft: N044 Editor: from EIA CDIF (to be confirmed)

7.28.3.3 Presentation Shapes

Working Draft: N045 Editor: from EIA CDIF (to be confirmed)

7.28.3.4 Foundation Subject Area

Working Draft: N048 Editor: from EIA CDIF (to be confirmed)

7.28.3.5 Common Subject Area

Working Draft: N049 Editor: from EIA CDIF (to be confirmed)

- 7.28.3.6 Data Definition Subject Area  
Working Draft: N050 Editor: from EIA CDIF (to be confirmed)
- 7.28.3.7 Data Flow Model Subject Area  
Working Draft: N035 Editor: from EIA CDIF (to be confirmed)
- 7.28.3.8 Data Modelling Subject Area  
Working Draft: N036 Editor: from EIA CDIF (to be confirmed)
- 7.28.3.9 State / Event Model Subject Area  
Working Draft: N037 Editor: from EIA CDIF (to be confirmed)
- 7.28.3.10 Physical Relational Data Base Subject Area  
Working Draft: N038 Editor: from EIA CDIF (to be confirmed)
- 7.28.3.11 Project Planning and Scheduling Subject Area  
Working Draft: N039 Editor: from EIA CDIF (to be confirmed)
- 7.28.4 PCTE Schema Definition Sets  
Editor: H. Davis
- 7.28.5 IRDS Content Modules  
Editor: J. Berube

**345**JTC 1/SC7 instructs its Secretariat to correct the Secretariat's records for the new work item which currently reads "Management of Information Transfer Between Life Cycle Phases" to reflect the most recently balloted title, namely "Management of Products of Life Cycle Processes."

**346**JTC 1/SC7 instructs its Secretariat to ask the JTC1 Secretariat where standardisation of electronics storage and interchange of documents takes place, so that SC7 could establish liaison to forward requirements from a Software Engineering perspective. JTC1/SC7 Secretariat shall report to Member Bodies by 1995-02.

## **SC7 LIAISON**

### **Liaison Procedures** (Secretariat)

**347** JTC 1/SC7 encourages its liaison officers to attend sessions of the respective subcommittees to represent JTC 1/SC7 concerns and to communicate on a regular and timely basis to the SC7 Secretariat items of common interest and concern to SC7. Specifically, the liaison officers are expected to:

- Agree with the convener of each SC7/WG which work items and documents from the other organizations are of concern
- Notify SC7 conveners and the SC7 Secretariat of the schedule for CD and DIS registration ballots for those documents of concern
- Obtain ballot results for documents of concern from the appropriate Secretariats and provide them to the SC7/WG convener and the SC7 Secretariat.
- Reports to the SC7 Secretariat on all liaison activities

This resolution supersedes resolution 240.

### **Liaison Officers** (Secretariat)

**348** JTC 1/SC7 reaffirms the importance of liaison with the following committees and confirms its liaison assignments as follows:

ISO/JTC1/SC1	Mrs. Bonnie Carrol (USA)
ISO/JTC1/SC22	Mr. Joseph Côté (Canada)
ISO/TC159/SC4	Dr. Nigel Bevan (UK)
ISO/TC176/SC1	Mr. James Roberts (USA)
ISO/TC176/SC2	Mr. Yossi Winograd (USA)
ISO/TC176/SC3	Mr. Yossi Winograd (USA)
ISO/TC184/SC4	Dr. James Fulton (USA)
IEC/TC56	Mr. Peter Voldner (Canada)

IEC/TC93                      Mr. Peter Eirich (USA)  
ECMA/TC33                     Mr Hugh Davis (UK)

The SC7 Secretariat will send a letter to the Secretary of the  
aforementioned committees to communicate officially this  
resolution.

### **Interpretation of ISO/IEC Guide 25**

**349** JTC1/SC7 instructs its Secretariat to forward to JTC1/SC21  
the comments by E. Wegner (Germany) on DTR 13233  
"Interpretation of and accreditation requirements in ISO/IEC  
Guide 25 for information technology and telecommunication  
testing laboratories ...".

### **Liaison request (WG11)**

**350**JTC1/SC7 reaffirms its resolution 290, and directs its  
secretariat to complete the establishment of "C" type of  
liaison between SC7/WG11 and the CDIF Division of the  
Electronic Industries Association and to forward to JTC1 the  
statements of benefit to be provided by WG11 for this  
purpose.

**351**JTC 1/SC7 instructs its Secretariat to establish an  
internal, technical liaison between ISO TC184/SC4/WG5  
and ISO/IEC JTC 1/SC7/WG11, and to confirm Dr. J.  
Fulton (USA) to perform this liaison.

**352**JTC 1/SC7 instructs its Secretariat to establish an  
internal, technical liaison between ECMA TC33 and  
ISO/IEC JTC 1/SC7/WG11, and to confirm Mr. H. Davis  
(UK) to perform this liaison.

**353**JTC 1/SC7 instructs its Secretariat to establish an  
internal, technical liaison between JTC 1/SC21/WG3  
(CSMF) and ISO/IEC JTC 1/SC7/WG11, and to confirm Mr.  
J. Berube (Canada) to perform this liaison.

**354**JTC 1/SC7 instructs its Secretariat to establish an  
internal, technical liaison between JTC 1/SC30 and  
ISO/IEC JTC 1/SC7/WG11, and to confirm Mr. P. Eirich  
(USA) to perform this liaison.

**355**JTC 1/SC7 instructs its Secretariat to update its records for WG11 liaison to reflect the following liaisons, as previously established within WG1 and WG11:

<u>Liaison Organization</u>	<u>Liaison Representative</u>
IEC TC93	Mr. P. Eirich
ISO TC184/SC4/WG3	Dr. R. Wessely
JTC1/SC18/WG9	Dr. Y. Yamamoto
JTC1/SC14/WG4	Mr. P. Eirich
JTC1/SC7/WG2	Dr. Y. Yamamoto
JTC1/SC7/WG4	Mr. J. Williamson
JTC1/SC7/WG7	Mr. J. Williamson
JTC1/SC21/WG3 (IRDS)	Mr. J. Berube
JTC1/SC21/WG3 (Import/Export))	Mr. J. Berube

**356**JTC1/SC7 approves a type "A" liaison with the European Commission, as requested in letter of 1994-05-20, and instruct its Secretariat to forward this information to the ISO/IEC Central Secretariat and the European Commission.

## **SC7 MANAGEMENT**

### **Standing Documents**

**357**JTC1/SC7 instructs its Secretariat to put in place a system of Standing Documents that shall include the following initial documents:

SD1 SC7 Secretariat Report [SC7 OTTAWA-02, 1994-06-11]

SD2 SC7 Document Register

SD3 SC7 Resolutions Register

SD4 SC7 Plenary Minutes Register

SD5 SC7 Advisory Group Minutes Register

SD6 SC7 Membership

SD7 SC7 Advisory Group Constitution [SC7 N 602,1989]

**358**JTC1/SC7 instructs its secretariat to publish all SC7 project requirements as part of an SC7 Standing Document on the SC7 Program of Work.

**359**JTC1/SC7 instructs its secretariat to publish the SC7 history document as an SC7 standing document and update it annually following each SC7 plenary meeting.

### **360 Guidelines for Project Requirements Document**

JTC 1/SC7 instructs its Secretariat to register Guidelines for SC7 Project Requirements Document (SC7 N1254) as an SC7 standing document.

### **361 Requirements Documents for Existing Projects**

JTC 1/SC7 instructs each of its working groups to produce for each WG project, which has not been registered as a DIS or already submitted one, a project requirements document in compliance with SC7 guidelines (document SC7 N1254) by 31 December 1994 or by a date in the SC7 approved project plan.

### **362 Process Architecture**

JTC 1/SC7 instructs its working groups that are developing standards and technical reports to be consistent with its Software Life-cycle Process Standards.

### **363 Life-cycle Process Standard Numbering**

JTC 1/SC7 rescinds Resolution 266 and instructs its Secretariat to take the necessary actions with JTC1 Secretariat and ISO/IEC ITTF to number the Software Life-cycle Process Standard as 12207 and to assign any future standards (or technical reports) based on 12207 as a series of standards of the same base number which is different from 12207 or as appropriate.

### **364 Requirements Documents for New Projects**

JTC 1/SC7 instructs its working groups to prepare a project requirements document in compliance with SC7 guidelines (document SC7 N1254) as the first product from an NP assigned to the working group.

### **365 Requirements Document Review**

JTC 1/SC7 instructs its working groups to place each project requirements document under version control and submit the document to the Secretariat. JTC 1/SC7 instructs its Secretariat to distribute each new requirements document to National Bodies for review and comment. The comments shall be sent to the appropriate working group for action and response.

### **366 Requirements Document Changes**

JTC 1/SC7 instructs its working groups to identify changes to its project requirements document under version control and submit the non editorial changes to the Secretariat in conjunction with convenors report.

### **367 Project Authorization Criteria**

JTC 1/SC7 instructs its Secretariat to register Project Authorization Criteria, once available, as a SC7 standing document.

**368 Resource Planning for NWI**

JTC 1/SC7 instructs its Secretariat to register Resource Planning for NWI, once available, as a SC7 standing document.

**Project Cancellation or Deferral (AdHoc)**

**369** JTC1/SC7 instructs each WG convener to recommend cancellation or deferral of project when that project cannot satisfy JTC1 resources requirements (participation of at least five Member Bodies).

**Electronic Mail (Secretariat and WG Conveners)**

**370** JTC1/SC7 highly recommend to all its Conveners and Project Editors who do not have an Internet electronic-mail address to acquire one before the fall working group meetings.

**371** JTC1/SC7 highly recommends to all its members bodies members and experts who do not have an Internet electronic-mail address to acquire one before the 1995 Plenary.

**372** JTC1/SC7 instructs its secretariat to submit, for consideration, no latter than 1995-02, the first version of a standing document on Electronic Communication Procedures for JTC1/SC7.

**373 Electronic copy of documents**

JTC1/SC7 Instruct its member bodies, editors and convenors, when submitting documents to the SC7 Secretariat for distribution, to submit both hard copy and an electronic copy. The electronic copy shall be on a DOS formatted diskette in either one of the following word-processor file format: MS-Word or Wordperfect. For simple textual document an ASCII file shall be acceptable.

JTC1/SC7 notify its member bodies that voluminous document will, by default, be sent in one of the aforementioned

electronic formats only. Hard copies will be sent only on explicit request.

### **374 WG10/SPICE level 2 Modus Operandi**

SC7 requests its secretariat to confirm the validity of the WG10/SPICE Modus Operandi as defined in SC7/N1081 (WG10/N002R) with respect to ISO/IEC and JTC1 procedures. In particular the following is requested from the SC7 secretariat by 01 August 1994:

- a) WRITTEN clarification of the differing requirements between ISO/IEC part 1 Directives and ISO/IEC JTC1 part 1 Directives regarding WG membership.
- b) WRITTEN clarification of ISO/IEC part 1 Directives section 6.10 (Copyright) with respect to documents which have not reached registration as DIS, IS or TR.
- c) WRITTEN clarification regarding procedures concerning WG attendance when National Standards Bodies have not provided written notification of delegate attendance within one month of receipt of notification as required by ISO/IEC JTC1 part 1 Directives section 3.5.
- d) WRITTEN clarification of the status of O-Members at WG meetings in amplification of ISO/IEC JTC1 part 1 Directives section 1.5.2.

SC7 recognises that the WG10 Convenor, SC7 Chairman and SC7 Secretariat collectively consulted and agreed the WG10 Modus Operandi before presentation to SC7 1993 Tokyo Plenary.

JTC1/SC7 instructs its secretariat to subsequently conduct an audit of the WG10/SPICE operations to determine compliance with the ITS Modus Operandi and the ISO/IEC and JTC1 procedures.

## APPRECIATIONS

- 375 JTC1/SC7 accepts the resignation of Mr. Richard Ivy (USA) as convener of its WG9 and thanks him for his contributions to SC7.
- 376 JTC1/SC7 accepts the resignation of Mr. Peter Voldner (Canada) as convener of its WG4 and thanks him for his contributions to SC7.
- 377 JTC1/SC7 accepts the resignation of Mrs. Vera Edelstein (USA) as convener of its WG8 and thanks her for her contributions to SC7.
- 378 JTC1/SC7 accepts the resignation of Mr. J. Baumert (USA) as editor of project 07.13.03.03 and thanks him for his contributions to SC7.
- 379 JTC1/SC7 accepts the resignation of Mr. F. Copigneaux (France) as editor of project 07.13.03.04 and thanks him for his contributions to SC7.
- 380 JTC1/SC7 accepts the resignation of Mr. M. Owen (USA) as editor of project 07.26 and thanks him for his contributions to SC7.
- 381 JTC1/SC7 accepts the resignation of Mr. Simon Eccles (UK) as editor of project 07.03.02 and thanks him for his contributions to SC7.
- 382JTC 1/SC7 expresses its appreciation to Mr. T. Baker (USA) for his efforts as the inaugural editor of Project 7.28.
- 383JTC1/SC7 expresses its appreciation to Dr. E. Wegner (Germany) for his contributions to JTC1/SC7.
- 384JTC1/SC7 thanks Mr. E. Kaneko (Japan) for providing a photographic record of SC7 activities over a number of years and thanks him for his contributions to SC7.

385JTC 1/SC7 thanks its Canadian Member Body for hosting the Seventh Plenary meeting of JTC 1/SC7 in Ottawa, Canada, at the Government Convention Centre, and Mr. D. Langlotz, Mrs. Kathy Mahoney and Ms. Linda Leblanc for their excellent assistance and arrangements.

386JTC1/SC7 extends its appreciation to the sponsors of this plenary meeting, namely, Bell Sygma, Treasury Board Secretariat, Digital, BNR, HP, Ernst & Young, Teleglobe, Bell Canada, Martin Marietta, Northern Telecom, CSA, Prior Data Sciences, TRIO, CGI, First Mark, Apple Canada and CRIM.