



ISO/IEC JTC1/SC7  
Software & System Engineering  
Secretariat: CANADA (SCC)

## ISO/IEC JTC1/SC7 N2583

2002-02-03

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**Title** WG Meeting Minutes of ISO/IEC JTC1/SC7 WG18 Meeting,  
Moscow - Russian Federation, 29 October - 2 November 2001.

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**Project**

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**Note**

**Document type** Meeting Minutes

**Title** WG Meeting Report of ISO/IEC JTC1/SC7 WG18 Meeting,  
Moscow, Russia, 29 October – 2 November 2001

**Source** ISO/IEC JTC1/SC 7/WG18 Convener

**Status** Draft

**Action ID** FYI or ACT

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## 1. Attendees

WG18 Quality Management met in Moscow, Russia, 29 October – 2 November 2001. The following 8 delegates representing 6 member bodies attended the meeting in Moscow:

Name	Representing	Telephone	Fax	E-mail
Victoria A. Hailey	Convener	+1-416-410-3400	+1-416-410-3433	vah@vhg.com
Andy Coster	Project Editor – UK	+44-1344-773983		costerandy@hotmail.com
Shigenobu Katoh	Japan	+81-3-3835-5553	+81-3-3835-0847	shigenobu.katoh@toppan.co.jp
Michael Kress	US	+1-425-717-7038	+1-425-266-1334	michael.p.kress@boeing.com
Bob Marshall	TC176/SC2 – Canada	+1-416-742-3900 ext. 5426		r-t-marshall@home.com
Cristina Machado	Brazil	+55-41-352-1212	+55-41-252-0782	cristina@pr.gov.br
Jim Moore	US	+1-703-883-7396	+1-703-883-5432	James.W.Moore@ieee.org
Dominique Morin	France	+33-1-60-59-95-09	+33-1-60-59-89-25	dominique.morin@sneema.fr

## 2. Minutes

During the meeting, WG18:

1. Reviewed the CD Letter Ballot Summary with 12 “P” and 1 “O” Members voting Approve (most with comments) and 3 Disapprove.
2. Processed and resolved outstanding WD4 comments from France, Ireland, Brazil, and Italy.
3. Processed new CD comments and revised the CD1 draft of the *Guidelines for The Application of ISO 9001:2000 to Computer Software*, and produced CD2 of the document.
4. Passed a resolution to create an OWG to resolve the comments on the diagram. Bob Marshall volunteered to head this OWG with members from Brazil, Japan, UK, and US. The OWG will be dissolved at the next WG18 meeting.
5. Passed a resolution to require that all submitted comments be in the correct format, using the provided Excel template, to enable import into the SC7 comments disposition database. Several member bodies submitted comments in Word format, requiring additional reformatting and effort to import them into the database. Comments submitted in other formats will not be accepted in the future.
6. Voted to progress the CD to FCD, with 75% in favour. Consequently, the attending member bodies passed a resolution to submit the FCD for as fast a ballot as allowable (3 or 4-month), with comments to be resolved at the SC7 Plenary in Korea. Member body votes were as follows:

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Brazil	Yes
Canada	Yes
Japan	No
UK	Yes.

### **3. Future Actions**

The group decided on the following course of action to expedite fast publication of the standard:

1. Instruct the Secretariat to circulate the FCD to SC7 for a four-month ballot (resolution).
2. Receive FCD comments back in time for resolution at the SC7 Plenary in Korea. Further instructions are to send any comments to the Convener and to the Project Editor by email.
3. Following a successful FCD ballot, progress the revised draft to DIS immediately following the Plenary.
4. Collate comments prior to starting the Korea meeting.
5. Process comments during the Korea meeting.
6. The expectation is for a 2/3 vote for FCD, and if received, instruct the Secretariat to process the FCD to DIS or FCD2 if the vote does not progress the FCD.

### **4. Next meetings**

The following are planned as the next meeting locations and dates:

- Pisa, Italy 18-22 March 2001 (To be confirmed if required – co-locating with WG10)
- South Korea, 13-17 May 2002 (SC7 Plenary)
- Capetown, South Africa, 4-8 November 2002 (Date to be confirmed – co-locating with WG7 and WG10)
- New Zealand March 2003 (To be confirmed)

### **5. WG18 Website**

All members of WG18 who do not have access to the WG18 website should follow these steps exactly:

1. Visit <http://www.scc.ca/forums/int/dispatch.cgi> where you will be asked to enter a user name and password of your own choosing.
2. You must then click "Register" and fill out the information on that form.
3. This next point is important: Once you have completed your registration, please email the Convener ([vah@vhq.com](mailto:vah@vhq.com)) so that you can be granted access rights to the WG18 website. Unless you email your registration user-id, there is no way of knowing that you have registered and you will not have access until you complete this step.
4. Once you have emailed your registration user-id, you will be granted access to WG18's website.

5. All documents to be placed on the document register must be emailed to the Convener.

Any unknown requests will need to be accompanied by a note from their national body representative before being granted access. All documents and all communication to WG18 members are made through the website. If you are not registered, you will not receive any communications except through SC7 distribution channels. In case of any difficulties please email [yah@vhq.com](mailto:yah@vhq.com).

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