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ISO/IEC JTC1/SC7 Nxxxx

Procedure for Coordination between ISO/IEC JTC1/SC7 and IEEE Computer Society

Version 1.0

Approved by ISO/IEC JTC1/SC7, 16 May 2003

Introduction

(It is understood that the initial adoption of this document by SC7 may be for a period of trial usage. The period of trial will be provided by the adopting resolution. It is further understood that exceptions to this procedure may be made by mutual consent during the period of trial usage.)

Background

SC22/WG15 and the IEEE Computer Society have cooperated in the development of POSIX standards, since circa 1987. The result has been success in creating standards that have adopted by both organizations with identical normative text. This document is an adaptation of the SC22/WG15 documents describing the procedure used there and describes the procedure to be used by SC7 and IEEE CS to effect their coordination.

Scope

This document describes the procedures that will be used by ISO/IEC JTC1/SC7 and the IEEE Computer Society to improve the consistency of their respective collections of software and systems engineering standards. The procedures are applied only upon the mutual agreement of SC7 and IEEE CS to apply them to a particular project.

Objectives

- To use the same text for selected standards, at each stage of development, and for final adoption.
- To gain the broadest possible consensus.

Use of Coordinated Adoption

This document describes additions and constraints upon the procedures of JTC1/SC7 and the procedures of standards-developing sponsors in the IEEE Computer Society. The application of this document is triggered by mutual agreement of SC7 and IEEE CS to apply the procedure to a work item of SC7.

0. Overall Coordination

To promote overall coordination between IEEE CS and SC7, the following steps will be taken:

1. Designation by the IEEE Computer Society of a Liaison Representative to ISO/IEC JTC1/SC7
2. Designation by ISO/IEC JTC1/SC7 of a Liaison Representative to the IEEE Computer Society

3. Regular reporting of status to SESC and SC7, via the Liaison Representatives
4. Maintenance of a multi-year plan for coordination, by the Liaison Representative of the IEEE Computer Society in cooperation with the Liaison Representative of SC7
5. Ongoing encouragement of SC7 participants to participate in the work of the IEEE CS Sponsor
6. Ongoing encouragement of IEEE CS Sponsor participants to participate in SC7 editing/ballot resolution meetings.
7. Providing cross-reference to the other organization on appropriate pages of the respective websites.
8. Whenever appropriate, including normative or informative references to standards of the other organization.
9. Including the SC7 Liaison Representative and the SC7 Secretariat on the distribution lists for SESC general membership and balloting invitations.
10. Including the IEEE CS Liaison Representative on the distribution lists for all SC7 distributions.
11. Inviting the IEEE CS Liaison Representative to participate in all meetings of the SC7 Advisory Group.
12. Listing SC7 for "coordination" on the Project Authorization Request form for all projects of SESC, and encouraging SC7 to submit organizational comments via that relationship.
13. Including the IEEE CS Liaison Representative on the distribution of all SC7 documents for balloting, and encouraging IEEE CS to submit liaison comments on the documents.

1. Delegation to IEEE of Responsibility for Preparation of Documents for Balloting

 (Note: This section is not applicable in most cases.)

This section applies in those cases where the IEEE CS has been delegated the responsibility for preparing the working draft of a document. IEEE CS would complete their responsibility by transmitting to SC7 a document ready for CD (or PDTR) Registration ballot.

The relevant processing stages prior to balloting in IEEE are as follows: (1) Approval of a Project Authorization Request ("PAR") by the IEEE Standards Association; (2) technical working group meetings and document drafting; and (3) submission of the draft document for balloting. In addition to following the normal IEEE procedures, IEEE CS will take the following additional steps:

1. Without fee, IEEE CS will add the SC7 Secretariat to the distribution list of the standards project so that information may be duplicated and redistributed for the official purposes of SC7. All working drafts will be made available in this way.
2. IEEE CS will provide a proposed balloting draft to the SC7 Secretariat for review and comment well before submission for balloting.
3. Any individual in the international community can participate in the work of the IEEE CS working group: attending meetings, receiving mailings, obtaining online access, and (if the individual is a member of the IEEE Standards Association) participating in the balloting group. Fees may be associated with these forms of participation.
4. IEEE CS will distribute project status information to SC7.
5. Any IEEE PARs associated with the project will be distributed to SC7 for review and comment.
6. IEEE CS will use the format approved by ITTF for draft documents.
7. Both IEEE CS and SC7 will encourage common membership between SC7 and IEEE working groups.

2. Providing IEEE Documents for Fast Track Processing and

Immediate Coordinated Revision

This section applies in those cases where it is agreed that an existing IEEE document will be used as a base document for preparing an SC7 standard. The following steps will be taken:

1. IEEE CS will provide a copy of the document to the SC7 Secretariat for preliminary review and comment. Based upon the response, SC7 will confirm its intent to use the document as a base document. Typically, this will take the form of a resolution inviting fast-track submission.
2. IEEE CS will prepare the document for fast-track submission and submit it for JTC1 DIS ballot.
3. If the document is not approved by JTC1 DIS ballot, application of this procedure terminates.
4. If the document is approved by JTC1 DIS ballot, the document will be published by ISO Central Secretariat as an ISO/IEC standard and accepted by SC7 as a base document. All comments resulting from preliminary review and from DTR ballot will be disposed by referring them to an immediate coordinated revision project.
5. The Liaison Representative of the IEEE Computer Society will be responsible for providing electronic copies of the document and arranging for intellectual property permissions satisfactory to both organizations.

3. Coordinated Preparation of a Balloting Draft

This section applies in those cases where it is agreed that SC7 and IEEE CS will coordinate to adopt documents with identical normative text. This may be a revision of an existing document or it may be the development of a new document.

1. IEEE CS and SC7 will cooperate in the preparation of the New Work Item proposal for the project. The NP will note the coordinated nature of the project and will reference this procedure along with a description of any additional or alternative coordination mechanisms that will be used.
2. An SC7 Working Group will be formed for the development of the balloting draft. Alternatively, the work may be assigned to an existing Working Group. IEEE CS and SC7 will agree on the designation of a project editor who is also qualified to serve as the editor in the IEEE standards development process. [This change resolves UK-3.]
3. If the project is to revise an IEEE standard approved via fast-track or other processes, than any undisposed comments resulting from review and balloting will be considered by the revision project.
4. Concurrently, IEEE CS will organize a Working Group or other mechanism to provide comments on the draft as it is developed. IEEE CS will be encouraged to send participants to the SC7 balloting group to provide comments. At a minimum, the Liaison Representative of the IEEE CS will provide written comments on working drafts to the SC7 Working Group.
5. The document will be considered ready for balloting when both the SC7 Working Group and the IEEE CS agree that it is ready.

4. Coordination of Balloting

This section applies in those cases where it is agreed that SC7 and IEEE CS will coordinate to adopt documents with identical normative text. This may be a revision of an existing document or it may be the development of a new document.

1. Each ballot at the SC7 level (CD registration, CD, and FCD) will be synchronized with a corresponding ballot in IEEE.
2. After ballots have completed in both organizations, all comments from both ballots will be provided to the SC7 Working Group for disposition.

3. The SC7 Working Group will dispose comments with the goal of achieving consensus according to the rules of both organizations. (Although there are additional details, the most important requirement for consensus in IEEE is approval by 75% of the members of the balloting group.)
4. The document will be submitted for FDIS ballot when the requirements for consensus of both organizations have been satisfied. (In the case of IEEE CS, consensus is reached when 75% of the balloters agree to vote affirmatively.)
5. Concurrent with the FDIS ballot, IEEE CS will submit the standard for final approval by the IEEE Standards Board.
6. If approved by both FDIS ballot and the IEEE Standards Board, both ISO and IEEE will publish the documents in accordance with business practices agreed by both organizations.
7. If rejected by either FDIS or the IEEE Standards Board, both organizations will cooperate to develop a Corrigendum to remedy the grounds for rejection.
8. Similar processes will be observed for documents other than standards.
9. Using their individual processes, either SC7 or IEEE is permitted to add Informative Annexes specific to their own organizations. During development and balloting of the document, all annexes will be included for convenience. Prior to submission for FDIS and IEEE Standards Board approval, the documents will be separated with annexes appropriate for the respective organizations.
10. If consensus of both organizations cannot be reached on a single document, then the two organizations may pursue separate standardization projects.

5. IEEE CS Adoption of SC7 Standards

This section applies in those cases where IEEE CS decides to adopt a standard developed by SC7 under the existing National Body adoption process.

1. IEEE CS will coordinate with SC7 to define the intent and anticipated outcomes of the adoption.
2. IEEE CS will strive to adopt the SC7 standard without substantial change.
3. All changes made during the IEEE CS adoption process will be listed in a single place so that differences between the IEEE CS and SC7 versions are apparent.
4. All changes made during the IEEE CS adoption process will be sent to the SC7 Secretariat for consideration during the next project to revise, amend, or correct the SC7 standard.

6. Interpretations / Defect Report Handling

1. IEEE requests for interpretation will be submitted to SC7 as Defect Reports. The JTC1 Defect Reporting process will be used to handle all such reports.
2. The SC7 editor will consult with both IEEE CS and the appropriate SC7 working group in disposing defect reports.
3. In cases where a Corrigendum is appropriate, both organizations will work together to agree on a single text to be approved via their respective processes.