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Software and Systems Engineering
Secretariat: CANADA (SCC)

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RESOLUTIONS
ISO/IEC JTC1/SC7- SOFTWARE and SYSTEMS ENGINEERING
Montréal, Québec, Canada - 2003-05-16

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

ORGANIZATION

Appointment of Conveners

701	JTC 1/SC7 extends for a period of one year the term of the following Convener : 　　o　Pam Morris (Australia) for WG12

Appointment of Project Editors

702	JTC1/SC7 appoints the following editors: • 15026 "System Engineering - System and Software Integrity Levels" Revision : Editor: Dr. Trevor King • 19793 Use of UML for ODP Viewpoint Specifications: Co-editor: Antonio Vallecillo (Spain) and Sandy Tyndale-Biscoe　　(UK) • Dr. David Zubrow (US) as co-editor for project 07.(25010) and project 07.(25020) • Dr. Keum-Suk Lee (Korea) as co-editor for project 07.(25021) • Dr. Juan Carlos Granja-Alvarez (Spain) as co-editor for project 07.(25010) and project 07.(25020) • Dr. Khaled El Emam (Canada) as co-editor for project 07.(12119 revision) • Dr. Witold Suryn as editor in place of Mr. Tom Ipoly for project 07.(25001) • Mr. Tom Ipoly as co-editor in place of Dr. Witold Suryn for project 07.(25001) 　o　Dr. Juan Garbajosa (Spain) (conditional to Member Body support) and Dr. Byong-Gul Lee (Korea) as co-editors of Project 18018　Information Techology - Configuration Management Tool Requirements

Liaison Officers

703	**INTERNAL LIAISON OFFICERS** JTC1/SC7 reaffirms the importance of liaison with the following committees, to be established or confirmed as follows: ISO TC176/SC2　　　　　　　　Mr Shigenobu Katoh (Japan) ISO TC176/SC2 alternative　　　Mr. Robert Marshall (Canada) ISO TC176/SC3　　　　　　　　Mr Shigenobu Katoh (Japan) IEC TC 56　　　　　　　　　　Mr. Hans Daniel (Germany) IEC TC65/SC65A　　　　　　　Mr Hans Daniel (Germany) IEC TC 62　　　　　　　　　　TBD ISO TC 176/SC1　　　　　　　Ms. Victoria Hailey (Canada) ISO TC184/SC5　　　　　　　Mr Terry Rout (Australia) ISO TC 159/SC4　　　　　　　 Dr. Jonathan Earthy (UK) ISO/IEC JTC1/SC27　　　　　Mr Hans Daniel (Germany) ISO/IEC JTC1/SC32　　　　　Mr Jean Bérubé (Canada) CASCO　　　　　　　　　　　Mr James Moore (USA) The ISO/IEC JTC1/SC7 Secretariat will send a letter to the Secretariats of the aforementioned committees to communicate officially this resolution and will copy the Advisory Group.

Working Groups

704	JTC1/SC7 instructs its Secretariat to transfer the membership and the program of work of WG17 to WG19, and disband WG17. The program of work of WG17 is nearly complete, and it will be more practical to conclude the project within WG19.
705	JTC1/SC7 instructs its Secretariat to transfer the membership and the program of work of WG18 to WG07, and disband WG18 since its program of work is essentially completed.

Abstention: Canada

Work Items

706	JTC1/SC7 instructs its Secretariat to send for a combined WD, CD Registration and CD ballot the documents: • ISO/IEC 15289 Software and systems engineering – Guidelines for the content of software life-cycle process information products(documentation) • ISO/IEC 19770 – 1:Software Asset Management Process If the above documents meet the requirements for CD ballot and when they are received by the Secretariat .
707	JTC1/SC7 instructs its Secretariat to circulate, if FCD ballot is positive, and once available, a DIS Proposal on project 15940 Software Engineering - Software Engineering Environment Services

708	JTC 1/SC7 instructs its Secretariat to progress ISO/IEC DTR 9294 Software engineering — Guidelines for management of software documentation to a DTR ballot"
709	JTC 1/SC7 instructs its Secretariat to change the name of SC7 WG9 from "System Integrity" to "System and Software Integrity"
710	JTC1/SC7 instructs its Secretariat to inform ITTF that the Amendment to 15414 will be published as a revised IS document, accompanied by an amendment document, instead of an amendment document alone (AM), as initially planned.
711	JTC1/SC7 instructs its Secretariat to transfer the maintenance of standard 12182 "Categorizaton of software" from Working Group 9 to Working Group 6
712	**19793 Use of UML for ODP Viewpoint Specifications a joint project with ITU-T** JTC1/SC7 instructs its Secretariat to inform the ITU-T that it requests to make project 19793 a joint project (under Resolution 7 of ITU WTS2000 and JTC1 Directives clause 2.5.4 and Annex K) has been accepted by JTC 1/SC7, and to take all appropriate means to make the project a joint project.
713	JTC1/SC7 resolves to cancel the project 15935, ODP – Quality of Service, as it was not possible to find resources to complete the project as planned at the Busan Plenary. ITU has confirmed that this joint project can be cancelled.
714	JTC1/SC7 instructs its Working Group 6 (WG6) to initiate Project 25001: SQuaRE - Planning and management
715	JTC1/SC7 instructs its secretariat to renumber ISO/IEC 25025 to 25041, and current ISO/IEC 25041, 25042 and 25043 to ISO/IEC 25042, 25043 and 25044 respectively.
716	JTC1/SC7 instructs its secretariat to change titles of the following documents as specified: • ISO/IEC 25000: Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Guide to SQuaRE • ISO/IEC 25001 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) - Planning and management • ISO/IEC 25010 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) - Quality model • ISO/IEC 25020 - Software engineering - Software product Quality

	Requirements and Evaluation (SQuaRE) - Measurement reference model and guide • ISO/IEC 25021 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Measurement primitives • ISO/IEC 25022 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Measurement of internal quality • ISO/IEC 25023 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Measurement of external quality • ISO/IEC 25024 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Measurement of quality in use • ISO/IEC 25030 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Quality requirements • ISO/IEC 25040 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Evaluation reference model and guide • ISO/IEC 25041 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) - Evaluation modules • ISO/IEC 25042 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Evaluation process for developers • ISO/IEC 25043 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Evaluation process for acquirers • ISO/IEC 25044 - Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) – Evaluation process for evaluators
717	Revision of ISO/IEC 16085 in Coordination with the IEEE Computer Society JTC1/SC7 accepts the disposition of comments for the fast-track ballot of ISO/IEC 16085 as contained in 07N2824-2, and instructs its Secretariat to initiate an immediate revision of ISO/IEC 16085 in accordance with Resolution 673. This will be accomplished by issuing a concurrent letter ballot on the NP contained in 07N2824-3,4 as prepared by its WG9 and the draft for CD registration once received by SC7 secretariat. If the letter ballot is successful, JTC1/SC7 instructs its Secretariat to assign the work item to the sub-working group of WG9 chaired by Terry Rout (Australia), Robert Charette (IEEE CS) as Project Editor and Cheryl Jones (USA) as co-editor. This project will be coordinated with the IEEE Computer Society under the terms of Clause 4 of the recently approved coordination procedure (see N2860).

NWI

718	JTC1/SC7 instructs its Secretariat to circulate, once available, a New Work Item Proposal on the revision of IS 14102: 1995 Information Technology - Guideline for the evaluation and selection of CASE Tools. If and when the NP is approved, JTC1/SC7 instructs its Secretariat to assign the project to Working Group 4. JTC1/SC7 confirms as project co-editors Mr. Ian Hirst (Australia) and Mr. Juan Garbajosa (Spain), conditional to Member Body support
719	JTC1/SC7 instructs its Secretariat to circulate, once available, a New Work Item Proposal on Software measurement - Functional size measurement - Guide for use of 14143 series (functional size measurement) and related international Standards and its associated Requirements Document, for a three month letter ballot, and to copy JTC1 for information. It is intended that, if accepted, this NWI would become project 14143-6. If and when the NP is approved, JTC1/SC7 instructs its Secretariat to assign the

	project to working group WG12. If and when the NP is approved, JTC1/SC7 instructs its Secretariat to appoint Mr. Shigeru Nishiyama(Japan) as project editor and Mitsuhiro Takahashi (Japan) and Peter Fagg (UK) as co-editors.
720	JTC1/SC7 instructs its Secretariat to circulate, once available, a New Work Item Proposal on the revision of TR 14471 - 1999 Software Engineering - Guidelines for the adoption of CASE tools. If and when the NP is approved, JTC1/SC7 instructs its Secretariat to assign the project to Working Group 4. If and when the NP is approved, JTC1/SC7 instructs its Secretariat to appoints as project co-editors Mr. Ian Hirst (Australia) and Mr. Juan Garbajosa (Spain), conditional to Member Body support.

721	JTC 1/SC 7 instructs its Secretariat to distribute for a three month letter ballot, when available, a New Work Item (NP) Proposal and associated requirements documents for "Systems and Software engineering – Life cycle management" to revise and harmonize ISO/IEC 15288, ISO/IEC 12207, and related documents; and to copy JTC1 for information. If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to assign the project to WG 7 and appoints Mr. Alain Faisandier (France) as Project Editor, with possibly two co-editors respectively from the IEEE-CS and INCOSE, conditional to National Body/Liaison support. The intention is to complete the letter ballot prior to the Interim Meeting in Recife in October 2003. This project will be coordinated with the IEEE Computer Society under the terms of Clause 4 of the recently approved coordination procedure (see 07N2860).
722	**Internet Best Practices** Futher to resolutions 606 and 649, ISO/IEC JTC1/SC7 invites the IEEE Computer Society to submit IEEE Std 2001, Internet Best Practices, for informal consideration and comment by SC7 prior to an eventual fast-track balloting.

Revision of ISO/IEC 14764 in Coordination with the IEEE Computer Society

723	JTC1/SC7 instructs its Secretariat to initiate the revision of ISO/IEC 14764 as it was issued in 1999 and its five year period is about to expire. This will be accomplished by issuing a letter ballot on the NP prepared by WG7 N0697 . If the letter ballot is successful, the work item shall be assigned to WG7 with Tom Pigoski (USA) as Project Editor and Paul Croll (IEEE CS) as co-editor. This project will be coordinated with the IEEE Computer Society under the terms of Clause 4 of the recently approved coordination procedure (see 07N2860)."

CDIF PROJECTS

724	JTC 1/SC7 notes that its Korean member body would now be able to commit resources to the CDIF projects re-activation NWI (Letter Ballots 07N2668 and 07N2669). JTC 1/SC7 notes that the only criteria not met by the CDIF projects by CDIF project 15476-04, Data Models re-activation NWI Letter Ballot (SC7N2730) and CDIF project 15476-06, State/Event Models re-activation NWI Letter Ballot (SC7N2731) was the number of participating Member Bodies, which was four (4) – and thus one short of the minimum of five required. All other criterias (approbation by both SC7 and JTC 1) were met.

	The four countries that were committing resources at the NWI ballot (Japan, UK, Canada and Australia) are confirming that these resources are still available.
	JTC 1/SC7 would thus want these projects to start as soon as possible.
	To expedite things, JTC 1/SC7 mandates its Secretariat to validate with JTC 1 if the Letter Ballots Summary on these NWI can be retroactively updated and the project be authorized to proceed.
	If the above is not possible, JTC 1/SC7 instructs it Secretariat to re-issue the NWI letter ballots (07N2668 and 07N2669) as was done per resolutions 668 and 669(Busan Plenary).

Editing Group – 12207 Defect Reports

725	JTC 1/SC 7 notes the Defect report prepared by its WG 10 in respect of ISO/IEC 12207 Amd 1, and establishes an Editing Group comprising members from WG 7 and WG 10 to address the Defect Report and prepare a package for balloting as a proposed Corrigendum to ISO/IEC 12207 Amd 1.
	The following are appointed to the Editing Group:
	Perry de Weese (Project Editor, ISO/IEC 12207)
	Terry Rout (Project Editor, ISO/IEC 15504)
	Jean-Philippe Lerat (France)
	Cristina Machado (Brazil)
	Alec Dorling (UK)
	Anatol Kark (Canada)
	Jean-Martin Simon (France)

ODP Trader Technical Corrigenda

726	In response to UTU-T SG17 Liaison Statement (SC7N2814) JTC 1/SC7 instructs its WG19 to initiate a technical corrigenda for ISO/IEC 13235 ODP Trader.

Study Groups

Study Group on Requirement Engineering Tool Requirements

727	JTC1/SC7 endorse the report of its Study Group on Requirement Engineering Tool Requirements (07N2846) and instructs its Secretariat to submit to SC7 and JTC 1 a NWI on Requirement Engineering tool requirements when available.
	If the NWI ballot is successful, JTC 1/SC7 instructs its Secretariat to assign it to its WG4, with Byong-Gul Lee (Korea), as project editor, conditional to Member Body support.

Study Group on Systems Quality Management

728	JTC 1/SC7 instructs its Secretariat to establish a study group on Systems Quality Management.
	The terms of reference of this Study Group are to:
	• Assess the need for a guidance document on ISO 9001 for system quality

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<tr><td></td><td>management
If this is the case, submit a draft NWI for consideration as part of its report

The Study Group shall take into consideration:

The software and systems life-cycle harmonization work currently done by WG7
Outputs from SWG5
The UK contribution on Software and Systems Quality Framework (SC7N2845)
The existing SQuaRe documents from WG6

Its membership will consist of:
<blockquote>Shigenobu Katoh (Japan), Mike Gayle (US), Robert Marshall (ISO/TC176), Victoria Hayley (Canada), Thierry Dujardin (France) and James Moore (IEEE-CS)</blockquote>

This study group will be chaired by Ken Crowder (INCOSE) and will submit a report by 2004-02-15.

The study group meetings will be co-located with WG7.</td></tr>
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Study Group on user documentation Standards

| 729 | JTC 1/SC7 instructs its Secretariat to establish a study group to determine an appropriate relationship structure for user documentation Standards.

The terms of reference for the group is to show the relationships between the existing and potential International Standards on software user documentation. The structure would be related to a potential new business plan for WG2 and will take into account liaison with the IEEE Computer Society.

The group will finalize its report for presentation at the SC7 2004 Plenary meeting in Brisbane.

Professor Yamamoto (Japan) shall lead the group. Its membership shall consist of: Richard Hodgkinson (UK), Annette Reilly (USA), Tom Kurihara (USA), Phil Cohen (Australia), Annette Calkin (Germany), Alastair Walker (South Africa), Professor Sooyong Park (Korea), James Moore (IEEE)

The study group will meet electronically. |
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Study Group to review IS 14143-1:1998 Information Technology – Software Measurement - Functional size measurement – Definition of Concepts.

| 730 | JTC1/SC7 instructs its Secretariat to establish a study group to review IS 14143-1:1998 Information Technology – Software Measurement - Functional size measurement – Definition of Concepts.

The terms of reference of this Study Group are to:

establish whether IS 14143-1:1998 needs to be changed
establish justifications for any recommendations
define limitations to control the impact of potential changes on existing documents and data
establish the process by which any change will be conducted.

Its membership will consist of :

Pam Morris(Australia), Martin D'Souza (Australia), Serge Oligny (Canada), Jean-Marc Desharnais (Canada), Pekka Forselius (Finland), Eberhard Rudolph (Germany), Suraya Adam (South Africa) Debbie Dickson (South Africa), Insoo Hwang (Korea), |
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| | Kyung-Moon Jin(Korea), Shigeru Nishiyama (Japan) Mitsuhiro Takahashi (Japan), Peter Fagg (UK), Marie O'Neill (Ireland), Frank Mazzucco (USA), Carol Dekkers (IFPUG).

This study group will be chaired by Pam Morris and will submit a report by 2004-02-29 to SC7.

Depending on the recommendation of the Study Group, a draft NWI proposal (with accompanying Requirements Document) may be submitted to the SC7 Secretariat by 2004-03-15 for consideration at the Brisbane SC7 plenary. |
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Study Group on the revision of ITU-T Rec. X.901-4|ISO/IEC 10746 Reference Model of Open Distributed Processing

| 731 | JTC1/SC7 instructs its Secretariat to establish a Study Group to gather requirements for the revision of ITU-T Rec. X.901-4|ISO/IEC 10746 Reference Model of Open Distributed Processing.

The detailed terms of reference of this study group will be circulated to SC7 before the end of July 2003.

The study group will be led by Mr. Bryan Wood, UK. The membership of the Study Group will consist initially of

Mr. Jean Bérubé	Canada/SC32
Mr. Tom Rutt	US
Mr. Akira Tanaka	Japan
Mr. Jonathan Billington	Australia
Mr. Antonio Vallecillo	Spain
Mr. Arve Meisingset	Norway/ITU-T
Mr. Sandy Tyndale-Biscoe	U.K.

Further nominations must be sent to the JTC 1/SC7 Secretariat by 2003-09-15.

The study will last two years. An interim report will be given at the Brisbane 2004 plenary and a recommendation to initiate a project or not on that topic at the following plenary.

The Study Group will liaise with ITU-T SG17 and OMG. It is understood that the study group will need to be re-created at the Brisbane Plenary. |
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Study Group on System Life Cycle Process Assessment Model

| 732 | JTC 1/SC7 instructs its Secretariat to establish a study group on System Life Cycle Process Assessment Model.

The terms of reference of this Study Group are to:

* Make recommendations regarding a project to create an International Standard that defines a System Life Cycle Process Assessment Model for use in ISO/IEC 15504-compliant assessments.

The Study Group shall take into consideration:

* The software and systems life-cycle harmonization work currently done by WG7
* The UK contribution on Software and Systems Quality Framework (SC7N2845)
* The existing 15504 standards and working documents |
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	• ISO PAS 18152 - assessment of human-system issues during the life cycle of a system. Its membership will consist of: Alec Dorling (UK), Jean-Philippe Lerat (France), Harold Lawson (Sweden), Kiyoshi Ogawa (Japan), Marcelo S.P.Pessoa (Brazil), Garry Roedler (US), Matthew Young (Australia), Alastair Walker (South Africa) Additional members can be added until 2003-09-15. Nominations must be sent to the SC7 secretariat. This study group will be chaired by Stuart Arnold (UK) and will submit a report to SC7 by 2004-02-15. The study group meetings will be co-located with WG7 and WG10.

Study group on the content of system and software life cycle process information products (documentation)

733	JTC 1/SC7 instructs its Secretariat to establish a study group on the content of system and software life cycle process information products (documentation). The terms of reference of this study group shall be to: • The development of guidelines for the content of system and software life cycle process information products (documentation) • Evaluate the possibility of a new standard to include documentation of system life cycle processes The Study Group shall take into consideration: • The software and systems life-cycle harmonization work currently done by WG7 • The IEEE-CS Software and Systems engineering standards collection The membership of this study group shall be: Jim Moore (IEEE-CS), Jonathan Earthy (UK), Prof. Yamamoto (Japan), Prof. Soo-Yong Park (Korea), Gary Roedler (US), Jean Bérubé (Canada). This study group will be chaired by Annette Reilly (US) and will submit a report to SC7 by 2004-02-15. The study group will meet electronically.

Maintenance of Standards

734	JTC1/SC7 instructs its Secretariat to confirm the retention of: • ISO/IEC 10746-1:1998 • ISO/IEC 10746-4:1998 • ISO/IEC 13235-1:1998 • ISO/IEC 13235-3:1998 • ISO/IEC 14143-1:1998 • ISO/IEC 14598-5:1998 = Under revision • ISO/IEC 15026:1998 = Under revision

SC7 Work Program Endorsement by JTC1

735	JTC1/SC7 instructs its Secretariat to send to JTC 1 its current Work Program for endorsement.

JTC1/SC7 MANAGEMENT

SWG1 - BPG

736	**SC7 Business Planning Group – Special Working Group 1**
	JTC1/SC7 reconfirms the intent of Resolution 642 and 683 and forms the JTC1/SC7 Business Planning Group (BPG) as a special working group (SWG 1) with the mandate to:
	1. Support the Chair in the elaboration of directions and policies.
	2. Assist the chair in the prompt resolution of issues.
	3. Propose update to the JTC1/SC7 business plans and procedures.
	4. Propose updates to JTC1/SC7 communications function.
	5. Prepare procedures and organization responsibilities to ensure an integrated strategy planning, business planning, and management systems for JTC1/SC7.
	The Business Planning Group will be under the direction of the JTC1/SC7 Chair. Members will be nominated by the Chair and confirmed at each Plenary meeting.
	Criteria for membership are:
	1. At least 5 years of JTC1/SC7 active participation.
	2. Availability to participate to BPG meetings in and outside of the Plenary.
	3. Membership in the JTC1/SC7 AG.
	4. No more than one representative per country.
	5. The Chair and Secretariat are permanent members.
	The BPG reports to the AG.
	The SWG 1 membership shall be composed of:
	Mr Alain Faisandier, France Dr. Dan Lee, Korea Mr Doug Thiele, Australia Dr. Hans Daniel, Germany Mr Michael Gayle, USA Mr Jean Bérubé, Canada Dr. Y. Yamamoto, Japan Prof. Alastair Walker, South Africa

SC7 Architecture Management Group - Special Working Group 5

737	JTC1/SC7 reaffirms Resolution 645 and 684 and form the JTC1/SC7 Architecture Management Group as a special working group (SWG 5) with the following mandate:
	– Elaborate and Maintain JTC1/SC7 Architecture standing documents
	– Provide counsel to JTC1/SC7 Conveners and editors on standards architecture and vocabulary consistency issues
	– Recommend to JTC1/SC7 standard maintenance strategies
	– Report on its activities to the JTC1/SC7 BPG and AG
	– Include in its scope the IEEE systems and software engineering standards collection
	Criteria for membership are:
	1. At least 5 years of JTC1/SC7 active participation
	2. Not a member of SWG 1 – BPG
	3. Preferably not a WG convener
	4. Availability for meetings and assignments
	5. Membership, excluding the chair and the conveners, is limited to 7

	6. Recognized JTC1/SC7 expertise in one or more of the following areas:
	    o Software & Systems Engineering
	    o Software & Systems Process

	o Software & Systems Product
	o Measurements
	o Tools, Methodologies & Modeling Languages
	o Software & Systems Engineering Products (aka Data)
	The JTC1/SC7 Special Working Group on Architecture Management will be chaired by the JTC1/SC7 Chair and convened by Ms. Cheryl Jones (USA). Membership in the SWG will consist of the following members:
	• Anatol Kark (Canada)
	• Jean-Philippe Lerat (France)
	• Andy Coster (UK)
	• Shigenobu Katoh (Japan)
	• Perry De Weese (USA)
	• Bud Lawson (Sweden)
	• Terry Rout (Australia)
	• James Moore (IEEE-CS)

IEEE-CS Coordination

| 738 | ISO/IEC JTC1/SC7 accepts 07N2859 as the Disposition of Comments on ballot 07N2804 and instructs its Secretariat to publish 07N2860 as the statement of procedures for coordination with the IEEE Computer Society. |

SC7 Vision Update

| 739 | JTC1/SC7 mandates its BPG to update document 07N2825 SC7 Vision Statement and send it to the Secretariat for Letter Ballot before the end of July 2003. A comment disposition and an updated document should be circulated to SC7 in time for its 2004 Plenary. |

SC7 Framework

| 740 | JTC1/SC7 instruct its Secretariat to publish an updated version of N2781 *SC7 Framework for ISO/IEC Systems and Software Engineering Standards* after comments resolution by its SWG5. |

Process Definitions

| 741 | SO/IEC JTC1/SC7 concludes that the work of SWG5 on process definition has become mature. It directs that all new and revised SC7 standards and technical reports should apply the process definition conventions as described in document 7N2823, the most current version of "Guidelines for Process Definition." |

SC7 Meeting Policy

| 742 | JTC 1/SC7 re-affirms its policy that all SC7 Working Groups must meet physically during its plenary meeting. |

| | JTC 1/SC7 also re-affirms its policy that SC7 Working Groups should not have more than one 'physical' Interim meeting between SC7 Plenary meetings.

JTC 1/SC7 mandates that the following Working Group shall have a common Interim Meeting:
WG7
WG9
WG10
SWG5

JTC 1/SC7 encourages WG2 to meet with the above groups, if possible.

Any deviation from the above policies must be approved by SC7. |
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| 743 | SC7 authorizes WG19 to hold the following two interim meetings in 2003, as required by its workload, and the fact that it needs to collocate with both OMG and ITU-T.

Sept 15 to 18, Geneva, at the ITU-T SG 17 meeting (September 9-19) Nov 19 to 25, London (UK), at the OMG meeting |

WG Meeting Agenda and Minutes

| 744 | JTC 1/SC7 reminds its WG that the JTC 1 directives states that:

Meeting convocations and agendas must be distributed to the WG members and sent to the JTC 1/SC7 Secretariat for circulation preferably <u>four months</u>, but no less than three months before the planned meeting (JTC1 Directives 7.5.2, 7.6.1).
Meeting minutes must be distributed to the WG members and the JTC 1/SC7 Secretariat for circulation within two (2) months after the meeting. These minutes should include a list of delegates, a reference to the sessions held (including those of editing groups, ballot resolution groups, ad hoc groups, etc.), a summary of the discussions and the complete text of the resolutions/ recommendations adopted during the meeting (7.10.4).

JTC1/SC7 reminds its working group that when editing or ballot resolution sessions are held as part of a working group meeting:

A disposition of comment document must be produced within three (3) months of the close of the ballot (CD, FCD), and sent to SC7 for circulation. (12.6.3.6).

Particular care must be taken to make the minutes of the editing or ballot resolution sessions clearly delineated in the WG meeting minutes,, when separate minutes are not prepared;

Particular care must be taken, for editing and ballot resolution sessions or meetings, to minute the fact that a meeting is a continuation meeting, that the meeting will require a continuation meeting (electronic or physical), and that the meeting (electronic or physical) has concluded. |
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Advisory Group and SC7 Plenary

| 745 | JTC1/SC7 reminds its National Bodies, WG and liaisons that:

Documents for an SC meeting, particularly those raising new issues or those for which a final agreement at the meeting is desired, shall be delivered to the Secretariat in time for them to be posted to the SC Web server four (4) weeks |
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	prior to the meeting. (7.8.1);
	• Where new issues arise which are not able to be posted to the Web server at least four (4) weeks prior to the meeting, any decision made at the meeting may need to be confirmed by a NB ballot (7.8.1).

SC7 Naming Convention for Standards

746	JTC 1/SC7 re-affirms its policy that its standards shall be named using the following prefixes to ensure proper communication with its customers:
	• *Software Engineering* for all standards pertaining to the field of software engineering
	• *Systems Engineering* for all standards pertaining to the field of systems engineering
	• *Information Technology* for all standards pertaining to, but not limited to, enterprise architecture
	• *Systems and Software Engineering* for standards that are pertinent to both software and systems engineering.
	JTC 1/SC7 instructs its Secretariat to enforce this policy.

Against: Germany

747	Further to JTC 1/SC 7 Resolution 571, JTC 1/SC 7 recommends its Working Groups to append a descriptive title when naming electronic files for distribution i.e.
	"**WxxNyyyy (string)**" where:
	• xx is the WG number
	• yyyy is the WG document number
	• (Character string) is the title of the electronic file that is being distributed. The title should give the user adequate information as to the contents of the electronic file.
	For example, "W07N0678 WG 7 Montreal 2003 minutes".

Hypermedia Trial

748	JTC1/SC7 reaffirms Resolution 648 and 688 where it agreed to trial novel hypermedia-based approaches to package and distribute its technical work products.
	JTC1/SC7 is authorized to share the results of the various experiments with other standardization bodies. JTC1/SC7 assigns to its SWG5 (Architecture Management Group) the responsibility to monitor future work in this area, and ensure that the results are communicated within JTC1/SC7.
	JTC1/SC7 encourages its WG 2, 6, 7,10, 19 and 20 to pursue the trial.
749	JTC 1/SC 7 instruct its secretariat to investigate the use of color in standards: 1. For the purpose of improved conveying of key information 2. But so that nothing is detracted from a copy that is viewed in Black and White.

Free availability of SC7 standards definitions

750	ISO/IEC JTC1/SC7 considers that availability of ISO standard definitions for use is essential for ensuring wide acceptance and promotion of ISO standards.

	ISO/IEC JTC1/SC7 thus instruct its Secretariat and Chairman to do whatever is required with JTC 1 and ISO ITTF so that allowance is provided to the standards users to apply definitions that appear in standards at no fee and that explicit permission to copy definitions should be granted so long as the source of the definition is cited.

ISO ITTF Processing of Documents

751	ISO/IEC JTC1/SC7 instruct its Secretariat and Chairman to convey to ISO/ITTF that shorter lead times for processing of documents (FDIS, IS, TR) would help JTC 1 /SC7 fulfill its mandate and expectations.

Participation To The Program Of Work

752	JTC1/SC7 instructs its Secretariat to do whatever is required with "P" Members who do not participate in its activities as per JTC1 Directive 3.1.

Cut-off Date for Document Issuance

753	The JTC1/SC7 Secretariat commits to respect the following schedule for all ballots. In this schedule, the JTC1/SC7 Secretariat commits to take no longer than 1 week to process the documents prior to and following the ballots. For documents sent outside the attached schedule, the JTC1/SC7 Secretariat commits to take no longer than 10 workdays to process the documents prior to and following the ballots. These commitments only apply for documents that are received in an acceptable format and quality and with all relevant additional information.

Document Type	Cut-off Date	Ballot Start	Ballot End	Ballot Summary Report	Interim Meeting
NP, WD (90 days)	2003-07-24	2003-07-11	2003-10-11	2003-10-28	…
CD, PDTR, PDAM (3 months)	2003-07-04	2003-07-11	2003-10-11	2003-10-18	…
FCD, FPDAM (4 months)	2003-06-06	2003-06-13	2003-10-13	2003-10-20	…
Document Type	Cut-off Date	Ballot Start	Ballot End	Ballot Summary Report	Plenary Meeting
NP, WD (90 days)	2004-01-09	2004-01-16	2004-04-12	2004-04-23	**2004-05-09**
CD, PDTR, PDAM (3 months)	2004-01-09	2004-01-16	2004-04-12	2004-04-23	**2004-05-09**
FCD, FPDAM (4 months)	2003-12-05	2003-12-12	2004-04-12	2004-04-23	**2004-05-09**
Document Type	Cut-off Date	Ballot Start	Ballot End	Ballot Summary Report	Plenary Meeting
NP, WD (90 days)	2004-07-07	2004-07-14	2004-10-14	2004-10-20	…
CD, PDTR, PDAM (3 months)	2004-07-07	2004-07-14	2004-10-14	2004-10-21	…
FCD, FPDAM (4 months)	2004-06-07	2004-06-14	2004-10-14	2004-10-21	…

Next Plenaries

754	- JTC 1-SC7 re-state its acceptance of the Australian invitation (SC7 N2632) to host the 2004 Plenary in Brisbane, May 9-14. - JTC 1-SC7 notes Finland interest in hosting the 2005 Plenary - JTC 1-SC7 notes France interest in hosting the 2006 Plenary

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