

## ISO/IEC JTC1/SC7 N3274

2005-06-13

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**PLENARY MEETING RESOLUTIONS**  
**ISO/IEC JTC1/SC7- SOFTWARE and SYSTEMS ENGINEERING**  
Helsinki, Finland - 2005-05-22, 27

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

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## ORGANIZATION

### Appointment of Conveners

812	JTC1/SC7 appoints or reappoints the following Conveners: <ul style="list-style-type: none"><li>• Motoei Azuma (Japan) for WG6</li><li>• Doug Thiele (Australia) for WG7</li><li>• Paul Croll (USA) for WG9</li><li>• Bryan Wood (UK) for WG19</li><li>• Juan Garbajosa (Spain) for WG20</li><li>• Cheryl Jones (USA) for SWG5</li></ul>
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### Appointment of Project Editors

813	JTC1/SC7 appoints the following editors: <ul style="list-style-type: none"><li>•Annette Reilly (USA) as WG22 Project Editor</li><li>•Björn Westerlund as Project Editor of ISO/IEC 19770</li><li>•Jean-Marc Desharnais (Canada) as editor of ISO/IEC 25043: Evaluation process for acquirers.</li><li>•Jean-Marc Desharnais (Canada) as co-editor of ISO/IEC 25021: Quality measure elements (current Measurement primitives)</li><li>•Jean-Marc Desharnais (Canada) as co-editor of ISO/IEC 25040: Evaluation reference model and guide</li><li>•David Zubrow (USA) as editor of ISO/IEC 25020: Measurement reference model and guide.</li><li>•David Zubrow (USA) as co-editor of ISO/IEC 25042: Evaluation process for developers.</li><li>•Vipula Godamunne (Australia) as co-editor of ISO/IEC 25020: Measurement reference model and guide</li><li>•Dean Barker (USA) as co-editor of ISO/IEC 25024: Measurement of quality in use</li><li>•Dean Barker (USA) as co-editor of ISO/IEC 25030: Quality requirements</li><li>•Dean Barker (USA) as co-editor of ISO/IEC 25062 (current 25035): Common industry format for usability test reports</li><li>•Mary Theofanos (USA) as editor of ISO/IEC 25062 (current 25035): Common industry format for usability test reports.</li><li>•Mary Theofanos (USA) as co-editor of ISO/IEC 25040: Evaluation reference model and guide.</li><li>•Soo-Yeon Lee (Korea) as co-editor of ISO/IEC 25043: Evaluation process for acquirers</li><li>•Seok-Kyoo Shin (Korea) as co-editor of ISO/IEC 25044: Evaluation process for evaluators</li><li>•Alphonse Philippe (France) as editor of ISO/IEC 25051 (current 12119): Requirements for quality of COTS and instructions for testing</li><li>•Alphonse Philippe (France) as co-editor of ISO/IEC 25044: Evaluation process for evaluators</li><li>•Domenico Natale (Italy) as editor of ISO/IEC 25012 (New): Data quality model</li><li>•Michael Kress (USA) as co-editor of ISO/IEC 25012 (New): Data quality model</li><li>•Nigel Bevan (UK) as co-editor of ISO/IEC 25062 (current 25035): Common industry format for usability test reports</li><li>•Mark Henley (IEEE CS) as Project Editor for the revision of ISO/IEC 16326</li><li>•Richard Kitterman (INCOSE) as the Co-Editor for project ISO/IEC 24748</li><li>•Garry Roedler (USA) as Co-Editor in the revision of ISO/IEC 15288</li><li>•Anatol Kark (Canada) as Co-Editor in the revision of ISO/IEC 12207, subject to availability of support</li><li>•James Moore (IEEE CS) as Co-Editor for the alignment of the revisions of</li></ul>
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	<p>ISO/IEC 15288 and ISO/IEC 12207.</p> <ul style="list-style-type: none"> <li>•Ms. Barbara Huisman (Canada) as editor of ISO/IEC 15026, Software and System Assurance.</li> <li>•David Kitson (USA) and Yasuko Ozaki (Japan) as co-editors of ISO/IEC 15504 (new part), "Assessment of Organizational Maturity"</li> <li>•Stuart Arnold and Alan Cutler (UK) and Kiyoshi Ogawa (Japan) as co-editors of ISO/IEC 15504 (new part), "Exemplar Process Assessment Model for Systems Life Cycle Processes".</li> <li>•Cheryl Jones (USA) as Project Editor for ISO/IEC 15939</li> <li>•Garry Roedler as Co-Editor for the revision of ISO/IEC 15939</li> <li>•Jonathan Earthy as the Project Editor for the project on <i>Guidelines for Process Definition</i></li> <li>•Shigenobu Katoh as the Project Editor for the project on Guidelines for the application of ISO 9001 to System Life Cycle Processes</li> </ul>
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## Liaisons

814	<p><b>INTERNAL LIAISON OFFICERS</b></p> <p>JTC1/SC7 reaffirms the importance of liaison with the following committees, to be established or confirmed as follows:</p> <table border="0"> <tr> <td>ISO TC176/SC2</td> <td>Mr Shigenobu Katoh (Japan)</td> </tr> <tr> <td>ISO TC176/SC2 alternative</td> <td>Mr. Robert Marshall (Canada)</td> </tr> <tr> <td>ISO TC176/SC3</td> <td>Mr Shigenobu Katoh (Japan)</td> </tr> <tr> <td>IEC TC 56</td> <td>Mr. David Kiang (Canada)</td> </tr> <tr> <td>IEC TC65/SC65A</td> <td>OPEN</td> </tr> <tr> <td>IEC TC 62</td> <td>Mr. Antonio Coletta (Italy)</td> </tr> <tr> <td>ISO TC 120</td> <td>OPEN</td> </tr> <tr> <td>ISO TC 159/SC4</td> <td>Dr. Jonathan Earthy (UK)</td> </tr> <tr> <td>ISO TC 176/SC1</td> <td>OPEN</td> </tr> <tr> <td>ISO TC184/SC5</td> <td>Dr. Ovidiu Noran (Australia)</td> </tr> <tr> <td>ISO TC210</td> <td>Mr. Alec Dorling</td> </tr> <tr> <td>ISO/IEC JTC1/SC22</td> <td>Mr. James Moore (USA), Lead Liaison, and Kiyoshi Ogawa (Japan)</td> </tr> <tr> <td>ISO/IEC JTC1/SC27</td> <td>Mr. James Moore (USA), Lead Liaison, and Satoshi Fushimi (Japan)</td> </tr> <tr> <td>ISO/IEC JTC1/SC32</td> <td>Mr. Jean Bérubé (Canada)</td> </tr> </table> <p>JTC 1/SC7 also appoints David Kitson (WG22 Convener) as its Rapporteur to the JTC1 Ad Hoc Group on the IT Vocabulary</p> <p>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.</p>	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. David Kiang (Canada)	IEC TC65/SC65A	OPEN	IEC TC 62	Mr. Antonio Coletta (Italy)	ISO TC 120	OPEN	ISO TC 159/SC4	Dr. Jonathan Earthy (UK)	ISO TC 176/SC1	OPEN	ISO TC184/SC5	Dr. Ovidiu Noran (Australia)	ISO TC210	Mr. Alec Dorling	ISO/IEC JTC1/SC22	Mr. James Moore (USA), Lead Liaison, and Kiyoshi Ogawa (Japan)	ISO/IEC JTC1/SC27	Mr. James Moore (USA), Lead Liaison, and Satoshi Fushimi (Japan)	ISO/IEC JTC1/SC32	Mr. Jean Bérubé (Canada)
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ISO/IEC JTC1/SC32	Mr. Jean Bérubé (Canada)																												
815	JTC1/SC7 notes the Comment Resolution Report (SC7N3273) on the request for Category C liaison between JTC1/SC7 WG12 and the COSMIC Consortium and instructs its Secretariat to forward to JTC1 for endorsement the statement of expected benefits (SC7N3180).																												
816	JTC1/SC7 notes the Comment Resolution Report (SC7N3259) on the request for Category A liaison between JTC1/SC7 and the itSMF Consortium and instructs its Secretariat to forward to JTC1 for endorsement the statement of expected benefits (SC7N3181).																												
817	JTC1/SC7 instructs its secretariat to do whatever is necessary to establish a category C liaison between WG12 and UKSMA (the UK Software Metric Association) and to send to JTC1 the statement of benefits (N3258) for endorsement.																												

818	JTC 1/SC 7 instructs its Secretariat to take whatever action is needed to terminate the NATO Category C liaison due to inactivity.
819	JTC 1/SC 7 instruct its Secretariat to distribute for letter ballot the request for Category C Liaison to SC 7/WG 7 by the International Project Management Association whenever the statement of benefits has been provided.

### **Liaison with IEEE Computer Society**

820	JTC1/SC7 notes that the “Vision of Liaison Outcomes” (07N3069) has played a useful role in providing direction for the liaison relationship between the IEEE Computer Society and SC7. To maintain the currency of the plan, SC7 approves the updates to the plan proposed in 07N3205 and requests that its Secretariat prepare and distribute a document containing the updated plan.
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### **Fast-Track of IEEE Std 1471**

821	Noting that IEEE Std 1471, Architecture Description, was informally circulated for comment by SC7 Member Bodies (N3160) and drew no adverse comment, ISO/IEC JTC1/SC7 invites the IEEE Computer Society to submit IEEE Std 1471 for fast-track balloting as an ISO/IEC standard. Any comments received from the fast-track DIS ballot will be formally disposed by a representative of the SC7 Secretariat by deferring them and using them as the basis for a coordinated revision project conducted in accordance with N2860
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### **ISO/IEC 62304 (Medical devices)**

822	<p>JTC 1/SC7 instructs its secretariat to accept in principle the offer of ISO TC210 and IEC SC 62 JWG3, for the changes to ISO/IEC 62304 (Medical devices) as described in SC7 N3233. While not all changes that we would like to see were done, we think that progress has been made and the document has been improved. JTC 1/SC7 looks forward to further cooperation.</p> <p>JTC 1/SC7 is ready to help with the mapping between ISO 62304 and ISO/IEC 12207, but believes it should be a two-way mapping between the two documents. This mapping should be done in cooperation with ISO TC220 JWG3.</p> <p>Please note that this does not constitute an endorsement of ISO 62304.</p> <p>Responsibility for completing this action and discussing arrangements with JWG3 is assigned to Mr. Antonio Coletta and Mr. Alec Dorling.</p>
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### **ISO NWIP Risk Management**

823	JTC 1/SC 7 instructs its secretariat to send to ISO secretariat its comments (SC7 N3272) on the NWIP entitled “General Guidelines for Principles and Implementation of Risk Management” dated 2005-02-03.
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## WORK PROGRAM

### Work Items

824	<p>Due to lack of resources in WG21, certain aspects of Software Asset Management (SAM) in the NWI had to be dropped in order to progress the work. As a result ISO/IEC 19770-1, Software Asset Management Processes, was more or less reduced to a license compliance standard. Late 2004, WG21 got several new members with vast SAM experience. Therefore it has been able to revert to our original plan of producing a full SAM standard. A lot of knowledge has been built in to the present version document and a very mature draft standard that meets the requirements of the market is now available.</p> <p>WG21 will now also be able to progress and complete ISO/IEC 19770-2, Software Asset Management Tag, but it requires more buy-in from the industry. WG21 thus plan to deliver a CD after the interim meeting in Bari, Italy 2005-10.</p> <p>JTC1/SC7 thus instructs its Secretariat to conduct an FCD ballot of the document WG21 N052 – ISO/IEC 19770 - 1:Software Asset Management Processes, when it is received by the Secretariat with the appropriate documentation.</p> <p>JTC1/SC7 instructs its Secretariat to issue a combined WD, CD Registration and CD ballot for ISO/IEC 19770 – 2:Software Asset Management Tag, when it is received by the Secretariat with the appropriate documentation.</p>
825	<p>JTC 1/SC 7 instructs its Secretariat to do whatever is necessary to secure a range of numbers between XXXX00 and XXXX99 from the ISO/IEC JTC 1 Secretariat for use by WG 2 for its future suite of new documentation standards.</p>
826	<p>JTC 1/SC 7 instructs its Secretariat to request the IEEE Computer Society to make IEEE standard 12207.1, Standard for Information Technology – Software Life Cycle Processes – Life Cycle Data, available to the SC 7 Secretariat and SC 7 Member Bodies for use as a base document in the development of ISO/IEC 15289 in the program of work in WG 2.</p>
827	<p>JTC1/SC7 instructs its Secretariat to issue a combined WD, CD registration and FCD ballot for the revision and of ISO/IEC TR 14102:1995 Information technology -- Guidelines for the evaluation and selection of CASE tools when it is received by the Secretariat with the appropriate documentation.</p>
828	<p>JTC1/SC7 instructs its Secretariat to issue a combined WD, CD registration and FCD ballot for the revision and transition into IS of ISO/IEC TR 14471:1999 Information technology -- Guidelines for the adoption of CASE tools when it is received by the Secretariat with the appropriate documentation.</p>
829	<p>JTC1/SC7 instructs its Secretariat to issue an FCD ballot of ISO 18018 (Software engineering - Configuration Management Tool Requirements) when it is received by the Secretariat with the appropriate documentation.</p>
830	<p>JTC1/Sc7 instructs its Secretariat to issue a combined WD, CD registration and CD ballot Software engineering – Requirements Engineering Tool Requirements when it is received by the Secretariat with the appropriate documentation.</p>
831	<p>JTC1/Sc7 instructs its Secretariat to issue a FDIS ballot (ISO/IEC FCD 15940.2 Information Technology -- Software Engineering Environment Services) when it is received by the Secretariat with the appropriate documentation.</p>
832	<p>JTC1/SC7 instructs its Secretariat to issue a combined WD, CD Registration and CD ballot of WD 15026.4 System and Software Engineering —Life Cycle Processes — Assurance when it is received by the Secretariat with the appropriate documentation.</p>
833	<p>JTC 1/SC 7 instructs the Secretariat to distribute document SC7 N3254 (W07N0859) to JTC 1 as the revised terms of reference for the revision of ISO/IEC 16326.</p> <p>JTC 1/SC 7 instructs its Secretariat to assign the New Work Item to SC 7/WG 7. The project will be coordinated with the IEEE Computer Society under the terms of the coordinated development process (sections 3 and 4 of SC 7 N2860).</p>
834	<p>JTC1/SC7 requests its Secretariat to arrange for the issue of a 2 months letter ballot on FDIS 14143-6 by Feb 14 2006.</p>

835	<p>JTC1/SC7 instructs its Secretariat to inform ITTF of the following change in the name of project 24745:</p> <p>From:</p> <p style="padding-left: 40px;">Information Technology – System and Software Engineering – Standard Metamodel for Development Methodologies.</p> <p>To:</p> <p style="padding-left: 40px;">Software Engineering - Metamodel for Development Methodologies.</p> <p>This does not affect the scope of the document, as defined in the scope section (information-based systems).</p>
836	<p>JTC1/SC7 instructs its Secretariat to send for a combined WD, CD Registration and CD ballot the documents:</p> <ul style="list-style-type: none"> <li>• ISO/IEC 24745 –Software Engineering - Metamodel for Development Methodologies (HEL-023) if the above documents meet the requirements for CD ballot when they are received by the Secretariat</li> <li>• ISO/IEC 19509 Part 2 High-level Petri Nets - Transfer Format if the above documents meet the requirements for CD ballot when they are received by the Secretariat.</li> </ul>
837	<p>JTC1/SC7 instructs its Secretariat to distribute PDAM-1 of 15909 Part 1 High-level Petri Nets for WD, PDAM Registration and PDAM ballot, if the above documents meet the requirements for PDAM ballot and when they are received by the Secretariat.</p>
838	<p>Given that the progression, finalization and adoption of UML 2.0 is proceeding faster than expected within the OMG and that multiple comments were received that expressed the requirement for using UML 2.0 as the baseline for this document, the shedule for the project needs to be extended to include the time required to migrate of this document to a UML 2.0 baseline before it reaches FCD.</p> <p>JTC1 JTC1/SC7 instructs its Secretariat to note the following change to the project schedule, and inform ITTF if required. The new schedule is as follows:</p> <p style="padding-left: 40px;">Extension of the editing meeting on 7N3170 (the current CD) to 05-10 to enable the change of baseline from UML 1.4 to UML 2.0.</p> <p style="padding-left: 40px;">2CD 05-12 FCD 06-06 FDIS 06-12 IS 07-07</p>
839	<p>JTC1/SC7 instructs its Secretariat to invite the OMG to submit UML 2.0 documents for informal consideration and comment by SC7 prior to a possible PAS submission.</p>
840	<p>JTC1/SC7 instructs its Secretariat to distribute draft ISO/IEC 16085 "Systems and Software Engineering-Life Cycle Processes-Risk Management" (W07N0844) for a second FCD ballot.</p>

### Resolution on hosting mechanism for the SC7 Vocabulary Project Database

841	<p>SC7 appreciates the IEEE Computer Society offer to provide a hosting mechanism for the SC7 vocabulary database and provisionally accepts the offer contingent on agreement between IEEE and SC7 on the terms of access to the vocabulary database for individuals contributing to the development or maintenance of SC7 standards.</p>
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NWI

842	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, once available, a New Work Item Proposal and associated documents for a standard: “Systems and software engineering – User documentation requirements for managers”</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> <li>• Assign the project to Working Group 2</li> <li>• Appoint as project editor: Mr Phil Cohen (Australia)</li> <li>• Allocate standard number XXXX11 from the requested set (see SC 7 resolution YY)</li> </ul>
843	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, once available, a New Work Item Proposal and associated documents for a standard: “Systems and software engineering – User documentation requirements for documentation designers and developers”</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> <li>• Assign the project to Working Group 2.</li> <li>• The USA will provide a project editor.</li> <li>• Allocate standard number XXXX14 from the requested set (see SC 7 resolution YY)</li> </ul>
844	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, once available, a New Work Item Proposal and associated documents on a standard for the certification of software engineering professionals.</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> <li>• Assign the project to Working Group 20.</li> <li>• Appoint as Project Co-Editors Professor Stephen Seidman (IEEE CS) and Mr. Bob Hart (Australia).</li> </ul> <p>Abstention: Spain</p>
845	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, once available, the New Work Item Proposal (SC7 N3262) with any reference documents for an additional part of ISO/IEC 15504 (Technical Report Type 2) on the Assessment of Organizational Maturity.</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> <li>• Establish as a sub project of project 7.29 (7.29.17)</li> <li>• Assign the project to Working Group 10.</li> <li>• Appoint as Project Co-Editors David Kitson (USA), Yasuko Okazaki (Japan)</li> </ul>
846	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, once available, the New Work Item Proposal (SC7 N3263) with any reference documents for an additional part of ISO/IEC 15504 (Technical Report Type 2) on the an Exemplar Process Assessment Model for Systems Engineering Processes.</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> <li>• Establish as a sub project of project 7.29 (7.29.16)</li> <li>• Assign the project to Working Group 10.</li> <li>• Appoint as Project Co-Editors Stuart Arnold (UK), Alan Cutler (UK), Kiyoshi Ogawa (Japan)</li> </ul>



847	<p>JTC 1/SC 7 instructs its Secretariat to distribute, once available, for letter ballot an updated version of New Work Item Proposal (SC7 N3202) for the development of <i>Software Life Cycle Profiles and Guidelines for use in Very Small Enterprises (VSE)</i> by 20 June 2005 (subject to availability).</p> <p>If this New Work Item is approved and subject to National Body confirmation:</p> <ol style="list-style-type: none"> <li>a. JTC 1/SC 7 instructs its Secretariat to assign the NWI to a new Working Group (WG 24)</li> <li>b. Mr. Tanin Uthayanaka (Thailand) is appointed as the Convener</li> <li>c. Mr Jean Berube (Canada) is appointed as the Secretariat</li> <li>d. Mr Claude Laporte (IEEE CS) is appointed as the Project Editor</li> </ol> <p>JTC 1/SC7 instructs the Working Group to have its meetings co-located with Working Group 7. JTC 1/SC7 further instructs the Working Group to take whatever means are necessary to ensure that its work is synchronized with the work of WG7 and WG10.</p> <p>The project would be coordinated with the IEEE Computer Society under the terms of the coordinated development process to ensure its consistency (sections 3 and 4 of SC 7 N2860).</p>
848	<p>JTC 1/SC 7 instructs its Secretariat to distribute for letter ballot a New Work Item Proposal SC 7 N3261 (W07N0862) for the revision of ISO/IEC 15288. If this New Work Item is approved, JTC 1/SC 7 instructs its Secretariat to assign the New Work Item to SC 7/WG 7 (and distribute to JTC 1).</p> <p>The project would be coordinated with the IEEE Computer Society under the terms of the coordinated development process (sections 3 and 4 of SC 7 N2860).</p> <p>The Project Editor for ISO/IEC 15288 is Mr Stuart Arnold (GBR), the Co-Editor is Mr Garry Roedler (USA) and the Co-Editor for alignment with ISO/IEC 12207 is Mr. James Moore (IEEE CS).</p>
849	<p>JTC 1/SC 7 instructs its Secretariat to distribute for letter ballot a New Work Item Proposal SC 7 N3260 (W07N0861) for the revision of ISO/IEC 12207. If this New Work Item is approved, JTC 1/SC 7 instructs its Secretariat to assign the New Work Item to SC 7/WG 7 (and distribute to JTC 1).</p> <p>The project would be coordinated with the IEEE Computer Society under the terms of the coordinated development process (sections 3 and 4 of SC 7 N2860).</p> <p>The Project Editor for ISO/IEC 12207 is Ms Terry Doran (USA), the Co-Editor is Mr Anatol Kark (CAN) and the Co-Editor for alignment with ISO/IEC 15288 is Mr. James Moore (IEEE CS).</p>
850	<p>JTC 1/SC 7 instructs its Secretariat to distribute for letter ballot a New Work Item Proposal SC 7 N3252 (W07N0846) for the revision of ISO/IEC 15939 and an initial working draft of the revised document satisfying the project requirements as stated in the NP.</p> <p>If this New Work Item is approved, JTC 1/SC 7 instructs its Secretariat to assign the New Work Item to SC 7/WG 7 (. The project will be coordinated with WG 6 and WG12.</p> <p>In accordance with clause 12.1 (last paragraph) and 13.1 (last paragraph) of the JTC 1 Directives, SC 7 agrees to the use of the fast-track procedure for balloting the document. Therefore, if this New Work Item is approved, SC 7 authorizes the Secretariat of SC 7 to forward the document for fast-track processing and notify JTC 1 accordingly.</p> <p>The Project Editor for ISO/IEC 15939 is Ms Cheryl Jones (IEEE CS) and the co-editor is Garry Roedler (USA).</p>

851	<p>JTC 1/SC 7 invites the Chair of SWG 5 to draft a New Work Item Proposal for a Type 3 Technical Report providing <i>Guidelines for Process Definition</i>. The latest version of the SC7 Guidelines for Process Definition should be attached to the New Work Item Proposal as the PDTR to be registered.</p> <p>If the New Work Item is approved, JTC 1/SC 7 instructs its Secretariat to assign the New Work Item to SC 7/WG 7 and name as project editor Jonathan Earthy (UK) and Garry Roedler (USA) as co-editor.</p> <p>JTC 1/SC 7 instructs its Secretariat to distribute the NP for letter ballot when it is available.</p>
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## Work in Progress

852	<p>JTC1/SC7 instructs its Secretariat to do whatever is necessary to change the number and title of the following documents:</p> <ul style="list-style-type: none"> <li>•ISO/IEC 25021: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Measurement primitives =&gt; ISO/IEC 25021: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Quality measure elements</li> <li>•ISO/IEC 12119: Software engineering – Software product evaluation – Requirements for quality of Commercial Off-The-Self (COTS) software product and instructions for testing =&gt; ISO/IEC 25051: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Requirements for quality of Commercial Off-The-Self (COTS) software product and instructions for testing</li> <li>•Software engineering – Data quality – Data quality for computer systems =&gt; ISO/IEC 25012: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Data quality model</li> <li>•ISO/IEC 23025: Common Industry format for usability test reports =&gt; ISO/IEC 25062: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Common Industry format for usability test reports</li> </ul>
853	<p>JTC 1/SC7 accept that the publication schedule of the Technical Report on the guidance of the application of ISO9001 to System Life Cycle Process has changed to 4Q of 2006 from May 2007, since ISO9001 will be revised (amended) 4Q 2008. JTC 1/SC7 thus instruct its Secretariat to notify ISO/ITTF of this change in schedule.</p>
854	<p>As per JTC1 directives (Section 14.4.3), SC7 Secretariat has scheduled a ballot resolution group meeting to consider the comments resulting from the PAS ballot on ISO/IEC DIS 23026 (IEEE 2001-2002 Recommended Practice for the Internet – Web Sites) to be held in Bari, Italy, in October 2005.. SC7 Secretariat has appointed Jean Bérubé, Canada as Convener of the group, James Isaak (IEEE) as Editor, and invites national bodies who participated in the ballot to participate in the editing group. A proposed disposition of comment will be prepared , and the group will attempt to resolve all comments by email before the meeting</p>

## Study Groups

### Study Group on the Common Industry Format (CIF)

855	JTC 1/SC7 endorses the report (N3246) of The Study Group on the Common Industry Format (CIF) for Usability Test Reports and notes that it requires: its WG6 to draft a New Work Item Proposal to add the CIF as an extension of the Square Series to elaborate on the requirements, model, and reporting for usability working in consultation with TC159/SC4. JTC 1/SC7 instructs its Secretariat to send this NWI for ballot once received.
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### Study Group on Interoperability

856	<p>JTC 1/SC7 instructs its Secretariat to establish a study group to:</p> <ul style="list-style-type: none"><li>•Investigate the possibility of additional standards or guidance in the area of Interoperability.</li><li>•Assess how SC7 standards address interoperability issues and come with recommendations.</li></ul> <p>The Study Group shall take into consideration:</p> <ul style="list-style-type: none"><li>•Interoperability standards from other ISO groups (e.g. TC 184 – Interoperability)</li><li>•The recommendations from the study group on non-developed components</li><li>•SC7 standards and processes that relate to this area</li></ul> <p>The study group shall make recommendations on changes to existing standards/guidance and/or the creation of new standards or TR. Its membership will consist of :</p> <ul style="list-style-type: none"><li>•Mikael Gullberg, Sweden</li><li>•Ian Hirst, Australia</li><li>•Alison Holt, New Zealand</li><li>•Cheryl Jones, US</li><li>•Anatol Kark, Canada</li><li>•Tom Kuriharit, US</li><li>•Bud Lawson, Sweden</li><li>•Ovidiu Noran, Australia</li></ul> <p>Additional members can be added until 2005-09-15. Nominations must be sent to the SC7 secretariat.</p> <p>This study group will be chaired by Ovidiu Noran and co-chaired by Mikael Gullberg and will submit a report by 2006-04-15.</p> <p>The study group meetings will be co-located with WG7..</p>
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### Study Group on Requirements Process

857	JTC 1/SC7 instructs its Secretariat to establish a study group to: <ul style="list-style-type: none"><li>•Investigate the possibility of additional standards or guidance in the area of Requirements.</li><li>•Assess how SC7 standards address requirement issues and come with recommendations.</li></ul>
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	<p>The Study Group shall take into consideration:</p> <ul style="list-style-type: none"> <li>•WG4 Requirement Engineering Tool Requirements (NWI)</li> <li>•SWEBOK Chapter on Requirements</li> <li>•IEEE 830 and 1233</li> <li>•INCOSE activities</li> <li>•TC184 documents</li> </ul> <p>The study group shall make recommendations on changes to existing standards/guidance and/or the creation of new standards or TR. Its membership will consist of:</p> <ul style="list-style-type: none"> <li>•Jean Bérubé, Canada</li> <li>•Juan Garbajosa, Spain</li> <li>•Mikael Gullberg, Sweden</li> <li>•Ian Hirst, Australia</li> <li>•Alison Holt, New Zealand</li> <li>•Cheryl Jones, US</li> <li>•Timo Käkölä, Finland</li> <li>•Byong Lee, Korea</li> <li>•Dan Lee, Korea</li> <li>•Ovidiu Noran, Australia</li> </ul> <p>Additional members can be added until 2005-09-15. Nominations must be sent to the SC7 secretariat.</p> <p>This study group will be chaired by Timo Käkölä and co-chaired by Dan Lee and will submit a report by 2006-04-15. The study group meetings will be co-located with WG7.</p>
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### Study Group on Non-Developed Components

858	<p>JTC 1/SC7 instructs its Secretariat to extend the study group on Non-Developed Components (resolution #787) for an additional month.</p> <p>The terms of reference of this Study Group are to:</p> <ul style="list-style-type: none"> <li>• Investigate the possibility of additional standards or guidance in the area of Non-Developed Code, including COTS and Open Source Software (OSS).</li> </ul> <p>The study group shall coordinate with WG21, Asset Management. At a minimum, the study group should consider a technical report providing some guidance.</p> <p>The Study Group shall take into consideration:</p> <ul style="list-style-type: none"> <li>• COTS, open source software (OSS), and reuse, with issues related to interoperability, evolution, how non-developed code was developed, integration, liability, obsolescence</li> <li>• The current standard 12119 on COTS product, along with IEEE standards regarding reuse.</li> <li>• IEEE Std 1517, Software Reuse Processes</li> </ul> <p>Its membership shall consist of:</p> <ul style="list-style-type: none"> <li>• Susan Burgess (USA)</li> <li>• Gilbert Le Gall (France)</li> <li>• Jonathan Earthy (UK)</li> </ul> <p>This study group will be chaired by Cheryl Jones (USA) and will submit a report by 2005-06-30.</p>
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## Study Group on Architecture Description

859	<p>JTC 1/SC7 instructs its Secretariat to extend the study group on Architectures (resolution #789) for an additional year.</p> <p>The terms of reference of this Study Group are to:</p> <ul style="list-style-type: none"> <li>• Investigate the possibility of additional standards or guidance in the area of Architectures.</li> <li>• Assess how SC7 standards address architecture and architecture management issues and come with recommendations.</li> </ul> <p>The Study Group shall take into consideration:</p> <ul style="list-style-type: none"> <li>• IEEE Std 1471 - IEEE Recommended Practice for Architectural Description of Software Intensive Systems</li> <li>• The ODP standards</li> <li>• Other relevant ISO standards</li> </ul> <p>The study group shall make recommendations on changes to existing standards/guidance and/or the creation of new standards or TR.</p> <ul style="list-style-type: none"> <li>• Its membership will consist of: : <ul style="list-style-type: none"> <li>• Bud Lawson (Sweden)</li> <li>• Stuart Arnold (UK)</li> <li>• Motoei Azuma (Japan)</li> <li>• Ovidiu Noran (Australia) – liaison with TC 184 SC5 WG1</li> <li>• Mikael Gullberg (Sweden)</li> <li>• Timo Kakola (Finland)</li> <li>• Mark Maier (IEEE)</li> <li>• Bryan Wood (UK)</li> <li>• Juan Garbajosa (Spain)</li> </ul> </li> </ul> <p>Additional members can be added until 2005-09-15. Nominations must be sent to the SC7 secretariat.</p> <p>IEEE-CS has already contributed IEEE 1471 standard for study purposes. TC184 SC5 will be asked to contribute the ISO 15704: 2000 standard for study purposes. TC184 SC5 will also be asked to participate in this study group.</p> <p>This study group will be chaired by Mark Maier (IEEE) and co-chaired by Cheryl Jones (ISO) and will submit a report by 2006-04-15. The study group meetings will be co-located with WG7.</p>
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## Study Group on Review of TR 14143-3 – Functional Size Measurement – Validation and Verification

860	<p>JTC1/SC7 instructs its Secretariat to establish a study group to review TR 14143-3:2002 Information Technology – Software Measurement - Functional size measurement – Validation and Verification of Functional Size Measurement Methods.</p> <p>The terms of reference of this Study Group are to:</p> <ul style="list-style-type: none"> <li>• Determine whether TR 14143-3:2002 should be converted to IS</li> <li>• establish whether TR 14143-3:2002 needs to be changed</li> <li>• establish justifications for any recommendations</li> <li>•</li> </ul> <p>Its membership will consist of (but is not limited to):  Pam Morris(Australia), Martin D'Souza(Australia), Serge Oligny(Canada), Pekka Forselius(Finland), Eberhard Rudolph(Germany), Debbie Dickson(South Africa), Insoo</p>
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	<p>Hwang(Korea), Shigeru Nishiyama (Japan) Mitsuhiro Takahashi(Japan), Peter Fagg(UK), Marie O'Neill(Ireland), Carol Dekkers(IFPUG and USA), Tony Rollo(COSMIC).</p> <p>Additional members can be added until 2005-09-15. Nominations must be sent to the SC7 secretariat.</p> <p>This study group will be chaired by Martin D'Souza(Australia) and will submit a report by 2006-01-31 to SC7.</p> <p>Depending on the recommendation of the Study Group, a draft NWI proposal (with accompanying Requirements Document) may be submitted to the SC7 Secretariat by 2006-01-31 for consideration at the Bangkok SC7 plenary.</p>
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### Study Group on Review of TR 14143-4 – Functional Size Measurement – Reference Models

861	<p>JTC1/SC7 instructs its Secretariat to establish a study group to review TR 14143-4:2002 Information Technology – Software Measurement - Functional size measurement – Reference Model.</p> <p>The terms of reference of this Study Group are to:</p> <ul style="list-style-type: none"> <li>• Determine whether TR 14143-4:2002 should be converted to IS</li> <li>• establish whether TR 14143-4:2002 needs to be changed</li> <li>• establish justifications for any recommendations to change the TR.</li> </ul> <p>Its membership will consist of: Pam Morris(Australia), Martin D'Souza(Australia), Serge Oigny(Canada), Pekka Forselius(Finland), Eberhard Rudolph(Germany), Debbie Dickson(South Africa), Insoo Hwang(Korea), Shigeru Nishiyama (Japan) Mitsuhiro Takahashi(Japan), Peter Fagg(UK), Marie O'Neill(Ireland), Carol Dekkers(IFPUG and USA), Tony Rollo(COSMIC).</p> <p>Additional members can be added until 2005-09-15. Nominations must be sent to the SC7 secretariat.</p> <p>This study group will be chaired by Eberhard Rudolph(Germany), and will submit a report by 2006-01-31 to SC7.</p> <p>Depending on the recommendation of the Study Group, a draft NWI proposal (with accompanying Requirements Document) may be submitted to the SC7 Secretariat by 2006-01-31 for consideration at the Bangkok SC7 plenary.</p>
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### Study Group on Service Delivery and Management, ITC Governance

862	<p>JTC 1/SC7 instructs its Secretariat to establish a study group to:</p> <ul style="list-style-type: none"> <li>• Investigate the possibility of additional standards or guidance in the area of: <ul style="list-style-type: none"> <li>- Service Delivery and Management</li> <li>- IT Governance</li> <li>- Process and Maturity Assessment for IT Operations</li> </ul> </li> <li>• Assess how SC7 standards address issues in these areas and up come with recommendations.</li> </ul> <p>As part of the scope of this study group, the direction of future activities will be determined. This scope is contained in the area of software and software engineering.</p>
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	<p>The Study Group shall take into consideration:</p> <ul style="list-style-type: none"> <li>• Consistency with existing SC7 standards that cover the areas of Process Definition, Service Delivery and Management, Process and Maturity Assessment and IT Governance</li> <li>• BSI 15000</li> <li>• ISO 20000</li> <li>• ITSMCMM</li> <li>• COBIT</li> <li>• CMMI notes for Operations</li> <li>• Current state of Service Delivery and Management, IT Governance and Process and Maturity Assessment in represented countries</li> </ul> <p>There are several organizations that are working in this area that should be investigated for possible liaisons:</p> <ul style="list-style-type: none"> <li>• ITSMF (<a href="http://www.ITSMF.com">www.ITSMF.com</a>)</li> <li>• OGC</li> <li>• BSI</li> </ul> <p>The study group shall make recommendations on changes to existing standards/guidance and/or the creation of new standards or TR. Its membership will consist of:</p> <ul style="list-style-type: none"> <li>• Cheryl Jones, US</li> <li>• David Bicket, UK</li> <li>• David Dery, Canada</li> <li>• Jenny Dugmore, UK</li> <li>• Mikael Gullberg, Sweden</li> <li>• Ian Hirst, Australia</li> <li>• Alison Holt, New Zealand</li> <li>• David Keech, UK</li> <li>• Risto Nevalarnum, Finland</li> <li>• Melanie Cheong, South Africa</li> <li>• Ogawa Kiyoshi, Japan</li> <li>• Robert Kormanak, Slovakia</li> <li>• Juan Carlos Grangia-Alvarez, Spain</li> <li>• Ota Novotny, Czech Republic</li> <li>• David Kitson, US</li> <li>• Alec Dorling, UK</li> <li>• Juan Garbojosa, Spain</li> <li>• Ovidiu Noran, Australia</li> <li>• Hiroshi Koizumi, Japan</li> <li>• Marion Lepmets, Estonia</li> <li>• Antonio Coletta, Italy</li> </ul> <p>Additional members can be added until 2005-09-15. Nominations must be sent to the SC7 secretariat. Liaison groups (current and potential) will be invited to participate on this study group.</p> <p>This study group will be chaired by Alison Holt, and co-chaired by Jenny Dugmore and will submit a report by 2006-04-15. The study group meetings will be co-located with WG7.</p>
863	JTC 1/SC7 requests the IEEE Computer Society to contribute IEEE Std 1362 for the purpose of study by the Study Group on Service Delivery and Management, ITC Governance

## Resolution on BS 15000 Fast Track

864	<p>JTC 1/SC 7 notes the results of the fast-track of BSI's BS 15000 series of standards (07N3227 and 07N3228).</p> <p>JTC 1/SC 7 proposes that the fast-track ballots comments be resolved as follows:</p> <ul style="list-style-type: none"> <li>- The UK should submit to the SC7 Secretariat, no later than 2005-08-31, a draft Comments Resolution package that includes: <ul style="list-style-type: none"> <li>o A Comments Disposition Document</li> <li>o A draft NWI proposal if some comments are deferred to a revision of the proposed standard</li> <li>o Updated DIS documents that reflect the proposed Comments resolutions.</li> </ul> </li> </ul> <p>JTC 1/SC 7 proposes that the Ballot Resolution meeting be held concurrently with its Interim Meeting to be held in Bari, Italy, 2005-10-24, 28.</p> <p>If a NWI is proposed and is accepted in principle by SC7 at the Ballot resolution meeting, JTC 1/SC7 instructs its Secretariat to send this NWI to ballot. If the ballot is successful, JTC 1/SC7 instructs its secretariat to create a new WG25, IT Service Management, and assign the NP to this WG. This WG shall be chaired by Jenny Dugmore (UK) and its Secretariat supported by the UK Member Body.</p>
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## Maintenance of Standards

865	<p>JTC1/SC7 instructs its Secretariat to request confirmation of the following standards in JTC1's systematic review :</p> <ul style="list-style-type: none"> <li>- JTC1/SC7 proposes to continue TR 14143-3 as Technical Report Type 2, and to review its status in due course, but at a minimum within three years as per JTC1 Directives.</li> <li>- JTC1/SC7 proposes to continue TR 14143-4 as Technical Report Type 2, and to review its status in due course, but at a minimum within three years as per JTC1 Directives.</li> </ul>
866	<p>JTC 1/SC 7 notes the Resolution SC 7-797 regarding ISO/IEC TR 15846 <i>Configuration management</i> and requests the SC 7 Secretariat to take whatever action is required to have the document withdrawn.</p> <p>Note: The ISO web site shows the document at Stage 60.60.</p>
867	<p>JTC 1/SC 7 instruct its Secretariat forward a request to JTC 1 to confirm ISO/IEC TR 15271 <i>Guide for ISO/IEC 12207 (Software life cycle processes)</i> for retention. It is anticipated that the document will be used as a basis for work in the harmonization of ISO/IEC 12207 and ISO/IEC 15288.</p>

## SC7 Work Program Endorsement by JTC1

868	<p>JTC1/SC7 instructs its Secretariat to send to JTC 1 its current Work Program for endorsement.</p>
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## JTC1/SC7 MANAGEMENT

### ISO Advisory Group on Security

869	JTC1/SC7 notes the Final Report of ISO Advisory Group on Security, ISO/TMB AGS N46, and requests its Chairman to advise JTC1 that SC7 performs work relevant to this report. Application of SC7 standards for software and systems engineering results in the production of software and systems with fewer exploitable vulnerabilities.
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### Convener Certification of Documents Sent to SC7 Secretariat

870	JTC1/SC7 re-affirms resolution 806 and instructs its Working Group Conveners to certify that all documents are complete and drafted in accordance with the Editing Directives before sending them to the SC7 Secretariat for processing.
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### Participation to the Program of Work

871	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.
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### SWG1 - BPG

872	<p><b><u>SC7 Business Planning Group – Special Working Group 1</u></b></p> <p>JTC1/SC7 reconfirms the intent of prior Resolutions and forms the JTC1/SC7 Business Planning Group (BPG) as a special working group (SWG 1) with the mandate to:</p> <ol style="list-style-type: none"><li>1. Support the Chair in the elaboration of directions and policies.</li><li>2. Assist the chair in the prompt resolution of issues.</li><li>3. Propose update to the JTC1/SC7 business plans and procedures.</li><li>4. Propose updates to JTC1/SC7 communications function.</li><li>5. Prepare procedures and organization responsibilities to ensure an integrated strategy planning, business planning, and management systems for JTC1/SC7.</li></ol> <p>The Business Planning Group will be under the direction of the JTC1/SC7 Chair, with the Secretariat as one of its member. Members will be nominated by the Chair and confirmed at each Plenary meeting.</p> <p>Criteria for membership are:</p> <ol style="list-style-type: none"><li>1. At least 5 years of JTC1/SC7 active participation.</li><li>2. Availability to participate to BPG meetings in and outside of the Plenary.</li><li>3. Membership in the JTC1/SC7 AG.</li><li>4. No more than one representative per country.</li><li>5. The Chair and Secretariat are permanent members.</li></ol> <p>The BPG reports to the AG.</p> <p>The SWG 1 membership shall be composed of:</p> <table><tr><td>Mr Doug Thiele, Australia</td><td>Dr. Dan Lee, Korea</td></tr><tr><td>Mr Jean Bérubé, Canada</td><td>Mr Mike Gayle, USA</td></tr><tr><td>Dr. Y. Yamamoto, Japan</td><td>Prof. Alastair Walker, South Africa</td></tr><tr><td></td><td>Mr. Risto Nevalainen, Finland</td></tr></table>	Mr Doug Thiele, Australia	Dr. Dan Lee, Korea	Mr Jean Bérubé, Canada	Mr Mike Gayle, USA	Dr. Y. Yamamoto, Japan	Prof. Alastair Walker, South Africa		Mr. Risto Nevalainen, Finland
Mr Doug Thiele, Australia	Dr. Dan Lee, Korea								
Mr Jean Bérubé, Canada	Mr Mike Gayle, USA								
Dr. Y. Yamamoto, Japan	Prof. Alastair Walker, South Africa								
	Mr. Risto Nevalainen, Finland								

## SC7 Architecture Management Group - Special Working Group 5

873	<p>JTC1/SC7 reaffirms prior Resolutions and form the JTC1/SC7 Architecture Management Group as a special working group (SWG 5) with the following mandate:</p> <ul style="list-style-type: none"> <li>• Elaborate and Maintain JTC1/SC7 Architecture standing documents</li> <li>• Provide counsel to JTC1/SC7 Conveners and editors on standards architecture and vocabulary consistency issues</li> <li>• Recommend to JTC1/SC7 standard maintenance strategies</li> <li>• Report on its activities to the JTC1/SC7 BPG and AG</li> <li>• Include in its scope the IEEE systems and software engineering standards collection</li> </ul> <p>Criteria for membership are:</p> <ol style="list-style-type: none"> <li>1. At least 5 years of JTC1/SC7 active participation</li> <li>2. Not a member of SWG 1 – BPG</li> <li>3. Preferably not a WG convener</li> <li>4. Availability for meetings and assignments</li> <li>5. Membership, excluding the SC7 chair and the WG conveners, is limited to 9 including the SWG-5 convener.</li> <li>6. Recognized JTC1/SC7 expertise in one or more of the following areas:             <ul style="list-style-type: none"> <li>• Software &amp; Systems Engineering</li> <li>• Software &amp; Systems Process</li> <li>• Software &amp; Systems Product</li> <li>• Measurements</li> <li>• Tools, Methodologies &amp; Modeling Languages</li> <li>• Software &amp; Systems Engineering Products (aka Data)</li> </ul> </li> </ol> <p>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:</p> <ul style="list-style-type: none"> <li>• Kiyoshi Ogawa (Japan)</li> <li>• David Kitson (USA)</li> <li>• Bud Lawson (Sweden, INCOSE)</li> <li>• Terry Rout (Australia)</li> <li>• James Moore (IEEE-CS)</li> <li>• Peter Fagg (UK)</li> </ul>
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## SC7 Framework

874	<p>JTC1/SC7 instructs its Secretariat to send for distribution an updated version of N3016 <i>SC7 Framework for ISO/IEC Systems and Software Engineering Standards</i> after comments resolution by its SWG5.</p>
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## Facilities and Events Fees

875	<p>Given the low amount of funding for Plenary and meeting hosting available from many National Bodies, and the significant facilities costs incurred in the hosting of these meetings, JTC1/SC7 recognizes that in order to be able to afford hosting its Plenary or Interim (i.e. WG) meetings, Members Bodies may have to charge facilities and events fees to delegates.</p> <p>JTC 1/SC7 also recognizes that this approach will also provide the opportunity to small countries and developing countries to be able to host SC7 plenary and interim meetings.</p> <p>This approach has already been used in the last eleven years for many JTC1/SC7 interim and plenary meetings. JTC1/SC7 thus reaffirms its Resolution 625 and 805.</p> <p>While JTC1/SC7 acknowledges that JTC1 procedures (section 7.4 Funding Mechanisms) must be upheld, the following application guidelines will be used for future meetings:</p> <ul style="list-style-type: none"><li>• The host organization shall notify the JTC1/SC7 Secretariat if any fees may be charged when it agrees to host a meeting.</li><li>• The facilities and events fees level must be approved by the JTC1/SC7 Secretariat no later than 4 months before the beginning of the meeting. The host organization shall provide to the JTC1/SC7 Secretariat the appropriate data, as described in section 7.4 of the JTC1 Procedures) for the approval.</li><li>• The level of the fees and the payment process and options shall be clearly documented in the meeting registration material.</li><li>• The host shall use the terminology of the JTC 1 directives to describe its fees.</li><li>• A receipt for the facilities and events fees shall be provided to delegates upon request at the meeting.</li><li>• Where possible, credit card payment should be accepted</li><li>• If a delegate refuses to pay facilities and events fees, he/she cannot be denied access to the meetings as per clause 7.4.3.2.1 .of the JTC 1 directives.</li><li>• To facilitate the processing of delegates expenses reports and given that accounting rules varies from country to country, a receipt bearing the name 'Meeting Fees' or bearing the name 'Facility Fees' shall be available to all delegates. In the latter case, other fees such as meals should appear on the receipt in a segregated fashion.</li></ul> <p>Facilities fees should not exceed Swiss Franc (CHF) 260, if possible.</p>
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## Cut-off Date for Document Issuance

876	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.
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Document Type	Cut-off Date	Ballot Start	Ballot End	Ballot Summary Report	Meeting start date
NP, WD (90 days)	2005/06/28	2005/07/05	2005/10/03	2005/10/10	2005/10/24
CD, PDTR, DTR, PDAM (3 months)	2005/06/26	2005/07/03	2005/10/03	2005/10/10	2005/10/24
FCD, FPDAM (4 months)	2005/05/27	2005/06/03	2005/10/03	2005/10/10	2005/10/24
FDIS, FDAM (2 months)	2005/06/28	2005/07/19	2005/09/19	2005/10/10	2005/10/24
Document Type	Cut-off Date	Ballot Start	Ballot End	Ballot Summary Report	Meeting start date
NP, WD (90 days)	2006/01/16	2006/01/23	2006/04/23	2006/04/30	2006/05/14
CD, PDTR, DTR, PDAM (3 months)	2006/01/16	2006/01/23	2006/04/23	2006/04/30	2006/05/14
FCD, FPDAM (4 months)	2005/12/16	2005/12/23	2006/04/23	2006/04/30	2006/05/14
FDIS, FDAM (2 months)	2006/01/19	2006/02/09	2006/04/09	2006/04/30	2006/05/14
Document Type	Cut-off Date	Ballot Start	Ballot End	Ballot Summary Report	Meeting start date
NP, WD (90 days)	2006/01/16	2006/01/23	2006/04/23	2006/04/30	2006/05/14
CD, PDTR, DTR, PDAM (3 months)	2006/01/16	2006/01/23	2006/04/23	2006/04/30	2006/05/14
FCD, FPDAM (4 months)	2005/12/16	2005/12/23	2006/04/23	2006/04/30	2006/05/14
FDIS, FDAM (2 months)	2006/01/19	2006/02/09	2006/04/09	2006/04/30	2006/05/14

## Next Plenaries

877	<ul style="list-style-type: none"> <li>JTC 1-SC7 re-states its acceptance of the Thailand invitation (SC7 N3215, N3271) to host the 2006 Plenary in Bangkok, Thailand, May 14-19, 2006.</li> <li>JTC 1-SC7 re-states its acceptance of the proposed Russian invitation (SC7 N3268) to host the 2007 Plenary in St. Petersburg, Russia, 2007.</li> </ul>
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## Next Interim Joint WG Meetings

878	<ul style="list-style-type: none"> <li>JTC 1-SC7 re-states its acceptance of the Italian invitation to host the 2005 interim meeting in Bari, Italy, Oct 24-28, 2005</li> <li>JTC 1-SC7 re-states its acceptance of the proposed Canadian invitation to host the 2007 interim meeting in Montréal, Canada, 2007</li> </ul>
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## APPRECIATIONS

	<p>JTC 1/SC 7 extends its appreciation to the following professionals:</p> <ul style="list-style-type: none"><li>– Mrs. Antonia Jeanrenaud (Italy) resigns; (1) editor of ISO/IEC 25044: Evaluation process for evaluators and co-editor of (2) ISO/IEC 25041: Evaluation modules, (3) ISO/IEC 25042: Evaluation process for developers, (4) ISO/IEC 25043: Evaluation process for acquirers and (5) ISO/IEC 25051 (current 12119): Requirements for quality of COTS and instructions for testing</li><li>– Mr. Gilbert Le Gall (France) resigns (1) editor of ISO/IEC 25043: Evaluation process for acquirers and (2) ISO/IEC 25051 (current 12119): Requirements for quality of COTS and instructions for testing</li><li>– Mr. Michael Gayle resigns co-editor of ISO/IEC 25030: Quality requirements</li></ul>
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