

## ISO/IEC JTC1/SC7 /N3755

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Address reply to: ISO/IEC JTC1/SC7 Secretariat  
École de technologie supérieure – Department of Software and IT Engineering  
1100 Notre Dame Ouest, Montréal, Québec Canada H3C 1K3  
[secretariat@jtc1-sc7.org](mailto:secretariat@jtc1-sc7.org)

[www.jtc1-sc7.org](http://www.jtc1-sc7.org)



**ISO/IEC JTC 1/SC7  
PLENARY MEETING  
Moscow, 2007-05-20**

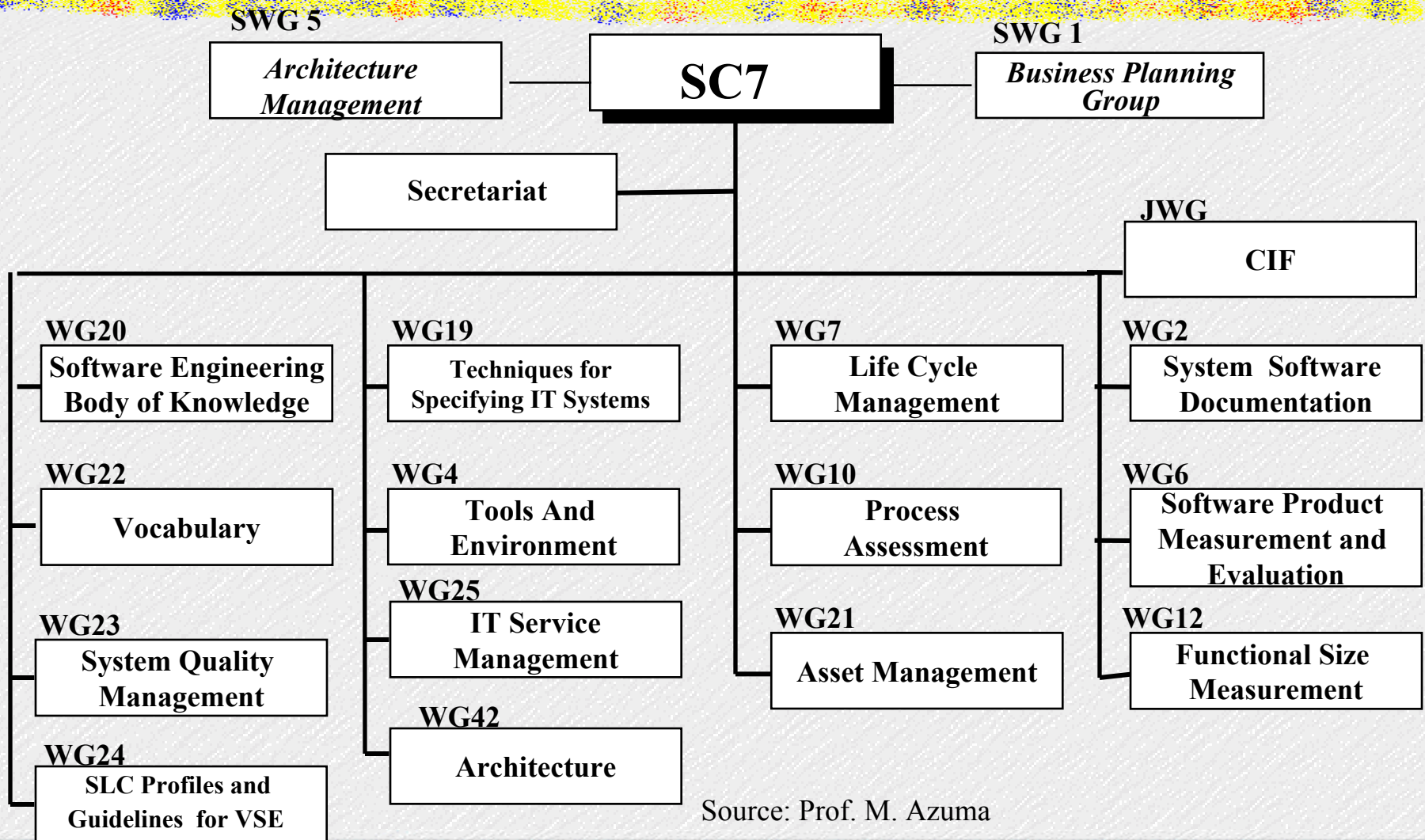
***SC7 Secretary Presentation***

# *Part 1: summary of SC7 activities*

## ● **Agenda**

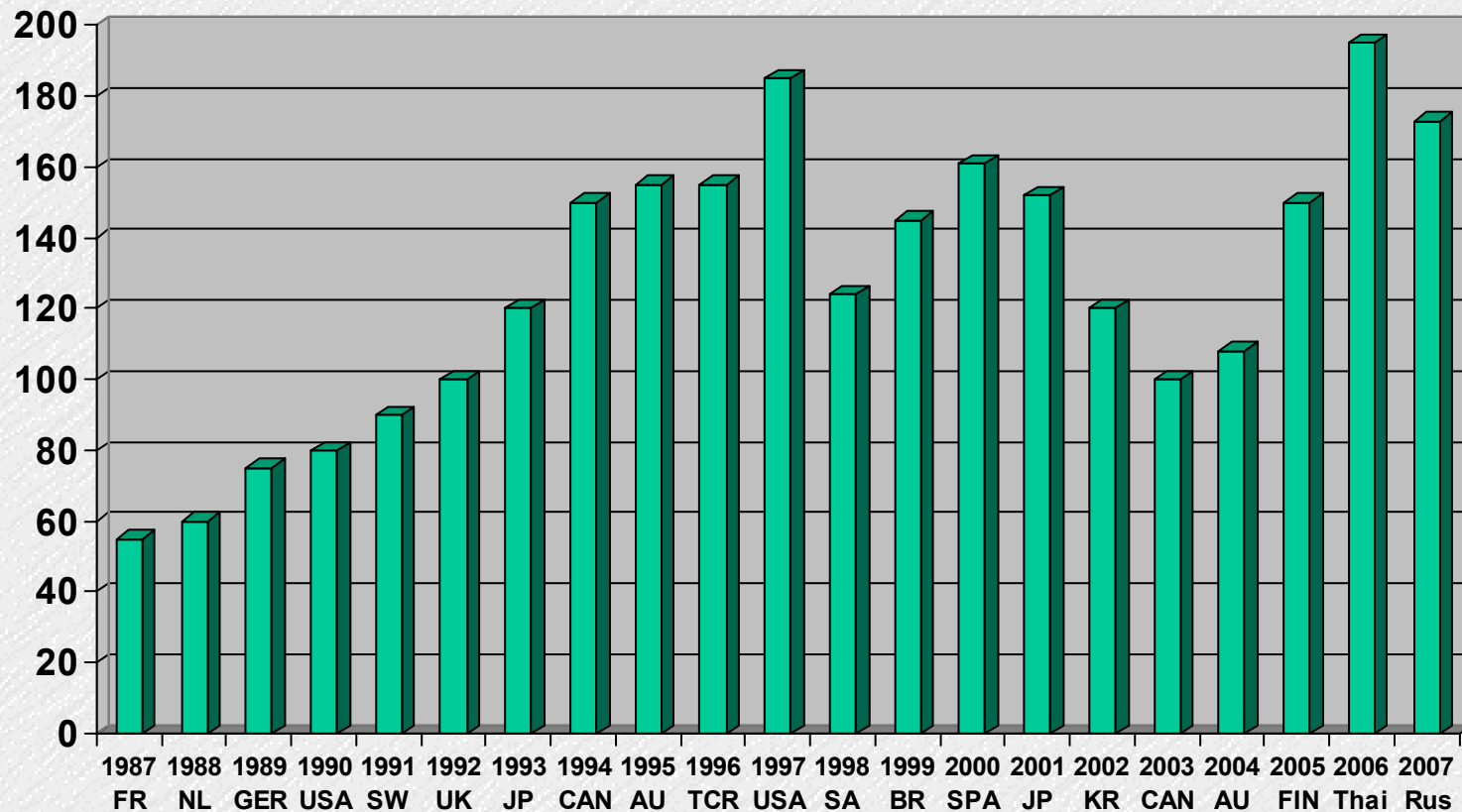
- **SC7 actual structure**
- **Plenary attendance statistics**
- **Useful statistics**
- **SC7 production**
- **WGs' load analysis**
- **SC7 Secretariat**

# SC7 structure



Source: Prof. M. Azuma

# Plenary attendance statistics

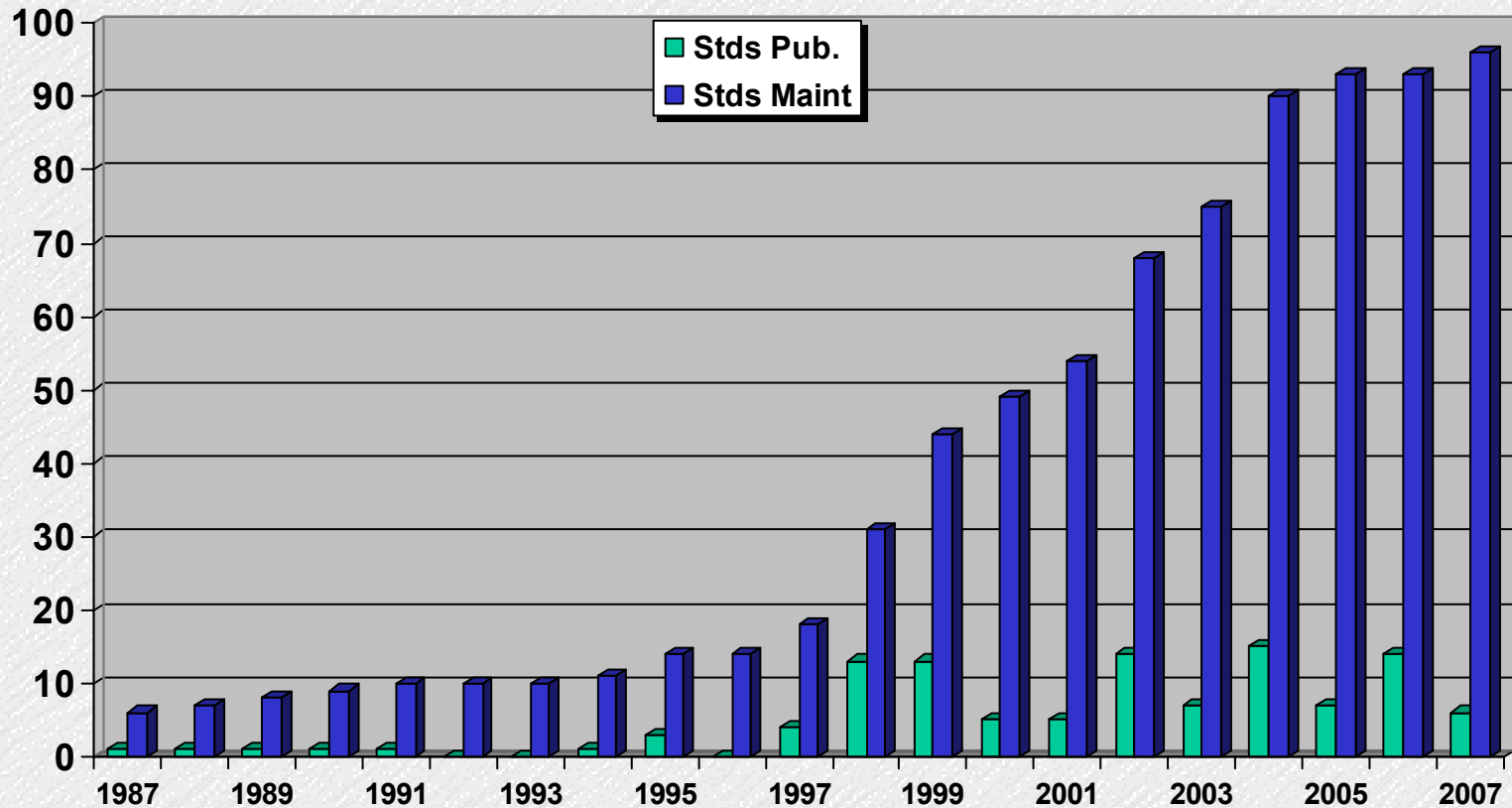


## *Useful statistics*

- **All published standards (as of 2007-05):** **96**
- **Standards published between May 2006 and May 2007 (including documents in publication):** **6**
- **Active projects (NWIs included):** **41**

# SC7 Production (est.)

*(No new NWI assumed - exclude dependability, include PAS)*



# WG Current Load Analysis

Working Group	Projects	NWI	Current PAS&FS
2	4		
4	4		
6	8		
7	8	1	
9	2		
10	2		
12	0		
19	4	1	
20	2		
21	1		
22	1		
23	2		
24	1		
25	3	2	
42	1		



## *Part 2: SC7 secretariat*

### ● **Agenda**

- **Regulations, rules and patterns**
- **Voting**
- **Quality of documents**
- **Study and Ad Hoc Groups**
- **Working with ITTF/ISO**
- **SC7 Secretariat availability**

## *Regulations, rules and patterns*

- **ISO/IEC JTC1 Directives, 5<sup>th</sup> edition, version 3.0, April 2007 should be observed by all editors**
- **JTC 1 “2/5 rule”**
  - projects which have **not moved for the last two (2) years** will be automatically cancelled (instead of three years),
  - projects which have **not reached the publication stage after five (5) years** will be automatically cancelled (instead of 7 years)
- **The above items make the basis for SC7 quality of production and should be automatically observed by all members**

## *Voting (1)*

- **From 2006 we vote only through ISO Electronic Balloting portal**
- **Late votes do not count but their comments may be accepted by Editors (to their discretion)**
- **The new system works better than expected**

## Voting (2)

- **From NBs' comments:**
  - SC 7 provides a standard Excel Commenting Template to simplify comment disposition handling. This template matches the SC 7 Comment Database the latest version
  - All National Bodies are requested to use this template in conjunction with ISO 3166 3-character country codes when submitting comments to ensure that the National Body intent is correctly conveyed and to simplify the effort required to produce a compliant Comment Disposition Report
- **Example of extra work that had to be done because of not complying to the above:**
  - Comments from X, Z and Y were not supplied in the SC 7 Excel Commenting Template. Data was manually transferred for database importing.
  - Comments from Y as supplied (PDF) were truncated.
  - Comments from Y were realigned to match the Excel Commenting Template.
  - Comments from Y were numbered to provide a unique reference.
  - Comments from X were added to reflect the supplied attachments. The document in X language was not understood.
  - Comments from C which had no Category were assumed with standard comment Categories.
  - Comments from S (ED) were adjusted to match the SC 7 Resolutions on commenting

# Voting

- **Discipline – seriously improved:**
  - **Steady 76.3% (most popular number of votes cast is 25/33)**
  - **Late votes – less than 1 per 3 ballots**
- **Validity – no invalid ballots**
- **ISO Electronic Balloting portal usage – almost seamless (rare situations where NB forgets we moved to 21<sup>st</sup> century)**

# Quality of documents

- **Quality:**
  - More and more professional
  - English still rather “rich in flavours”
  - More regard to ISO Directives
- **To ensure better and stabilized quality of edited documents SC7 Secretariat would recommend:**
  - Every WG should have latest version of ISO/IEC JTC1 Directives at hand during edition of documents
  - Every edited document should have at least one native English speaker in editing body
  - **The documents should be released to the secretariat only with prior acceptation of the Working Group Convener**  
(COMMENT: still too often overlooked)

## *Study and Ad Hoc Groups*

- **Please remember the following:**
  - **SG or Ad Hoc lives from plenary to plenary**
  - **The only product is the report and the effectiveness of the SG/AH is measured by its quality**
  - **The reports should be submitted to SC7 Secretariat early enough to be published and analyzed *before* plenary**
  - **If the report is accepted during plenary - SG/AH dies**
  - **The report is a *document* that should follow the basic good practices of redaction and editing**

# *Working with ITTF/ISO*

- **The common objective – PUBLICATION...**
- **SC7 editors work with ISO editors directly**
- **SC7 Secretariat *would* recommend the following:**
  - **Whenever the ISO-SC7 editors cooperation starts the Secretariat opens the direct communication channel between the parties (to avoid a middleman)**
  - **All info exchange should be executed directly between parties but with Secretariat kept in cc: for the case of situations requiring Secretariat's involvement**



## *SC7 Secretariat availability*

### ● **By e-mail**

➤ [secretariat@jtc1-sc7.org](mailto:secretariat@jtc1-sc7.org)

➤ [witold.suryn@etsmtl.ca](mailto:witold.suryn@etsmtl.ca)

### ● **By phone:**

➤ (+1) 514 396 8652 (École de technologie supérieure)

# *Electronic balloting*

## ● Instructions for Balloters

➤ <http://www.jtc1-sc7.org/>

## ● Balloting:

➤ <http://isotc.iso.org>