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**PLENARY MEETING RESOLUTIONS
ISO/IEC JTC1/SC7 SOFTWARE and SYSTEMS ENGINEERING
Berlin, Germany - 2008.05.18-23**

NOTE: ALL RESOLUTIONS HAVE BEEN ADOPTED UNANIMOUSLY UNLESS OTHERWISE NOTED

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ORGANIZATION

Appointment of Conveners

1023	JTC1/SC7 appoints or reappoints the following Conveners: <ul style="list-style-type: none">• Mr. Anatol Kark (Canada) to the convenueership of WG7• Mr. Jean Bérubé (Canada) to the convenueership of WG19• Mr. David Bicket (UK) to the convenueership of WG21• Mr. Juan Garbajosa (Spain) to the convenueership of WG20
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Appointment of Project Editors

1024	JTC1/SC7 appoints the following editors: <ul style="list-style-type: none">• Mr. Han Van Loon (Switzerland) as Sub-project Editor and Kiyoshi Ogawa (Japan) as co-project editor of ISO/IEC 15504-9 Target Process Profiles• Mr. Pekka Forselius (Finland) as Project Editor and Ms. Carol Dekkers (USA) and Mr. Mitsuhiro Takahashi (Japan) as co-project editors of ISO/IEC 29155 IT Project Performance Benchmarking Framework.• Mr Bill Bearden (INCOSE) as a Co- Editor for ISO/IEC 29148• Prof Keiji Hashimoto (Japan) as a Co-Editor for ISO/IEC 29148• Mr, Dennis Ahern (USA/INCOSE) as Project Editor for ISO/IEC 24748 Part 2 Guide for ISO/IEC 15288.• Mr. Dennis Ahern (USA/INCOSE) as Project Editor for ISO/IEC 24748 Part 3 Guide for ISO/IEC 12207.• Mr. Claude Laporte (Canada/IEEE) as project editor for 29110• Mr. Ken Ptack (USA) as project editor for TR 29110-1• Mr. Rory O'Connor (Ireland) as project editor for TR 29110-2• Mr. Jean-Christophe Deprez (Belgium) as project editor for TR 29110-2• Mr. Timo Varkoi (Finland)nas project editor for TR 29110-3• Ms. Hanna Oktaba (Mexico) as project editor for TR 29110-4 and TR 29110-5• Ms. Ana Vasquez (Mexico) as project editor for TR 29110-4 and TR 29110-5• Mr. Perry Deweese (USA) as project editor for TR 29110-5• Ms. Laure Petrucci (France) as project editor for ISO/IEC 15909-3, High-level Petri Nets - Part 3: Extensions• Mr. Cesar Gonzalez-Perez (Spain) as project editor for ISO/IEC 24744 - Metamodel for Development Methodologies and as project editor for 24744 PDAM for Graphical Notation• Mr. Ralph Robinson (Canada) as project editor for ISO/IEC 26512 - Software and Systems Engineering – Requirements for acquirers and suppliers of user documentation• Mr. Krzysztof Bączkiewicz, (Poland) as editor of 19770-2 and 19770-3 in WG 21.• Mr. Yukio Tanitsu (Japan) and Dr. Markku Tukiainen (Finland) as co-editors of ISO/IEC 25010: Software engineering – Software product quality requirements and evaluation (SQuaRE) – Quality model.• Dr. Jean-Marc Desharnais (Canada) as editor, Mr. Atsushi Yamada (Japan) as co-editor and Jean-Christophe Deprez (Belgium) as co-editor of ISO/IEC 25021: Software engineering – Software product quality requirements and evaluation (SQuaRE) – Quality measure elements respectively• Dr. Kazuhiro Esaki (Japan) as co-editor of ISO/IEC 25040: Software engineering – Software product quality requirements and evaluation (SQuaRE) – Evaluation reference model and guide.• Mr. Kevin Forsberg as the editor of the project of ISO Technical Report of INCOSE Systems Engineering Handbook• Mr. Hiroshi Mukaiyama (Japan) , Mr. Stephen Seidman (US/IEEE) and Mr. Bernard Hindel (Germany) as co-project editors of ISO/IEC of Project 29154, “Guidelines and
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	<p>Examples for Certification of Software Engineering Professionals.”</p> <ul style="list-style-type: none"> • Ms. Tess du Plessis to be appointed as co-editor for the drafting of ISO/IEC 20000-1 • Mr. Finbarr Callan to be appointed as co-editor for ISO/IEC TR 20000-3 • Anne Mette Hass as a co-editor for ISO/IEC 29119 - "Systems and software engineering – Software Testing – Part 1: Testing Concepts and Vocabulary". • Dick Kitterman (INCOSE) as Co-Editor for ISO/IEC 24748 Part 2 Guide for ISO/IEC 15288. • Johann Amsenga (ZAF) as Co-Editor for ISO/IEC 24748 Part 3 Guide for ISO/IEC 12207.
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Liaison

LIAISON OFFICERS	
1025	<p>JTC1/SC7 reaffirms the importance of liaison with the following committees, to be established or confirmed as follows:</p> <ul style="list-style-type: none"> • ISO TC176/SC2 Mr. Shigenobu Katoh (Japan) • ISO TC176/SC3 Mr. Shigenobu Katoh (Japan) • IEC TC 56 OPEN • IEC TC65/SC65A OPEN • IEC TC 62/SC62A Mr. Antonio Coletta (Italy) • ISO TC22 SC3 WG16 Mr Alec Dorling (UK), alternative Mr. Kiyoshi Ogawa (Japan) • 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 Dr. Kiyoshi Ogawa (Japan) • ISO/IEC JTC1/SC27 Mr. Satoshi Fushimi (Japan) • ISO/IEC JTC1/SC32 Mr. Jean Bérubé (Canada) • ISO/IEC JTC1 Ad Hoc Vocabulary Group Rapporteur Mr. Jean-Marc Desharnais (Canada) • ISO TC 46/SC 4, TC 145, TC 184/SC 4, TC 210, TC 215, IEC/TC 93 • <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> <p>JTC1/SC7 reminds the Liaison Officers that they:</p> <ul style="list-style-type: none"> • Should ensure, through the SC7 Secretariat, the timely distribution of documents from the organization they are liaising with, • When a document or a ballot need to be responded to, the liaison officers should do the analysis, and then have a mechanism to formally request one or multiple WG to prepare their part of the response. The liaison officer then consolidates the responses and send them to the organization in liaison copying the SC7 Secretariat, • Issue at least once a year a liaison report to the organization they are liaising with.
LIAISONS	
1026	<p>JTC1/SC7 instructs its Secretariat to communicate to ITU-T the liaison statement, once received, about the progression of of work on the revision of ITU-T Rec. X.902-903 ISO/IEC 10746</p>

1027	JTC 1/SC 7 Instructs its Secretariat to issue a letter ballot for the establishment of a WG25 Category C external liaison with the International Accreditation Forum (IAF) once the required statements of benefits have been received.
1028	JTC 1/SC 7 Instructs its Secretariat to issue a letter ballot for the establishment of a WG21 Category C external liaison with the International Association of IT Asset Managers (IAITAM) once all the required statements of benefits have been received.
1029	JTC 1/SC 7 Instructs its Secretariat to issue a letter ballot for the establishment of a WG21 Category C external liaison with the Business Software Alliance (BSA) once all the required statements of benefits have been received.
1030	JTC 1/SC7 requests it secretariat to do whatever is necessary to transfer the category-C liaison of International Software Benchmarking Standards Group(ISBSG) from WG6 to WG10.

Recommendation for termination of liaisons

1031	<p>As per JTC 1 Gold Coast Resolution 25, JTC 1/SC7 instructs its Secretariat to recommend to JTC 1 that the following liaisons be terminated since they are inactive:</p> <ul style="list-style-type: none"> • EC (A liaison with JTC1 but registered also with SC7) • EIA CDIF (C) • ESI Software (C) • NATO (C) • QuEST Forum (A) • UNCTAD (A)
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Request for liaisons status

1032	JTC 1/SC7 notes that the following active liaisons are not registered on the ISO Web site. JTC 1/SC7 instruct thus its Secretariat to investigate why and do whatever is required to correct this situation:
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Nomination of the SC7 Chair on the JTC 1 SG on IT Governance

1033	JTC 1/SC7 instructs its Secretariat to confirm to the JTC 1 Secretariat that the SC7 Chairman represents SC7 on the JTC 1 SG on IT Governance and on any possible future entity that JTC 1 may create whose mandate includes IT Governance.
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Application of up-to-date terms and definitions within SC7

1034	SC7 instructs its Working Groups to support JTC1 directives on terminology by referring to previously defined terms and definitions in new standards wherever feasible. As the compilation of definitions from ISO JTC 1 SC7 standards is now available at www.computer.org/sevocab , SC7 instructs Project Editors to review drafts of standards and omit terms and definitions from new standards that are already available.
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SC7 Statement to JTC 1 on IT Governance

1035	<p>JTC 1/SC7 instructs its Secretariat to send to the JTC 1 SG on IT Governance and to the JTC 1 Secretariat the following Statement to JTC 1 on IT Governance:</p> <p>IT Governance at the Operational level, and to some extent the Executive level, is consistent with the currently established scope of JTC 1/SC7 terms of reference. Governance is inherent in SC7 activities since work was initiated in the area of IT life-cycle processes in 1991. Governance is also an integral part of the inclusion of systems engineering along with software engineering in SC7 in 1997. As explained in document JTC1-SGITG-N0009 SC7, Chairman's Contribution to the JTC 1 SG on ICT Governance (part of SC7 N3962), the evolution from software to systems engineering was a natural one driven by considerable changes in the industrial and market requirements since the foundation of SC7 in 1987.</p> <p>Systems engineering, whose origin is traceable to industrial engineering, is defined as an interdisciplinary approach governing the total technical and managerial effort required to transform a set of customer needs, expectations, and constraints into a solution and to support that solution throughout its life (ISO/IEC FCD 24765, Systems and Software Engineering Vocabulary). It is thus normal that an increased systems engineering and IT service component, which necessarily involves governance, is evident in the SC7 work programme and SC7 standards.</p> <p>JTC 1/SC7 recommends that operational IT governance should stay within 'operational' SC's of JTC 1. The communities that develop and use SC7 standards form, with a few exceptions, a continuum. SC7 plenaries are notable for the number of formal and informal joint meetings between members of its various working groups. SC7 operations are also notable for its systematic usage of Study Groups that also incorporate members from its various working groups. These communities will be well served by the continued inclusion of governance at the appropriate levels within SC7.</p> <p>As the work of the JTC 1 SG on IT Governance shows, (JTC1-SGITG-N0015 Draft Glossary of Terms in IT Governance v3.0), IT Governance is complex. There is a continuum of IT governance functions ranging from the Corporate level, to the Executive and Operations levels. JTC 1/SC7 also believes that Executive IT governance is more an interface between Operational IT governance and Corporate IT governance and is thus difficult to allocate between organizations.</p> <p>Operational IT governance (the application of governance principles to IT operations) then merges into management control (see JTC1-SGITG-N0021 Standards Framework v5 final draft). SC7 has currently a significant number of standards that span the management control, operational governance and possibly the executive governance layers (for instance: ISO/IEC 15288, ISO/IEC 20000, ISO/IEC 90003). Also, while the work of the JTC 1 SG on IT Governance has concentrated on information systems governance, it is also important to note that IT Governance also exists in the product engineering world, for instance, in product lines for engineering.</p> <p>Thus, JTC1/SC7 finds that its IT customers and markets would encounter a serious disruption of the expected content of its standards and guidance, if there were an attempt to remove aspects of the application of IT governance principles to software, systems and services standards or levels of IT governance from the JTC1/SC7 ongoing work program and study groups.</p>
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WORK PROGRAM

Work Items

1036	JTC 1/SC 7 instructs its Secretariat to initiate an FCD ballot of ISO/IEC 26513 - "Systems and software engineering – Requirements for testers and assessors of user documentation" when the documents have been received by the SC 7 Secretariat with the appropriate documentation	WG02
1037	JTC 1/SC 7 instructs its Secretariat to initiate a combined NWI ballot , CD registration and CD ballot for a revision of ISO/IEC 15289:2006 – “Content of systems and software life cycle information products (Documentation)” when the documents have been received by the SC 7 Secretariat with the appropriate documentation	WG02
1038	JTC 1/SC 7 instructs its Secretariat to initiate a CD ballot of ISO/IEC CD 26512 - "Systems and software engineering – Requirements for acquirers and suppliers of user documentation" when the documents have been received by the SC 7 Secretariat with the appropriate documentation.	WG02
1039	JTC 1/SC 7 instructs its Secretariat to initiate a CD ballot of ISO/IEC CD 26511 - "Systems and software engineering – Requirements for managers of user documentation" when the documents have been received by the SC 7 Secretariat with the appropriate documentation	WG02
1040	JTC1/SC7 instructs its Secretariat to do whatever is necessary to change the type of project from IS to TR (Type 2) on 18018 (Information Technology – Guide for Configuration Management Tool Capabilities) since the document contains contents about tool guidance rather than compliance.	WG04
1041	JTC1/SC7 instructs its Secretariat to do whatever is necessary to change the type of project from IS to TR (Type 2) on 24766 (Information Technology – Guide for Requirement Engineering Tool Capabilities) since the document contains contents about tool guidance rather than compliance.	WG04
1042	JTC1/SC7 instructs its Secretariat to issue a DTR ballot of NP 18018 (Information Technology – Guide for Configuration Management Tool Capabilities) when it is received by the Secretariat with the appropriate documentation.	WG04
1043	JTC1/SC7 instructs its Secretariat to issue a DTR ballot of NP 24766 (Information Technology – Guide for Requirement Engineering Tool Capabilities) when it is received by the Secretariat with the appropriate documentation.	WG04
1044	JTC1/SC7 instructs its Secretariat to do whatever is necessary to integrate ISO/IEC 25042, 25043 and 25044 into ISO/IEC 25040 as the annex and cancel these three projects.	WG06
1045	JTC 1/SC 7 authorizes WG 7 to submit ISO/IEC 29148 for combined WD, CD Registration and CD ballot subject to receipt of the final revised document.	WG07

1046	<p>In accordance with sub-clause 6.2.2 of the JTC 1 Directives, ISO/IEC JTC 1/SC 7 requests JTC 1 endorsement for the subdivision of ISO/IEC 24748 “Systems and software engineering - Guide for life cycle management” into the following parts:</p> <ul style="list-style-type: none"> • Part 1 ”Guide for life cycle management” • Part 2 “Guide for ISO/IEC 15288 (System Life Cycle Processes)” to replace ISO/IEC TR 19760:1998, updated to reflect the changes in ISO/IEC 15288:2008 and according to the terms of reference defined in WG 7 Nzzzz • Part 3 “Guide for ISO/IEC 12207 (Software Life Cycle Processes)” to replace ISO/IEC TR 15271:1998, updated to reflect the changes in ISO/IEC 12207:2008 and according to the terms of reference defined in WG 7 Nzzzz • Note: The reasons for doing this include: • Part 1 was updated from the previous ISO/IEC 24748 PDTR.2 based on the comment disposition WG 7 N1118 without any change of scope <p>To simplify recognition of the relevant guidance for Life Cycle Process standards. And to reflect the alignment of ISO/IEC 12207:2008 and ISO/IEC 15288:2008.</p> <p>Additional parts of ISO/IEC 24748 may be developed to support future needs in such areas as system and software services, and procedures, etc</p>	WG07
1047	<p>JTC 1/SC 7 instructs its Secretariat to distribute ISO/IEC 24748-1 DTR Guide for life cycle management for ballot subject to receipt of the comment disposition WG 7 N1118, a final revised document and SC 7 Resolution 1016 compliance statement.</p> <p>In the event that the Resolution for subdivision is not approved in time, the SC 7 Secretariat is requested to do whatever is necessary to expedite the ballot of the document.</p>	WG07
1048	<p>JTC 1/SC 7 instructs its Secretariat to do whatever is necessary to change the title of ISO/IEC 16326 to "Systems and software engineering - Life cycle processes – Project management” and submit for FDIS ballot subject to receipt of a comment disposition report, a final revised document and SC 7 Resolution 1016 compliance statement.</p>	WG07
1049	<p>JTC 1/SC 7 instructs its Secretariat distribute ISO/IEC 15026-1 Systems and Software Assurance (Concepts and vocabulary) for a PDTR Ballot subject to receipt of a final revised document and SC 7 Resolution 1016 compliance statement.</p> <p>It is noted that the work is related to the work of WG 6 “Software Product Measurement and Evaluation”.</p>	WG07
1050	<p>JTC 1/SC 7 instructs its Secretariat distribute ISO/IEC 15026-2 Systems and Software Assurance (Assurance Case) for a further CD Ballot subject to receipt of a final revised document and SC 7 Resolution 1016 compliance statement.</p> <p>It is noted that the work is related to the work of WG 6 “Software Product Measurement and Evaluation”.</p>	WG07
1051	<p>JTC 1/SC 7 instructs its Secretariat distribute ISO/IEC 15026-3 Systems and Software Assurance (System Integrity Levels) for a WD, CD Registration and CD approval Ballot subject to receipt of a final revised document and SC 7 Resolution 1016 compliance statement.</p> <p>It is noted that the work is related to the work of WG 6 “Software Product Measurement and Evaluation”.</p>	WG07
1052	<p>JTC 1/SC 7 instructs its Secretariat distribute ISO/IEC 15026-4 Systems and Software Assurance (Assurance in the Life Cycle) for a WD, CD Registration and CD approval Ballot subject to receipt of a final revised document and SC 7 Resolution 1016 compliance statement.</p> <p>It is noted that the work is related to the work of WG 6 “Software Product Measurement and Evaluation”.</p>	WG07

1053	JTC1/SC7 instructs its Secretariat to change the title of the following standards: ISO/IEC 29155 from 'IT Performance Benchmarking Framework' to 'IT Project performance benchmarking framework'. (where Project refers to application development and maintenance)	WG10
1054	JTC1/SC7 instructs its Secretariat to do whatever necessary to change the title of ISO/IEC 15504-9 from 'Information Technology – Software Process Assessment – Capability Target Profiles for Process Improvement and Capability Determination' to 'Information Technology –Process Assessment –Target process profiles	WG10
1055	JTC1/SC7 instructs its Secretariat to issue for ballot FDIS: ISO/IEC 15909 Part 2 High-level Petri Nets - Transfer Format , upon recommendation of the working group after this meeting, if the above document meets the requirements for final DIS ballot and when they are received by the Secretariat	WG19
1056	JTC1/SC7 instructs its Secretariat to distribute for ballot FPDAM: ISO/IEC 15909 Part 1 AMD-1 High-level Petri Nets if the above document meets the requirements for final PDAM ballot and when they are received by the Secretariat	WG19
1057	JTC1/SC7 instructs its Secretariat to issue for combined WD and PDAM1 ballot ISO/IEC 24744 Software Engineering - Metamodel for Development Methodologies - PDAM1 for Graphical Notation, upon recommendation of the working group after the Berlin meeting, if the above document meets the requirements for PDAM ballot and when they are received by the Secretariat	WG19
1058	JTC1/SC7 instructs its Secretariat to issue for combined WD and PDAM1 ballot ITU-T Rec. X.902 ISO/IEC 10746-21, Information technology – Open Distributed Processing – Reference model PDAM1, upon recommendation of the working group after the Berlin meeting, if the above document meets the requirements for PDAM and when they are received by the Secretariat	WG19
1059	JTC1/SC7 instructs its Secretariat to formally confirm with ITTF that all the difficulties resulting from the handling of the initial submission in September 2007 of the FDIS Ballot of ITU-T Rec. X.906 ISO/IEC 19793, Use of UML for ODP system specifications have been resolved, that the document package sent in April 2008 is effectively being processed as an FDIS ballot before June 2008, that the project is reinstated in the ITTF project register, and that ITTF is informed of the fact.	WG19
1060	JTC1/SC7 instructs its Secretariat to issue for combined WD and PDAM1 ballot ITU-T Rec. X.903 ISO/IEC 10746-3, Information technology – Open Distributed Processing – Reference model PDAM1, upon recommendation of the working group after the Berlin meeting, if the above document meets the requirements for PDAM and when they are received by the Secretariat	WG19
1061	JTC1/SC7 instructs its Secretariat to change the title of the following standard: ISO/IEC 19770-2 from "Information technology -- Software asset management -- Part 2: Software-tag" to "Information technology -- Software asset management -- Part 2: Software identification tag".	WG21
1062	JTC1/SC7 instructs its Secretariat to issue a combined CD/FCD ballot of ISO/IEC 19770-2 Information technology -- Software asset management -- Part 2: Software identification tag when it is received by the Secretariat with the appropriate documentation	WG21
1063	JTC1/SC7 instructs its Secretariat to change the title of the following standard: ISO/IEC 19770-3 from "Information technology -- Software asset management -- Part 3: Software use entitlement" to "Information technology -- Software asset management -- Part 3: Software entitlement tag".	WG21
1064	JTC1/SC7 instructs its Secretariat to issue the following document for PDTR ballot, upon recommendation of the working group after the Mexico meeting (or earlier), if the documents meet the requirements for a PDTR ballot and when they are received by the Secretariat: <ul style="list-style-type: none"> • TR 29110-1 PDTR1 VSEP Overview 	WG24

1065	JTC1/SC7 instructs its Secretariat to issue the following document for PDTR ballot, upon recommendation of the working group after the Mexico meeting (or earlier), if the documents meet the requirements for a PDTR ballot and when they are received by the Secretariat: <ul style="list-style-type: none"> • TR 29110-3 PDTR1 VSEP Assessment Guide 	WG24
1066	JTC1/SC7 instructs its Secretariat to issue the following document for PDTR ballot, upon recommendation of the working group after the Mexico meeting (or earlier), if the documents meet the requirements for a PDTR ballot and when they are received by the Secretariat: <ul style="list-style-type: none"> • TR 29110-5 PDTR1 VSEP Basic Profile Management and Engineering Guide 	WG24
1067	JTC1/SC7 instructs its Secretariat to issue the following document for PDISP ballot, upon recommendation of the working group after the Mexico meeting (or earlier), if the documents meet the requirements for a PDISP ballot and when they are received by the Secretariat: <ul style="list-style-type: none"> • ISP 29110-2 PDISP1 VSEP Framework and Profile Taxonomy 	WG24
1068	JTC1/SC7 instructs its Secretariat to issue the following document for PDISP ballot, upon recommendation of the working group after the Mexico meeting (or earlier), if the documents meet the requirements for a PDISP ballot and when they are received by the Secretariat: <ul style="list-style-type: none"> • ISP 29110-4 PDISP1 VSEP Basic Profile Specification 	WG24
1069	JTC1/SC7 instructs its Secretariat to issue the following WD document for combined circulation, CD registration and CD ballot when it is received by the SC7 Secretariat: <ul style="list-style-type: none"> • ISO/IEC 20000-1 Information Technology - Service Management – Part 1: Requirements 	WG25
1070	JTC1 JTC1/SC7 instructs its Secretariat to note the following change to the schedule of project ISO/IEC 20000 Information Technology – Service Management – Code of Practice – Part 2. The new schedule is as follows: <ul style="list-style-type: none"> • WD May 2009 • CD May 2011 This allows for publication of Part 1 on which Part 2 is dependent	WG25
1071	ISO/IEC JTC 1 SC 7 instructs its Secretariat to register and circulate the revised versions of ISO/IEC 20000-3, Information technology – Service management – Part 3: Guidance on compliance with ISO/IEC 20000-1, for DTR balloting, once received.	WG25
1072	JTC1/SC7 instructs its Secretariat to issue the following document for circulation PDTR registration and ballot when it is received by the secretariat: ISO/IEC TR 20000-4 Information Technology - Service Management – Part 4: Process Reference Model	WG25
1073	JTC1 / SC7 instructs its Secretariat to inform ISO—ITTF about the sub-divisions of the project 20000 [Incremental conformity based on ISO/IEC 20000] to provide a separate standard, to cover elements of maturity and assessment. The reason for this request is that after consideration of the part of material submitted, SC7 considers that aspects of this work is maturity/maturity assessment based on ISO/IEC 15504 and should be a separate document and dealt with by SC7/WG-10	WG25
1074	JTC1/SC7 instructs its Secretariat to issue the following document for a PDTR registration and ballot when it is received by the SC7 Secretariat: ISO/IEC TR 20000-5 Information Technology - Service Management - Part 5: An Incremental Approach: Exemplar Implementation Plan for ISO/IEC 20000-1	WG25
1075	JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, once available, the New Work Item Proposal for the revision of ISO/IEC TR 24774 and concurrently to circulate the working draft for PDTR ballot	WG07
1076	JTC 1/SC 7 instructs its Secretariat to initiate a combined WD circulation, CD registration and CD ballot of ISO/IEC CD 29119 - "Systems and software engineering – Software Testing – Part 2: Testing Processes" when the documents have been received by the SC 7 Secretariat with the appropriate documentation	WG26

1077	JTC 1/SC 7 instructs its Secretariat to initiate a combined WD circulation, CD registration and CD ballot of ISO/IEC CD 29119 - "Systems and software engineering – Software Testing – Part 3: Testing Documentation" when the documents have been received by the SC 7 Secretariat with the appropriate documentation	WG26
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Maintenance of SC7 terms and definitions (ISO/IEC 24765)

1078	JTC 1/SC7 instructs its Secretariat to provide to the ISO/IEC 24765 Project Editor a copy of each new standard and TR upon approval of its final ballot, to allow its terms and definitions to be added to 24765 and its database. SC7 instructs its Secretariat to notify the ISO/IEC 24765 project editor whenever SC7 standards are withdrawn or stabilized.	WG22
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Resolutions on FiSMA 1.1 (ISO/IEC 29881) PAS Ballot Comment Resolution Meeting

1079	<p>JTC 1/SC7 instructs its Secretariat to record that the vote to approve ISO/IEC 29881 should be upheld as documented in the minutes of the Ballot comments disposition meeting. These minutes will be published by the SC7 Secretariat once received.</p> <p>JTC 1/SC7 also instructs its Secretariat to do whatever is required:</p> <ul style="list-style-type: none"> • to raise a defect report for ISO/IEC 14143-1: 2007 that will require that a candidate FSM Method explicitly state how it meets conformity. • to request that Standard ISO/IEC 29881, who was published by ISO prematurely, be taken out of the ISO Web site so that the Finnish NB and FiSMA implement the changes required by the Japanese comments. If this is not possible, FiSMA is requested initiate a Corrigendum to implement the changes. 	WG06
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NWI

1080	<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 on “Information Technology – Corporate Governance of projects involving investment in IT”.</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> • Assign the project to Working Group 1A • Appoint as project editor: Max Shanahan (Australia) • Allocate standard number in the Range 38500+ 	WG01A
1081	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, once available, a New Work Item Proposal and associated documents for Standards or Technical Reports on “Corporate Governance of IT: Implementation Guide”.</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> • Assign the project to Working Group 1A • Appoint as project editor: Pieter Neethling (South Africa) • Allocate standard number in the Range 38500+ 	WG01A

1082	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot once available a New Work Item Proposal titled “Information technology- Tools and Methods of Software Product Line Engineering” and associated documents.</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> • Assign the project to Working Group 4. • Appoint Dan Lee (Korea) as project editor. • Appoint Timo Käkölä (Finland) and Byong Lee (Korea) as co-editors. • The NWI will consist of; <ul style="list-style-type: none"> • xxx00; Information Technology – Reference Model and Introductory Guide for Software Product Lines • xxx10; Information Technology – Tools and Methods of Requirements Engineering and Management for Software Product Lines (in 6 sections: Reference model for requirements engineering in product lines (normative), Product Line Scoping, Variability in Requirements, Domain Requirements Engineering, Application Requirements Engineering, Core Asset Management in Requirements) • xxx50; Information Technology – Tools and Methods of Technical Management for Software Product Lines (in 4 sections: Reference model for Technical Management in product lines (normative), Configuration Management, Quality Management, Technical Risk Management) • The overall project may continue with the development of the following parts: <ul style="list-style-type: none"> • xxx20; Information Technology – Tools and Methods of Architecture for Software Product Lines (in 5 sections: Reference model for architecture in product lines (normative), Modelling of Architecture, Variability in Architecture, Description of Architecture, Instantiation of Architecture) • xxx30; Information Technology – Tools and Methods of Realisation for Software Product Lines (in 4 sections: Reference model for realisation in product lines (normative), Reuse in Realisation, Variability in Realisation, Definition of Interfaces in Realisation) • xxx40; Information Technology – Tools and Methods of Testing for Software Product Lines (in 3 sections: Reference model for testing in product lines (normative), Reuse in Testing, Variability in Testing) • xxx60; Information Technology – Tools and Methods of Organisational Management for Software Product Lines (in 3 sections: Reference model for Organisational Management in product lines, (normative), Project Management, Process Management, Project Risk Management) • Timescales: <ul style="list-style-type: none"> • xxx00 and xxx10 and xxx50 will be commenced as soon as this NP is approved. • xxx20 through xxx40 may be commenced in 2010 (estimated).and xxx60 may be commenced in 2012 (estimated). 	WG04
1083	JTC1/SC7 instructs its Secretariat to assign the NWI arising from the ballots (ISO/IEC JTC1/SC7 N 3937 and ISO/IEC JTC1 N8969) on revision of IS 19761 to WG6, with Mr. Peter Fagg (UK) as Project Editor, and Mr. Serge Oligny (Canada) as co-editor	WG06
1084	JTC1/SC7 instructs its Secretariat to circulate, once available, a NWI proposal on revision of ISO/IEC 14143-6 Information technology – Software Measurement – Functional size measurement – Part 6: Guide for use of ISO/IEC 14143 series and related International Standards, as fast track for a 3 months letter ballot. If and when the NP is approved, JTC1/SC7 instructs its Secretariat to assign the project to WG6 and to appoint Mr. Mitsuhiro Takahashi (Japan) as project editor, with Mr. Peter Fagg (UK) and Mr. Pekka Forselius (Finland) as co-editors.	WG06
1085	JTC1/SC7 instructs its Secretariat to do submit 14143-2:2008 for immediate publication which has been edited to reflect the current version of IS 14143-1	WG06

1086	<p>JTC 1/SC 7 instructs its Secretariat to circulate for letter ballot, ISO/IEC SC7 xxxx, a New Work Item Proposal titled " Information Technology – The application of conformity assessment methodology to process capability and organizational maturity" for letter ballot.</p> <p>If and when the NP is approved, JTC 1/SC 7 instructs its Secretariat to:</p> <ul style="list-style-type: none"> • Assign the project to Working Group 10. • Appoint Terry Rout (Australia) as project editor and Antonio Coletta (Italy) as co-project editor. 	WG10
1087	<p>JTC 1/SC 7 instructs its Secretariat to distribute for letter ballot, once available, a New Work Item Proposal for the revision of ISO/IEC TR90003.</p> <p>If and when this New Work Item is approved, JTC 1/SC 7 instructs its Secretariat to assign the New Work Item to SC 7/WG 23 with Mr. Shigenobu KATOH (JPN) as the Project Editor and Mr. Andy COSTER (UK) as the Co-Editor</p>	WG23
1088	<p>JTC 1/SC 7 instructs its Secretariat to distribute for letter ballot, once available, a New Work Item Proposal for the development of a TR of which title is “Guidelines for the application of ISO9001 to current published standard on service management ”. Further this TR will be an input to the SC7 study group on service management.</p> <p>If and when this New Work Item is approved, JTC 1/SC 7 instructs its Secretariat to assign the New Work Item to SC 7/WG 23 (and distribute to JTC 1) with Ms. Hilda Rozenberg (UK) as the Project Editor and Mr. Shigenobu KATOH (Japan) as the Co-Editors.</p>	WG23

INCOSE Systems Engineering Handbook

1089	<p>JTC 1/SC7 invites the Thailand NB to submit a New Work Item Proposal for the processing of the INCOSE Systems Engineering Handbook (Version 3.1) as a Technical Report type III, once INCOSE has made it available with copyright issues properly addressed. If approved, JTC 1/SC7 instructs its Secretariat to assign the work item to SC7/WG20 with Mr. Kevin Forsberg (INCOSE) as editor.</p> <p>If the NWIP is approved, JTC1/SC7 also instructs its Secretariat to issue a combined, WD circulation, PDTR registration and PDTR ballot when the documents have been received by the Secretariat with the appropriate documentation. JTC 1/SC7 notes that the document for PDTR ballot will include an addendum to describe the impact to SEHv3.1 that is caused by the changes from ISO/IEC 15288:2002 being updated to ISO/IEC 15288:2008.</p> <p>NOTE: US Abstain</p>	WG20
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OMG PAS Proposal

1090	<p>JTC1 /SC7 welcome the OMG proposal to fast track as a PAS (Publicly Available Specification) Submission the document titles “Architecture Driven Modernization - Knowledge Discovery Metamodel, Version 1.0” ISO/IEC 19506 (N3960, N3976 and N3977) and instructs its Secretariat to notify accordingly the JTC 1 Secretariat.</p> <p>Once the ballot has been completed, JTC1 /SC7 mandates its WG 19 to organize and convene a ballot resolution meeting as per the JTC 1 directives.</p>	BPG
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Work in Progress

1091	JTC 1/SC 7 instructs its Secretariat to update its project register and notify ITTF if necessary about the subparts of 29110. <ul style="list-style-type: none">• TR 29110-1 VSEP Overview• ISP 29110-2 VSEP Framework and Profile Taxonomy• TR 29110-3 VSEP Assessment Guide• ISP 29110-4 VSEP Basic Profile Specification• TR 29110-5 VSEP Basic Profile Management and Engineering Guide	WG24
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STUDY GROUPS

Study Group on Revision of ISO/IEC 15504

1092	<p>JTC1/SC7 instructs its Secretariat to establish a study group on the revision of ISO/IEC 15504.</p> <p>The terms of reference of this study group are to:</p> <ul style="list-style-type: none">• Review and define the requirements for the revision of ISO/IEC 15504;• Address the optimal restructuring required to encompass the existing and developing parts of the Standard in a coherent framework.• Develop recommendations for the development and recognition of Process Assessment Models based on ISO/IEC 15504.• Address the actions required to ensure harmonization of ISO/IEC 15504 with other relevant SC7 Standards, and related standardization efforts in other Committees. <p>The Study Group is to be chaired by Terry Rout (Australia) as overall Project Editor of ISO/IEC 15504, with Tom McBride (Australia) as deputy chair. Other members of the Study Group will include:</p> <ul style="list-style-type: none">• Alec Dorling (UK)• Berndt Hindel (Germany)• Anotnio Coletta (Italy)• Jonathan Earthy (UK)• Michel Picard (Luxembourg)• David D. Walden (INCOSE)• Clenio Figueiredo Salviano (Brazil)• Yasuko Okazaki (Japan)• Yutaka Fukuchi (Japan)• Alan Cutler (UK)• Risto Nevalainen (Finland)• Ho-Won Jung (Korea)• Dr. Kiyoshi Ogawa (Japan) <p>The Study Group will include nominated members from WG7, WG24 and WG25; other Working Groups and Liaison Organizations are invited to nominate members. Additional members can be added until 2008-07-31; nominations must be sent to the SC7 Secretariat.</p> <p>The study group will operate using virtual communications with a meeting to be convened during the interim meeting in China, November 2008 co-located with WG10.</p>	WG10
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Life Cycle Process Harmonization Advisory Group (LCPHAG)

1093	<p>JTC 1/SC 7 instructs its Secretariat to establish a Life Cycle Process Harmonization Advisory Group (LCPHAG) to perform an architectural analysis and recommended framework for an integrated set of process standards in software and IT systems domains.</p> <p>The LCPAAG shall work in cooperation with SWG5.</p> <p>The Advisory Group shall make recommendations regarding the future content, structure and relationships of ISO/IEC 12207, ISO/IEC 15288 and their guides as well as other related SC 7 documents. LCPAAG should also consider the issues related to a possible process repository and associated issue by electronic publishing of the SC 7 Standards. The Group shall consult with and contain members from SWG 5, WG 10, WG 25, IEEE CS, INCOSE, and other interested organizations. The LCPHAG shall carefully consider and respond to the recommendation of the WG 7 Study Group presented in the document WG 7 N1103 “Strategy for Integration Phase of the Harmonization Project” and liaise with other stakeholders within ISO and IEC.</p> <p>A preliminary project plan is contained in SC 7 Nxxxx. A detailed plan for the first year will be presented at the Interim meeting in 2008.</p> <p>Contributions to the study group are invited from National Bodies and Liaison organizations that choose to contribute.</p> <p>The Advisory Group shall be co-chaired by Cheryl Jones (SWG 5) and Terry Doran (USA). Its membership shall consist of the Editorial Team for the current revisions of 12207/15288/24748) i.e.</p> <ul style="list-style-type: none"> • James Moore (IEEE) • Garry Roedler (USA) • Dick Kitterman (INCOSE) • Dennis Ahern (USA) • Johan Amsenga (ZAF) <p>as well as:</p> <ul style="list-style-type: none"> • Robert Kormanak (Slovakia) • Noritoshi Murakami (Japan) • Matthew Young (AUS) • X2 (WG 10) • Melanie Cheong (South Africa, WG 25 subject to agreement) • Jonathan Earthy (UK, TC 159/SC4) <p>Additional members can be added until 2008-07-15. Nominations must be sent to the Chair of the Advisory Group.</p> <p>The Advisory Group shall submit a final report by 2011-03-31 at which point it will be disbanded. The Advisory Group shall submit interim reports to SC 7 at each SC 7 Plenary meeting. The group is authorized to conduct its work by correspondence, telephone conferencing, web conferencing and meetings.</p>	WG7
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Study group to investigate the possibility of new standards or guidance in the area of system integration

1094	<p>JTC 1/SC7 instructs its Secretariat to establish a study group to investigate the possibility of new standards or guidance in the area of system integration. The study group shall make recommendations on scope and direction for SC7 activities in this area of interest.</p> <p>The study group shall take into consideration:</p> <ul style="list-style-type: none"> • Whether existing and upcoming SC7 standards exist and adequately address this area of interest. • The availability and coverage of other standards from other relevant bodies. • The perceived need for standards in this area. <p>The study group will be chaired by Dennis Ravenelle (itSMF International).</p> <p>Study group membership includes:</p> <ul style="list-style-type: none"> • Cheryl Jones (SWG5) • Dick Kitterman (INCOSE) • Stewart Arnold (UK) • Matthew Young (Australia) • Serge Oligny (Canada) • JG (Spain) <p>Membership and contributions are solicited from all Working Groups, National Bodies, and liaison organizations. Additional members can be added until 2008-08-30. Nominations should be sent to the SC7 Secretariat.</p> <p>The study group will co-locate with SWG5 and WG7. The group is authorized to conduct its work by correspondence, telephone conferencing, web conferencing and meetings.</p>	SWG5
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Study group to investigate the possibility of new standards or guidance in the area of Agile Development

1095	<p>JTC 1/SC7 instructs its Secretariat to establish a study group to investigate the possibility of new standards or guidance in the area of Agile Development. The study group shall make recommendations on scope and direction for SC7 activities in this area of interest.</p> <p>The study group shall take into consideration:</p> <ul style="list-style-type: none"> • Whether existing and upcoming SC7 standards exist and adequately address this area of interest. • The availability and coverage of other standards from other relevant bodies. • The perceived need for standards in this area. <p>JTC 1/SC7 would appreciate if the IEEE CS could contribute its draft standard 1648 to the Study Group.</p> <p>The study group will be chaired by Ian Hirst (AU).</p>	SWG5
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	<p>Study group membership includes:</p> <ul style="list-style-type: none"> • Max Shanahan (ISACA) • Peter Fagg (UK) <ul style="list-style-type: none"> • Jim Moore (IEEE CS) <ul style="list-style-type: none"> • Juan Garbajosa (Spain) • Mika Johansson (Finland) <p>Membership and contributions are solicited from all Working Groups, National Bodies, and liaison organizations. Additional members can be added until 2008-08-30. Nominations should be sent to the SC7 Secretariat.</p> <p>The study group will co-locate with SWG5 and WG7. The group is authorized to conduct its work by correspondence, telephone conferencing, web conferencing and meetings.</p>	
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Study group to determine the justification for, priority of, and schedule for, the development of standards and Technical Reports about the Governance of IT

1096	<p>JTC 1/SC7 instructs its Secretariat to establish a study group to determine the justification for, priority of, and schedule for, the development of standards and Technical Reports about the Governance of IT.</p> <p>The Study Group shall take into consideration:</p> <ul style="list-style-type: none"> • ISO/IEC 38500 • TMB 31000 • ISO 9000 serie. • ISO/IEC 27000 serie • ISO 14000 • ISO/IEC 15288 • ISO/IEC 15504 serie • ISO/IEC 20000 • AS/NZ 4360 • ITIL • COBIT, ValIT <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"> • ISACA/ ITGI • OECD • OCEG • TC 236 • itSMFI • COSO <p>As well as other interested SCs within JTC1 – specifically SC 27.</p> <p>The study group will make recommendations the creation of new standards or TR.</p>	WG1A
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	<p>Its membership will consist of:</p> <ul style="list-style-type: none"> • Alison Holt (New Zealand) • Brian Cusack (New Zealand) • Christophe Feltus (Luxembourg) • K.T. Hwang (Korea) • Erik Johnson (US) • Enrico Viola (Italy) • Pieter Neethling (South Africa) • Mark Toomey (Australia) • Yasuhiro Kikushima (Japan) <p>Additional members can be added until 2008-06-15. Nominations must be sent to the SC7 secretariat.</p> <p>The study group will be chaired by Miles Shepherd (UK) and will submit a report by Nov 2008.</p>	
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Study group to start the investigation into the possibility of additional standards or guidance in the area of IT Governance for digital forensics

1097	<p>JTC1/SC7 instructs its Secretariat to establish a study group to start the investigation into the possibility of additional standards or guidance in the area of IT governance for digital forensics (“the management of digital data for courtroom evidence”).As part of the scope of this study group, the direction of future activities will be determined to see if its scope is contained in the area of software and systems engineering; noting that target is the principles and policies of forensic activity.</p> <p>The study group arises from an existing requirement in New Zealand. The study group shall liaise closely with the SC27 study group addressing digital forensics, which is understood to be focusing on management and process elements.</p> <p>The Study Group shall take into consideration:</p> <ul style="list-style-type: none"> • ISO/IEC15504 • ISO/IEC15489 • ISO/IEC 17021 • ISO/IEC 17025 • ISO/IEC 20000 • ISO 27000/1/2/3 • ISO/IEC 31000 • ISO/IEC 32000 • ISO/IEC 38500 • ISO 9000 • Australian HB 171-2 <p>and other relevant national developments in the area of corporate governance for digital forensics.</p> <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"> • ISACA and ITGI • OECD 	WG1A
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	<ul style="list-style-type: none"> • IEEE • OCEG • NIJ • NIST • IOCE • SC27 • Other interested SCs within JTC1. <p>The study group will 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"> • Pieter Neethling (South Africa) • Alison Holt (New Zealand) • Alex Brooks (Australia) • Erik Johnson (United States) • Robert Stroud (United States) • Sushil Chatterji (ISACA/ITGI) • Brian Cusack (New Zealand) • Christophe Feltus (Luxembourg) • K.T. Hwang (Korea) • Mark Toomey (Australia) • Antoni Bosch-Pujol (Spain) • Rory O'Connor (Ireland) • Melanie Cheong (South Africa) • Yasuhiro Kikushima (Japan) <p>Additional members can be added until 2008-09-15. Nominations must be sent to the SC7 secretariat.</p> <p>The study group will be chaired by Brian Cusack (New Zealand) and co-chaired by Pieter Neethling (South Africa) and will submit a full report by 2009 May Plenary in India. The study group will meet concurrently with WG 1A.</p>	
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Study group on the Application of Governance Principles to IT operations

1098	<p>JTC1/SC7 instructs its Secretariat to establish a study group: to research the need and the opportunity for standardisation in the area of the Governance in IT operations; and if a need is established to draft a new work item for consideration with its report.</p> <p>Its membership will consist of :</p> <ul style="list-style-type: none"> • Mark Toomey (Australia) • KT. Hwang (Korea) • Alison Holt (New Zealand) • Myles Ward (New Zealand) • Max Shanahan (Australia) • Miles Shepherd (UK) • Mark Taillefert (Canada) • Yasuhiro Kikushima (Japan) <p>WG25 liaisons will be added.</p>	WG1A
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	<p>Additional members can be added until 2008, September 30. Nominations must be sent to the SC7 secretariat.</p> <p>This study group will be co-chaired by John Graham (Australia) and Wim Van Grembergen (Belgium).</p> <p>The study group will submit a report in time for the 2009 SC7 Plenary.</p>	
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Study group on service and systems management standards and their integration into SC7

1099	<p>JTC1/SC7 instruct its Secretariat to establish a study group on service and systems management standards and their integration into SC7. The study group objectives are to clarify:</p> <ul style="list-style-type: none"> • The scope, objectives and target market of service and systems management standards • The relationship between service and systems management standards and other standards within SC7 with an important service component • The relationship between service management standards and methods and frameworks commonly used in conjunction with service management standards • The relationship between established service management standards such as ISO/IEC 20000 (Parts 1 and 2) to management system standards such as the ISO 9000 and ISO/IEC 27000 series. • The market and its needs for service and systems management standards and combinations of standards. This to be done by review of industry data, market research and consultation with industry experts. • The need for a new standard (as proposed in WG 7 N1123) for a Technical Report covering Integrated Lifecycle Management. <p>The Study group should have representation from the widest range of interests including other SC, TCs, liaison groups, trade bodies and users of standards.</p> <p>Output will include graphical representation showing the relationship between common elements of standards of interest to the service management industry.</p> <p>Input will include, but will not be not limited to:</p> <ul style="list-style-type: none"> • SWG5 Plans for a survey on SC7's standards • SC7 and JTC1 IT (ICT) Governance studies • The Interim Report from the Study Group on the relationship of • Life Cycle Processes and IT Services, ISO/IEC JTC1/SC7 /N3860 <p>The Study Group Report for the application of ISO 9001 to the full scope of SC7 standards (Updated) SC7/ WG7 N1123, WG 7 N1103 Strategy for Integration Phase of the Harmonization Project Study Group Report. The study group will be chaired by Katoh Shigenobu, (subject to confirmation by the Japanese National Body) and co-chaired by Jenny Dugmore (UK).</p> <p>Its membership will consist of :</p> <ul style="list-style-type: none"> • Alec Dorling (WG-21) • Alison Holt (WG-1A) 	WG25
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- Anita Myrberg (Sweden)
- Colin Rudd (itSMF)
- Dave Bickett (WG-21)
- John Graham (Australia)
- Luis Rosa (Spain)
- Lynda Cooper (UK)
- Marc Taillefer (Canada)
- Olivier Martin (France)
- Rainer Schmidt (Germany)
- Pierre Thory (France)
- Bill Powell (USA)
- Cheryl Jones (SWG5)
- Terry Doran (IEEE)
- Antonio Coletta (Italy)
- Jyrki Lahnalahahti (Finland)
- Rogert Kormanak (Slovakia)

Membership will be open until 17th of July 2008. Membership requests must be sent to the SC7 Secretariat. The study group shall submit an interim report by 2008-09-30 for the interim meeting of SC 7 working groups and a final report by 2009-04-15 for the plenary meeting of SC 7. The group is authorized to conduct its work by correspondence, telephone conferencing, web conferencing and meetings.

The Study Group will meet at the Interim meetings in Nanning November 2008.

Maintenance of Standards

1100	SC7 /WG19 notifies JTC 1/SC7 that it will initiate an internal Study Group to prepare the revision of ISO/IEC 15909 Part 1High-level Petri Nets	WG19
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JTC1/SC7 MANAGEMENT

SC7 Chairman Term Renewal

1101	Given that all the required prerequisites are met, JTC1/SC7 endorses Mr. François Coallier (Canada) as the Chairman for a consecutive period of 3 years (2008-2011) and mandates its Secretariat and the Canadian NB to request re-confirmation from JTC1
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Update of SC7 Terms of Reference

1102	JTC1/SC7 instructs its Secretariat to appoint Jean Bérubé (Canada) as a rapporteur to organize the work necessary to prepare a more articulated definition of SC Scope and Terms of Reference, and submit the result for review to SC7 by 3Q2008. Workplan: <ul style="list-style-type: none"> • Survey existing SC7 material, other JTC1 SC TORs and SC7 WG TORs; • Stabilize basic definition for the purpose of the exercise; • Prepare a 2-4 page explanatory document covering the business domain of SC7, the scope of SC7, the standardization objectives of SC7. • Review with SWG5 and BPG (August 2008). • Update document and prepare a 4 paragraph summary (for external publication). • Circulate to SC7 the SC7 Terms of Reference proposal and the explanatory document 	BPG
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Name of WG20

1103	JTC1/SC7 instructs its Secretariat to modify the title of WG20 to “Software and Systems Bodies of Knowledge and Professionalization.”	WG20
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SLG 1: Liaison to ISO TC22 SC3 WG16

1104	JTC 1/SC 7 establishes a Special Liaison Group (SLG1) to support its liaison officers to ISO TC22 SC3 WG16 with the mandate to: <ol style="list-style-type: none"> 1. advise its liaison officers on approach towards the liaison 2. assist its liaison officers in the prompt resolution of issues 3. assist in the review and of relevant ISO 26262 WDs and balloting documents relevant to SC7 program of work 4. encourage and establish where possible alignment of ISO 26262 processes with SC7 system and software lifecycle processes and process capability assessment to provide consistent standards 5. issue at least once a year liaison statement(s) and/or reports to ISO TC22 SC3 WG16 <p>The JTC1/SC7 Special Liaison Group (SLG1) will be chaired and convened by Mr. Kiyoshi Ogawa (Japan).</p> <p>The SLG 1 membership shall be composed of:</p>	WG10
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	<ul style="list-style-type: none"> • Mr Kiyoshi Ogawa (Japan) • Mr. Antonio Coletta (Italy) • Prof Bernd Hindel (Germany) • Mr Alec Dorling (UK) • Mr Fabrizio Fabrini (Italy) • Risto Nevalainen (Finland) 	
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SLG 2: Liaison to JTC 1 SC27

1105	<p>JTC 1/SC 7 establishes a Special Liaison Group (SLG2) to support its liaison officers to JTC 1 SC27 with the mandate to:</p> <ol style="list-style-type: none"> 1. advise its liaison officers on approach towards the liaison 2. assist its liaison officers in the prompt resolution of issues 3. assist in the review and of relevant SC27 WDs and balloting documents relevant to SC7 program of work 4. respond, if required, to SC27 liaison statements and reports 5. issue at least once a year liaison statement(s) and/or reports to JTC 1/SC 27 6. encourage and assist JTC 1/SC27 to maintain compatibility between their standards and JTC 1/SC7 standards <p>The JTC1/SC7 Special Liaison Group (SLG2) will be chaired and convened by Mr. Satoshi Fushimi (Japan).</p> <p>The SLG 2 membership shall be composed of:</p> <ul style="list-style-type: none"> • Mr Jim Moore (USA) • Mr Johann Amsenga (South Africa) 	BPG
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SWG1 - BPG

1106	<p><u>SC7 Business Planning Group – Special Working Group 1</u></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> <ul style="list-style-type: none">• Support the Chair in the elaboration of directions and policies.• Assist the chair in the prompt resolution of issues.• Propose update to the JTC1/SC7 business plans and procedures.• Propose updates to JTC1/SC7 communications function.• Prepare procedures and organization responsibilities to ensure an integrated strategy planning, business planning, and management systems for JTC1/SC7. <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> <ul style="list-style-type: none">• At least 5 years of JTC1/SC7 active participation.• Availability to participate to BPG meetings within and outside the Plenary.• Membership in the JTC1/SC7 AG.• No more than one representative per country. <p>The Chair and Secretariat are permanent members.</p> <p>The BPG reports to the AG.</p> <p>The SWG 1 membership shall be composed of:</p> <ul style="list-style-type: none">• Dr. Dan Lee (Korea)• Mr Anukul Tamprasirt (Thailand)• Dr. Annette Reilly (USA)• Mr Jean Bérubé (Canada),• Prof. Alastair Walker (South Africa)• Dr. Y. Yamamoto (Japan),• Mr. Risto Nevalainen (Finland)• Mr. Antonio Coletta (Italy)
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SC7 Standards Management Group - Special Working Group 5

1107	<p>JTC1/SC7 reaffirms prior Resolutions and form the JTC1/SC7 Standards Management Group as a special working group (SWG 5) with the following mandate:</p> <ul style="list-style-type: none"> • Elaborate and Maintain JTC1/SC7 SWG5 standing documents • Provide counsel to JTC1/SC7 Conveners and editors on standards management 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 <p>Criteria for membership are:</p> <ol style="list-style-type: none"> 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 SC7 chair and the WG conveners, is limited to 10 including the SWG-5 convener. 6. Recognized JTC1/SC7 expertise in one or more of the following areas: <ul style="list-style-type: none"> • Software & Systems Engineering • Software & Systems Process • Embedded Software Systems • Real-Time Systems • Transactional Systems • Interactive Media Systems • Intelligent Systems • IT Architecture • Measurements • Tools, Methodologies & Modeling Languages • Software & Systems Engineering Information Products • Enterprise Architecture • IT Service Management • IT Governance <p>The JTC1/SC7 Special Working Group on Standards Management will be chaired by the JTC1/SC7 Chair and convened by Ms. Cheryl Jones (USA). The SWG will consist of the following members:</p> <ul style="list-style-type: none"> • Kiyoshi Ogawa (Japan) • Garry Roedler (USA) • Bud Lawson (Sweden, INCOSE) • Terry Rout (Australia) • James Moore (IEEE-CS) • Peter Fagg (UK) • Serge Oigny (Canada) • Dennis Ravenelle (itSMF) • Max Shanahan (ISACA)* <p>*Conditionnal to the endorsement of the C liaisons by JTC 1.</p>
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Facilities and Events Fees

1108	<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 twelve years for many JTC1/SC7 interim and plenary meetings. JTC1/SC7 thus reaffirms its Resolutions 625, 805 as well as subsequent resolutions on this topic.</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"> • The host organization shall notify the JTC1/SC7 Secretariat if any fees may be charged when it agrees to host a meeting. • 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. • The level of the fees and the payment process and options shall be clearly documented in the meeting registration material. • The host shall use the terminology of the JTC 1 directives to describe its fees. • A receipt for the facilities and events fees shall be provided to delegates upon request at the meeting. <p>Where possible, credit card payment should be accepted.</p> <p>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.</p> <p>To facilitate the processing of delegates expenses reports and given that accounting rules varies from country to country, a receipt bearing the name ‘Facility Fees’ shall be available to all delegates. Other fees such as meals should appear on the receipt in a segregated fashion.</p> <p>Facilities fees should not exceed Swiss Franc (CHF) 260, if possible.</p>
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Convener Certification of Documents Sent to SC7 Secretariat

1109	<p>JTC1/SC7 re-affirms resolution 806, as well as subsequent resolutions on this topic, 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.</p>
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Participation in the Program of Work

1110	<p>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.</p>
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Cut-off Date for Document Issuance

1111	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)	07/08/08	07/15/08	10/13/08	10/20/08	11/03/08
CD, PDTR, DTR, PDAM (3 months)	07/06/08	07/13/08	10/13/08	10/20/08	11/03/08
FCD, FPDAM (4 months)	06/06/08	06/13/08	10/13/08	10/20/08	11/03/08
FDIS, FDAM (2 months)	07/08/08	07/29/08	09/29/08	10/20/08	11/03/08
NP, WD (90 days)	01/20/09	01/27/09	04/27/09	05/04/09	05/18/09
CD, PDTR, DTR, PDAM (3 months)	01/20/09	01/27/09	04/27/09	05/04/09	05/18/09
FCD, FPDAM (4 months)	12/20/08	12/27/08	04/27/09	05/04/09	05/18/09
FDIS, FDAM (2 months)	01/23/09	02/13/09	04/13/09	05/04/09	05/18/09
NP, WD (90 days)	07/08/09	07/15/09	10/13/09	10/20/09	11/03/09
CD, PDTR, DTR, PDAM (3 months)	07/06/09	07/13/09	10/13/09	10/20/09	11/03/09
FCD, FPDAM (4 months)	06/06/09	06/13/09	10/13/09	10/20/09	11/03/09
FDIS, FDAM (2 months)	07/08/09	07/29/09	09/29/09	10/20/09	11/03/09

Worst case i.e. ten working days to process by SC 7 Secretariat for documents sent outside the approved schedule

Document Type	Cut-off Date	Ballot Start	Ballot End	Ballot Summary Report	Meeting start date
NP, WD (90 days)	06/24/08	07/08/08	10/06/08	10/20/08	11/03/08
CD, PDTR, DTR, PDAM (3 months)	06/22/08	07/06/08	10/06/08	10/20/08	11/03/08
FCD, FPDAM (4 months)	05/23/08	06/06/08	10/06/08	10/20/08	11/03/08
FDIS, FDAM (2 months)	06/24/08	07/22/08	09/22/08	10/20/08	11/03/08
NP, WD (90 days)	01/06/09	01/20/09	04/20/09	05/04/09	05/18/09
CD, PDTR, DTR, PDAM (3 months)	01/06/09	01/20/09	04/20/09	05/04/09	05/18/09
FCD, FPDAM (4 months)	12/06/08	12/20/08	04/20/09	05/04/09	05/18/09
FDIS, FDAM (2 months)	01/09/09	02/06/09	04/06/09	05/04/09	05/18/09
NP, WD (90 days)	06/24/09	07/08/09	10/06/09	10/20/09	11/03/09
CD, PDTR, DTR, PDAM (3 months)	06/22/09	07/06/09	10/06/09	10/20/09	11/03/09
FCD, FPDAM (4 months)	05/23/09	06/06/09	10/06/09	10/20/09	11/03/09
FDIS, FDAM (2 months)	06/24/09	07/22/09	09/22/09	10/20/09	11/03/09

Next Plenary Meetings

1112	<ul style="list-style-type: none"> JTC 1-SC7 notes India's interest in hosting its 2009 plenary. JTC 1-SC7 notes Japan's interest in hosting its 2010 plenary. JTC 1-SC7 notes France's interest in hosting its 2011 plenary.
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Next Interim Joint WG Meetings

1113	<ul style="list-style-type: none"> 2008: Nanning, China. 2009: Washington, DC, USA
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1114	SC7 authorises WG24 to call and hold its interim meeting in Mexico in November 2008:
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APPRECIATIONS

	JTC 1/SC 7 extend its appreciation to Mr Doug Thiele for many years of leadership and dedicated service to WG 7 and SC 7.
	JTC 1/SC 7 extend its appreciation to Mr Bryan Wood for many years of leadership and dedicated service to WG 19 and SC 7.
	JTC 1/SC 7 extend its appreciation to Mr Roger Wittlock for many years of leadership and dedicated service to WG 21 and SC 7.
	JTC 1/SC 7 extend its appreciation to Mr Mike Gayle for many years of leadership and dedicated service to SC 7 and its BPG.
	JTC 1/SC 7 extends its appreciation to the following professionals for their work on the completion of ISO/IEC IS 25030: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) - Quality requirements: <ul style="list-style-type: none"> • Prof. Motoei Azuma (Japan) – SquaRE series project editor • Mr. Jogen Boegh (Denmark) – Document editor • Dr. Nigel Bevan (UK) – Co-editor • Mr. Dean Barker (US) – Co-editor • Dr. Kazuhiro Esaki (Japan) – Co-editor • Dr. Mikael Stenius (Finland) – Co-editor
	JTC 1/SC 7 extends its appreciation to the following professionals for their work on the completion of ISO/IEC IS 25020: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Measurement reference model and guide: <ul style="list-style-type: none"> • Prof. Motoei Azuma (Japan) – SQuaRE series project editor • Dr. David Zubrow (US) – Document Editor • Mr. Vipula Godamunne (Australia) – Co-editor • Dr. Juan Carlos Granja-Alvarez (Spain) – Co-editor • Mr. Danilo Scalet (Brazil) – Co-editor • Dr. Jean-Marc Desharnais (Canada) – Co-editor
	JTC 1/SC 7 extends its appreciation to the following professionals for their work on the completion of ISO/IEC TR 25021: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Quality measure elements: <ul style="list-style-type: none"> • Prof. Motoei Azuma (Japan) – SquaRE series project editor • Dr. Ota Novotony (Czech Republic) - Document Editor • Dr. Keum-Suk Lee (Korea) - Co-editor • Dr. Jiri Vanicek (Czech Republic) - Co-editor • Dr. Jean-Marc Desharnais (Canada) – Co-editor • Dr. Renate Sitte (Australia) - Co-editor
	JTC 1/SC 7 extends its appreciation to the following professional for their work on the completion of ISO/IEC TR 25010: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE) – Quality measure elements: <ul style="list-style-type: none"> • Dr. Juan Carlos Granja-Alvarez (Spain) – Co-editor

JTC1/SC7 extends its appreciation to the German Member Body for hosting the 21st Plenary meeting of JTC1/SC7 in Berlin. Special thanks go to:

▫ HOST

- DIN German Institute for Standardization
- NIA German Standards Committee on Information Technology and Applications
- Mr. Heinz Gaub, Member of DIN Management Board, Director Standards
- Dr. Stefan Weisgerber, Head of Technical Department 3

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