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Software Engineering
Secretariat: CANADA (SCC)

ISO/IEC JTC1/SC7 N1627

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**MINUTES OF ADVISORY GROUP MEETING
ISO/IEC JTC 1/SC7-- NINTH PLENARY MEETING
PRAGUE, CZECH REPUBLIC,
MAY 26-31, 1996**

FIRST SESSION OF THE AG MEETING

Sunday 1995-05-26

1. Opening of the Meeting and Chairman's Remarks

Mr. J. Côté, Chairman of ISO/IEC JTC1/SC7, welcomed the delegates.

The Chairman requested that the delegates try to table any contentious issues for discussion during the plenary week so that the meeting will be able to finish on time and cover the agenda.

2. Roll Call of Delegates

P Members represented:

Australia, Brazil, Canada, Czech Republic, Denmark, France, Germany, Hungary, Ireland, Italy, Japan, Korea, Mexico, Netherlands, Norway, South Africa, Sweden, United Kingdom, United States of America

ISO/IEC JTC1/SC7 Conveners: WG2, WG4, WG6, WG7, WG8, WG9, WG10, WG11 and WG12.

3. Appointment of the AG Rapporteur

The following was appointed to the AG Drafting Committee:

Mr. Jean-Normand Drouin, Assistant-Secretary

4. Approval of Agenda

The agenda of the AG meeting as given in document SC7/96-84 / SC7 N1513) was approved with two minor additions in the Other Business section [See Annex A to these minutes].

5. SC7 Secretariat Organization

The secretariat reported that it went through a period where it had difficulty coping with the volume of work. Two corrective actions were taken:

- a) additional manpower (appointment of Assistant Secretary)
- b) groupware environment

There are still some work management issues in SC7. To help, the secretariat has requested the following:

- a) secretariat needs from convenors an updated project plan every 6 months
- b) a "project deliverable" planning matrix has been distributed to convenors to capture key deliverables (eg. CD ballots, resolution reports, etc.). The matrix also includes planning guidelines. WG are expected to complete and return this matrix to the secretariat this week.

6. Review of SC7 Program of Work

6.1 Review of WI in Progress

The Secretariat report (SC7 N1497) was discussed.

The Secretary pointed out that the report was incomplete since he did not have access to up-to-date project schedule information. He suggested that the Working Groups should re-assess their project schedule during the Plenary week.

Also, corrections for any errors and omissions are welcome.

Discussion were held on the work program of WG8 and on the progression of project 07.28.

It was agreed to that WG8 will come with recommendations on some of its project during the Plenary, and that its work program will be re-visited at the 1997 plenary.

Regarding project 07.28, an early version of SC7 N1539 was tabled and discussed. It was essentially said that the project was now back on track.

6.2 Review of Proposals for NWI

One NWI item is under consideration presently: the US NWI proposal on " Reference Model for a Software Engineering Environment" SC7 N1496 / SC7/96-57.

Many members made the comment that this NWI, related to the mandate of the study group defined in Resolution **398** (JTC 1/SC7 authorizes its WG4 to establish a study period of one year for the investigation of how best to expand current efforts from CASE tool-specific to more general Software Engineering Environment (SEE)-related standardization issues) was presented without the study group having published any report. It was thus quite difficult for many members to understand the background and rational of this NWI.

WG4 was mandated to come with a study group report by the end of the Plenary. It was also pointed out that the report from WG7 was also missing (Resolution 400).

[See also items 9 and 10]

7. SC7 Terms of Reference

JTC1 did neither accept nor reject the SC7 request to modify the SC7 Terms of Reference. The BPG will prepare this week a position paper on this subject so that we can re-submit our request to JTC1.

8. Business Planning Group Report

The BPG presented its report (See Annex B).

The BPG proposed to use the Planning Process developed by TC 176 as an example in its own planning work..

The BPG recommendations were:

- Prepare and publish a 1996 SC7 Product Plan
- Initiate definition of SC7 Strategic Product Line.
- Determine the feasibility of SC7 becoming a horizontal committee.

There were discussions about having a 2 days Strategic planning review before the 1997 plenary.

9. Study Period for Software Engineering Environment

A verbal report was given. A written report will be given by the end of the week.

A New Work Item was submitted through the US National member body and his presently balloted. It was noted that the NWI submission prior to the presentation of the Study Report Report created some confusion.

10. Study Period For Measurement Process to Support Life-Cycle Management

A verbal report was given. Work is incomplete.

Some liaison issues have to be resolved this week. SC7 realises that the Study Period procedures defined by the JTC1 procedures must be followed more closely in the future.

11. Cooperative Work with IEC/TC56

Mr. Dave Kiang reported that the work with IEC TC56 was going very well. It was proposed to extend this cooperation and to make it a formal cooperative relationship.

12. Cooperation with ISO TC 176

Good progress was made.

It was noted that this relationship is not as mature as the one with TC56.

13. Cooperation with CEN TC311

Isak Korn reported on the progress of the cooperation with CEN TC311. This cooperation is presently done through common membership between SC7 and CEN TC311

14. Other Business

The US National member body reported that:

- the WG8 convenor (M. Mark Kaplan) has resigned his convenorship due to a career change
- Tom Kurihara has resigned from SC7 for the same reasons.

Consequently, the BPG will take over the Vocabulary Control policy.

14.1 Discussion on Role of ISO 12207

A discussion was held on the role of ISO 12207 in SC7. The discussion was inconclusive.

14.2 SPICE Trials

Questions were asked about the SPICE Trials. A SPICE Trials information session will be held Wednesday 4-5pm, room 341.

15. 1997 Plenary

Mr. Leonard Tripp briefly talked about the 1997 plenary that will be held on June 8th in Walnut Creek. Detailed information will be provided Friday morning at the Closing Plenary.

South Africa proposed to host the 1998 Plenary.

SECOND SESSION OF THE AG MEETING

Thursday 1996-05-30

1. Opening of the Meeting & Chairman's Remarks

Mr. J. Côté, Chairman of ISO/IEC JTC1/SC7, welcomed the delegates.

The Chairman pointed out that it is important that the AG try to cover all the issues that do not have a consensus so as to facilitate the Plenary session of tomorrow.

2. Roll Call of Delegates

P Members represented:

Australia, Brazil, Canada, Czech Republic, Denmark, France, Germany, Hungary, Ireland, Italy, Japan, Korea, Mexico, Netherlands, Norway, South Africa, Sweden, United Kingdom, United States of America

ISO/IEC JTC1/SC7 Conveners: WG2, WG4, WG6, WG7, WG8, WG9, WG10, WG11, WG12.

3. Approval of Agenda

Priority was given on the issues related to the Study Groups recommendations, liaison issues and the resolutions.

Item added were 4.2 and 4.3.

4. Study Groups

4.1 System Life Cycle - Dr. Ragu Singh

See Resolution 447:

Whereas

- *The JTC1/SC7, by Resolution 400, established a Study Group to analyse the need for software process measurements in support of ISO/IEC 12207 and submit recommendations,*
- *There were some unresolved issues concerning participation in the study.*

Therefore, JTC1/SC7 authorises the extension of the study period until 31 December 1996 as per the plan in document Prague-23. The Study Group is directed to submit, by this date, a report containing an analysis of the need for such process metrics in support of ISO/IEC 12207 and appropriate recommendations on how to implement such metrics. The goals, objectives, and other tasks as assigned to the Study Group by SC7 in Resolution 400 are applicable. The study group will establish liaison with the convenors of SC7 WG4, WG6, WG10, and WG12 (See SC7 N1531).

A plan was also tabled (SC7 N1531).

4.2 Measurement Process to Support Life-Cycle Management

A report was tabled (SC7 N1529).

4.3 Terms of reference - Mr. Leonard Tripp

The BPG met on Monday on this topic and decided to come up with a rationale for the new terms of references (See Resolution 454 and SC7 N1532).

4.4 BPG - Mr Leonard Tripp + Peter Voldner

The BPG met in the evenings during the week. Documents will be circulated to SC7 for comments after the plenary.

There will be an August 21st meeting in Montréal, Canada.

A 2 day workshop will be held before the next Plenary
(See Resolution 469).

5. Review of proposed Resolutions

The draft resolutions were reviewed and discussed.

There was a certain amount of discussion on resolutions 463 and 464.

6. Adjournment

The meeting was adjourned by the Chairman at 21:10 hrs.

ANNEX A

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MESSAGE IDENTIFIER: ISO/IEC JTC1/SC7/Secretariat/SC7-96-84
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ISO/IEC JTC1/SC7 N1513
1996-05-08

TITLE: Draft Agenda
ADVISORY GROUP MEETING
Prague, May 26th and 30st 1996

SOURCE: SC7 Secretariat

WORK ITEM:

STATUS:

REFERENCES:

ACTION: Information and appropriate action

Francois Coallier
Jean-Normand Drouin
ISO/IEC JTC1/SC7 Secretariat

Dear Colleagues,

Please find attached the draft agenda of the next AG meeting at Prague.

Please note that, as for last year:

- Each agenda item has a time slot allocated.
- Items related to documents that were circulated will focus on decisions/actions to be taken. It will be taken for granted that the documents have been read previously.
- When more time is needed to reach consensus on an item, ad-hoc meetings (formal and informal) shall be used during the Plenary week to do so. Study Group may also be appointed.

After putting together this agenda, I found that the realistic time for the meeting to end is 22:00. The meeting could end sooner if we have already consensus on many of the issues on the agenda.

Regards,

Francois Coallier
ISO/IEC JTC1/SC7 Secretariat

DRAFT AGENDA

ADVISORY GROUP MEETING

Prague, May 26th and 30th 1996

FIRST SESSION OF THE AG MEETING
Sunday May 26th

18:00	1. Opening & Chairman's Remarks	Chairman	Information
18:10	2. Roll Call of Delegates	Secretary	Information
18:15	3. Appointment of the AG Rapporteur	All	Decision
18:25	4. Approval of Agenda	All	Decision
18:30	5. SC7 Secretariat organization & Project Planning	Secretary & All	Information & discussion

ISSUES TO BE TABLED:

- * Conveners must update their project plans at least 6 monthly for the Secretariat.
- * Secretariat should publish a "document publication" calendar to editors and WG were it will guarantee timely distribution of documents.
- * Secretariat should prepare a standard life cycle to show ballot timescales, for conveners.
- * Secretariat should advise each project of ballot deadlines to allow for distribution, ballot and circulation of ballot comments (i.e. confirming project plans)
- * Secretariat should inform Conveners of any missed deadlines for document distribution, or better inform conveners that a deadline is approaching.

18:45	6. Review of SC7 Program of Work		
	6.1 Review of WI in Progress	Secretary & Conveners	Information & Decision

Reference: SC7 Secretariat Report (SC7 N1497 - An updated version may be circulated at Prague).

Secretariat recommendations: That WG be mandated to re-assess and update the schedule of all their projects.

They should also confirm that sufficient resources are available and no other show-stoppers [technical and political] exist.

The program of work of both WG8 and WG11 need to be reviewed because of respectively WI that have been deferred and the progression of project 07.28.

6.2 Review of Proposals Secretary &
for NWI Member Bodies Decision

At this point in time, one NWI has been submitted to the Secretariat, from the US Member Body:

- "Reference Model for a Software Engineering Environment" SC7 N1496 / SC7/96-57.

19:00 7. Terms of References of SC7 Member Bodies Discussion and
Decision

Reference: SC7 Resolutions 389 and 390, JTC1 Resolution Sydney 6 and SC7/96-58.

At the March 1996 JTC 1 plenary meeting in Sydney, JTC 1 unanimously passed the following resolution:

Resolution 6 SC 7 Terms of Reference

Having considered the National Body and Liaison comments on the proposed new Terms of Reference of SC 7 as contained in document JTC 1 N 3787, JTC 1 forwards documents JTC 1 N 3999, N 4003, N 4008, N 4009, N 4010 and N 4026 to SC 7 for review and resolution of the comments and preparation of a new revised Terms of Reference, if appropriate, for further consideration by JTC 1.

19:30 Health Break

19:45 8. Study Period for Software WG4 Convenor Reporting
Engineering Environment Member Bodies and discussion
Issues

Reference: SC7 Resolution 398

20:00 9. Study Period for Measurement WG7 Convenor Reporting
Process to Support Life-Cycle Member Bodies and discussion
Management

Reference: SC7 Resolution 400

20:15 10. Cooperative Work with WG9 Convenor Decision
IEC/TC56

References: Resolution 418 and N1459

20:30	11. Cooperative Work with ISO/TC 176	WG8 Convenor	Information
	References: Resolutions 415, 416, 419 and 420, and N1457		
20:45	12. SC7 Business Planning	Mr. F. Coallier, Leonard Tripp & Peter Voldner	Information
	Reference: Resolutions 434		
21:00	13. JTCl/SC7 Vocabulary Control Policy	Mr. Tom Kurihara	Decision
	Reference: Resolutions 436		
21:15	14. Cooperation with CEN/TC311	Mr. Isak Korn	Information
	Reference: Resolutions 427		
21:30	15. 1997 Plenary	Mr. Leonard Tripp	Information
		Member Bodies	Decision
21:45	16. Other Business		
22:00	17. Adjournment		

SECOND SESSION OF THE AG MEETING
Thursday May 30th.

18:00	1. Opening & Chairman's Remarks	Chairman	Information
18:10	2. Roll Call of Delegates	Secretary	Information
18:15	3. Approval of Agenda	All	Decision
18:30	4. Study Groups	Convenors Member Bodies	Information Decision
19:00	5. Review of proposed Resolutions	Member Bodies	Decision
	Recommended order of review:		
	- All resolutions affecting the programme of work		
	- All resolutions dealing with liaison issues		
	- All resolutions related to organizational issues		
21:00	6. Adjournment		

ANNEX B: BPG Presentation

Report

by JTC1/SC7
Business Planning Group

to

SC7 Advisory Group

May 26, 1996

- Report on progress since last plenary
- Involve Advisory Group in SC7 direction and planning
- Recommend future actions

- SC7 Web page
- Brochure
- Protocol for SC7 business guide
- Procedure for product plan preparation
- Procedure for design specification preparation
- SC7 product plan
 - Vision 2000
 - Consolidate presentation
 - prototype plan in design specification format
- Initial concept for software engineering principles
- e-mail participation with one meeting

- Recent completion of potentially significant standards
- SC7 family of standards is loosely federated
- SC7 planning is not well-known outside of SC7
- Lack of evidence of a product line focus
- Lack of marketing strategy
- Internal procedures need to keep pace with direction

* Note: Assertions need validation

- TC176 Planning Results
- TC176 Organization
- TC176 Key Strategies
- TC176 Mission
- TC176 Vision
- TC176 Product Line-
 - Key StrategiesAssignments
 - Overview of TC176 Planning

- Per JTC1 directives (Plenary, Advisory Group)
- Business Planning Group
- Conveners Coordination and Planning Group
- Vocabulary coordination function

- JTC1 Directives
- Strategic Planning Protocol
- Coordination Protocol
- Customer needs assessment
- Design specification development
- Transition plans

- Standards numbering system

- SC7 "look and feel"

Organization
 Operating Processes
 SC7 Management Elements
 Vision
 Terminology
 Principles
 Standards architecture
 Roadmap
 Marketing strategy
 Partnership strategy

Vision

Our vision is that worldwide acceptance and use of the ISO 9000 family of standards will provide an effective means for improving individual organizations, trade and global prosperity, and provide confidence to people and organizations that products (goods and services) will meet their expectations.

Mission

Our mission is to:

identify and understand user needs in the field of quality management,
develop standards that respond effectively to user needs, support implementation of these standards, and facilitate meaningful evaluation of resulting implementations
using the ISO process to achieve international consensus, and compatibility with other ISO/IEC management strategies.

Key Strategies - TC176

1. Provide for a clear understanding of the role of quality in relation to the management (leading and operating) of an organization, and of the application of related concepts and principles.
2. Minimize the proliferation within the ISO 9000 family of standards.
3. Minimize proliferation of standards in the field of quality management developed externally to TC 176.
4. Ensure the integrity of the ISO 9000 family of standards and provide for the integrity of their implementation and evaluation of their implementation.
1. Maximize usefulness of the ISO 9000 family standards, facilitating effective implementation together with other ISO/IEC management system standards, using a joint and cooperative approach with the other TCs involved.

Strategic Product Line Planning

Projects authorized relative to Strategic Product Line Plans

Update SC7 Processes and Orgn

- Product Plan
- SC7 Multi-year Planning Framework
- Strategic Plan Implementation
- Design Specification Software Engineering Principles
- Technical Report Software Engineering Principles
- Strategic Planning Session
- Overview of SC7 Planning

Recommendations

1. Prepare and publish the 1996 SC7 Product Plan
2. Initiate definition of SC7 Strategic Product Line using TC176 Planning Results as a point of departure
3. Determine the feasibility of SC7 becoming a horizontal committee

Key Decisions This Week

1. Agreement on SC7 Product Plan content criteria
2. Concurrence on initiation of SC7 Product Line definition
3. Support for defining Software Engineering Principles

- Terminology
- Methods & Tools
- Principles
- Life Cycle Processes
- Role of Principles
- Software Engineering Principles
- Quality System Principles
- Management Principles
- Engineering Principles
- Product standards
- Process standards
- Resource standards
- Product standards
- Software engineering standards
- Influences on Software Engineering Principles
- JTC1/SC7 Strategic Product Line