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JTC 1/SC 34
Document Description and Processing Languages

First meeting of
Ad Hoc Group 3

On maintenance of ISO/IEC 26300



First meeting of Ad Hoc Group 3

Convenor: FRANCIS CAVE (GB)

Number of experts nominated by NBs: ??

Registered for the meeting: 34



Agenda

1. Roll call of participants
2. Approval of agenda
3. Review of terms of reference (N 1221)
4. Review of status of ISO/IEC 26300 and options for participation in maintenance (N 1265)
5. Working Group responsibility for SC 34 contributions to ODF maintenance
6. Review of technical work programme (joint session with WG 1):
 - 6.1 Defect Reports (N 0942, N 1078) and Project Editor's responses (N 1230, N 1259 (draft response))
 - 6.2 Possible revision/amendment of the standard to align with current OASIS Standard ODF v1.1
 - 6.3 Technical contributions to future revisions of ISO/IEC 26300
7. Preparation of recommendations to the SC 34 Plenary
8. Any other business (including possible future meeting dates)



Meeting schedule

Session 1: 2009-09-15, 14:00 – 17:00

Session 2: 2009-09-16, 09:00 – 12:30

Session 3: 2009-09-16, 14:00 – 17:00

Session 3 is joint session with WG 1

PROPOSAL: That, if items 1-5 on the agenda are concluded before 12:30 on 2009-09-16, the meeting be adjourned until 14:00 on that day.



Review of terms of reference

Resolution of the SC 34 Prague Plenary:

SC 34 establishes its ad hoc group on Maintenance of ISO/IEC 26300 with the following terms of reference:

- **to develop a long term plan for maintenance of ISO/IEC 26300 in coordination with OASIS and to present the proposed plan and any other recommendations to the SC 34 Plenary following the next JTC 1 Plenary**
- **to coordinate all activities relating to the maintenance of ISO/IEC 26300 within SC 34, according to whatever detailed procedures OASIS and JTC 1 may agree, until such time as a long term plan is ready to be implemented, when this Ad Hoc Group would be dissolved.**

SC 34 appoints Mr. Francis Cave (GB) as the Convener of this ad hoc group.



Status of ISO/IEC 26300

ODF v1.0 first published by OASIS in May 2005

ODF v1.0 Second Edition published by OASIS in July 2006

ISO/IEC 26300:2006 published by ITTF in October 2006

ODF v1.1 published by OASIS in February 2007

First Japanese Defect Report (N 0942) submitted in December 2007

Second Japanese Defect Report (N 1078) submitted in September 2008

ODF v1.0 Approved Errata published by OASIS in November 2008 (public review announced in N 1114 in November 2008; final published document in N 1230 uploaded to SC 34 document repository on 2 July 2009)

Draft response to second Japanese Defect Report circulated by SC 34 Secretariat in August 2009



First meeting of ISO/IEC JTC 1/SC 34 Ad Hoc Group 3, Seattle, 2009-09-15/16

Adoption of ISO/IEC 26300:2006

BR have adopted a local translation of IS 26300:2006 as a national standard

CA, DK, GB, IT, NL and US have adopted IS 26300:2006 as national standards without translation or other modification

JP is preparing to adopt a local translation of IS 26300:2006 as a national standard

BE and NO governments have adopted IS 26300:2006, but have not yet adopted IS 26300:2006 as a national standard

A full summary of NB responses to the survey included in N 1221 is to be found in N 1271



Maintenance responsibilities

The OASIS ODF Technical Committee (TC) is the “designated maintenance group” recognised by JTC 1 under PAS transposition rules (see JTC 1 Directives, 5th Edition, Clause 14.4.3.14).

JTC 1 assigned responsibility for IS 26300 to SC 34 at the time of the PAS submission. All correction and amendment of IS 26300:2006 must therefore be channelled through SC 34.

Following assignment to SC 34 by JTC 1, SC 34 tasked WG 1 with carrying out any technical work associated with maintenance.

In March 2009 OASIS and SC 34 reached agreement on principles and procedures for collaboration on maintenance of IS 26300.
(N 1148 and N 1149)



Joint maintenance principles

OASIS and SC 34 should work together:

- To accommodate the needs of SC 34 member bodies to make formal input to the maintenance of IS 26300, through the submission of Defect Reports
- To facilitate input by SC 34 experts in the future development of the standard
- To assist the Project Editor (Dr Patrick Durusau (US)) with the preparation of documents required by the JTC 1 maintenance process



Joint maintenance procedure (1)

The agreed maintenance procedure aims to ensure good communication between SC 34 and the OASIS ODF TC

Defect Reports submitted to the OASIS ODF TC by SC 34 will be responded to by the Project Editor in accordance with JTC 1 procedures

SC 34 will process the Project Editor's responses to Defect Reports in a timely fashion.



Joint maintenance procedure (2)

Correction of defects in IS 26300 will be made by the following procedure:

- The OASIS ODF TC prepare the text of corrections. The Project Editor may consult SC 34 technical experts during the preparation of this text (e.g. at WG meetings), or SC 34 experts may participate more directly in the work of the ODF TC
- OASIS publish an Approved Errata document, or (rarely) an Amendment, and submit this to SC 34 for processing
- SC 34 process OASIS submissions for publication as Technical Corrigenda or Amendments as appropriate

SC 34 responsibilities

SC 34 submits Defect Reports to OASIS ODF TC on behalf of National Bodies (Secretariat)

SC 34 may contribute to discussion of Project Editor's responses to Defect Reports (Working Group)

SC 34 prepares Technical Corrigenda and Amendments and submits them for ballot by National Body members - more widely in the case of Amendments (Project Editor / Secretariat)

(Special case) SC 34 requests OASIS to forward the current version of OASIS standard for processing as an Amendment to the current version of the JTC 1 standard, as these are currently not aligned



Gray areas...

What is the procedure if a ballot on a Technical Corrigendum or Amendment fails to approve a document already published by OASIS?

How should SC 34 handle any proposal from a National Body to amend or revise IS 26300?

Other areas of uncertainty?

Should we simply ignore these until they arise?

Participation options

Formal participation of National Bodies in the maintenance of IS 26300 is through the submission of Defect Reports and by voting in DCOR and DAM ballots

Informally, individual experts may submit comments directly to the OASIS ODF TC, through the 'office-comment' mailing list, but these will not be treated as Defect Reports in the formal sense

The SC 34 WG responsible for maintenance of IS 26300 can decide to meet to discuss progress on the processing of Defect Reports with the Project Editor.

The SC 34 WG and the OASIS ODF TC may decide to hold joint meetings or phone conferences

Individual membership of the OASIS ODF TC is always an option.



Key points from Session 1 (1)

Maintenance of IS 26300 has been dysfunctional due to poor communication and poor collaboration between OASIS and SC 34. The agreement between OASIS and SC 34 on a joint maintenance procedure is designed to address this.

OASIS and SC 34 technical experts need to collaborate effectively to process Defect Reports and to progress other technical work (e.g. alignment with ODF v1.1). New structures (e.g. new WG of SC 34, possible joint editing/maintenance group) and new methods of collaboration (e.g. teleconferences, WG meetings, additional liaison members on the ODF TC) need to be put in place quickly.

There appears to be consensus among the NBs represented in this meeting that there needs to be a WG in which technical matters relating to maintenance of IS 26300 can be discussed. For many NBs this is the only option for participation in such work (e.g. only way to get funding for technical experts).

Timing of technical discussion is critical. If possible, there should be technical discussion of OASIS ODF Committee Drafts of errata (and possibly amendment) documents before or at the same time that these are made available for public comment by OASIS.



Key points from Session 1 (2)

OPEN ISSUE: What is the IP status of Defect Reports and other communications submitted to OASIS via the TC liaison member? OASIS generally operates a slightly different IP policy to JTC 1. (Rob Weir to report back)

A small group of SC 34 experts (e.g. up to 5 or 6 experts) would be welcome to participate in a joint editing/maintenance group. It is not clear that this needs to be formally established, and probably it would be preferable for this to be set up 'ad hoc' jointly by the responsible WG of SC 34 and the ODF TC, to work on specific items of technical work (e.g. processing specific Defect Reports, working on converting ODF v1.1 into a DAM text)

Amendment of IS 26300 to align with ODF v1.1 would be broadly supported by NB members present at the meeting. CA would in particular welcome this, as it would bring the accessibility improvements in ODF v1.1 into the JTC 1 standard. We should recommend to SC 34 that the project be subdivided to enable work on an Amendment, and that SC 34 request OASIS to submit appropriate text for this work to commence. To facilitate preparation of the text of the Amendment, the project editor should be requested to provide information on the differences between ODF v1.1 and ODF v1.0 (Second Edition), taking into account the Approved Errata. SC 34 experts should be requested to assist the project editor in this task.



Key points from Session 1 (3)

The way to avoid the problems that have occurred with the first two Defect Reports submitted by JP is to respond immediately with joint technical work and provide opportunities for discussion between the submitter and experts from the ODF TC and the SC 34 WG. Dealing with the first two Defect Reports is likely to be difficult, but these difficulties can be avoided in future by better communication and more timely action.

NBs may choose to submit New Work Item proposals for amendment or revision of IS 26300, but there was agreement in the meeting that this is not going to be the best way to achieve progress on maintenance of IS 26300, and would contradict the agreed joint maintenance principles and procedures. NB experts will be encouraged to participate in the responsible SC 34 WG, and to bring their ideas for amendment/revision to the WG, so that these can be discussed with the OASIS ODF TC and any agreed technical work can then be initiated in the ODF TC and worked on jointly by ODF TC and SC 34 experts, including the NB experts.

A schedule of regular teleconferences for joint technical discussions between ODF TC and SC 34 experts may be needed to ensure timely response to issues. These would have to be formally announced in accordance with JTC 1 procedures, but could always be individually cancelled when there is nothing to discuss. Face-to-face meetings should probably be held no more frequently than scheduled WG meetings, i.e. between 2 and 4 times per year. Facilitation of remote participation in WG meetings will be highly desirable.



Key points from Session 1 (4)

Formal communication concerning the maintenance of IS 26300 between National Bodies and the OASIS ODF TC is generally not possible other than via SC 34's liaison members of the ODF TC. Some NBs may choose to explore membership of OASIS, but in many cases NBs are not able/allowed to join OASIS as corporate members. Notification of defects in IS 26300 by NB representatives directly to OASIS, for example via the 'office-comment' list, will not be treated as a formal SC 34 communication. This emphasises the importance of good communication between SC 34 and the OASIS ODF TC and the formal submission of Defect Reports, to ensure that NB concerns can be raised and responded to quickly.

Working Group responsibility

WG 1 is currently responsible for carrying out technical tasks associated with maintenance of IS 26300

The WG 1 Convenor (Dr Alex Brown (GB)) has indicated that he would favour responsibility for IS 26300 to be handled by a separate Working Group.

One of the principal tasks of this Ad Hoc Group is to recommend to SC 34 any change of responsibility for maintenance of IS 26300 within SC 34.

What does this meeting think?



Recommendation to SC 34 Plenary

1. That SC 34 establish a new Working Group as follows:

Title: OpenDocument Format

Scope and Terms of reference:

All SC 34 projects and activities relating to the maintenance of ISO/IEC 26300 OpenDocument Format.

Collaboration with the OASIS ODF TC in the maintenance of and other work exclusively related to ISO/IEC 26300, in accordance with the joint maintenance principles and procedures agreed by OASIS and JTC 1 (documents N 1148 and N 1149). This includes all projects and activities related to ISO/IEC 26300 previously carried out by WG 1 and Ad Hoc Group 3.



Other recommendations to SC 34 Plenary

2. That SC 34 renew the remit of Ad Hoc Group 3 under its original terms of reference.
3. That, in the event of any delay in the establishment of the new Working Group, SC 34 revise the scope and terms of reference of Ad Hoc Group 3 to include responsibility for all projects and activities within the scope of the new Working Group until such time as the new Working Group is established.
4. That SC 34 request OASIS to forward to SC 34 all necessary contributions to enable a subdivision of the project to align with ODF v1.1.



Appreciation

Translation of ISO/IEC 26300

Ad Hoc Group 3 recognizes that translation of ISO/IEC 26300 into a language other than English has led to significant proposed improvements in the English version. Ad Hoc Group 3 particularly wishes to thank Japan for their substantial contributions in this case. Ad Hoc Group 3 requests the SC 34 Chairman to communicate this to the Japanese National Body.



Actions relating to Defect Reports

With reference to document N 0942, Ad Hoc Group 3 requests Patrick Durusau to produce a DCOR for IS 26300 based upon N 1230.

With reference to document N 1078, Ad Hoc Group 3 requests that Patrick Durusau respond to the second Defect Report of JP, where appropriate, by producing a list of the Defects to be resolved by adding text to explain that a feature is either implementation-defined or implementation-dependent.

Any other business

Next meeting: to be decided at Plenary

Acclamation: Ad Hoc Group 3 thanks the US National Body for providing facilities and refreshments for our meeting.

