ISO/IEC JTC1/SC22/WG9 N394
Proposed Rules for JTC1 Workshop Mode of Operation

Annotated by Jim Moore, Convener
15 August 2001

Information Technology

ISO/IEC JTC 1 N6446

Date:	2001-06-04
Replaces:	
Document Type:	Other document (Defined)
Document Title:	Rules for ISO/IEC JTC 1 Workshop Mode of Operation
Document Source:	JTC 1 Secretariat
Project Number:	
Document Status:	As per resolution 1 in JTC 1 N 6447, this document is circulated to JTC 1 National Bodies for a 60-day letter ballot. Please respond via the on line balloting system.
Action ID:	LB
Due Date:	2001-08-06
No. of Pages:	9

JTC 1 N 6446

Rules for ISO/IEC JTC 1 Workshop Mode of Operation

1. Proposals to hold JTC 1 Workshops

A proposal to hold a JTC 1 Workshop for the purpose of developing one or more ITAs on a particular subject may come from any source, including JTC 1 National Bodies, liaison organizations, corporate bodies etc. An organization that is not a JTC 1 National Body or liaison organization, or is not international in scope, shall inform the JTC 1 National Body in its country of its intent to submit such a proposal.

Whenever practicable, Proposers shall provide details concerning:

• Purpose and justification of the proposal;
• Relevant documents; and
• Cooperation and liaison,

in accordance with Annex C of the fourth edition (2001) of Part 1 of the ISO/IEC Directives.

Additionally, wherever possible, proposals shall include indication of a JTC 1 National Body willing to provide Secretariat, administrative and logistic support, and a candidate Workshop Chairman. If it is considered likely that participation in the Workshop will need to be limited (see 5.2), this shall also be indicated. The proposal should indicate the predicted further route of any deliverables.

In some circumstances, it may be considered that several meetings may be needed in order to reach a consensus. In such cases, the Proposer is encouraged, or may be required by JTC 1, to develop a business plan which would give details concerning meeting schedules, expected dates of availability of draft documents, the possibility that a Workshop may establish project teams to progress work between meetings of the Workshop, the expected date of availability of any ITA, etc.

2. Review of proposals

Proposals will be submitted to the JTC 1 Secretariat for approval by JTC 1. If the proposal is accepted, JTC 1 will initiate consultations with JTC 1 National Bodies to identify a candidate willing to act as the organizer and to provide administrative and logistics support to the Proposer. Preference will normally be given to:

• The National Body from the country of the Proposer, if the Proposer is not a JTC 1 National Body; or
• National Bodies holding Secretariats in fields related to that covered by the proposal.

If there is more than one offer, JTC 1 will formally designate the National Body assigned to act as the Workshop Secretariat. The assigned JTC 1 National Body may establish financial arrangements with the Proposer to cover administrative and logistics support costs for the Workshop. If a National Body is not willing to act as Workshop Secretariat, JTC 1 may authorize its Secretariat to fulfill this role, provided all associated costs are recovered by Workshop registration fees.

Note: An informative checklist for estimating workshop costs is provided in Annex A.

The Workshop Secretariat and the Proposer shall designate the Chairman of the Workshop.

3. Announcement

Once the Workshop Secretariat and the Proposer have agreed on a date and venue for the first meeting of the Workshop, these shall be communicated to the JTC 1 National Bodies. These details shall be further announced by the Workshop Secretariat, the JTC 1 Secretariat and by any other interested National Bodies in the most appropriate way(s) to achieve the widest possible circulation (e.g. a publicly accessible website). This may include a number of different announcement options and media, but the intent is to ensure that the broadest range of relevant interested parties worldwide are informed of the Workshop and have the opportunity to attend.

The Proposer and Workshop Secretariat will ensure that any JTC 1 Subcommittees with projects relevant to the subject will be invited to be represented at the Workshop.

A registration fee may be applied to help support preparation and hosting of the Workshop. Any registration fees shall be stated in the Workshop announcement.

Note: When the subject matter of a Workshop is likely to be of interest to developing countries, it is recommended either that a funding mechanism other than a registration fee be applied to facilitate participation from such countries, or that a number of "free" registrations be permitted.

The announcement shall be made at least 90 days in advance of the first meeting to allow potential attendees adequate time to plan on attending the Workshop. The announcement shall be accompanied by a registration form to allow potential participants to register for the Workshop.

Registration forms shall be returned to the Workshop Secretariat.

4. Workshop information

A Workshop programme detailing Workshop objectives, deliverables, agenda, draft documents and any other relevant details for the Workshop shall be available, and circulated to registered participants, no later than six weeks prior to the Workshop date. Registered participants may submit their own contributions to the Workshop Secretariat for further distribution to other participants.

5. Participation

5.1 Workshop chairmen

The Workshop Chairman shall act in a purely international and neutral capacity and in particular shall

$ ensure that all points of view expressed during a Workshop are adequately summed up so that they are understood by all present,
$ conduct the Workshop with a view to reaching consensus,
$ ensure that all decisions are clearly formulated and, if needed, made available to the participants before closure of the meeting of the Workshop.

5.2 Registered participants

Any organization or individual may register as a participant in a Workshop and participation will be open to the registered participants only. Registration of participants may take place at any time during the existence of the Workshop. Participants are not required to be appointed by the JTC 1 National Body in their country.

The Workshop Secretariat, Chairman and Proposer shall endeavour to ensure that the broadest range of interests is represented in any Workshop and that there is an appropriate balance of representation. If needed, this may require that some limitation be placed on participation (for example no more than two registered participants from the same corporate body or organization). If the need to limit participation is expected at the outset, this shall be indicated in the proposal submitted to JTC 1. If a need for limitation becomes apparent after announcement of the Workshop, this shall be authorized by the JTC 1 Secretariat following consultation with the JTC 1 Chairman and, if needed, other JTC 1 National Bodies.

5.3 Project teams

In cases in which more than one meeting will be required to reach consensus, a Workshop may establish one or more project teams to progress work between meetings of the Workshop. The Workshop shall designate the membership of such project teams, ensuring that their working methods will allow all registered participants to participate fully.

6. Workshop procedures and management oversight

Workshops will be permitted to work in a practically autonomous manner using very flexible procedures. However, there are a number of general ISO and IEC policies which need to be respected, in particular those concerning intellectual property rights and the use of SI units. It shall be the responsibility of the Workshop Secretariat to ensure that the appropriate policies are known to registered participants and are respected.
Management oversight will be kept to the minimum required to ensure coordination with

existing standardization activities if relevant and to ensure that appropriate resource is provided by the ISO and IEC systems. It will be the responsibility of the Workshop Chairman to determine when consensus of the Workshop participants has been reached on a particular item or deliverable. For the purposes of determining consensus, the Workshop Chairman shall apply the following definition contained in ISO/IEC Guide 2:1996:

> *"General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity."*

It should be noted that a JTC 1 Workshop may arrive at the consensus that an ITA deliverable is not necessary.

The Workshop deliverables shall contain a description of the Workshop consensus achieved including any recommendations for possible future actions or revisions to the Workshop deliverables. The deliverable resulting from the Workshop will proceed to publication based on the consensus of the Workshop without additional reviews or approvals by any other body, except in the case of an appeal on such a deliverable (see immediately below).

Appeals: Any parties affected by the deliverable resulting from the Workshop shall have the right of appeal for the following reasons:

1. The Workshop and the process to arrive at its deliverable have not complied with these procedures;
2. The deliverable resulting from the Workshop is not in the best interests of international trade and commerce, or such public factors as safety, health or the environment; or
3. The contents of the deliverable resulting from the Workshop conflict with existing or draft ISO/IEC standard(s) or may be detrimental to the reputation of ISO or IEC.

Such appeals shall be submitted to the JTC 1 Secretariat within two months of the date of submission of the Workshop deliverables and shall be considered by JTC 1, which in such circumstances will take the final decision concerning publication of an ITA.

7. Workshop deliverables and publication

Workshops will decide on the content of their own deliverables, but it is strongly recommended that the drafting rules in Part 2 of the ISO/IEC Directives be followed. The Workshop Secretariat and Proposer shall be responsible for preparation of the text in compliance with Part 2 of the ISO/IEC Directives. Deliverables shall be sent to the ITTF for publication as Industry Technical Agreements. They will be numbered in a special ISO/IEC ITA series. The workshop should make a recommendation to JTC 1 as to its intention for future processing of its deliverables (i.e. if they are to be submitted for processing as an International Standard).
ITAs may be published in one of the official ISO languages only and competing ITAs on the

same subject are permitted. The technical content of an ITA may compete with the technical content of an existing ISO or IEC standard, or the proposed content of an ISO or IEC standard under development, but conflict is not normally permitted unless expressly authorized by JTC 1.

8. Review of ITAs

No later than three years after publication, the National Body which provided the Workshop Secretariat will be requested to organize the review of an ITA, consulting interested market players as well as, if needed, the relevant JTC 1 Subcommittee(s). The result of the review may be to confirm the ITA for a further three-year period, to withdraw the ITA or to submit it for further processing as another ISO/IEC deliverable in accordance with Part 1 of the ISO/IEC Directives.

An ITA may be further processed to become a JTC 1 Publicly Available Specification, a Technical Report or an International Standard, according to the market requirement.

An ITA may exist for a maximum of six years following which it shall either be withdrawn or be converted into another ISO/IEC deliverable.

Annex A
Checklist to estimate costs associated with hosting an ISO ITA Workshop (WS)

Completion of this checklist is NOT mandatory for the proposed hosting of an ITA. It
is intended simply as a tool to assist proposers and assigned ISO member bodies in
determining major costs associated with hosting an ISO ITA Workshop.
Some of the sample costs provided may not be applicable to particular ITA Workshops, or
may be covered in a different
manner than is described below.

Overall measures to consider

Expected number of deliverables: Expected number
of Project Groups:
Expected number of   Expected number
of participants:
?? WS plenary meetings:
?? Project Group meetings:

Planned Resources Breakdown

Human Resource Costs (Function)	Who	Estimated Cost	Covered by (Whom)
WS Secretariat - organizing WS plenary meetings - producing WS and project meeting reports and action lists - administrative contact point for WS's projects - managing WS (and project group) membership lists - managing WS (and project group) document registers - follow- up of action lists - if the Workshop works mainly by electronic means, assist Chairperson in monitoring and follow-up of electronic discussion			
WS Chairperson - chairing WS plenary meetings - responsible for overall WS/ project management - producing project management progress reports - acting as formal liaison with related WS/ projects and liaison body - if the Workshop works mainly by electronic means, follow and steer electronic discussions that take place between meetings, take necessary decisions			
NB: If your WS will have 'Vice Chairperson(s) ', you should list them here, along with their particular functions and fill- in the right side of this table.			

Where applicable:			
Project Leader(s) - chairing project group meetings - producing project group meeting reports and action lists - preparing project group progress reports - if the Workshop works mainly by electronic means, follow and steer electronic discussions that take place regarding his/ her particular project			
ITA Editor - editing of the ITA texts - attend meetings - follow discussions relating to the ITA (s) that he/ she is editing			
Material Resource Costs	**Number**	**Estimated Cost per Meeting**	**Covered by** (Whom)
WS Meetings - meeting rooms - logistics (IT support, photocopies, etc.) - food and beverage - interpretation during meetings			