

**Resolutions Adopted at the Eighteenth Meeting of ISO/IEC JTC 1
17-21 November 2003, Singapore****Resolution 1 - JTC 1 Business Plan**

JTC 1 approves document JTC 1 N 7288 as the current JTC 1 Business Plan, with the agreement that the JTC 1 Secretariat and Chairman may make administrative modifications prior to final publication.

Unanimous

Resolution 2 - JTC 1 Long Term Business Plan (LTBP) and Implementation Plan

JTC 1 reaffirms document JTC 1 N 6923 as its current Long Term Business Plan and document JTC 1 N 6924 as its Long Term Business Plan Implementation Plan. JTC 1 strongly encourages its Subcommittees to actively participate in the maintenance of the LTBP and its implementation. JTC 1 asks its Secretariat and Chairman to update the LTBP and its implementation plan reflecting the resolutions of the Singapore meeting.

Unanimous

Resolution 3 - Inventory of External SC Liaisons

JTC 1 reminds its Secretariat and ITTF of the need to put in place and maintain on the JTC 1 Web site a consolidated inventory of all the active external liaisons of its SCs. This should be done as soon as possible following this meeting.

Unanimous

Resolution 4 - Societal and Cultural Awareness

JTC 1 reminds its National Bodies, SCs and Liaison Organizations to provide relevant documentation, to be circulated by the JTC 1 Secretariat, in order to increase JTC 1 National Body awareness of governmental and user group activities.

Unanimous

Resolution 5 - Metrics for the LTBP

JTC1 reminds the UK National Body of their offer to investigate suitable metrics to gauge the success of the LTBP and to make proposals to JTC 1 on the use of these metrics. JTC 1 would welcome receipt of such metrics as soon as they are available.

Unanimous

Resolution 6 - Administration of SC 34

JTC 1 expresses its appreciation to the US National Body (ANSI) and to Mrs. Sara Desautels for the fine administration of the SC 34 Secretariat over the past several years. JTC 1 thanks the National Body of Canada (SCC) for assuming the administration of the SC 34 Secretariat and looks forward to working with the new Secretary, Mr. G. Ken Holman, in his new administrative role.

Unanimous

Resolution 7 - Future of SC 11

1. Noting the US National Body's intent to relinquish the SC 11 Secretariat at the end of 2003, and in the absence of an offer by another National Body to assume this responsibility, JTC 1 supports the proposal of Japan and resolves to merge the work of SC 11 into SC 23 and to revise the title and scope of SC 23 as follows:

Title: Removable Digital Storage Media Utilizing Optical and/or Magnetic Recording Technology for Digital Information Interchange

Scope: Standardization in the field of removable digital storage media utilizing optical and/or magnetic recording technology for digital information interchange.

JTC 1 instructs SC 23 to review this new title and scope as well as the additional projects at its next meeting.

2. JTC 1 expresses its appreciation to the US National Body (ANSI) for its fine administration of the SC 11 Secretariat over these past many years. In particular, JTC 1 thanks Mr. Richard Steinbrenner and Ms. Sally Seitz, the former SC 11 Chairman and Secretary, for their fine leadership and guidance.

Unanimous

Resolution 8 - Initiate Study Groups to Explore New Areas

JTC1 reaffirms its intention to actively explore new areas of work. This will be done through Study Groups with the following Terms of Reference:

- to assess the relevance of JTC 1's program of work to the development in the area under consideration;
- to assess the state of standardisation efforts in this area by Consortia, Fora and ITU-T;
- to come, if required, with recommendations on whatever actions are needed by JTC 1 to increase its market share in this standardization area;
- to report on its activities to the next JTC 1 Plenary in November 2004 in Berlin.

JTC 1 also requests its Secretariat to initiate an additional call for experts to actively participate and/or provide convenorship responsibilities in any of the related Study Groups.

A Study Group will be initiated only if a convener has been nominated and at least 3 additional National Bodies or Subcommittee participants have been nominated.

JTC 1 further encourages its National Bodies and Subcommittees to identify additional candidate areas, particularly from the list of items of the LTBP, together with an offer for participation. The JTC 1 Chairman is authorized to initiate additional Study Groups if the same requirements as above are met.

Unanimous

Resolution 9 - Establishment of a Study Group on Web Services

JTC 1 establishes a Study Group on Web Services to elaborate a strategy for JTC 1 contributions to Web Services standardization.

Web Services¹ describes a standardized way of integrating applications over an Internet protocol backbone. The Internet core specifications include Http, URI and MIME. The Web Services core specifications include UML, XML, SOAP, WSDL and UDDI. Used primarily as a means for businesses to communicate with each other and with clients, Web services allow organizations to communicate data without intimate knowledge of each other's ICT systems behind the firewall. Web services thus share business logic, data and processes through a programmatic interface across a network.

¹ Definition inspired from http://www.webopedia.com/TERM/W/Web_services.html

For the purpose of this Study Group, Web Services standardization includes all the middleware, workflow, ontology and process infrastructure standards necessary for the full deployment of Web Services within and between organizations. Excluded are all the domain specific implementation standards and ontology.

The terms of reference for the group are:

- Assess how JTC 1 activities are relevant to Web Services standardization;
- Assess how the Web Services activities of organizations external to JTC 1 (Consortia, Fora, ETSI, CEN/ISSS, ITU-T) may benefit from JTC 1 involvement. This should include as a minimum the following consortia and fora:
 - o JCP
 - o OASIS
 - o OMG
 - o RosettaNet
 - o UDDI.org
 - o W3C
 - o WS-I

JTC 1 involvement may include:

- Publication, through fast-tracks, PAS submissions or other means, of stabilized and de facto Web-Services infrastructure standards as formal international standards.
- Contributing to ensure interoperability between the various implementations from consortia and other groups.
- Contributing, if required, to the definition of conformance specifications.

¹ Definition inspired from http://www.webopedia.com/TERM/W/Web_services.html

- Harmonization and adaptation of existing JTC 1 work where necessary.
- Initiate, if judged necessary, any relevant activities within existing JTC 1 Subcommittees that would increase JTC 1 contribution to Web Services standardization activities. These activities should be initiated as soon as they are identified.
- Assist, if judged necessary, consortia and fora in establishing the appropriate liaison with JTC 1. The establishment of these liaisons should be initiated as soon as they are identified.

If the Study Group identifies specific new works in this area that does not fit in existing JTC 1 SCs, the Study Group should recommend to JTC 1 the creation of a new SC or other alternatives.

The Study Group will finalize its report, with a summary of actions that have been initiated during its mandate and any remaining action items, for presentation at the JTC 1 2004 Plenary meeting in Berlin.

The Study Group shall be chaired by Dr. Donald Deutsch. Mr. Francois Coallier will serve as Secretariat.

JTC 1 instructs its Secretariat to send a letter to JTC 1 National Bodies, Liaison Organizations, Recognized PAS Submitters and Subcommittees inviting nominations for participation in the Study Group. Currently, the National Bodies of Canada, France and the US noted their intent to participate in the Study Group.

JTC 1 invites the Study Group to review, modify and confirm these Terms of Reference during its initial meeting.

Unanimous

Resolution 10 - Cooperation on Accommodation Information

JTC1 resolves that SC32, SC35, SC36 and other subcommittees cooperate in the area of *defining the notion* of «accommodation information» (see JTC1/N7082, JTC1/N7137), including *as needed* infrastructure and user interfaces. An initial draft report should be completed and submitted in time for consideration at the October 2004 JTC1 plenary. Mr Erlend Øverby will initiate this cooperative activity and prepare the report.

Unanimous

Resolution 10a - Survey of additional NP criteria by SC35

JTC1 authorises the review by SC35 of the set of proposed new NP criteria for cultural and linguistic adaptability, and their survey of other SC's as to their need for such additional criteria (see JTC1/7286, JTC1/7302-7). The survey should be completed and submitted in time for consideration at the October 2004 JTC1 plenary.

Unanimous

Resolution 11 – Methods to Increase Coordination and Cooperation

JTC 1 agrees that it is desirable to achieve better coordination and harmonization of JTC1 projects with committees external to JTC 1 and that it is desirable to share standardization efforts and reduce duplication of work. JTC 1 requests its National Bodies and Subcommittees to submit contributions suggesting effective means of achieving this type of expanded coordination and communication which would not add a significant resource burden to either secretariats or National Bodies. In particular, use of the standards metadata registry should be considered.

Unanimous

Resolution 12A – JTC 1 Directives, Edition 5 and Subsequent Editions

JTC 1 approves document JTC 1 N 7212 as Edition 5 of the JTC 1 Directives with the modifications identified for Edition 5 contained in document JTC 1 N 7302. JTC 1 instructs its Secretariat to implement the Edition 5 changes and to publish Edition 5 by 1 February 2004.

JTC 1 further instructs its Secretariat to note the items for subsequent Editions of the JTC 1 Directives identified in JTC 1 N 7302 and to take action on these items as specified in N 7302.

Unanimous

Resolution 12B – Threshold for a Ballot to be Considered Valid

JTC 1 resolves that all ballots (at all levels) must have at least 50% of P members responding (which includes abstentions) in order for the ballot to be valid.

This is to be implemented for the 5th edition of the Directives.

JTC 1 further instructs its Secretariat to issue a call to JTC 1 National Bodies for comments from National Bodies to further clarify the implementation of this item.

JTC 1 reminds National Bodies that on technical matters, when a National Body is not technically involved in the work and/or feels that it does not have appropriate technical expertise, abstention is an acceptable vote (JTC 1 Directives clause 9.1.2).

Abstention: Ireland, Japan, Netherlands

Resolution 13 – New JTC 1 Products

JTC 1 accepts the report of the ad hoc group on JTC 1 Products (JTC 1 N 7303) and supports the suggestions for new revenue sources contained therein. JTC 1 asks its members to the Market Trial Team to transmit these suggestions to ISO CPSG for consideration as JTC 1's contribution to advance the efforts of the JTC 1 eCommerce Market Trial.

Unanimous

Resolution 14 – JTC 1 Questionnaire

JTC 1 instructs its Secretariat to circulate document JTC 1 N 7304, JTC 1 Questionnaire, Standards Availability and Packaging, January 2004, to JTC 1 National Bodies and Subcommittees for completion by the JTC 1 participants and technical experts. The objective of this questionnaire is to gather additional inputs directly from JTC 1 participants and technical experts, and to determine the willingness of the experts to assist in the development of innovative JTC 1 standards packages to enhance interest in using JTC 1 products. Responses should be returned no later than 31 March 2004.

Unanimous

Resolution 15 – Alternative Formats for JTC 1 Documents

JTC 1 forwards document JTC 1 N 7199, *US Contribution Concerning Alternative Formats for JTC 1 Documents*, to the IIT-RG for review and recommendations on the disposition of the issues contained therein. The IIT-RG is instructed to complete its review and to report back to JTC 1 by 1 February 2004.

Unanimous

Resolution 16 - Establishment of a Study Group on Privacy Technology

JTC 1 establishes a Study Group on Privacy Technology to develop a strategy for JTC 1 contributions to the development and publication of the standards necessary for the implementation of privacy policies, processes and systems.

For the purpose of this Study Group, Privacy Technology includes the policies and processes *concerned with the collection, use, storage, access, flow, sharing and destruction of “personally identifiable information.”*².

¹ Privacy Primer - The First Annual Privacy & Data Protection Summit, Privacy Officers Association, Alexine von Keszyski, Ken DeJarnette, Deloitte & Touche May 2, 2001Arlington, VA http://www.privacyassociation.org/docs/precon1_presentation.pdf

The Terms of Reference for the group are:

- Assess how JTC 1 activities are relevant to the development and publication of the standards necessary to support the implementation of privacy policies, processes and systems;
- Assess how the Privacy Technology activities of organizations external to JTC 1 (Consortia, Fora, CEN/ISSS, ITU-T) may benefit from JTC 1 involvement. This should include as a minimum the following consortia and fora:
 - o Liberty Alliance
 - o OASIS
 - o The Open Group
 - o W3C
 - o IETF
 - o ISSEA

² Privacy Primer - The First Annual Privacy & Data Protection Summit, Privacy Officers Association, Alexine von Keszyski, Ken DeJarnette, Deloitte & Touche May 2, 2001Arlington, VA http://www.privacyassociation.org/docs/precon1_presentation.pdf

- o ISTPA
- o OECD

JTC 1 involvement may include:

- Publication, through fast-tracks, PAS submissions or other means, of stabilized and de facto Privacy Technology and infrastructure standards as formal international standards.
 - Contributing to ensure interoperability and consistency between the various implementations from consortia and other groups.
 - Contributing, if required, to defining methods of conformity assessment.
 - Harmonization and adaptation of existing JTC 1 work where necessary.
- Initiate, if judged necessary, any relevant activities within existing JTC 1 SCs that would increase JTC 1 contribution to Privacy Technology standardization activities. These activities should be initiated as soon as they are identified.
 - Assist, if judged necessary, consortia and fora in establishing the appropriate liaison with JTC 1. The establishment of these liaisons should be initiated as soon as they are identified.

If the Study Group identifies specific new work in this area that does not fit in existing JTC 1 SCs, the Study Group should recommend to JTC 1 the creation of a new SC or appropriate alternatives.

The Study Group will finalize its report, with a summary of actions that have been initiated during its mandate and any remaining action items, for presentation at the JTC 1 2004 Plenary meeting in Berlin.

The Study Group shall be chaired by Mr. John Hopkinson

JTC 1 instructs its Secretariat to send a letter to JTC 1 National Bodies, Liaison Organizations, Recognized PAS Submitters and Subcommittees inviting nominations for participation in the Study Group. Currently, the National Bodies of Canada, the US and France noted their intent to participate in the Study Group.

JTC 1 invites the Study Group to review, modify and confirm these Terms of Reference during its initial meeting.

Unanimous

Resolution 17 - Registration Authority for Common Biometric Exchange Formats Framework

In accordance with common practice for dealing with such requests and pending SC 37 approval of the associated registration procedures, JTC 1 provisionally approves the International Biometric Industry Association (IBIA) to serve as Registration Authority for Common Biometric Exchange Formats Framework (CBEFF) as detailed in document JTC 1 N 7180. JTC 1 instructs its Secretariat to forward this nomination to ISO and IEC for further approval at the appropriate time.

Disapproval: Ireland

Abstention: Canada, Norway, South Africa, Singapore

Resolution 18 – Clarification on the Use of the Term Freely Available Standard

Noting the concerns expressed by the National Body of Japan in document JTC 1 N 7164, JTC 1 advises its Subcommittees and the ITTF that the wording “Publicly Available Standard” is liable to confusion with “Publicly Available Specifications” which is reserved for PAS and should not be used for standards made available on the World Wide Web at no cost. When referring to standards made available free of charge on the World Wide Web, the term “Freely Available Standard” should be used.

Unanimous

Resolution 19 - Release of Standards which Fall under the JTC 1 Criteria for Free Availability

JTC 1 instructs its Secretariat to request the ITTF to place the following documents on the ITTF website as they meet the previously established JTC 1 criteria for free availability:

ISO/IEC 23270	C# Language Specification
ISO/IEC 23271	Common Language Infrastructure
TR 23272	TR on CLI

Unanimous

Resolution 20 - Release of Standards which do not Fall under the JTC 1 Criteria for Free Availability

JTC 1 instructs its Secretariat to request approval from the ISO and IEC Councils to place the following documents on the World Wide Web at no cost:

ISO/IEC 14977	Syntactic Metalanguage – Extended BNF
ISO/IEC 13568	Z Notation

Note: The rationale to be included with this request is contained in document JTC 1 N 7203.

Abstention: Germany

Resolution 21 - New IEC Criteria for Free Availability of JTC 1 Standards

JTC 1 notes the new IEC criteria for availability of JTC 1 standards at no cost on the World Wide Web as provided in document JTC 1 N 7269. JTC 1 requests the ISO Council to consider aligning their criteria with the new IEC criteria to ensure harmonization between the two organizations.

Unanimous

Resolution 22 - JTC 1 Involvement in the World Standards Cooperation (WSC)

JTC 1 notes with interest the establishment and initial activities of the World Standards Cooperation (WSC) between ISO, IEC and ITU-T. JTC 1 expects that cooperation in Information and Communication Technology (ICT) standardization between the three organizations will be one

of the important work items addressed by the WSC. Therefore, JTC 1 asks its Chairman to contact the ISO, IEC and ITU-T Officers to offer JTC 1's assistance to enhance communication and cooperation in the area of ICT.

Unanimous

Resolution 23– File Name Conventions

JTC 1 forwards document JTC 1 N 7236, *SC 36 Questions Concerning Filename Conventions for N-numbered Documents, Bundles of Documents, ISO/IEC Standards and Committee Resolutions*, to the IIT-RG for review and recommendations on the disposition of the issues contained therein taking into account the comments made by National Bodies and SCs during this meeting. The IIT-RG is instructed to complete its review and to report back to JTC 1 in time for consideration at the October 2004 JTC 1 meeting in Berlin.

Unanimous

Resolution 24 -Transfer of Project

JTC 1 approves the transfer of project ISO/IEC 14651 from SC 22 to SC 2.

Approval: Australia, Ireland, Italy, Japan, New Zealand, Singapore, South Africa, UK, USA

Disapproval: France, Rep. of Korea, Netherlands, Norway

Abstention: Canada, Czech Rep. Denmark, Germany

Resolution 25A – Concerns with the ISO and IEC Patent Policy

JTC 1 has received several contributions from JTC 1 National Bodies and SCs (JTC 1 N 7226, N 7259, N 7263, N xxx (UK presentation)) citing serious concerns related to the ISO and IEC Patent Policy. These concerns were presented during this JTC 1 Plenary and were supported by many National Bodies in attendance. Noting ISO Council Resolution 1/2003, JTC 1 forwards documents JTC 1 N 7226, N 7259, N 7263 and N xxx (UK presentation) to the ISO and IEC Chief Executive Officers for their consideration. Given the importance of the concerns expressed to the continued successful development of JTC 1 standards, JTC 1 asks the ISO and IEC CEOs for an expeditious response to the issues raised.

Unanimous

Resolution 25B – Archival Information

JTC 1 recommends that all Subcommittees and Working Groups review their existing archives so that they may respond expeditiously to any recommendations from ITTF for the handling of such information.

Unanimous

Resolution 25C – ITU-T Director's ad hoc IPR Group

JTC 1 welcomes the progress being made by the ITU-T Director's ad hoc IPR group on revising and updating the patent statement declaration form and on preparing guidelines on the use of trademarks.

Unanimous

Resolution 26 - Category A Liaisons

Having reviewed the requests for Category A Liaison, JTC 1 recommends that ITTF grant Category A Liaison status as follows:

JTC 1/SC 37 – International Biometric Industry Association (IBIA)

Unanimous

Resolution 27 - Category C Liaisons

Having reviewed the requests for Category C Liaison, JTC 1 recommends that ITTF grant Category C Liaison status as follows:

JTC 1/SC 37 - BioAPI Consortium

JTC 1/SC 29/WG 11 – Content Reference Forum (CRF)

Unanimous

Resolution 28 - Invitation to Apply for Category A Liaison Status

JTC 1 supports the recommendations of the JTC 1 Liaison Coordinator to IEEE and invites the IEEE to request the establishment of Category A Liaison between the IEEE and JTC 1 as outlined in document JTC 1 N 7247.

Unanimous

Resolution 29 – JTC 1 Participation in the Development of ISO 19092, Biometric Information Management and Security for Financial Applications

JTC 1 understands that both SC 27 and SC 37 have expressed a strong desire and need to work jointly with ISO/TC 68 in its development of ISO 19092, Biometric Information Management and Security for Financial Applications. JTC 1 believes that the participation of its SCs in this work is critical and instructs its Chairman to contact the TC 68 Chairman concerning SC 27's and SC 37's ability to participate in this development work via a joint activity among the three groups.

JTC 1 further instructs its Secretariat to advise ISO TMB that JTC 1 will initiate such communication with ISO/TC 68.

Unanimous

Resolution 30A - Appointment/Re-appointment of Officers

In accordance with the JTC 1 Directives, JTC 1 makes the following appointments/re-appointments effective this date:

- Mr. John Hill, SC 22 Chairman (through the 2006 Plenary)
- Ms. Laura Moore, SC 24 Chairman (through the 2006 Plenary)
- Dr. Walter Fumy, SC 27 Chairman (through the 2006 Plenary)
- Mr. Akira Saito, SC 28 Chairman (through the 2006 Plenary)
- Prof. Hiroshi Watanabe, SC 29 Chairman (through the 2006 Plenary)
- Mr. Alan Habermann, SC 31 Chairman (through the 2006 Plenary)
- Dr. Yves Neuville, SC 35 Chairman (through the 2006 Plenary)
- Mr. Fernando Podio, SC 37 Chairman (through the 2006 Plenary)
- Mr. Frank Farance, IIT Rapporteur & ITSIG Liaison (through the next Plenary)
- Ms. Josee Auber, JTC 1/ITU-T Liaison (through the next Plenary)
- Dr. Andrew Tescher, IEC TC 100 Liaison (through the next Plenary)
- Mr. Francois Coallier, IEEE Liaison Coordinator (through the next Plenary)

Unanimous

Resolution 31 – Coordination and Cooperation Between JTC 1 and IEC/TC 100

JTC 1 is encouraged by the renewed spirit of cooperation between JTC 1 and IEC/TC 100 and expresses its interest to IEC/TC 100 in establishing a joint JTC 1/TC 100 committee to initiate discussions for the purpose of determining how best to establish a reciprocal arrangement with IEC/TC 100. JTC 1 proposes that items to be considered in the discussions should focus on areas of common interest to both organizations including availability and sharing of relevant documents and arrangements for reciprocity for attending relevant meetings. The goal would be to permit JTC 1 and TC 100 to obtain a high level overview of the program of work of each other to minimize overlapping work items.

JTC 1 instructs its Secretariat to issue a call to JTC 1 National Bodies and Subcommittees to identify representatives to participate in such a joint committee and to forward the names of any such representatives, along with the above proposal, to IEC/TC 100 for consideration.

Unanimous

Resolution 32- ISO/IEC/ITU/UN ECE MoU Management Group Activities

JTC 1 authorizes the following individuals to represent JTC 1 at MoU/MG Meetings until the next JTC 1 Plenary meeting in 2004 in Berlin and instructs them to coordinate the submission of a written report for consideration at the Berlin Plenary.

Mr. Ted Osinski (SC 31)
Mr. Steve Matthews (SC 32)

Unanimous

Resolution 33 - JTC 1 Delegation to the Special Group on Spatial Standardization and Related Interoperability

JTC 1 authorizes the following individuals to represent JTC 1 at JSG meetings until the next JTC 1 Plenary in 2004 in Berlin and instructs them to coordinate the submission of a written report for consideration at the Berlin Plenary.

Mr. Knut Lindelin (SC 36)
Ms. Laura Moore (SC 24)
Mr. Steve Carson (SC 24)
Mr. Henri Bartel (SC 31)
Mr. Craig Harmon (SC 31)

Unanimous

Resolution 34 - JTC 1 Representative to the ISO Steering Committee on Image Technology

JTC 1 authorizes the following delegation to represent JTC 1 at the ISO Steering Committee on Image Technology meetings until the next JTC 1 Plenary meeting in 2004 in Berlin and instructs them to coordinate the submission of a written report for consideration at the Berlin Plenary.

Ms. Laura Moore (SC 24)
Mr. Thomas Schmelzer (SC 28)

JTC 1 instructs its delegation to ensure that JTC 1's ability to manage its program of work and progress its standards in a timely manner is not impaired.

Unanimous

Resolution 35 - JTC 1 Representation to the Standards Registry Committee

JTC 1 authorizes Mr. Frank Farance (SC 32) to represent JTC 1 at Standards Registry Committee meetings until the next JTC 1 Plenary in 2004 in Berlin and instructs him to submit a written report for consideration at the Berlin Plenary.

Unanimous

Resolution 36 - Continuation of JTC 1 Rapporteur Group on Implementing Information Technology

JTC 1 resolves to continue the Implementing Information Technology Rapporteur Group (IIT-RG) through the next JTC 1 Plenary meeting. JTC 1 encourages increased participation by National Bodies and SCs to the IIT-RG.

Unanimous

Resolution 37 – Cooperation Between JTC 1 and the ILO on the Seafarer’s Identity Document

JTC 1 applauds SC 17, SC 31 and SC 37 for their participation in and cooperation with the ILO in their work on the Seafarer’s Identity Document. JTC 1 and its Subcommittees welcome further collaboration with the ILO and look forward to providing whatever assistance is needed to the ILO in this endeavor, especially the provision of the CD version which is likely to include alternative technologies.

Unanimous

Resolution 38 - Future Meetings

The following schedule of JTC 1 Plenary Meetings is agreed:

25-29 October 2004	Berlin, Germany
November 2005	Canada (tentative)
November 2006	Sydney, Australia (tentative)

National Bodies and liaison organizations are strongly encouraged to consider the possibility of hosting future JTC 1 Plenary meetings.

Unanimous

Resolution 39 - Timing of Contributions for the October 2004 JTC 1 Plenary Meeting in Berlin

JTC 1 establishes the following deadlines for contributions for the October 2004 plenary meeting in Berlin:

Documents for the Berlin Plenary, particularly those raising new issues/new agenda items or those for which a final agreement at the meeting is desired, must be delivered to the Secretariat no later than **24 September 2004** for posting on the JTC 1 web server. Documents received at the Secretariat's office after **24 September 2004** will be returned to the submitter and will not be considered.

The following exceptions are permitted:

Comments on posted documents provided they are received at the Secretariat's office in a form suitable for immediate posting, not later than **8 October 2004**.

A proposed document revision from a project editor, which incorporates comments received prior to the meeting and which is intended to be developed further at the meeting, provided they are received at the Secretariat's office in a form suitable for immediate posting, not later than **8 October 2004**.

The final agenda for adoption and use at the Berlin Plenary will be posted to the JTC 1 web site on **11 October 2004**.

For contributions submitted via email, the JTC 1 Secretariat will provide a mechanism by which the submitter will be notified that the contribution has been received at the Secretariat's office. Nevertheless, ultimately the submitter is obligated to ensure receipt by:

- a) checking the JTC 1 web site for document posting;
- b) checking iterations of draft agendas for agenda items and associated document references, (a "last call" agenda will be issued on **1 October 2004**);
- c) corresponding with the Secretariat.

JTC 1 instructs its Secretariat to strictly enforce these deadlines.

Unanimous

Resolution 40 – Implementation of Livelink

JTC 1 invites its National Bodies and Subcommittees to submit contributions pertaining to the issues and implementation concerns of Livelink to the JTC 1 Secretariat and encourages National Bodies to also submit contributions to their ISO TMB representatives. JTC 1 thanks the National Body of Denmark for their demonstration of their local implementation and encourages them to submit it to the ISO Central Secretariat for their consideration.

Unanimous

APPRECIATION RESOLUTIONS

- A. JTC 1 expresses its appreciation to Mr. Wilson Tan, Chairman of the Information Technology Standards Committee of Singapore, for his warm welcoming remarks and expressions of support for the work of JTC 1.

Acclamation

- B JTC 1 expresses its appreciation to the National Body of Singapore for hosting this meeting. JTC 1 welcomed the opportunity to visit Singapore and looks forward to returning for a future meeting.

Acclamation

- C. JTC 1 expresses its appreciation to the meeting Sponsors, Infocomm Development Authority of Singapore (IDA), and ITSC, for arranging this meeting in such an excellent location, for the outstanding morning and afternoon breaks and lunches and for the thoughtful “goody bag”. In particular, JTC 1 expresses its thanks to Ms. Ho Buaey Qui and Ms. Thay Yean Lan for their excellent preparation and hard work before the meeting and their outstanding support during the meeting.

Acclamation

- D. JTC 1 expresses its appreciation to Mercury Interactive for sponsoring the memorable social event at the Bird Park. It was the highlight of our time in Singapore. JTC 1 also wishes to thank Mrs. Tan Ching Yee, CEO IDA Singapore, for her warm welcoming remarks during the social event.

Acclamation

- E. JTC 1 expresses its appreciation to its Subcommittee Chairmen, Subcommittee Secretariats, JTC 1 Rapporteur and JTC 1 Special Working Group Convener for their efforts in support of the work of JTC 1 and for the timely preparation of the reports that reflect these activities.

JTC 1 especially wishes to thank those Officers who were in attendance at the meeting and provided presentations. All of the presentations were excellent.

Acclamation

- F. JTC 1 congratulates SC 29 on receiving the 1st **Lawrence D. Eicher Leadership Award** for excellence in creative and innovative standards development. Receipt of this honor is a tribute to SC 29's outstanding performance and innovative and efficient approaches in the management of its work and its contribution to the dissemination of practices of excellence to other committees.

Acclamation

- G. JTC 1 expresses its appreciation to the ad hoc conveners, David Keech (JTC 1 Procedures) and Francois Coallier (JTC 1 Products) as well as the members of these groups for the excellent work done during the ad hoc sessions.

Acclamation

- H. JTC 1 expresses its appreciation to Mr. Reinhard Weissinger, ISO Central Secretariat staff, for the very informative training session on use of Livelink and the still developing new JTC 1 web site and electronic balloting system.

Acclamation

- I. JTC 1 expresses its appreciation to the Drafting Committee for its timely and efficient completion of the resolutions.

Acclamation

- J. JTC 1 expresses its appreciation to its Chairman, Mr. Scott Jameson, and its Secretariat, Ms. Lisa Rajchel, for their continued leadership and guidance.

Acclamation