



# **ISO/IEC Directives**

## **Supplement — Procedures specific to JTC 1**

First edition, 2010

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## 109 0 Introduction

### 110 0.1 What is the JTC 1 Supplement?

111 The ISO/IEC Directives define the basic procedures to be followed in the development of International Standards  
 112 and other publications. An important aspect of the preparation of the 4<sup>th</sup> edition of the ISO/IEC Directives in 2001  
 113 was the separation out of the common procedures of ISO and IEC from those procedures unique to one or the  
 114 other organization. The former — the “common” — procedures remain as the ISO/IEC Directives, whereas the  
 115 unique procedures are now in separate Supplements. This current document is the Supplement describing  
 116 procedures specific to ISO/IEC JTC 1 (called below the *JTC 1 Supplement*).

117 Part 1 of the ISO/IEC Directives, together with this Supplement, provides procedural rules to be followed by  
 118 ISO/IEC JTC 1. There are, however, other documents which provide further guidance, such as JTC 1 Standing  
 119 Documents. Forms unique to JTC 1 are found in the Templates folder at  
 120 <http://isotc.iso.org/livelink/livelink?func=ll&objId=8913214&objAction=browse&sort=name>.

### 121 0.2 Relationship of the JTC 1 Supplement to ISO/IEC Directives

122 This edition of the *JTC 1 Supplement* complements the 7<sup>th</sup> edition of the ISO/IEC Directives, as published in 2009.  
 123 It does not replace that document, but rather is to be applied in conjunction with that document.

### 124 0.3 The structure of the JTC 1 Supplement

125 The clause structure of the *JTC 1 Supplement* follows that of Part 1 of the ISO/IEC Directives. All titles up to  
 126 second level (e.g. 1.7, 2.1, etc.) are repeated even if no change is proposed (see example 1.1). Further levels are  
 127 indicated only if something specific to JTC 1 applies. Therefore, a missing subclause at level 3 or more means that  
 128 the text of ISO/IEC Directives, Part 1 applies to JTC 1 with no change (see example 1.2.1). This convention does  
 129 not apply to Annexes for which no changes have been made. In this case, only the Annex heading is given.

### 130 0.4 Obtaining the JTC 1 Supplement

131 The ISO/IEC Directives, the ISO and IEC Supplements and the *JTC 1 Supplement*, and other related documents,  
 132 are available via [www.jtc1.org](http://www.jtc1.org).

### 133 0.5 Contact information for the JTC 1 Supplement

134 Comments or questions on the *JTC 1 Supplement* should be referred to:

International Organization for Standardization (ISO) 1, ch. de la Voie-Creuse, Case postale 56 CH-1211 Geneva 20, Switzerland Telephone +41 22 749 01 11 Fax +41 22 733 34 30 Email: <a href="mailto:brannon@iso.org">brannon@iso.org</a>	International Electrotechnical Commission (IEC) 3, rue de Varembé P.O. Box 131 CH - 1211 GENEVA 20 Switzerland Phone: ++41 22 919 02 11 Fax: +41 22 919 0300 E-mail: <a href="mailto:gb@iec.ch">gb@iec.ch</a>	ISO/IEC Joint Technical Committee 1 (JTC 1) Secretariat c/o ANSI 25 West 43 <sup>rd</sup> Street, 4 <sup>th</sup> Floor New York, NY 10036 USA Phone: +1 212 642 4932 Fax: +1 212 840 2298 Email: <a href="mailto:jtc1info@ansi.org">jtc1info@ansi.org</a>
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135 **ISO/IEC Directives —**  
136 **Supplement — Procedures specific to JTC 1**

137 **Foreword**

138 *[Add after the table in NOTE1:]*

139 In JTC 1, the “office of the CEO” is the Information Technology Task Force (ITTF). In this *JTC 1 Supplement*,  
140 singular terms, such as “technical management board” refer to both the ISO and IEC entities. For example, the use  
141 of the term “Chief Executive Officer (CEO)” should be understood to include both the ISO Secretary-General and  
142 the IEC General Secretary.

143 **1 Organizational structure and responsibilities for the technical work**

144 **1.1 Role of the Technical Management Board**

145 *[Add to the end of c):]*

146 In JTC 1, JTC 1 shall decide on the allocation of the secretariat of a subcommittee in all cases.

147 *[Add to the end of e):]*

148 In JTC 1, no ratification is necessary.

149 **1.2 Advisory Groups to the Technical Management Board**

150 **1.3 Joint technical work**

151 **1.4 Role of the Chief Executive Officer**

152 *[Add new paragraph after the last paragraph:]*

153 In JTC 1, the CEOs are represented by the Information Technology Task Force (ITTF).

154 **1.5 Establishment of technical committees**

155 **1.6 Establishment of subcommittees**

156 **1.6.1**

157 *[Add new paragraph after the last paragraph:]*

158 In JTC 1, subcommittees are established and dissolved by a 2/3 majority decision of the P-members of JTC 1  
159 voting on the decision, without the need for ratification by the technical management board.

160 **1.6.5**

161 *[Add new paragraph after the last paragraph:]*

162 In JTC 1, ratification by the technical management board is not required.

163 **1.7 Participation in the work of technical committees and subcommittees**

164 **1.7.1**

165 *[Add after first paragraph, which begins, "All national bodies have the right":]*

166 In JTC 1, no more than one national body per country (either member body of ISO or National Committee of IEC) is  
167 permitted to be a member of JTC 1 and similarly only one national body per country is permitted to be a member of  
168 a JTC 1 subcommittee.

169 *[Add after third paragraph, which begins, "A national body may choose":]*

170 In JTC 1, there is only one vote per country.

171 **1.8 Chairmen of technical committees and subcommittees**

172 **1.8.1 Appointment**

173 *[Add after first paragraph, which begins, "For the appointment of chairmen,":]*

174 In JTC 1, the chairman shall be nominated by the JTC 1 secretariat and appointed by JTC 1 at its plenary meeting,  
175 subject to approval by the technical management boards.

176 The chairman of a JTC 1 subcommittee shall be nominated by the secretariat of the subcommittee subject to  
177 endorsement by the individual's national body, endorsed by the subcommittee, and appointed by JTC 1 at its  
178 plenary meeting.

179 **1.8.2 Responsibilities**

180 *[Add in bullet g, at the end:]*

181 In JTC 1, subcommittee chairmen report to JTC 1 rather than the technical management boards.

182 *[Add new paragraph after the last paragraph]*

183 In JTC 1, SC chairmen shall attend meetings of JTC 1 and may participate in the discussion, but do not have the  
184 right to vote. In exceptional circumstances, if a chairman is prevented from attending, he or she shall delegate the  
185 secretary to represent the subcommittee.

186 **1.9 Secretariats of technical committees and subcommittees**

187 **1.9.1 Allocation**

188 *[Add after second paragraph, which begins, "The secretariat of a subcommittee":]*

189 JTC 1 shall decide on the allocation of the secretariat of a subcommittee in all cases.

190 **1.9.2 Responsibilities**

191 *[Add at the end of the third paragraph, which begins, "The secretariat is responsible for ensuring"]*

192 In JTC 1, the secretariat is responsible for ensuring that the ISO/IEC Directives, the *JTC 1 Supplement*, the JTC 1  
193 Standing Documents, the decisions of the technical management board and of JTC 1 are followed.

194 *[Add to a) iii, at the end:]*

195 In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

196 *[Add a paragraph before the paragraph, which begins, "In all circumstances":]*

197 In JTC 1, secretariats shall maintain a list of current liaisons.

### 198 **1.9.3 Change of secretariat of a technical committee**

### 199 **1.9.4 Change of secretariat of a subcommittee**

200 *[Add after last paragraph:]*

201 JTC 1 shall decide on the reallocation of the secretariat of a subcommittee in all cases.

## 202 **1.10 Project committees**

### 203 **1.11 Editing committees**

204 *[Add after 3rd paragraph, which begins, "The project leader and/or secretary may":]*

205 In JTC 1, the working language is English, though a working knowledge of French may be required for certain  
206 documents. Technical expertise in French is not required unless a text in French is being developed.

207 *[Add after last paragraph:]*

208 In JTC 1, an alternative process is used.

209 A project editor is assigned responsibility for the editing and updating of committee drafts, enquiry drafts and final  
210 draft International Standards and for ensuring their conformity to the ISO/IEC Directives, Part 2 (see also 2.6.6 of  
211 ISO/IEC Directives, Part 1).

212 A project editor should be identified as early as possible for each standard or other document under development.  
213 The project editor is appointed by the subcommittee and shall follow the editing instructions given by the entity  
214 responsible for the project.

215 It is the responsibility of the project editor to maintain the document throughout the stages of technical work, i.e.  
216 until publication. The Foreword of the final text of the deliverable shall indicate the JTC 1 subcommittee responsible  
217 for the deliverable.

218 After publication, the project editor should maintain an updated document incorporating all approved corrigenda  
219 and amendments so that a revision may be published with minimum delay when appropriate. The Foreword of the  
220 revision shall list all amendments and corrigenda incorporated therein.

221 JTC 1 or its subgroups may establish editing groups to assist the project editor in ensuring the best possible  
222 editorial presentation of drafts in conformity with the ISO/IEC Directives, Part 2. An editing group works under the  
223 responsibility of the secretariat of JTC 1 or the subgroup that established it.

### 224 **1.12 Working groups**

225 **1.12.1** *[Add after second paragraph, which begins, "A working group comprises a restricted number of experts":]*

226 In JTC 1, national bodies that are P-members or O-members of the parent body and organizations in liaison  
227 Category A and Category C (see 1.18.2 of the ISO/IEC Directives, Part 1) may nominate experts as members of a  
228 working group. Internal organizations (e.g. other subcommittees or other ISO or IEC technical committees, see  
229 1.16 of the ISO/IEC Directives, Part 1) may also participate in working group meetings. All participants at each  
230 working group meeting shall be authorized by their national body or appropriate liaison organization.

231 In JTC 1, working group members shall, whenever possible, make contributions consistent with their respective  
232 national body positions and shall keep their national bodies informed of their verbal and written contributions to  
233 working groups. Working group members shall indicate whether views expressed reflect national body positions or  
234 personal opinions.

235 In JTC 1, working groups shall distribute and consider documented national body positions, individual contributions,  
236 and liaison contributions relevant to work items entrusted to the working group.

237 *[Add after last paragraph, which begins, "When a committee has decided":]*

238 In JTC 1, the parent body shall assign responsibility for the administration of a working group to a convenor, if  
 239 necessary supported by a secretariat. Any secretariat shall be either a national body or an organization endorsed  
 240 by the national body. The national body must confirm in writing its consent to the arrangement before it can be  
 241 effected.

242 **1.12.3** *[Add after last paragraph:]*

243 In JTC 1, working groups are established to expedite development of one or more approved work items, and a  
 244 working group may exist as long as it has responsibility for approved work items. Additional projects may be  
 245 assigned, where appropriate, to existing working groups.

## 246 **1.13 Project teams**

247 *[Add before first paragraph:]*

248 In JTC 1, project teams are not used.

## 249 **1.14 Groups having advisory functions within a committee**

250 **1.14.2** *[Add after last paragraph:]*

251 In JTC 1, advisory groups may decide to invite liaison organizations and external experts to participate.

## 252 **1.15 Ad hoc groups**

253 *[Add after first paragraph, which begins, "Technical committees or subcommittees may":]*

254 In JTC 1, working groups may also create ad hoc groups.

255 *[Add after second paragraph, which begins, "The membership of an ad hoc group":]*

256 In JTC 1, the membership of ad hoc groups may be extended to experts not present at the meeting where the ad  
 257 hoc group was formed (e.g. additional national body or liaison organization experts).

258 In JTC 1, the term convenor is used instead of rapporteur.

## 259 **1.16 Liaison between technical committees**

### 260 **1.17 Liaison between ISO and IEC**

### 261 **1.18 Liaison with other organizations**

#### 262 **1.18.2 Liaisons at the technical committee / subcommittee level**

##### 263 **1.18.2.4 Review of liaisons**

264 *[Add after last paragraph:]*

265 In JTC 1, and its subgroups, liaison relationships shall be reviewed annually.

266 *[Add new subclause 1.18.2.5:]*

##### 267 **1.18.2.5 Category A Liaison with ITU-T**

268 In JTC 1, a unique Category A liaison with the ITU-T is maintained. See Annex JB.

###### 269 **1.18.2.5.1 Liaison with ITU-T**

270 All contributions to ITU-T should be subject to ITU-T Recommendations A.1 and A.2, and other ITU-T requirements  
271 as may be imposed. Specifically,

- 272 • Each contribution should identify which, if any, prior contributions it supersedes;
- 273 • Each contribution should be addressed to only one Study Group. However, other Study Groups which may  
274 be interested in the contribution may also be identified.

#### 275 1.18.2.5.2 Collaborative Relationship with ITU-T

276 Two modes of collaboration with ITU-T are defined in Standing Document: Guide for ITU-T and ISO/IEC JTC 1  
277 cooperation: collaborative interchange and collaborative team. A JTC 1 SC, in agreement with the corresponding  
278 ITU-T Study Group, may establish either of these two modes of collaboration as appropriate.

279 Procedures for the operation of the two modes of collaboration are defined in Standing Document: Guide for ITU-T  
280 and ISO/IEC JTC 1 cooperation. These procedures deal primarily with the synchronisation of approval actions by  
281 JTC 1 and ITU-T and are intended to supplement, not modify JTC 1 approval requirements.

#### 282 **1.18.3.1 Category D Liaison**

283 *[Add before the first paragraph:]*

284 In JTC 1, Category D liaison is not used. 1.18.3.2 – 1.18.3.5 inclusive, therefore do not apply.

285 *[Add new subclause 1.18.3.6:]*

#### 286 **1.18.3.6 Category C Liaison**

287 In JTC 1, Category C is used to designate liaisons at the project or working group level.

288 The category of liaison is as follows:

289 Category C: Organisations which make an effective technical contribution and participate actively at the working  
290 group or project level of JTC 1 or its subcommittees.

291 *[Add new subclause 1.18.3.7:]*

#### 292 **1.18.3.7 Acceptance Criteria**

293 Category C liaisons are proposed by JTC 1 to the ITTF after receiving a recommendation from the appropriate  
294 JTC 1 subsidiary body, i.e. an SC (or WG reporting directly to JTC 1). Each request for liaison status forwarded to  
295 JTC 1 from an appropriate JTC 1 subsidiary body must contain a statement of expected benefits and  
296 responsibilities accepted by both the JTC 1 organisation and the organisation requesting liaison status.

297 *[Add new subclause 1.18.3.8:]*

#### 298 **1.18.3.8 Management of Liaisons**

299 The ITTF must reaffirm the liaison status of the organisation if there is continued evidence of active participation in  
300 the work of the WG or project and appropriate NB participation exists. If a request for liaison is considered by  
301 JTC 1 in the first instance, and category C liaison is thought to be applicable, JTC 1 may request the appropriate  
302 JTC 1 subsidiary body or bodies to consider the request and apply the above procedure.

303 *[Add new subclause 1.18.3.9:]*

#### 304 **1.18.3.9 Review of Liaisons**

305 In JTC 1 and its subgroups, liaison relationships shall be reviewed annually. The result of this review shall be  
306 forwarded to ITTF for further action.

307 *[Add new subclause 1.18.3.10:]*

#### 308 **1.18.3.10 Rights and Obligations**

309 Representatives shall have the right to participate in the meetings of the subcommittee or working group whose  
 310 work they have been designated to follow but shall not have the right to vote. They may contribute to the  
 311 discussion in meetings, including the submission of written contributions, on matters within the competence of their  
 312 organisation.

## 313 **2 Development of International Standards**

### 314 **2.1 The project approach**

#### 315 **2.1.1 General**

#### 316 **2.1.2 Strategic business plan**

317 *[Add at end of list item c:]*

318 In JTC 1, the revision process is described in the JTC 1 Standing Document on Maintenance of International  
 319 Standards;

320 *[Add after last paragraph of 2.1.2:]*

321 In JTC 1, the strategic plan is called the business plan.

322 In JTC 1, a purpose of IT standardization is to ensure that products reflect the requirements of the following  
 323 Common Strategic Characteristics:

- 324 • Interoperability
- 325 • Portability
- 326 • Cultural and linguistic adaptability
- 327 • Accessibility

328 JTC 1 standards shall be developed with these characteristics.

#### 329 **2.1.3 Project stages**

330 2.1.3.1 *[Add after last sentence before the table:]*

331 In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the  
 332 one that results in PAS deliverables in ISO and IEC (see Annex F).

333 *[Add to NOTE 2 in the table:]*

334 In JTC 1, the enquiry draft is the DIS.

335 **2.1.3.3** *[Add after first paragraph, which begins, "The IEC Supplement to the ISO/IEC Directives,":]*

336 In JTC 1, Annex SI in the ISO Supplement is used.

#### 337 **2.1.4 Project description and acceptance**

338 *[Add after the last paragraph:]*

339 In JTC 1, the acceptance of maintenance projects is described in the JTC 1 Standing Document on Maintenance of  
 340 International Standards.

#### 341 **2.1.5 Programme of work**

342 **2.1.5.4** *[Add after last paragraph:]*

343 In JTC 1, to avoid undue delays in authorizing subdivisions of projects or minor enhancements of existing work,  
 344 where the changes are not outside the scope of the original item, the subcommittee may proceed with such work if

345 approved by a vote of its P-members. The change(s), however, must be submitted to JTC 1 for endorsement and,  
346 if JTC 1 does not approve, the work must cease.

347 *[Add new subclause 2.1.5.7]*

348 **2.1.5.7** Following its plenary meeting, a subcommittee shall submit to the JTC 1 secretariat as a single document  
349 the subcommittee's modified programme of work, including all proposed subdivisions of projects and minor  
350 enhancements of existing work, exclusive of proposals for new work. This document shall be considered using the  
351 Default Ballot process (see 1.4 of Annex JA on Voting).

## 352 **2.1.6 Target dates**

353 *[Add after last paragraph:]*

354 In JTC 1, the development timeframes are identical to those used in ISO (see 2.1.6.1 of the ISO Supplement).

## 355 **2.1.8 Project leader**

356 *[Add after last paragraph:]*

357 In JTC 1, there are no project leaders. Working groups are led by a convenor, and projects may be assigned  
358 project editors.

## 359 **2.2 Preliminary stage**

## 360 **2.3 Proposal stage**

### 361 **2.3.1** *[Add after last bullet:]*

- 362 • In JTC 1, revision to an existing standard or part;
- 363 • In JTC 1, an amendment to an existing standard or part;

364

365 In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the  
366 one that results in PAS deliverables in ISO and IEC (see Annex F).

### 367 **2.3.4** *[Add to the end of the second bullet, which begins, "nominate a project leader":]*

368 In JTC 1, there are no project leaders.

369 *[Add after paragraph six, which begins, "If a decision upon a new work item proposal":]*

370 In JTC 1, each proposal shall be voted on by letter ballot, even if it has appeared on the agenda of a meeting.

371 *[Add after last paragraph:]*

372 In JTC 1, it is the responsibility of national bodies to review each new work item proposal to ensure proper  
373 coordination among standards development activities and avoidance of duplication of efforts. In this regard,  
374 national bodies should take particular note of related standardization activities identified in the proposal and are  
375 encouraged to seek input from the national counterparts to these organisations when developing a position since  
376 direct input from the international organisations identified may or may not be possible within the time frame of the  
377 ballot.

### 378 **2.3.5 Acceptance requires**

379 a) *[Add after the last item on the dashed bullet list:]*

380 - In JTC 1, the IEC procedure is followed.

381 *[Add a new paragraph at the end of the subclause:]*

382 In JTC 1, additional voting rules apply; see Annex JA.1 and JA.2.

## 383 **2.4 Preparatory stage**

384 **2.4.1** *[Add after first paragraph, which begins, "The preparatory stage covers":]*

385 In JTC 1, a subcommittee may assign the project to a working group or develop the document within the  
386 subcommittee itself. For simplicity, the following sections assume assignment to a working group, but in cases  
387 where the subcommittee does the development, references to the working groups should be understood as  
388 references to the subcommittee. Similarly, in rare instances a working group may report directly to JTC 1 rather  
389 than to a subcommittee; in such cases, references to the subcommittee should be understood as references to  
390 JTC 1.

391 **2.4.2** *[Add after last paragraph:]*

392 In JTC 1, there are no project leaders.

393 **2.4.4** *[Add at end of first paragraph, which begins "In responding to the proposal":]*

394 In JTC 1, Category C is used to designate liaisons at the project or working group level, and Category D is not  
395 used.

396 **2.4.5** *[Add new paragraph to the end of the subclause:]*

397 In JTC 1, a project editor should be identified as there are no project leaders (see 2.1.8). The working group  
398 develops one or more working drafts of the standard. Usually, a working draft undergoes several revisions before  
399 the working group recommends that it will be progressed to the Committee Stage. As decisions are made  
400 regarding the content of the working draft, the convener should take care to assure consensus, not only of the  
401 individual participating experts, but also of the national bodies represented in the working group. This will enhance  
402 the likelihood of achieving successful CD, DIS and FDIS ballots.

403 **2.4.6** *[Add new paragraph at the end of the subclause:]*

404 In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

## 405 **2.5 Committee Stage**

406 **2.5.6** *[Add after paragraph 3, which begins, "Within ISO, in case of doubt concerning consensus,":]*

407 In JTC 1, in case of doubt concerning consensus, the ISO process to achieve resolution is used.

## 408 **2.6 Enquiry stage**

409 **2.6.1** *[Add after first paragraph, which begins, "At the Enquiry Stage,":]*

410 In JTC 1, the enquiry draft is a DIS.

411 *[Add after second paragraph, which begins, "For policy on the use of languages":]*

412 In JTC 1, texts are only required to be prepared in English, except in exceptional instances.

413 *[Add after last paragraph:]*

414 Enquiry stage drafts in JTC 1 are issued for simultaneous voting (one vote per country) by the P-members of JTC 1  
415 and by all ISO member bodies and IEC national committees. This is called the combined voting procedure. See  
416 Annex JA. for further details.

417 NOTE: JTC 1 technical reports and technical specifications are excluded from the combined voting procedure,  
418 even when they are fast track documents, see JA 5.2.

419 **2.6.2** *[Add after last paragraph:]*

420 In JTC 1, there are no constraints on the types of comments (technical, editorial, or general) national bodies can  
421 submit with their votes; however in the case of negative votes on enquiry drafts, national bodies are encouraged to  
422 describe their technical reasons.

423 **2.6.3** *[Add after last paragraph:]*

424 In JTC 1, additional voting rules apply; see Annex JA.1 and JA.5.1.

## 425 **2.7 Approval stage**

426 **2.7.2** *[Add new paragraph at the end of the subclause:]*

427 In JTC 1, the combined voting procedure is used for the approval stage, except for technical reports and technical  
428 specifications (see 2.6.1).

429 **2.7.3** *[Add after last paragraph:]*

430 In JTC 1, additional voting rules apply; see Annex JA.1 and JA.6.

431 **2.7.7** *[Add after last paragraph:]*

432 In JTC 1, if the Final Draft International Standard is not approved, the document reverts to the Committee Stage  
433 (see 2.5 of the ISO/IEC Directives, Part 1) and is referred back to the appropriate subcommittee for further  
434 processing.

435 In the absence of the necessary approval, JTC 1 may decide at any stage to request the publication of the draft as  
436 a technical specification if the majority of the P-members agree.

## 437 **2.8 Publication stage**

438 **2.8.1** *[Add after last paragraph:]*

439 In JTC 1, the ITTF shall correct any errors indicated by the secretariat of the technical committee or subcommittee  
440 and print and distribute the International Standard within 2 months.

## 441 **2.9 Maintenance of standards**

442 *[Add after last paragraph:]*

443 In JTC 1, procedures for maintenance of International Standards are found in the JTC 1 Standing Document on  
444 Maintenance of International Standards.

## 445 **2.10 Technical corrigenda and amendments**

### 446 **2.10.1 General**

447 *[Add after last paragraph:]*

448 In JTC 1, further guidance concerning Technical Corrigenda, Amendments, Systematic Review, Stabilization and  
449 Withdrawal is found in the JTC 1 Standing Document on the Maintenance of International Standards.

### 450 **2.10.3 Amendments**

451 *[Add after second paragraph, which begins, "The procedure for developing and publishing":]*

452 In JTC 1, the procedures for developing and publishing an amendment are found in 2.3 to 2.8 of the ISO/IEC  
453 Directives, Part 1 and in the JTC 1 Standing Document on Maintenance of International Standards.

454 JTC 1 uses the same procedures as ISO.

## 455 **2.11 Maintenance agencies**

## 456 **2.12 Registration authorities**

## 457 **2.13 Copyright**

458 *[Add after last paragraph:]*

459 In JTC 1, the copyright for DIS/FDISs, International Standards, DAM/FDAMs, amendments, technical corrigenda,  
460 technical specifications and technical reports belongs to ISO and IEC.

461 For those standards requiring it, a register shall be published. The copyright for the register belongs to ISO and  
462 IEC which may license the copyright to the JTC 1 Registration Authority for as long as it functions in this capacity.

## 463 **2.14 Reference to patented items**

# 464 **3 Development of other deliverables**

## 465 **3.1 Technical Specifications**

### 466 3.1.1.1 *[Add after last paragraph:]*

467 In JTC 1, the procedures for development and maintenance of technical specifications are the procedures for  
468 development of International Standards and shall be followed unless otherwise noted.

469 All stages may exist for technical specifications. At the Committee Stage, the procedures for preliminary draft  
470 technical specifications are similar to those in 2.5 of the ISO/IEC Directives, Part 1 for committee drafts. At the  
471 conclusion of the Committee Stage, the subcommittee secretariat shall submit the revised preliminary draft  
472 technical specifications to the JTC 1 secretariat for further processing as a draft technical specification at the  
473 Enquiry Stage.

### 474 **3.1.3** *[Add after last sentence:]*

475 In JTC 1, the IEC-specific procedures do not apply.

## 476 **3.2 Publicly Available Specifications (PAS)**

477 *[Add to beginning of section:]*

478 This section does not apply to JTC 1.

479 In JTC 1, the JTC 1 PAS (Publicly Available Specification) Transposition process is a different process from the  
480 one that results in PAS deliverables in ISO and IEC (see Annex F).

## 481 **3.3 Technical Reports**

### 482 **3.3.2** *[Add after last paragraph:]*

483 In JTC 1, the procedures for the development of technical reports are identical to the procedures for the  
484 development of International Standards, unless otherwise specified.

485 All stages may exist for technical reports. At the Committee Stage, the procedures for preliminary draft technical  
486 reports are identical to those in 2.5 of the ISO/IEC Directives, Part 1 for committee drafts. At the conclusion of the  
487 Committee Stage, the subcommittee secretariat shall submit the revised preliminary draft technical report to the  
488 JTC 1 secretariat for further processing as a draft technical report at the Enquiry Stage.

489 **3.3.3** *[Add after last paragraph:]*

490 In JTC 1, technical reports shall be subject to review every five years as described in the JTC 1 Standing  
491 Document on Technical Reports and Technical Specifications.

## 492 **4 Meetings**

### 493 **4.1 General**

494 **4.1.2** *[Add after last paragraph:]*

495 Meetings of JTC 1 shall be convened by the JTC 1 secretariat at nominal twelve-month intervals and shall be of  
496 adequate duration to resolve all agenda items.

497 **4.1.3** *[Add after last paragraph:]*

498 In JTC 1, the possible advantage of grouping meetings applies also to working groups.

### 499 **4.2 Procedure for calling a meeting**

#### 500 **4.2.1 Technical committee and subcommittee meetings**

501 **4.2.1.2** *[Add after last paragraph:]*

502 In JTC 1, the host national body is responsible for providing secretariat support and services for meetings unless  
503 alternative arrangements have been agreed with the responsible committee secretariat.

504 **4.2.1.3** *[Add after first paragraph, which begins, "The secretariat shall ensure":]*

505 In JTC 1 and its subcommittees, any comments on the agenda or proposals for the addition of new work item  
506 proposals should be sent to the committee secretariat by the members not later than two months before the  
507 meeting. The secretariat shall distribute such comments or proposals immediately in order to permit adequate  
508 preparation by delegates.

509 *[Add after last paragraph:]*

510 In JTC 1 and its subcommittees, only those committee drafts for which the compilation of comments will be  
511 available at least four weeks before the meeting shall be included on the agenda and be eligible for discussion at  
512 the meeting.

#### 513 **4.2.2 Working group meetings**

514 **4.2.2.1** *[Add after first paragraph, which begins, "Working groups shall use modern":]*

515 In JTC 1, working group meeting agendas shall be distributed by the convenor or secretariat preferably four months  
516 but no less than three months in advance. Working group agendas shall be distributed to the members of the  
517 working group and the parent body.

518 *[Add after last paragraph:]*

519 In JTC 1, as working groups may include a large number of participants, the meeting date and venue shall be  
520 agreed by the secretariat of the parent body and the national body of the country in which the meeting is held.

### 521 **4.3 Languages at meetings**

522 *[Add after last paragraph:]*

523 In general, the work of JTC 1 and its subsidiary bodies is conducted in English, though sufficient knowledge of  
524 French may be required for certain documents.

525 When at a meeting of JTC 1 or one of its subsidiary bodies a participant wishes, in view of exceptional  
526 circumstances, to speak in any other language, the chairman or convener of the session shall be entitled to  
527 authorize this, for the session only, provided that a means of interpretation has been secured.

#### 528 **4.4 Cancellation of meetings**

### 529 **5 Appeals**

#### 530 **5.1 General**

##### 531 **5.1.2** *[Add after last paragraph:]*

532 In JTC 1, any national body may appeal against any action or inaction.

##### 533 **5.1.4** *[Add after last paragraph:]*

534 In JTC 1, all appeals shall be fully documented to support the national body's concern. The appeal shall state the  
535 nature of the objection(s) including any direct and material adverse effects, the section(s) of these procedures or  
536 the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would  
537 satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be  
538 noted.

#### 539 **5.2 Appeal against a subcommittee decision**

#### 540 **5.3 Appeal against a technical committee decision**

#### 541 **5.4 Appeal against a Technical Management Board decision**

#### 542 **5.5 Progress of work during an appeal process**

543

## **Annex A**

544

### **Guides**

545

## **Annex B**

546

### **ISO/IEC procedures for liaison and work allocation**

## Annex C

### Justification of proposals for the establishment of standards

#### 549 C.1 General

#### 550 C.2 Definitions

#### 551 C.3 General Principles

#### 552 C.4 Elements to be clarified when proposing a new field of technical activity (new committee)

##### 553 C.4.3 Purpose and Justification

554 *[Add after last paragraph:]*

555 In JTC 1, additional factors such as cultural and linguistic adaptability and accessibility are to be considered.

##### 556 C.4.4 Programme of work

557 *[Add immediately after title:]*

558 In JTC 1, a programme of work is established and maintained within the overall business plan.

#### 559 C.5 Elements to be clarified when proposing a new work item (new standard)

#### 560 C.6 Matrix

#### 561 C.7 Example of a proposal for new field of technical activity

#### 562 C.8 Example of a proposal for a new work item

#### 563 C.9 Matrix for establishing the purpose of a proposal

#### 564 C.10 Example of a matrix for establishing the purpose of a proposal for a new field of technical activity

#### 565 C.11 Example of a matrix for establishing the purpose of a proposal for a new work item

## Annex D

- 566  
567
- 568 **Resources of secretariats and qualifications of secretaries**
- 569 **D.1 Definitions**
- 570 **D.2 Resources of a secretariat**
- 571 **a)** *[Add to the end of list item a:]*
- 572 In JTC 1, facilities for word-processing in English, for providing texts in machine-readable-form, and for any  
573 necessary reproduction of documents;
- 574 **h)** *[Add to end of list item h:]*
- 575 In JTC 1, arrangements and facilities for translation, interpretation and services are not required except as specified  
576 in 4.3.
- 577 *[Add a new list item at the end:]*
- 578 l) In JTC 1, the ability to fulfil the secretariat's electronic document distribution responsibilities as defined in the  
579 JTC 1 Standing Document on Electronic Document Preparation, Distribution and Archiving.
- 580 **D.3 Requirements of a secretary**
- 581 *[Add to the end of list item a:]*
- 582 In JTC 1, have sufficient knowledge of English.
- 583 *[Add to the end of list item b]:*
- 584 In JTC 1, also be familiar with the *JTC 1 Supplement* and the JTC 1 Standing Documents and JTC 1 resolutions.

## Annex E

585  
586

587

### General policy on the use of languages

588

#### **E.1 Expressing and communicating ideas in an international environment**

589

#### **E.2 The use of languages in the technical work**

590

*[Add after last paragraph:]*

591  
592

In JTC 1, the working language is English, though a working knowledge of French may be required for certain documents.

593

#### **E.3 International Standards**

594

#### **E.4 Other publications developed by technical committees**

595

#### **E.5 Documents for technical committee and subcommittee meetings**

596

#### **E.6 Documents prepared in languages other than English or French**

597

#### **E.7 Technical meetings**

598

#### **E.7.2 Interpretation of debates into English and French**

599

*[Add to list item c:]*

600

In JTC 1, the interpretation of debates into English and French is not applicable, except as specified in 4.3.

601

602

## Annex F

603

### Options for development of a project

604 **F.1 Simplified diagram of options**

605 *[Add at the end of F.1:]*

606 In JTC 1, the following table is used.

Stage Name	Stage Description	Standard (see 2)	Fast-track (see F.2)	JTC 1 Publicly Available Specification (see F.3)	Technical Specification (see 3.1)	Technical Report (see 3.3)	Amendments (see 2.10.3)	Technical Corrigendum (see 2.10.2)
<b>00 Preliminary stage</b> (see 2.2)	Preparation of proposal	Preparation of NP			Preparation of NP	Preparation of NP	Preparation of NP	
<b>10 Proposal stage</b> (see 2.3)	Acceptance of proposal	Acceptance of NP			Acceptance of NP	Acceptance of NP	Acceptance of NP	
<b>20 Preparatory stage</b> (see 2.4)	Preparation of working draft	Preparation of WD			Preparation of WD	Preparation of WD	Preparation of WD	Preparation of Defect Report
<b>30 Committee Stage</b> (see 2.5)	Development and acceptance of committee draft	Development and acceptance of CD			Development and acceptance of PDTS	Development and acceptance of PDTR	Development and acceptance of PDAM	Development and acceptance of DCOR
<b>40 Enquiry stage</b> (see 2.6)	Development and acceptance of enquiry draft	Development and acceptance of DIS	Submission and acceptance of DIS	Submission and acceptance of DIS	Approval of DTS	Approval of DTR	Development and acceptance of DAM	
<b>50 Approval stage</b> (see 2.7)	<i>Approval of enquiry draft</i>	<i>Approval of FDIS</i>	<i>Approval of FDIS</i>	<i>Approval of FDIS</i>			<i>Approval of FDAM</i>	

608 **F.2 “Fast-track procedure”**609 **F.2.1.1** *[Include after last sentence of first paragraph, which begins “any P-member or Category A liaison:”]*

610 In JTC 1, any P-member or Category A liaison organization of JTC 1 may propose that an existing technical report  
611 or technical specification from any source be submitted for vote as respectively a draft technical report or draft  
612 technical specification.

613 In JTC 1, all fast tracks are submitted to JTC 1. The proposer of a fast-track document is encouraged to make a  
614 recommendation concerning the assignment of the document to a given subcommittee. The proposer of a fast-  
615 track document shall submit the name of an individual who has agreed to serve as project editor for the fast-track  
616 document. The proposer shall also submit an explanatory report similar to the PAS explanatory report (see F.3  
617 below).

618 For its initial publication, the document is not required to be in ISO/IEC format, but can be published in its original  
619 format. The form of publication (e.g. reprint of original document or distribution of ISO/IEC cover page with  
620 reference) is to be determined by ITTF and the proposer as part of any publication agreements. However,  
621 subsequent revisions shall be in the format prescribed by the ISO/IEC Directives, Part 2.

622 In JTC 1, amendments to existing International Standards shall not be submitted via the fast-track procedure.

623 **F.2.2** *[Add to end of list item d, which begins, “distribute the proposed document”:]*

624 In JTC 1, the subcommittee assignment recommendation and the name of the proposed project editor will also be  
625 distributed.

626 *[Add at the end of the subclause:]*

627 In case of technical reports or technical specifications processed under the fast-track procedure within JTC 1, the  
628 proposed document shall be distributed and processed respectively as a draft technical report (DTR) or draft  
629 technical specification (DTS) (see 3.1 and 3.3 of the *JTC 1 Supplement*).

630 **F.2.3** *[Add after first paragraph, which begins, “The period for voting”:]*

631 In JTC 1, separately from their votes on the technical content of a standard, national bodies shall be given the  
632 opportunity to comment on the specific subcommittee assignment of the project. However, comments on  
633 subcommittee assignments shall not influence the vote on technical content. In cases where subcommittee  
634 assignment is in question or where the fast-track document does not appear appropriate for any existing  
635 subcommittee, the JTC 1 secretariat may perform the duties normally assigned to the subcommittee secretariat  
636 until the final subcommittee assignment is determined.

637 In JTC 1, the proposer of the fast-track document has the right to withdraw the fast-track document from the fast-  
638 track process at any point prior to publication.

639 **F.2.3.1** In JTC 1, a Ballot Resolution Meeting (see F.4 below) may be used to review the comments received on an  
640 enquiry draft (DIS) for fast-track ballots.

641 **F.2.4**

642 *[Add new clauses at the end of the Annex:]*

643 **F.3 Preparation and Adoption of International Standards – JTC 1 PAS Transposition Process**644 **F.3.1 Concepts**

645 The JTC 1 PAS transposition process is based on the following key concepts:

646 **Publicly Available Specification (PAS)**

647 A technical specification is called a Publicly Available Specification (PAS) if it meets certain criteria making it  
648 suitable for possible processing as an International Standard. These criteria (see F.3.3 below) have been  
649 established in order to ensure a high level of quality, consensus and proper treatment of Intellectual Property  
650 Rights (IPR) related matters.

651 **PAS Mentor**

652 An individual appointed by JTC 1 to assist a PAS Originator and/or Recognized PAS Submitter in creating and  
653 processing their submission(s), and to provide on-going advice.

654 **PAS Originator**

655 Any organisation that has developed and hence owns a PAS which it considers proposing for transposition into an  
656 international standard is called the PAS originator. There are no fundamental restrictions as to what form the  
657 organisation should have, but constitutional characteristics of the organisation are supposed to reflect the  
658 openness of the organisation and the PAS development process.

659 **Recognized PAS Submitter**

660 A PAS originator shall apply to JTC 1 for recognition as a submitter of PAS(s) for transposition. Once approved,  
661 the status of a Recognized PAS submitter will remain valid for an initial period of two years, with the possibility of  
662 further extension (see F.3.4.1 below).

663 **Explanatory Report**

664 The submission of the PAS must be accompanied by an explanatory report generated by the PAS originator. This  
665 report provides all information necessary to support the submission. In particular, it shall contain statements as to  
666 the extent that the PAS criteria are met by the specification. It should also clearly define the technical concepts  
667 used in the PAS. JTC 1 has developed a list of criteria to include in the explanatory report.

668 **PAS Transposition Ballot**

669 The PAS together with the corresponding explanatory report is submitted for ballot.

670 **F.3.2 Applicability**

671 These procedures apply to the transposition of a Publicly Available Specification into an International Standard. It  
672 is expected that these procedures will be used to process a broader class of documents from a more diverse set of  
673 sources than is currently served by the fast track procedure (see F.2 above).

674 **F.3.3 PAS Criteria**

675 JTC 1 has established criteria that serve as a basis for the judgment as to whether a particular organisation can be  
676 Recognized and whether its specification can be accepted as a candidate for transposition into an International  
677 Standard. Such criteria may also be used by potential submitters to determine the level of suitability of their  
678 specification for the standardization process. The PAS criteria are broadly classified into two categories and  
679 address the following topics:

680 • Organisation related criteria:

- 681 • Co-operative stance
- 682 • Characteristics of the organisation
- 683 • Intellectual property rights.

684 • Document related criteria:

- 686 • Quality
- 687 • Consensus
- 688 • Alignment.

689 Details can be found in the JTC 1 Standing Document: Guide to the Transposition of Publicly Available  
690 Specifications into International Standards.

#### 691 **F.3.4 Procedures**

692 Based on the concepts provided in F.3.1 above, the PAS transposition process is described below. It is JTC 1's  
693 firm intention to provide full process transparency and the current status of any proposal from its web site  
694 ([www.jtc1.org](http://www.jtc1.org)). Open dialogue (via the web site or any other available means) between the PAS Submitter and  
695 JTC 1 and its national bodies is strongly encouraged.

##### 696 **F.3.4.1 Recognition of PAS Submitter**

697 A PAS originator interested in submitting an existing or forthcoming specification into the transposition process  
698 shall apply to the JTC 1 secretariat for recognition as a PAS submitter. Such application shall be accompanied by  
699 an identification of the initial PAS(s) which are planned to be submitted and by statements of the PAS originator  
700 regarding the organisation related criteria (see below). The completed documentation shall be submitted to P-  
701 members of JTC 1 for a three month ballot. Approval as a Recognized PAS Submitter gives a PAS originator the  
702 right to submit specifications into the transposition process for a period of two years with the possibility of further  
703 extension of five year periods (see below). The recognition as a PAS submitter will terminate:

- 704 • In the absence of a successful national body ballot to confirm the status of the PAS submitter, or
- 705 • If the PAS originator fails to submit a specification to JTC 1 for transposition within the expected period  
706 (see F.3.4.2 below).

707  
708 The initiative to submit an application for recognition shall come from a PAS Originator. Any national body, a JTC 1  
709 subcommittee, a JTC 1 Category A liaison, or a PAS Mentor may assist the PAS Originator in its interactions with  
710 JTC 1.

711 Since the ballot among JTC 1 national bodies will take three months, the application for recognition should be  
712 submitted in time before the planned first submission of a PAS. While there are no particular requirements as to  
713 the format of the application, it should:

- 714 • Define the overall scope of the application;
- 715 • Identify the initial PAS(s) which are planned to be submitted, together with their scope;
- 716 • Address all mandatory elements of the organisation acceptance criteria contained in the JTC 1 Standing  
717 Document Guide to the Transposition of Publicly Available Specifications into International Standards.

718  
719 Six months prior to the expiration of an organisation's status as an approved JTC 1 PAS submitter, the JTC 1  
720 secretariat shall invite the submitter to review its future intentions as a PAS submitter and consider the following  
721 options with regard to its initial application for recognition as a JTC 1 PAS submitter:

- 722 • Revise (significant changes to the initial application, e.g. changes in scope, procedures);
- 723 • Withdraw (termination); or
- 724 • Reaffirm (extend current status with no significant changes).

725  
726 If the PAS submitter chooses to revise, it must submit a document to the JTC 1 secretariat stating the changes to  
727 the answers to the questions in the JTC 1 standing document Guide for the Transposition of Publicly Available  
728 Specifications from its previous application. If the PAS submitter chooses to reaffirm, it shall identify subsequent  
729 PAS(s) intended for submission. In order to allow JTC 1 a timely reaction to the revision or affirmation, the  
730 necessary documentation should be submitted not later than three months prior to the expiration of its status as a  
731 PAS submitter. The JTC 1 secretariat shall issue a three month letter ballot on the request for either a revision or  
732 reaffirmation. Failure to respond to the secretariat's invitation for review of PAS submitter status will automatically  
733 result in termination of a PAS submitter's status at the conclusion of this term.

##### 734 **F.3.4.2 PAS Submission**

735 Once a PAS originator has been Recognized, a PAS submission to the JTC 1 secretariat may occur within the  
736 scope as identified on the application. When submitting a PAS to the JTC 1 secretariat, a Recognized PAS  
737 Submitter shall include an explanatory report and a statement that the conditions for recognition have not changed

738 or an indication of the nature of changes that have occurred. The explanatory report shall address all mandatory  
739 elements of the organisation acceptance criteria contained in the JTC 1 Standing Document Guide to the  
740 Transposition of Publicly Available Specifications into International Standards.

741 Maintenance for a transposed PAS is also negotiated in the explanatory report. JTC 1's intention for maintenance  
742 is to avoid any divergence between the current JTC 1 revision of a transposed PAS and the current revision of the  
743 original specification published by the PAS submitter. Therefore, the explanatory report should contain a  
744 description of how the submitting organisation will work cooperatively with JTC 1 on maintenance of the standard.  
745 While JTC 1 is responsible for maintenance of the standard, this does not mean that JTC 1 itself must perform the  
746 maintenance function. JTC 1 may negotiate with the submitter the option of maintenance handled by the submitter  
747 as long as there is provision for participation of appropriate JTC 1 representatives, i.e. the submitters' group  
748 responsible for maintenance is designated as the JTC 1 maintenance group.

749 All submissions including the explanatory report shall occur in electronic form.

750 The first submission shall occur not later than six months after the initial recognition. On request by the PAS  
751 originator not later than six weeks before the end of this six month period, the period may be extended for another  
752 six months, subject to approval by the JTC 1 chairman and secretariat. Failure by the PAS originator to submit a  
753 specification within the expected period will result in the termination of its recognition status.

754 The format of the specification submitted is not regulated by JTC 1. Recognized PAS submitters are encouraged  
755 to apply, if flexibility still exists, a documentation style close to the ISO/IEC style in order to ease the later alignment  
756 process at the time of any revision.

757 The JTC 1 secretariat, after checking the recognition status of the submitter and the completeness of the  
758 application, shall forward the specification together with the explanatory report to the ITTF to initiate the appropriate  
759 ballot process among the national bodies.

760 In view of the importance of the explanatory report for a successful transposition, the Recognized PAS submitter  
761 may request counsel and advice from JTC 1 national bodies, subcommittees or Category A liaison organizations  
762 during the generation of this report and throughout the transposition process. The counselling process could  
763 include a review of the submissions.

764 The Recognized PAS submitter is encouraged to make a recommendation concerning the assignment of the  
765 document to a given subcommittee. This recommendation (or in its absence, the JTC 1 secretariat's  
766 recommendation) shall be circulated to JTC 1 P-members together with the ballot, but the recommendation shall  
767 not influence the vote. In cases where the subcommittee assignment is in question or where the document does  
768 not appear appropriate for any existing subcommittee, the JTC 1 secretariat should perform the duties normally  
769 assigned to the subcommittee secretariat until the final subcommittee assignment is determined.

#### 770 **F.3.4.3 Transposition into an IS**

771 F.3.4.3.1 The JTC 1 secretariat forwards the PAS, together with the explanatory report and related documentation  
772 to ITTF.

773 F.3.4.3.2 The ITTF shall take the following actions:

- 774
- 775 • Settle the copyright or trademark situation, or both, with the Recognized PAS submitter, so that the  
776 proposed text can be copied and distributed within ISO/IEC without restriction;
  - 777 • Assess in consultation with the JTC 1 secretariat that JTC 1 is the competent committee for the subject  
778 covered in the proposed standard and ascertain that there is no evident contradiction with other ISO/IEC  
779 standards.
  - 780 • Distribute the text of the proposed standard as a Draft International Standard (DIS), together with the  
781 explanatory report and related documentation, indicating that the standard falls within the scope of JTC 1.

782 F.3.4.3.3 The period for combined DIS voting shall be five months. In order to be accepted the DIS must meet the  
783 voting criteria contained in JA.5.2 of the *JTC 1 Supplement*.

784 F.3.4.3.4 Upon receipt of notification from the ITTF that a DIS has been registered, the JTC 1 secretariat shall  
 785 inform the secretariat of the subcommittee recommended for assignment of the project of the DIS number, title, and  
 786 ballot period dates, and shall send the subcommittee secretariat a copy of the DIS and its attached explanatory  
 787 report. The JTC 1 secretariat shall also inform the ITTF of the subcommittee that will deal with the DIS ballot  
 788 results, in order that the table of replies and any comments accompanying the votes may be sent by ITTF directly  
 789 to the SC secretariat as well as to the JTC 1 secretariat.

790 F.3.4.3.5 Reflecting the importance of the PAS process, the JTC 1 secretariat shall also inform JTC 1 national  
 791 bodies and Liaison Organisations, and those organisations authorized to be PAS submitters, of the initiation of any  
 792 PAS ballot, the results of the ballot, and the identity of the JTC 1 subcommittee which will be responsible for any  
 793 future work.

794 F.3.4.3.6 The PAS submitter shall receive a copy of the ballot documentation.

795 F.3.4.3.7 Upon receipt of the notification from the JTC 1 secretariat that its subcommittee has been assigned the  
 796 responsibility for dealing with the DIS, the subcommittee secretariat shall so inform the subcommittee national  
 797 bodies, and shall make plans for a possible Ballot Resolution Meeting (see F.4 below).

798 F.3.4.3.8 Upon receipt of the DIS ballot results, and any comments, the SC secretariat shall distribute this material  
 799 to the subcommittee national bodies and the Recognized PAS Submitter.

800 F.3.4.3.9 After the deliberations of a Ballot Resolution Meeting (if held following a successful DIS vote), the project  
 801 editor shall prepare the amended DIS and send it to the subcommittee secretariat who shall forward it to the ITTF  
 802 for FDIS balloting. The ballot period for FDIS is two months.

803 F.3.4.3.10 Upon receipt of notification from the ITTF that a FDIS has been registered, the JTC 1 secretariat shall  
 804 inform the secretariat of the SC recommended for assignment of the project of the FDIS number, title, and ballot  
 805 period dates, and shall send the subcommittee secretariat a copy of the FDIS and the disposition of comments  
 806 received on the DIS ballot, if any are received. The table of replies and any comments accompanying the votes will  
 807 be sent by ITTF directly to the subcommittee secretariat as well as to the JTC 1 secretariat.

808 F.3.4.3.11 If the requirements of JA.6 of the *JTC 1 Supplement* are met, the text will be published by ITTF as an  
 809 International Standard. For its initial publication, the document is not required to be in ISO/IEC format, but can be  
 810 published in its original format. The form of publication (e.g. reprint of original document or distribution of ISO/IEC  
 811 cover page with reference) is to be determined by ITTF and the Recognized PAS submitter as part of any  
 812 publication agreements. However, subsequent revisions shall be in the format prescribed by the ISO/IEC  
 813 Directives, Part 2.

814 F.3.4.3.12 If it is impossible to agree to text meeting the approval requirements (JA.5.2 of the *JTC 1 Supplement* for  
 815 a DIS ballot or JA.6 of the *JTC 1 Supplement* for an FDIS ballot), the proposal has failed. In this case, JTC 1 shall  
 816 make known to the submitter the reasons which have led to the negative result. Based on this information, the  
 817 submitter may choose to re-submit a modified specification as a new PAS submission.

818 F.3.4.3.13 The time period for post ballot activities by the respective responsible parties shall be as follows:

- 819 • Immediately after the DIS and FDIS votes, the ITTF shall send the results of the vote to the JTC 1  
 820 secretariat and to the subcommittee secretariat, and the latter shall distribute the results without delay to its  
 821 national bodies, to any national bodies having voted that are not members of the subcommittee and to the  
 822 proposer;
- 823 • As soon as possible after the distribution of the results of the vote to its national bodies but in not less than  
 824 two and one-half months the subcommittee secretariat shall convene a Ballot Resolution Meeting (BRM), if  
 825 required;
- 826 • In not more than one month after the Ballot Resolution Meeting the subcommittee secretariat shall  
 827 distribute the final report of the meeting and the amended DIS text.

828  
 829 F.3.4.3.14 If the proposed standard is accepted, it will be published following ISO and IEC standing copyright and  
 830 other IPR policy. Its maintenance will be handled either by JTC 1 or by a JTC 1 designated maintenance group of  
 831 the PAS submitter in accordance with JTC 1 rules.

832 It is at the discretion of the Recognized PAS Submitter to withdraw the document from the transposition process at  
 833 any point prior to publication. It is also the right of the Recognized PAS submitter to request that the document

834 remain unchanged throughout the transposition process. Such a request should be clearly stated in the  
835 explanatory report.

#### 836 **F.4 JTC 1 PAS and Fast Track Ballot Resolution Meetings**

##### 837 **F.4.1 Ballot Resolution Meeting Purpose and Scope**

838 In JTC 1, the purpose of a Ballot Resolution Meeting (BRM) is to review the comments received on an enquiry draft  
839 (DIS) for JTC 1 PAS or Fast-Track ballots (see F.3 and F.2 above respectively); further it shall formulate  
840 dispositions to those comments to receive the widest possible consensus. In some cases, the subcommittee  
841 secretariat may decide that a Ballot Resolution Meeting is unnecessary and assign the resolution of comments  
842 directly to the project editor.

##### 843 **F.4.2 Responsibilities of the assigned subcommittee for the Ballot Resolution Meeting**

844 JTC 1 usually assigns an enquiry draft (DIS) to one of its subcommittees. Where the DIS is not assigned to a  
845 specific subcommittee, the JTC 1 secretariat will carry out the tasks assigned.

846 The assigned secretariat shall:

- 847 • Schedule a Ballot Resolution Meeting, to be held not earlier than two and a half months after the  
848 distribution of the comments, to consider any comments on the DIS;
- 849 • Appoint a convenor for the Ballot Resolution Meeting;
- 850 • Notify the eligible attendees of the Ballot Resolution Meeting date(s), location, convenor.

851 No later than two months before the start of the Ballot Resolution Meeting, the assigned secretariat shall send the  
852 logistical information and agenda together with the notification of the convenor to the JTC 1 secretariat for  
853 circulation to the recipients listed in F.4.4 below.

##### 854 **F.4.3 Proposed dispositions of comments**

855 The project editor assigned to the DIS shall prepare the Proposed Disposition of Comments (DoC) on the ISO  
856 template (final column).

857 No later than one month before the start of the Ballot Resolution Meeting, the assigned secretariat shall circulate  
858 the proposed Disposition of Comments document to the listed recipients in F.4.4 below.

##### 859 **F.4.4 Recipients and eligible attendance**

860 The assigned secretariat shall make available the Proposed Disposition of Comments (DoC) via ITTF to the  
861 following who are eligible to attend or to nominate representatives to the Ballot Resolution Meeting:

- 862 • Representatives of the eligible voters as indicated in the combined voting procedure
  - 863 • Representatives of the ISO and IEC Central Offices
  - 864 • The subcommittee chair
  - 865 • The subcommittee secretary
  - 866 • The assigned project editor(s)
  - 867 • The Ballot Resolution Meeting convenor;
  - 868 • The draft international standard submitter; and
  - 869 • JTC 1 Category A liaisons.
- 870

##### 871 **F.4.5 Meeting Procedures**

872 The Ballot Resolution Meeting shall be convened as a separate meeting even if held in conjunction with other  
873 meetings of JTC 1 or the relevant subcommittee.

874 The appointed convenor shall hold a roll-call.

875 The Ballot Resolution Meeting record shall list the Heads of Delegation (HoD), who represent their national body  
876 positions, if needed in a vote, as well as all the other attendees and their roles.

877 The Ballot Resolution Meeting shall address and attempt as far as possible to resolve all comments raised during  
878 the Draft International Standard ballot to increase consensus on the resulting document.

879 For each of the comments, the project editor shall record the disposition on which the Ballot Resolution Meeting  
880 achieves consensus, or if that fails, the proposition that gets the majority support of those national bodies that were  
881 present at the BRM and eligible to vote on the Draft International Standard ballot, in the final Disposition of  
882 Comments report.

883 When all DIS ballot comments have been addressed and the disposition of comments has been approved by the  
884 meeting, the Ballot Resolution Meeting goals have been met.

885 No longer than one month after the close of the meeting, or as permitted by ITTF, the subcommittee secretariat  
886 shall distribute:

- 887
- 888 • A revision of the draft International Standard balloted document that includes all changes agreed to at the  
Ballot Resolution Meeting;
  - 889 • The disposition of comments report approved at the Ballot Resolution Meeting; and
  - 890 • A Ballot Resolution Meeting report containing a list of attendees and their roles, referencing the final  
891 disposition of comments report and a recommendation for further processing of the draft International  
892 Standard.

893 These documents shall also be forwarded to ITTF for further circulation to the above listed recipients.

894

## **Annex G**

895

### **Maintenance Agencies**

896 **Annex H**

897 **Registration authorities**

898

899 **H.1** *[Add after last paragraph:]*

900 In JTC 1, the group developing the standard which requires a Registration Authority shall develop the  
901 accompanying procedures which shall be approved by JTC 1 ballot.

902 **H.5** *[Add after last paragraph:]*

903 For further information on J TC 1 Registration Authorities, see the JTC 1 Standing Document on  
904 Registration Authorities.

**Annex I**

905

906

**Guidelines for implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC**

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## Annex J

### Formulating scopes of technical committees and subcommittees

#### J.1 Introduction

#### J.2 Formulation of scopes

*[Insert new bullet after the third bullet, which begins "In the IEC":]*

- In JTC 1, horizontal functions where applicable.

#### J.3

#### J.4

#### J.5

#### J.6

921

## **Annex K**

922

### **Project committees**

- 923
- 924 [Add new Annex JA:]
- 925 **Annex JA**
- 926 Voting
- 927
- 928 **JA.1 General**
- 929 At all levels of voting, if more than 50% of the P-members have not voted, the vote will have failed. Late votes shall  
930 not be counted. No extensions shall be granted.
- 931 **JA.1.1 Discussion during ballot period**
- 932 When a document is out for ballot at Committee Stage or any later stage, national body / Liaison organisations are  
933 free to circulate their comments to other National Bodies provided they do not use the formal subcommittee or  
934 JTC 1 documentation distribution system. Formal distribution is prohibited because it could create confusion as to  
935 the status of the ballot. Documents out for ballot at Committee Stage or any later stage shall not be subject to  
936 formal discussion at any working level of JTC 1 during the balloting period. Therefore, national body positions on  
937 the document under ballot are not to be formally discussed at any working level.
- 938 **JA.1.2 Meetings**
- 939 Votes in meeting may be cast by e-mail, facsimile or letter, or by proxy granted to another P-member. Proxy voting  
940 is valid only if the committee secretariat has been informed in writing by the P-member granting the proxy in  
941 advance. A P-member may not cast a proxy vote on behalf of more than one other P-member.
- 942 NOTE: For a P-member not attending a meeting, written notification of a proxy must be provided to the committee  
943 secretariat in advance of the meeting. For a P-member leaving a meeting, this written notification shall be provided  
944 by the head of delegation before the P-member leaves.
- 945 Votes by P-members in attendance may be cast only by the head of that delegation or an individual designated by  
946 the head of delegation.
- 947 The chairman has no vote and questions on which the vote is equally divided shall be subject to further discussion.
- 948 In a meeting, except as otherwise specified in the ISO/IEC Directives, Part 1, the *JTC 1 Supplement* or in JTC 1  
949 Standing Documents, questions are decided by a majority of the votes cast at the meeting by P-members which  
950 are present (or for which a proxy is held) expressing either approval, disapproval or declared abstention.
- 951 **JA.1.3 Letter Ballots**
- 952 For votes by correspondence (letter ballots) in JTC 1 and its subcommittees, except as specified elsewhere in the  
953 ISO/IEC Directives, Part 1, the *JTC 1 Supplement* or in JTC 1 Standing Documents, questions are decided by a  
954 majority of the votes cast by P-members expressing either approval or disapproval. Letter ballots may be cast by  
955 web based balloting, e-mail, facsimile or, if absolutely necessary, by mail.
- 956 JTC 1 instructs its secretariats to close all letter ballots on the declared closure date. Late votes and comments  
957 shall not be accepted. JTC 1 allows actions to be taken between JTC 1 plenary meetings by 60-day letter ballots  
958 within JTC 1; such actions for approval may be proposed by the JTC 1 chairman, JTC 1 subcommittees or JTC 1  
959 special working groups. Otherwise, no letter ballot period shall close in less than three months from the date of  
960 notification of issue.
- 961 **JA.1.4 Default Ballots**
- 962 In certain cases, consensus may be confirmed for questions which are expected to contain no controversial issues  
963 and for which agreement of the committee is foreseen in advance. Such questions will be distributed for a period of

964 60 days. If no objection is received during this period, the question is considered to be approved. If any P-member  
965 objects to the question during this period, the question will be decided by a vote, either at a meeting or by letter  
966 ballot. Questions for which this may be used are:

- 967 • Appointment/change of a registration authority
- 968 • Establishment or cancellation of a liaison
- 969 • Proposal for stabilization/withdrawal of a standard
- 970 • PAS submitter reaffirmation
- 971 • Request for availability free of charge of an ISO/IEC publication which meets the established criteria
- 972 • Modification of a subcommittee's program of work
- 973 • Others as approved by JTC 1
- 974

## 975 **JA.2 Proposal stage - Votes on New work item proposals**

976 A national body may submit a new work item proposal either to a subcommittee or to JTC 1.

### 977 **JA.2.1 Votes on NPs at the SC level**

978 For new work item proposals voted at the subcommittee level, a copy of the subcommittee-level ballot shall be  
979 forwarded by the subcommittee secretariat to the JTC 1 secretariat for information in parallel with circulation of the  
980 new work item proposal ballot.

981 The JTC 1 secretariat shall circulate a copy of the subcommittee-level ballot to JTC 1 national bodies and JTC 1  
982 subcommittees for information and comment.

983 A new work item proposal should be balloted only once within a subcommittee. If a national body submits a new  
984 work item proposal to a subcommittee that the subcommittee has not previously considered, the subcommittee  
985 should issue a ballot for the new work item proposal. It should be noted that if a national body submits a new work  
986 item proposal for ballot without prior consultation of the subcommittee, there is a risk that the ballot may fail  
987 because the necessary consensus and support are absent. However, if a sufficient number of national bodies  
988 agree the work should be done and agree to participate, the work can begin without delay.

989 A subcommittee chairman or secretariat may schedule a newly submitted new work item proposal for discussion at  
990 a plenary or working group meeting before issuing a ballot, as long as unreasonable delay is not introduced.

991 On completion of the subcommittee ballot, the subcommittee secretariat shall send the JTC 1 secretariat the  
992 summary of voting.

- 993 • If the subcommittee voting failed, the JTC 1 secretariat shall forward comments collected from national  
994 bodies and other subcommittees, if there have been any, to the subcommittee for information only. At the  
995 same time, the JTC 1 secretariat shall inform the comment originator(s) that the voting failed, but their  
996 comments were forwarded to the subcommittee.
- 997 • If the subcommittee voting passed and there have been no comments received from national bodies or  
998 other subcommittees, then the new work item proposal is approved.
- 999 • If the subcommittee voting passed and comment(s) have been received from national bodies or other  
1000 subcommittees, which the JTC 1 secretariat judges will influence the acceptance of the new work item  
1001 proposal, the JTC 1 secretariat shall forward the comment(s) to the subcommittee to solicit a response  
1002 from it, with a copy to the comment originator(s).
- 1003

1004 Upon receipt of a response from the subcommittee, the JTC 1 secretariat shall initiate a 60-day JTC 1 letter ballot  
1005 (see the new work item proposal letter ballot form in the forms folder at the JTC 1 web site) on the new work item  
1006 proposal. The letter ballot shall include the subcommittee's summary of voting and the comments from national  
1007 bodies and other subcommittees accompanied by the subcommittee's response to them.

1008 Upon completion of the ballot, the JTC 1 secretariat shall inform all national bodies and the subcommittee of the  
1009 result (together with the project number assigned by ITTF if the ballot is successful).

1010

## 1011 **JA.2.2 Votes on new work item proposals at the JTC 1 level**

1012 JTC 1 should consider a new work item proposal:

- 1013 • for a work item originating from a working group which reports directly to JTC 1; or
- 1014 • in exceptional circumstances, such as a new work item proposal which is not within the scope of an
- 1015 existing subcommittee

1016  
1017 In all other cases, the appropriate subcommittee should ballot the new work item proposal. Each new work item  
1018 proposal shall be voted on by JTC 1 letter ballot (see the new work item proposal letter ballot form in the Templates  
1019 folder at [www.jtc1.org](http://www.jtc1.org)), even if it has appeared on the agenda of a meeting. The normal ballot period for a new  
1020 work item proposal shall be three months from the date of notification of issue (see ISO/IEC Directives, Part 1,  
1021 2.3.4).

## 1022 **JA.3 Preparatory Stage**

1023 No votes are foreseen at this stage.

## 1024 **JA.4 Committee Stage - Votes on CDs/PDAMs/PDTs/PDTRs**

1025 If the consideration of committee drafts/proposed draft amendments/proposed draft technical  
1026 specifications/proposed draft technical reports (CDs/PDAMs/PDTs/PDTRs) is dealt with by correspondence, P-  
1027 members and technical committees and organisations in liaison are asked to submit their comments (and P-  
1028 members their votes) by a specified date (see the committee draft letter ballot form in the Templates folder at  
1029 <http://isotc.iso.org/livelink/livelink?func=ll&objId=8913214&objAction=browse&sort=name>). In the case of  
1030 committee drafts/proposed draft amendments/proposed draft technical specifications/proposed draft technical  
1031 reports, this date should be no less than three months from the date of notification of issue. JTC 1 or the  
1032 subcommittee may extend the ballot period in instances when the complexity of the text requires additional time for  
1033 review or to allow additional time for enquiry, as long as the total ballot period does not exceed six months.

1034 Abstention by a national body on committee drafts/proposed draft amendments/proposed draft technical  
1035 specifications/proposed draft technical reports ballots does not bar the national body from voting on subsequent  
1036 versions of the document at the same or later stages.

1037 Consideration of successive committee drafts/proposed draft amendments/proposed draft amendments/proposed  
1038 draft technical specifications/proposed draft technical reports shall continue until the substantial support of the P-  
1039 members of the committee has been obtained or a decision to abandon or defer the project has been reached.

1040 Committee drafts/proposed draft amendments/proposed draft technical specifications/proposed draft technical  
1041 reports produced by a joint working group should be balloted by all P-members of all subcommittees formally  
1042 involved in the joint work. Each national body shall have only one vote.

## 1043 **JA.5 Enquiry stage - Votes on DIS, DAM, DTS and DTR**

### 1044 **JA.5.1 Combined voting procedure for votes on DIS and DAM**

1045 The combined voting procedure is a special voting procedure that ensures that all national bodies of ISO and IEC  
1046 may vote at the Enquiry Stage, representing the fact that JTC 1 is a technical committee of both ISO and IEC. At  
1047 the Enquiry Stage the documents subject to the combined voting procedure are:

- 1048 • Draft International Standards and,
- 1049 • Draft Amendments.

1050

1051 The voting process managed by ITTF is that each country can submit one vote, which must come from

- 1052 • the P-member of JTC 1 or
- 1053 • if the country has no P-member in JTC 1, either from
- 1054 ○ the ISO Member Body for the country or

I055       ○ the IEC National Committee for the country.  
 I056  
 I057 . For a DIS/DAM to be approved, the count taken by ITTF shall meet the following criteria:

- I058       • At least two-thirds of the P-members voting shall have approved;
  - I059       • Not more than one-quarter of the total number of votes cast are negative.
- I060 Abstentions are excluded from the count.

I061 **JA.5.2 Votes on DTSs/DTRs**

I062 The decision to publish a technical report or technical specification is taken by JTC 1 ballot on a draft technical  
 I063 specifications/draft technical reports (see the DTS/DTR Ballot form in the Templates folder at the JTC 1 web site).  
 I064 P-members and organisations in liaison are asked to submit their comments (and P-members their votes) by a  
 I065 specified date. This date should be no less than three months from the date of notification of issue. JTC 1 may  
 I066 extend the draft technical specifications/draft technical reports ballot period in instances when the complexity of the  
 I067 text requires additional time for review, as long as the total ballot period does not exceed six months.

I068 Abstention by a national body on a draft technical specifications/draft technical reports ballot does not bar the  
 I069 national body from voting on subsequent versions of the document.

I070 Publication is accepted if approved by a majority of P-members of JTC 1.

I071 **JA.6 Approval stage – Combined voting procedure for votes on FDIS/FDAM**

I072 The combined voting procedure is a special voting procedure that ensures that all national bodies of ISO and IEC  
 I073 may vote on approval stage ballots, representing the fact that JTC 1 is a technical committee of both ISO and IEC.  
 I074 At the approval stage the documents subject to the combined voting procedure are:

- I075       • Final Draft International Standard
- I076       • Final Draft Amendments

I077  
 I078 The voting process managed by ITTF is that each country can submit one vote, which must come from:

- I079       • the P-member of JTC 1 or
- I080       • if the country has no P-member in JTC 1, either from
  - I081           ○ the ISO member body for the country or
  - I082           ○ the IEC National Committee for the country.

I083  
 I084 For a FDIS/FDAM to be approved, the same criteria apply as defined for a DIS/DAM approval (see JA.5.1).

I085 **JA.7 Votes on DCORs**

I086 Consideration of a draft technical corrigendum is dealt with by correspondence (see the draft technical corrigendum  
 I087 ballot form in the Templates folder at the JTC 1 web site). SC P-members and organisations in liaison are asked to  
 I088 submit their comments (and SC P-members their votes), by a specified date that should be no less than three  
 I089 months from the date of notification of issue.

I090 **JA.8 Overview of Ballot Periods in ISO/IEC JTC 1**

I091 The following table gives an overview of ballot periods that apply in ISO/IEC JTC 1.  
 I092  
 I093

TYPE OF VOTE	DURATION	CROSS REFERENCE
New Work Item Proposal – JTC 1 or SC ballot	3 months normally	JA.2

New Work Item Proposal from a subcommittee: JTC 1 confirmation	60 days	JA.2.1
Committee Draft	Min. 3 months, max. 6 months	JA.4
Proposed Draft Technical Specification / Proposed Draft Technical Report	Min. 3 months, max. 6 months	JA.4
Proposed Draft Amendment	Min. 3 months, max 6 months	JA.4
Draft International Standard	5 months	ISO/IEC Directives, Part 1, 2.6.1
Draft Technical Specification/Draft Technical Report	Min. 3 months, max. 6 months	JA.5.2
Fast Track Draft International Standard	5 months	ISO /IEC Directives, Part 1, 2.6.1; F.2.3
JTC 1 Publicly Available Specification Draft International Standard	5 months	F.3.4.3.3
Draft Amendment	5 months	ISO/IEC Directives, Part 1, 2.6.1
Final Draft International Standard	2 months	ISO/IEC Directives, Part 1, 2.7.1
Fast Track Final Draft International Standard	2 months	ISO/IEC Directives, Part 1, 2.6.1; F.2.3
JTC 1 Publicly Available Specification Final Draft International Standard	2 months	F.3.4.3.9
Final Draft Amendment	2 months	ISO/IEC Directives, Part 1, 2.7.1
Draft Technical Corrigendum	Min 3. months	JA.7
Stabilized Standard – withdrawal proposal	60 days	SD on Maintenance of International Standards
Stabilized Standard – reinstatement proposal	60 days	SD on Maintenance of International Standards
JTC 1 Publicly Available Specification Submitter recognition	3 months	F.3.4.1
JTC 1 Publicly Available Specification Submitter reaffirmation	3 months	F.3.4.1
JTC 1 - other letter ballot periods	Min. 3 months	JA.1.3

JTC 1 – default letter ballot	60 days	JA 1.4
JTC 1 - action between plenary meetings	60 days	JA.1.3
Subcommittee Programme of Work Change	60 days	JA.1.4

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1098 [Add a new annex]

- 1099 **Annex JB**
- 1100 **ITU-T and ISO/IEC JTC 1 Cooperation**
- 1101 1. The Guide for ITU-T and ISO/IEC JTC 1 cooperation has been drafted by ISO/IEC JTC 1 and ITU-T and  
 1102 approved by ISO/TMB, IEC SMB and ITU-T. The text in Standing Document: Guide for ITU-T and ISO/IEC  
 1103 JTC 1 cooperation, is identical to the text in Annex A of ITU-T Recommendation A.23.
- 1104 2. It continues a long-standing agreement among the same organizations concerning collaboration methods by  
 1105 which ITU-T Recommendations and ISO/IEC International Standards developed in ISO/IEC JTC 1 have  
 1106 common texts or identical technical contents.
- 1107 3. In addition to the normal liaison arrangements already in use by the three organizations and when desirable  
 1108 to reach common text or identical technical content in a particular area of work, ITU-T and ISO/IEC JTC 1  
 1109 shall use one of two modes of closer cooperation: *collaborative interchange* or a *collaborative team*.
- 1110 4. Collaborative interchange involves progressing the technical work on a single text in successive meetings of  
 1111 both the organizations involved, with synchronization of the respective commenting and approval  
 1112 procedures. It shall be used where the work is relatively straightforward and non-controversial, and where  
 1113 common participation in the meetings of the two organizations is sufficient for the interchange to be highly  
 1114 effective. Terms of reference for the work to be accomplished shall be agreed.
- 1115 5. A single collaborative team shall be set up to progress any work requiring extended dialogue to develop  
 1116 solutions and reach consensus. Terms of reference for the team shall be agreed, and shall include the  
 1117 scope of the effort and the parent body in each organization to which the team reports. Once consensus is  
 1118 achieved, synchronized use is made of the approval procedures in ITU-T, IEC and ISO to achieve  
 1119 publication. The procedures to be followed by collaborative teams may be found in clause 8 of the JTC 1  
 1120 Standing Document: ITU-T and ISO/IEC JTC 1 Cooperation.
- 1121 6. In either collaboration mode, the approved deliverables may be published as common text (an ITU-T  
 1122 Recommendation and an International Standard using the presentation style specified in Appendix II of the  
 1123 Guide), or as twin text (an ITU-T Recommendation and an International Standard whose texts are technically  
 1124 aligned but not identical), in which case the approval processes do not require exact timing synchronization.
- 1125 7. The ITU-T Study Group and the ISO/IEC JTC 1 Subcommittee shall agree whether no contact is needed, or  
 1126 liaison, collaborative interchange or a collaborative team will be used in each area of work. The mode may  
 1127 change during a project, again by agreement.
- 1128 8. In the unusual event that either organization feels that collaboration for a given area of work should be  
 1129 terminated, this situation shall be immediately discussed with the other organization. If satisfactory resolution  
 1130 cannot be obtained, either ITU-T or ISO/IEC JTC 1 may unilaterally terminate collaboration on a project, or  
 1131 decide that no common text should be published. If termination should occur, both organizations can make  
 1132 use of the prior collaborative work. Any work accomplished up to that point may be used by each  
 1133 organization.