

ISO/IEC JTC 1/SC 32 N 0798

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REPLACES: --

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DOCUMENT TYPE	Other Document (Open)
TITLE	Action Items – Seoul, Korea SC32 Opening Plenary – 06 May 2002
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REFERENCES	
ACTION ID.	ACT
REQUESTED ACTION	Please act on these items at Seoul
DUE DATE	
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Action Items – Seoul SC32 Opening Plenary
06 May 2002

Line #	Agenda Item	Description	Attention	Date	Remarks	Resulting SC 32 Document
1	3	Add to Agenda items. 12.2 Assignment of scope of WG5			Canada See SC32 N	
2	4	Action Item Recorder Baba Piprani/Canada appointed				
3	5	Drafting Committee appointed (WG1) Paul Levine, (WG2) Ray Gates /Don Bartley, (WG3) Phil Brown, (WG4) Christoph Lingenfelder SC 32 Baba Piprani		-	Standard templates provided for each WG	32N0803
4	4	Action Item Recorder Baba Piprani/Canada appointed				
5	6	Chairman's Report Please review business plan, and request to make any changes	All WGs	End of plenary to be in time for JTC1 meeting Aug 2002	See 32N0783	
6		Any contentious issues please raise much before the closing plenary	All WGs	Wed		

7		Create working Draft Electronic meeting procedures for editing (Jim Melton)	All		Frank and Steve Cannan, Ray Gates, Baba Piprani... WG3 Room, Tue 5 PM	Summary document 32N0820
8		WG1-WG2 resolve any possible issues	WG1-WG2			
9		Received RFP UDDI (Universal Data Discovery Identifiers), which is developing a v2 standard that is released, and now into developing v3. They have declared that this will possibly be handed to a Standards committee	WG2 (Bruce)		SC32 WG2 is interested in that standard. We would like to be interested a)bring the standard here, b) hand it to WG2 in developing and maintaining the standard. C)If already developed, can involve Fast Tracking	SC 32 Proposal 32N0821
10	8	Secretariat report Secretariat has moved offices. Note Phone numbers and fax nos have changed and now stable at EPA	All WGs		See document 32N0784	
11	9	Liaison Reports Ask in advance any written reports if any. Liaison reports is responsibility of WG's to produce and provide to secretariat	All WGs			
12	9.1	Reports of ISO/IEC – internal None				

13	9.2	Review 4 reports received + SC36 and comment	Farance will provide the SC 36 document 32N0xxx		SC32N0786 – W3C SC32N0787 – OMG SC32N0792 – OECD and Eurostat SC32N0815 – UN CE/FACT SC36Nxxx	
	9.3	--				
14	10.1	Develop a demonstration package reference on the web for JTC 1 to show the Scope, Introduction, Normative References, and Definitions			Frank Farance putting together with Doug Mann	
	10.2	Note: JTC1 has approved IS 15994 (WG1) will be publicly available i.e.all parts current and future parts			No action	
15	11.1	New item from ITTF. For any FDIS that goes forward, there will be an abstract that will give info on standards. Each editor is instructed to prepare an abstract (template exists for this) Note SC27 has some examples of abstracts.	All editors		There will be a separate abstract document. Note: abstract not in the JTC1 ISO standards template. There is a separate template just for the abstract	
16	12.1	WG5 ballot 1 –ve others +ve. Projects now going to WG3 and RG1. Now responsibility for SC32 WGs as to define what elements of scope to do . (RG1 rapporteur not here at this meeting) Need to get hold of WG5 editor to ensure work in progress is being addressed.	WG3, WG5, RG1			

17	12.2	Reassignment of WG5 scope at SC32 level. Ensure scope items do not slip through the crack on re-assignment to WG3 and RG1.			Note WG3 is discussing this at Tue 9 AM on their agenda. If necessary a special group to discuss this can be defined.	
18	13.1	Convenors to review standards coming up for periodic review and make appropriate plan for direction that the WG desires to take.	All convenors			
19	13.2	Use doc (32Nxxx) provided, make revisions in place and provide to secretariat	All WGs		No action	
20	13.3	List of SC32 projects for Systematic review of Standards	All WGs		Comments are required before JTC 1 send out ballot on revision/confirmation	
21	13.4	Work items on which no progress is being made – Status and action to be taken	All WGs		No action	
22	13.5	Review Priorities and Target dates	All WGs			

23	14	<p>US offered next meeting Jan 2003 Ask each WG to decide when to have the meeting. Santa Fe NM.</p> <p>Also WG2 Open forum Jan 20-24. All WGs are invited to participate.</p> <p>China has invited Sep-Oct 2003 for following SC meeting. No confirmed offers after that.</p> <p>10-14 months is normal schedule. Invite all NBs to provide any offers for future work</p>	All WGs		<p>Plenary 27-31st Jan. US to initiate a formal offer.</p> <p>A resolution is needed to approve a possibility of a meeting fee</p>	
24	15	<p>Organizational Issues.</p> <p>All SC32 docs are on a CD and in computer area. Change tracking inhibited for WG docs to enable tracking of changes.</p> <p>HODs to let Doug know if any paper copies are needed for close plenary docs</p> <p>List of attendees posted in computer room, please make revisions as necessary.</p> <p>Each WG to provide any previous machine readable standards to Doug if available to be incorporated on the CD</p>	All WGs			

25		Template for resolutions and tables have been passed to WG convenors for their use in submitting final resolutions. (Convenors/drafting committee reps: please use provided template and not old templates, 1 item per line and not bunched up together)	All WGs	--		
26		Program of work – please check dates and fill in blanks, come up with editorships where needed within WG's	All WGs			
27		WG Resolutions need to be delivered to Drafting Committee no later than 1400 hrs Thursday 9 th May 2002 in electronic format. No paper copies please.	All WGs		WG 1 WG 2 WG 3 WG 4	32N0805 32N0807 32N0809 32N0811
28		WG/RG Meeting Reports need to be delivered to Drafting Committee no later than 1400 hrs Thursday 9 th May 2002 in electronic format. No paper copies please.	All WGs		WG 1 WG 2 WG 3 WG 4	32N0806 32N0808 32N0810 32N0812
28		Convenors and secretariat to inform host USA re: needs and requirements for WG rooms, space, audio/visual, copying etc. at the next SC 32 meeting.	All WGs Secretary		Short report from each working group, work plans, target dates.	