

NEW WORK ITEM PROPOSAL	
Closing date for voting 2014-02-02	Reference number (to be given by the Secretariat)
Date of circulation 2013-11-02	ISO/IEC JTC 1/SC32 N2389
Secretariat: USA/ANSI	Proposer: Korea

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the ITTF and, in the case of a subcommittee, a copy to the JTC 1 secretariat. Proposals not within the scope of JTC 1 shall be submitted to the ITTF.

A new work item proposal may be made by a national body, the JTC 1 secretariat or JTC 1 subcommittee secretariat, another technical committee or subcommittee, a Category A organization in liaison with JTC 1, the technical management board or one of its advisory groups, or the Chief Executive Officer.

The proposal will be circulated to the P-members of JTC 1 or JTC 1 subcommittee for voting, and to the O-members for information.

IMPORTANT NOTE: Proposals without adequate justification risk rejection or referral back to the originator. Guidelines for proposing and justifying a new work item are given overleaf.

Proposal (to be completed by the proposer)

Title of the proposed deliverable (in the case of an amendment, revision or a new part of an existing publication, show the reference number and current title)

English title Concepts and Usage of Metadata

Scope of the proposed deliverable

The Multi-part Technical Reports will provide usage scenarios of metadata use,
The multi part Technical Reports will consist of two parts:
Part 1: Metadata Concepts
Part 2: Metadata Usage

Purpose and justification of the proposal (attach a separate page as annex, if necessary)

Purpose: Promote Technical Reports to help understand the concepts and usage of Metadata, including basic concepts, relationship to Registries, and relationship to implementation usage including scenarios in database and XML data implementations. Initial content for these details will be from existing submissions to WG2 and other sources like OMG, OASIS, Open Group, and related standards, including Big Data, Metadata Forums, Technical Papers etc.

Justification: A multi-part series of Technical Reports will help provide a common international foundation and understanding of metadata terminology, metadata concepts, and how these can be applied and related to metadata components, and help guide industry practice that will enable the development of metadata driven stable standards in related areas.

Is this a Management Systems Standard (MSS)?

Yes No

Envisaged publication type (indicate one of the following, if possible)

International Standard TEchnical Specification TEchnical Report

Proposed development track 1 (24 months) 2 (36 months - default) 3 (48 months)

Target dates for availability FWD1 2013/11/01; 1st PDTR -2014/01/15 Publication _____

Known patented items (see ISO/IEC Directives Part 1 for important guidance)

Yes No If "Yes", provide full information in an annex.

Are there any known accessibility requirements and/or dependencies? Yes No

If yes, please specify in a separate annex.

Are there any known requirements for cultural and linguistic adaptability? Yes No

If yes, please specify in a separate annex.

Meeting Information

Estimated number of meetings: 6 _____ Frequency of meetings: 2 _____ per year

Date and place of first meeting (if known): 2013/11/15 SC32 WG2 Santa Fe, NM, USA

A listing of relevant documents

SC32 WG2 has developed a set of standards in Metadata Registries (MDR) (ISO 11179) and Metadata Framework for Interoperability (MFI) (ISO 19763). The proposed NWI multi-part technical reports would be based on and promote usage of this existing work.

The following documents will also be considered:

ISO/IEC 11179 parts 1 to 6 and input contributions

ISO/IEC 19763 parts 1 to 13 and input contributions

Various Japanese contributions and ballot comments

A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized. (*attach a separate page as annex, if necessary*)

It is proposed to assign this new item to JTC 1/SC 32/WG 2 Metadata

A simple and concise statement identifying and describing relevant affected stakeholder categories (including small and medium sized enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s).

The Technical reports will provide a good understanding on how metadata can be applied to the stakeholder's operations for small, medium and large enterprises to promote interoperability. The TRs will supplement the current set of metadata standards and promote practical usage with use cases demonstrating the use of metadata in an organizational setup. There is much supplemental material already available within SC32 based on discussion papers that generally accompany submitted change proposals.

Liaisons (*A listing of relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s).*)

ISO/IEC JTC1/SC38 and WG2, ISO/IEC JTC1/SC7, ISO/IEC JTC1/SC27, The Open Group, OASIS, OMG

A listing of relevant countries which are not already P-members of the committee.

Poland

Preparatory work (*at a minimum an outline should be included with the proposal; ensure that all copyright issues are identified*)

A draft is attached An existing document is attached to serve as an initial basis An outline is attached. It is possible to supply a draft by _____

The proposer or the proposer's organization is prepared to undertake the preparatory work required Yes No

Proposed Project Editor (*include contact information*)

Sungjoon Lim
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Name of the Proposer (*include contact information*)

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Supplementary information relating to the proposal (*Comments of the JTC 1 or SC Secretariat*)

- This proposal relates to a new ISO/IEC document
- This proposal relates to the amendment of an existing ISO/IEC document
- This proposal relates to the revision of an existing ISO/IEC document
- This proposal relates to a multi-part TR consisting of 2 parts
- This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item
- This proposal relates to the re-establishment of a cancelled project as an active project
- This proposal requires the service of a maintenance agency. If yes, has a potential candidate been identified? Please identify _____
- This proposal requires the service of a registration authority. If yes, has a potential candidate been identified? Please identify _____
- This proposal is submitted with a CD for simultaneous NP and CD balloting
- Other: _____

Voting information – The ballot associated with this proposal comprises a vote on (check only one):

- Adoption of the proposal as a new project (Stage 10.99)
- Adoption of the proposal as a new project and the associated draft as a working draft (WD) (Stage 20.20)
- Adoption of the proposal as a new project and the associated draft as a committee draft (CD) (Stage 30.20)
- Other: _____

It is proposed to assign this new item to: JTC 1/SC32_____ a new JTC 1 subcommittee

Annex(es) are included with this proposal (*give details*)

**Proposed Table of Contents Concepts and Usage of Metadata
Part 1**

Part 1: Metadata Concepts

- 1 What is Metadata?
 - 1.1 Introduction
 - 1.2 Metadata is Data
 - 1.3 What is Data?
 - 1.4 What is Data Interoperability?
 - 1.5 Metadata Re-use
 - 1.6 Metadata Modeled As Attributes
 - 1.7 Relationship between Metadata and Data
 - 1.8 Metadata Computational Models
 - 1.9 Variety Control and Metadata Registries
 - 1.10 Metadata Governance
- 2 The Lifecycle of Metadata
 - 2.1 Overview
 - 2.2 Creation
 - 2.3 Observation
 - 2.4 Organization
 - 2.5 Cataloging
 - 2.6 Storage
 - 2.7 Retrieval
 - 2.8 Processing
 - 2.9 Standardization
 - 2.10 Governance
 - 2.11 Retirement

**Proposed Table of Contents Concepts and Usage of Metadata
Part 2**

Part 2: Metadata Usage

TBD

Use this form to propose:

- a) a new ISO/IEC document (including a new part to an existing ISO/IEC document), or the amendment/revision of an existing ISO/IEC document;
- b) the establishment as an active project of a preliminary work item, or the re-establishment of a cancelled project;
- c) the change in the type of an existing publication, e.g. conversion of a TEchnical Specification into an International Standard.

This form is not intended for use to propose an action following a systematic review - use ISO Form 21 for that purpose.

Proposals for correction (i.e. proposals for a TEchnical Corrigendum) should be submitted in writing directly to the secretariat concerned.

Guidelines on the completion of a proposal for a new work item (see also the ISO/IEC Directives Part 1 and the associated ISO/IEC JTC 1 Supplement)

- a) **Title of the proposed deliverable:** Indicate the subject of the proposed new work item.
- b) **Scope of the proposed deliverable:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new publication, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).
- c) **Envisaged publication type:** Details of the types of ISO/IEC deliverable available are given in the ISO/IEC Directives, Part 1 and/or the associated JTC 1 Supplement.
- d) **Purpose and justification of the proposal:** Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related Business Plan.*
- 1) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
 - 2) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
 - 3) Feasibility of the activity: Are there factors that could hinder the successful establishment or global application of the standard?
 - 4) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question, or for adoption in a future regulatory system?
 - 5) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
 - 6) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
 - 7) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.
 - 8) If a series of new work items is proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.
- e) **Relevant documents:** List any known relevant documents (such as standards and regulations), regardless of their source.

NOTE: The following criteria f) and g) do not mandate any feature for adaptability to culture, language, human functioning or context of use. The following criteria require that if any features are provided for adapting to culture, language, human functioning or context of use by the new Work Item proposal, then the proposer is required to identify these features.

- f) **Accessibility:** Indicate here whether the proposed standard takes into account diverse human functioning and diverse contexts of use. If so, indicate how it is addressed in your project plan. Indicate how the guidelines of ISO/IEC Guide 71 (Guidelines for standards developers to address the needs of older persons and persons with disabilities), ISO/IEC TR 29138-1 (Information technology -- Accessibility considerations for people with disabilities -- Part 1: User needs summary), and ISO TR 22411 (Ergonomics data and guidelines for the application of ISO/IEC Guide 71 to products and services to address the needs of older persons and persons with disabilities) have been implemented in the proposal, or why they are not deemed to be relevant.
- g) **Cultural and linguistic adaptability:** Indicate here if cultural and natural language adaptability is applicable to your project. If so, indicate how it is addressed in your project plan. Typical examples of requirements include:
- 1) for text or speech, the user shall be able to choose the natural language of input and output sentences and the language captured shall be identified;
 - 2) for character coding, the code shall be clearly identified for correct input and rendering;
 - 3) for sorted lists, linguistic user order expectations shall be respected (see ISO/IEC 14651 International string ordering and comparison);
 - 4) cultural variations in the way concepts are perceived in different countries shall be respected; and
 - 5) input methods used in a given country shall also be supported.

For a list of what is required in most IT products, see ISO/IEC TR 19764 (Guidelines, methodology, and reference criteria for cultural and linguistic adaptability in information technology products) and ISO/IEC TR 11017 (Framework for internationalization).

- h) **Liaisons:** List the relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s).
- i) **Preparatory Work:** When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal. In this case, provide the document publication date, implementation history and national/global adoption experience.