

# ISO/IEC JTC 1/SC 32 N 0704

Date: 2001-10-22

REPLACES: --

<p style="text-align: center;"><b>ISO/IEC JTC 1/SC 32</b></p> <p style="text-align: center;"><b>Data Management and Interchange</b></p> <p style="text-align: center;"><b>Secretariat: United States of America (ANSI)</b></p> <p style="text-align: center;"><b>Administered by Pacific Northwest National Laboratory on behalf of ANSI</b></p>
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<b>DOCUMENT TYPE</b>	Other Document (Open)
<b>TITLE</b>	Action Items – Victoria, Canada SC32 Opening Plenary – 22 Oct 2001
<b>SOURCE</b>	SC 32 Secretariat
<b>PROJECT NUMBER</b>	
<b>STATUS</b>	Action item list for the Victoria meeting
<b>REFERENCES</b>	
<b>ACTION ID.</b>	ACT
<b>REQUESTED ACTION</b>	Please act on these items at Victoria
<b>DUE DATE</b>	
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available from the JTC 1/SC 32 WebSite [www.jtc1sc32.org](http://www.jtc1sc32.org)

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**Action Items – Victoria SC32 Opening Plenary**  
**22 Oct 2001**

Line #	Agenda Item	Description	Attention	Date	Remarks	Resulting SC 32 Document
	3	Add. 1. 11.4 UK position with SC32/WG5 2. 20.1 UK proposal for sponsoring authority for 6523-2			20.1 assigned to WG2, need a resolution.	
	4	Drafting Committee (WG1) xxxxxx, (WG2) Dan Gilman, Horiuchi san, (WG3) xxxxxx, (WG4) Mike Newton, (WG 5) xxxxxx		-	Standard templates provided for each WG	32N0708
		Action Item Recorder Baba Piprani/Canada Meeting Report: Dan				
	5.	Business Plan Each WG to review and provide input to Item 2 and item 3 (Market relevance, risks and strategies) from the WG perspective	All WGs		Please provide changes if any	32N0675
	6	Secretariat report We have been lax in providing liaison reports for distribution. Appreciate any help.	All WGs		See document	32N0676

Line #	Agenda Item	Description	Attention	Date	Remarks	Resulting SC 32 Document
	7	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			
	8	Business Plans. Call on WG's to provide any revisions	All WGs			
	9	Convenors to review standards coming up for periodic review and make appropriate plan for direction that the WG desires to take. 9.1 Nov 2000 JTC1 Resolutions. Bruce B. has cancelled plans to attend November 2001 Hawaii JTC1 meeting, Frank Farance attending in lieu. Any input? 9.2 Copyright protection. FDIS and up is copyrighted. If you have sites with draft standards, please protect.	All Convenors			32N0608  32N0671

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	10.	<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 review their standards that are not in update status, i.e. standing currently, and provide possible position in resolutions on upcoming standards for review i.e. advance notification of update or deletion of standard</p> <p>Each WG to provide any previous machine readable standards to Doug if available to be incorporated on the CD</p>	All WGs	By close		

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	11.2	<p>Convenors to review their project summaries as provided by the secretariat, along with Scope and Normative references in Terms and Definitions section. These will be made publicly available on the Web re: publicly available specifications, if permitted, on JTC1 ballot</p> <p>WG1met earlier, Ask WG1 to fold Resolution 6.6.4 into current meeting resolutions.</p>	<p>All Convenors</p> <p>WG1</p>			
	11.4	<p>Ad hoc group to meet re: WG5 (Note WG3's position also). Japan is seriously considering withdrawing from WG5.</p> <p>Bruce Catley is acting convenor in absence of UK's (John H) inability to attend.</p> <p>Canada, Japan, UK, Korea. (Active participation, papers to discuss)</p>	Ad Hoc Group + WG5			
	12.1	Template for resolutions and tables have been passed to WG convenors for their use in submitting final resolutions	All WG	--		
	12.1	Program of work – please check dates and fill in blanks, come up with editorships where needed within WG's	All WGs			

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	12.1	WG Resolutions need to be delivered to Drafting Committee no later than 1400 hrs Thursday 25 <sup>th</sup> Oct 2001 in electronic format. No paper copies please.	All WGs			32N0710 32N0712 32N0714 32N0716 32N0718
	12.1	WG/RG Meeting Reports need to be delivered to Drafting Committee no later than 1400 hrs Thursday 25 <sup>th</sup> Oct 2001 in electronic format. No paper copies please.	All WGs			32N0711 32N0713 32N0715 32N0717 32N0719
	13	Crucial we get out Human sexes doc , next month drop dead date	WG2			IS:5218
	15	Meeting period 10-14 months, and subject to host country offers.	Drafting committee	--	Korea offers to host next SC32 meeting in Seoul April 29 – May 10	
		Need resolution (like as before Canada needed in Helsinki), possibility of meeting fee.	Drafting committee		US tentatively offers to host for 2003	
					Germany tentatively offers to host for 2004	
	15	Convenors and secretariat to inform host Korea 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.	