

ISO/IEC JTC 1/SC 32 N 0936

Date: 2003-01-27

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REPLACES: --

<p style="text-align: center;">ISO/IEC JTC 1/SC 32</p> <p style="text-align: center;">Data Management and Interchange</p> <p style="text-align: center;">Secretariat: United States of America (ANSI)</p> <p style="text-align: center;">Administered by Pacific Northwest National Laboratory on behalf of ANSI</p>
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DOCUMENT TYPE	Other Document (Open)
TITLE	Action Items – Santa Fe SC32 Opening Plenary – 27 January 2003
SOURCE	SC 32 Secretariat
PROJECT NUMBER	
STATUS	Action item list for the Santa Fe meeting
REFERENCES	
ACTION ID.	ACT
REQUESTED ACTION	Please act on these items at Santa Fe
DUE DATE	
Number of Pages	4
LANGUAGE USED	English
DISTRIBUTION	P & L Members SC Chair WG Conveners and Secretaries

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Action Items – Santa Fe SC32 Opening Plenary
27 January 2003

Line #	Agenda Item	Description	Attention	Date	Remarks	Resulting SC 32 Document
	3	Action Item Recorder Tim Bourne				32N0936
	4	Drafting Committee (WG1) (Jake Knoppers), (WG2) Tim Bourne, (WG3) Krishna, (WG4) xxxxxx		-		32N0938
	6	Each WG to review and provide input to Item 2 and item 3 (Market relevance, risks and strategies) from the WG perspective	All WGs		See document N0880	
	6	SC32 site to incorporate relevant content from Business Plan	Secretariat			
	7	UK to convene group to resolve status of RG1 by developing one or more resolutions for consideration at closing plenary.	UK HoD	5 pm Tuesday 28 Jan	D Mann, R Gates, P Brown, J Melton + others interested	
	8.3	Liaison proposal required to cover new liaison request from TC127 WG2.	WG2		See document N0924	
	9.2	Secretariat to review policy on locking documents on web site, and produce two resolution: one for SC32 policy, another making recommendations to JTC1.	Secretariat with F Farance		For review before closing plenary	
	9.3	Make recommendations on JTC1 resolution 51	WG2		See documents N0917 and N0932	

	9.4	Make recommendations on JTC1 resolution 39	US + others interested	5 pm Monday 27 Jan	See document N0918	
	9.5	Make recommendation based on N0913 and N0914.	US & Canada			
	10.1, 10.2, 10.3	Review and update documents N0915, N0897, N0898, N0899	All WGs			
	10.4	Review and propose action on N0919 & N0928	WG2			
	11	Review proposed dates for 2004 meeting and discuss with other WGs and with SC32 chair	All WGs			
	12.1	Convenors to review standards coming up for periodic review and make appropriate plan for direction that the WG desires to take. 32N0915	All Convenors			
	12.1	Liaison reports is responsibility of WG's to produce and provide to secretariat	All WGs			
	12.1	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	All Convenors			
	12.1	Template for resolutions and tables have been passed to WG convenors for their use in submitting final resolutions	All WGs	--		
	12.1	Program of work – please check dates and fill in blanks, come up with editorships where needed within WG's	All WGs			

	12.1	WG Resolutions need to be delivered to Drafting Committee no later than 1300 hrs Thursday 30 January in electronic format. No paper copies please.	All WGs			32N0941 32N0943 32N0945 32N0947
	12.1	WG/RG Meeting Reports need to be delivered to Drafting Committee no later than 1300 hrs Thursday 30 January in electronic format. No paper copies please.	All WGs			32N0942 32N0944 32N0946 32N0948
	14	WG convenors to alert SC32 chair of any potentially controversial issues for closing plenary.	All WGs			
	15	Convenors and secretariat to inform China re: needs and requirements for WG rooms, space, audio/visual, copying etc. at the next SC 32 meeting.	All WGs Secretary			
	16	Reports of Ad Hoc Groups	Ad Hoc Groups		See earlier action items	