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# Guidelines for the production, distribution and storage of SC32 documents.

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## **1 Introduction**

Resolution 9.1 of the 23-25 February 1998 JTC 1/SC 32 meeting [N00073] requested one author (Jim Melton) of the present paper to review the most recent JTC 1 Policy on Electronic Operations [N00081] and prepare a document recommending options for document distribution within SC 32. The two authors have worked with members of the former SC21/WG3 for several years to evolve practices that have been proven in action. The present paper proposes these practices for use by SC32.

The practices proposed by this paper are not in conflict with JTC 1 policy [N00081], but they sometimes specialise those policies in ways that better suit the requirements of SC32's projects and activities.

The purpose of this paper is to explain the existing SC32 paper archive and the use of that archive, as well as to establish SC32 practices for document distribution using that archive.

## **2 Fundamental Principles**

The present paper is based on a small number of fundamental principles, which the authors believe to be useful in establishing document distribution policies in SC32's environment, where technical standards are developed in an open environment.

- All documents used in the operations of SC32 and its subsidiary organisations must be made available to every active participant as expeditiously as possible.
- If all documents used by a particular segment of SC32 are available in the same format, ease of using those documents by participants will be enhanced.
- Certain documents must, by ISO policy, be protected from access by the general public; those documents must still be made available to active participants. Other documents need not be protected. However, the document repository itself must be protected from malicious use, such as deletion of files and storage of inappropriate material.
- Some documents are by nature used in non-revisable ways, while others are used in situations where they are revised by multiple participants. Document formats for each approach must be permitted.
- Many participants download all papers regardless of title, status, author, etc., and thus require a "bulk download" capability. Other participants selectively download papers based on characteristics like title, status, and author; they therefore require some sort of directory containing this information along with links to the papers themselves. Both facilities should be provided to maximise availability of documents.

## **3 The SC32 Archives**

The SC32 standards archives consist of a primary FTP site.

The Uniform Resource Locators (URLs) for the primary site is:

<ftp://sqlstandards.org>

The establishment of mirror sites is encouraged but such sites are current known.

The primary site is furnished by JCC Consulting, Inc. of Granville, Ohio, U.S.A.

## **4 Security Policy**

A security policy for the use of the SC32 Archives has been established.

Such a policy is necessary in order to:

- a) Protect the organisations that are hosting the archives, as far as possible, from problems that might arise from unauthorised persons storing illegal or otherwise unacceptable material on the sites.
- b) Restrict access to copyright material.

This policy continues to be fine-tuned and an updated revision of the present paper will be issued whenever changes are made in the future.

The following types of user are distinguished:

- General Public
- SC32 Participants (including National Body participants)
- Editors
- Convenors / Rapporteurs
- Archivists

#### **4.1 General Public**

The general public may only retrieve files from the non-private directories

#### **4.2 SC32 Participants**

SC32 participants have all the privileges of the General Public and in addition can retrieve files from the private subdirectories .../Progression\_Documents and their subdirectories (or equivalent) and may store files in any directory other than the private subdirectories.

In addition, they may overwrite files, rename them, or delete them in the directories where they can store files.

#### **4.3 SC32 Editors**

SC32 Editors may store files in the .../Progression\_Documents (or equivalent) directory and its subdirectories of their appropriate projects.

#### **4.4 Convenors / Rapporteurs**

Convenors and Rapporteurs may create directories anywhere beneath the parent directory for which they are responsible.

#### **4.5 Archivists**

Archivists can do anything.

## **5 Access to the Archives**

### **5.1 Logging onto the Archive**

You will normally log onto the archive using one of two techniques, an FTP client program or a WWW browser program

If you log onto the archive using an FTP client program, then you will enter the domain name (“machine name”) portion of the URL (e.g., sqlstandards.org) along with the CONNECT command or in the connection dialog box (depending on whether your FTP client program presents a command-line interface or a windowing interface). You will then use ordinary FTP commands (command-line interface) or windowing operations (windowing interface) to navigate to the appropriate directories. Once you have connected to the archives, you will have to enter a username and a password.

In order to access only the public directories in a read-only mode, you should normally enter “anonymous” (case is not important) as the username and then enter your full Internet email address as the password. Please note that although no verification that the password actually corresponds to an email address that can receive mail takes place at that moment, verification that the address has the appropriate structure for an email address does take place. However, you are requested to use your correct email address so that the archivists can learn and track how the archives are being used and can aid you in finding problems in your use of the archives if and when those problems arise. Furthermore, the real IP address of the machine that you’re using is recorded and, to help resolve any problems that arise, all file transfers are automatically logged.

In order to access the archives for any purpose other than read-only access to only the public directories, you must log in using a username and password individually assigned to you by one of the SQL Archivists.

If you log onto the archive using a Web browser, such as Netscape Navigator or Microsoft Internet Explorer, you have reduced flexibility. First, you must specify the entire URL of the FTP site, as given

in above. Second, you will automatically be logged in as “anonymous”, but your email address may not have been made available to your browser; if your attempts to log into the FTP server with a Web browser are rejected with a message indicating that your password is incorrect, consider specifying your email address to your Web browser. Third, you will be unable to enter the QUOTE SITE commands necessary to identify yourself as an SC32 participant through your Web browser. The technology to support this exists but it is uncertain when, or if, the resources to provide it on this particular FTP server will become available. Therefore, we strongly suggest that you use an FTP client whenever you want to perform FTP operations on this server that require the QUOTE SITE commands.

### **5.2 Obtaining privileged access**

In order to either obtain privileged access you will have to identify yourself as an SC32 participant. To do this you must obtain your own username and password from the archivists. Even such participants will not have all possible abilities with regards to the archives; only the Archivists will have unfettered access.

## **6 Contacting the Archivists**

For various reasons, you may need to contact the maintainers of the SC32 Archives, known as “the archivists”. At present the archivist is:

- Keith Hare

Keith is the archivist because his company is providing the computers on which the primary archive is provided.

The most appropriate way to contact the archivists is to send an email message to:

[SQL.archivist@sqlstandards.org](mailto:SQL.archivist@sqlstandards.org)

Case is not significant in that email address. This address is an alias that will forward your message to the archivist (and any others added in the future), maximising the possibility that it will be acted on in a timely fashion.

Keith may also be reached directly at:

[keith@jcc.com](mailto:keith@jcc.com)

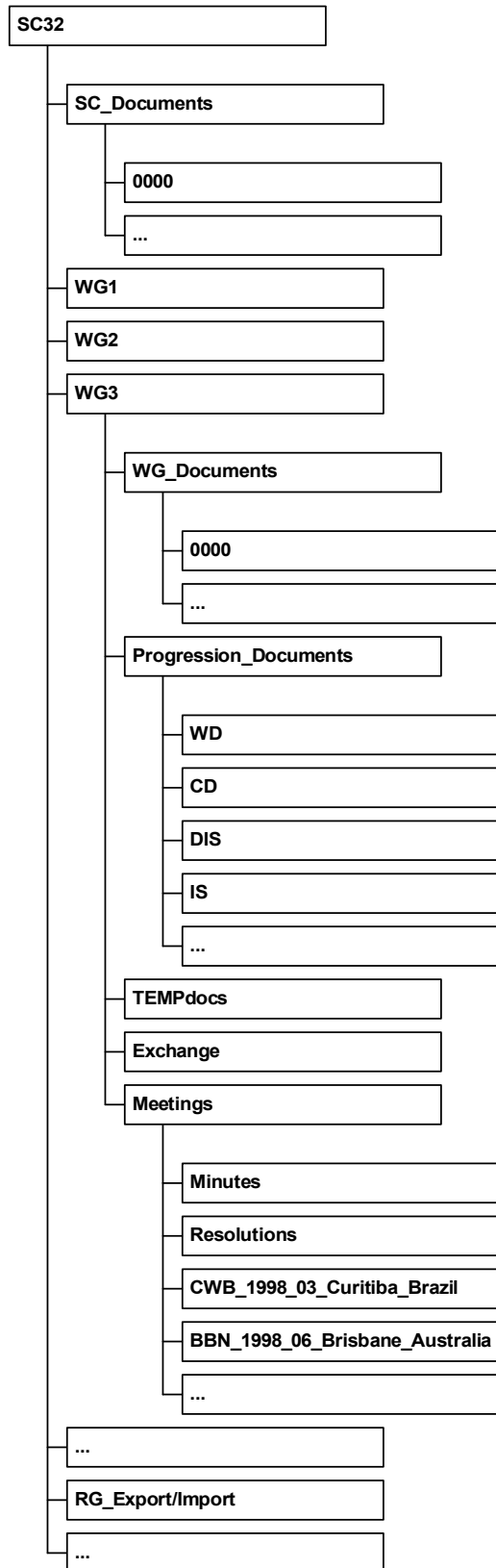
## **7 Structure of the Archives**

The SC32 Standards Archives begin at a directory named “SC32”. Under this directory are quite a few subdirectories (indeed, quite a few subdirectory trees).

Please be aware that the archives may be resident on UNIX systems and the directory (and file!) names are therefore case-sensitive for many operations. In general, FTP clients that present command-line interfaces are more likely to enforce this case-sensitive aspect while clients presenting windowing interfaces may sometimes appear to be more relaxed about it. Be careful, however, as you may encounter anomalies when using these more relaxed interfaces if there are directories or files present with names differing only in the case of one or more letters.

The subdirectories of SC32 are as shown on the following page.

Directory Structure of ftp://sqlstandards.org/SC32/



<u>(Sub)directory name</u>	<u>(Sub)directory purpose</u>
SC32	Subcommittee Repository (including) Document Register
0000	SC documents with N numbers in the range 0000 up to and including 0999 Name: Nxxxx.yyy
...	SC documents with N numbers in the range x000 up to and including x999 where x is any number from 1 to 9 inclusive. Name: Nxxxx.yyy
WGn	Working Group Repository Standing documents: Member List Liaison List Scope document Document Posting & Distribution Procedures Document Format Rules Administration Procedures & Guidelines email ballots etc. “How to write change proposals” Templates for standard documents e.g. ballot comments All WGs would have basically the same structure but may differ in order to accommodate that particular group’s working practices.
WG_Documents	WG Document repository (including) Document Register
0000	WG documents with N numbers in the range 0000 up to and including 0999 Name: nNxxxx.yyy
...	WG documents with N numbers in the range x000 up to and including x999 where x is any number from 1 to 9 inclusive. Name: nNxxxx.yyy
Progression Documents	Formal ISO documents for progression
WD	Working Drafts Name: (see 9.2 Working Drafts and Progression Documents)
CD	Committee Drafts and Final Committee Drafts Name: (see 9.2 Working Drafts and Progression Documents)
DIS	Draft International Standards Name: (see 9.2 Working Drafts and Progression Documents)
IS	International Standards Name: (see 9.2 Working Drafts and Progression Documents)
...	Other directories for other types of progression documents such as DCORs, TRs etc. Name: (see 9.2 Working Drafts and Progression Documents)
Meetings	The repository of documents relating to meetings of the Working Group or Editing Meetings related to Projects assigned to it.
Minutes	Minutes of all meetings Named: yyyy_mm_Place_Country
Resolutions	Resolutions passed by all meetings Named: yyyy_mm_Place_Country
AAA_yyyy_mm_Place_Country	All papers related to a given meeting, where: AAA (airport) Code Yyyy_mm year and month of start of meeting
...	Other meetings
TEMPdocs	Temporary storage for files in transit – please clean up after yourself!
Exchange	(Semi-)permanent files of relevant to the WG. For example,

	presentations, background documents, articles.
RG_Title	Rapporteur Group document repository Note: An RG may have an equivalent subdirectory structure to a WG and if the WG is subdivided into RGs then one or more RG subdirectory structures may be substructures of the WG directory structure.
...	Other types of associated groups may be accommodated with their own directory trees.

As an SC32 participant, you are free to browse in any part of this archive, but you are requested to refrain from changing any files for which you are not responsible and in general to refrain from putting files into the subtrees of Working/Rapporteur Groups with which you are not associated. This is nothing more than common courtesy, not anything that any readers of this paper are likely to violate.

## 8 File Formats

The choice of the file format for documents placed in the archive shall be appropriate to the type of document (i.e., revisable or non-revisable text), or any special needs (e.g., graphics, test suites, use of tables etc.). Formats acceptable in the archive, and the extensions that identify them are listed in Table 1, below.

The authoritative version of any document should, if possible, be in Portable Document Format (pdf), but it may *rarely* be in ASCII text, Postscript format, or even (*very rarely!*) a proprietary format such as Microsoft Word or Excel.

Where the authoritative version is in PDF or Postscript, a more easily revisable version is also encouraged, especially if the document is large. Such a text or word processor version should not be regarded as authoritative, because the text will lack effects such as bold face, italic, and strike-out, while a word processor version may be inadvertently modified by differences in styles, auto-numbering, and other effects that tend to vary according to the way in which the document was originally edited.

Posting of any document in word processor format *only* is strongly discouraged.

**Table 1. File Formats and extensions**

Format	Extension	Transfer mode	Comments
Portable Document Format.	pdf	binary	This is the preferred format, because it is the most satisfactory format for representing a printable document.
Pure text (ASCII) format.	txt	ASCII	A document in txt format should use the character set ISO 8859-1.
Postscript.	ps	ASCII	Deprecated, except in cases where neither Acrobat nor Ghostscript is available for the platform used. It is the responsibility of the poster of the document to ensure that every intended recipient can read and print it.
Rich Text Format.	rtf	ASCII	Avoids macro viruses, but some word processors generate unsatisfactory formats.
Microsoft Word document format.	doc	binary	This format is discouraged because of the possibility that it may carry malware.
Microsoft Excel format.	Xls	binary	This format is discouraged because of the possibility that it may carry malware.

Format	Extension	Transfer mode	Comments
WordPerfect document format, version y.x, where y>=5	pyx	binary	Wordperfect 7 and subsequent versions are upward compatible with previous versions.
Hypertext Markup Language format.	htm	ASCII	While the preferred format for WWW display, it is less suitable for printable documents because it does not deal with page numbers.
EXtensible Markup Language	xml	ASCII	This format should be used primarily for submitting pre-marked-up change proposals to editors, such as the text of Possible Problems.

## 9 File naming

### 9.1 Non-progression Documents

The name of a file shall be of the form *F.E*, where *F* is the document number and *E* is the extension.

For a Subcommittee document, *F* shall be of the form *Nnnnn*, where *nnnn* is the number of the document, allocated by the Chairman.

For a Working Group document, *F* shall be of the form *xNnnnn*, where *x* is the WG number, *nnnn* is the number of the document, allocated by the Convener. For example, “3N0123” is the *F* value for the filename associated with document ISO/IEC JTC 1/SC 32/WG 3 N0123 (document number 123 in Working Group 3).

For meeting specific documents, *F* shall be of the form *aaannn*, where *aaa* is the three letter code identifying the meeting at which the document is to be considered, and *nnn* is the number allocated by the Convenor/Rapporteur. For example, “bbn025” is the *F* value for the file name associated with document WG3:BBN-025 (as well as WG1:BBN-025, WG2:BBN-025, etc.). The three letter code should be provided in lowercase letters only.

A revised document shall be identified by appending “r1”, “r2”, ... to *F*. (Versions of a document preceding a revised document should not be deleted from the archives, but should remain there for historical purposes.)

Each file name shall contain an extension *E* identifying the format, as specified in Table 1.

### 9.2 Working Drafts and Progression Documents

All “base documents” generated by SC32/WG3 that are found on the so-called SQL-standards archives (located at <ftp://sqlstandards.org/SC32>) are to be stored in files using filenames that are formed using the conventions described in this document.

The general structure of the filenames for documents other than “final” documents (IS, AMD, and COR) is:

```
<gen><stage>[<ballotrep>[<revision>][<peek>]][-part]-<name>.<year>.<month>
```

where:

- Square brackets ([ and ]) are used to indicate optional components.
- <gen> is a 1-digit value indicating the “generation” of the standard with which the document is associated. For example: SQL-86 is generation “0”, SQL-89 is generation “1”, SQL-92 is generation “2”, SQL:1999 is generation “3”, and SQL:200x is generation “4”.
- <stage> is a 2-, 3-, 4-, or 5-character value indicating the processing stage (in ISO) of the document.

- Neither “IS”, “COR”, nor “AMD” are valid <stage> values, since International Standards documents are posted using a filename that approximates their actual standard number: ISO-9075-3-1999, for example.
- <ballotrep> is an optional 1-digit value indicating the number of times that a document has been balloted at a given stage. “1” indicates the first ballot, “2” indicates the second ballot (implying that the first ballot failed), etc.
- <revision> is the letter “R” (note: capital letter) followed by a single digit indicating the revision of the document; this component is omitted on the first publication of a given document (which is why <revision> is indicated as being optional when <ballotrep> is specified). “R1” means “the first revision after the first publication” and is normally issued after a ballot resolution meeting (an “editing meeting”) that has recessed to be continued at a subsequent time.
- <peek> is the two letters “SP” (note: capital letters) followed by a single digit. This component is used only when a “sneak peek” document has been prepared for WG review, which is normally done only following an Editing Meeting that recommends progression to the next stage of ballot. “SP1” indicates the first, or only, sneak peek edition; “SP2” indicates the second, and so forth. If <revision> is included, then <peek> is excluded; if <peek> is included, then <revision> is excluded.
- <part> is a 2-digit value indicating the part of the standard. It is optional because standards that are not divided into parts do not have this value.
- <name> is the “generic name” of the document in question. “framework” is used for SQL/Framework, and so forth.
- <year> is the 4-digit value representing the Gregorian year during which the document was published.
- <month> is the 2-digit value representing the Gregorian month during which the document was published.

The general structure of the filenames for “final” documents (IS, AMD, and COR) is:

ISO-<standard>[-part]-<year>[-<mod><incr>-<modyear>]

where:

- Square brackets ([ and ]) are used to indicate optional components.
- <standard> is the ISO or ISO/IEC number assigned to the standard.
- <part> is a 2-digit value indicating the part of the standard, as indicated above for non-final documents. It is optional because standards that are not divided into parts do not have this value.
- <year> is the 4-digit value representing the Gregorian year during which the document was published.
- <mod> is a 3-character value indicating the type of modifying document, as indicated in the following table. If no <mod> component is specified, then the document is an International Standard (IS).
- <incr> is a 1-digit value indicating the number of the current modifying document among all modifying documents of the same type that modify the document indicated by <standard> and, if specified, <part>.
- <modyear> is the 4-digit value representing the Gregorian year during which the modifying document was published.

## 10 Distribution

- 1) A contribution, technical or otherwise, to the work of a WG or RG is deemed to be *on time* for consideration at a meeting if:
  - a) It carries a SC32 or Working Group number, obtainable on application to the SC32 Secretariat, or appropriate Convenor / Rapporteur, and

- b) At least four weeks prior to the opening of that meeting, as measured in UTC - 11:00, it is posted to the appropriate sub-directory of the archive in the appropriate format(s) and notification sent by e-mail to the appropriate e-mail reflector.
- 2) A contribution, technical or otherwise, to the work of SC32 is also deemed to be on-time, even if it is hand-carried to the meeting, if it directly responds to an on-time contribution and does not contain substantial new content. The determination of new content in a response contribution is made by the Convener or Rapporteur, subject to overrule by a majority of the national bodies present.
- 3) A contribution that is not on-time is said to be *late*, whenever distributed, and is eligible to be considered only after every on-time contribution, and only then if no National Body objects.
- 4) Every on-time contribution (whether change proposal, response paper, or discussion paper) takes priority over any late contribution.
- 5) Provided there is sufficient time, a late contribution may be discussed during a meeting, but action on it will depend upon agreement by the national bodies present.
- 6) The representative(s) of any National Body may object to action being taken on a late contribution. To be effective, an objection must be raised before the opening of formal discussion of that contribution.
- 7) If a late contribution is objected to, then no action may be taken on any proposals in that contribution at that meeting.
- 8) By majority vote of participating National Bodies, a late contribution may be considered as a candidate for immediate processing by e-mail ballot, subject to the agreed procedures for Working Group / Rapporteur Group e-mail ballots (see appropriate standing documents).
- 9) To be considered at a future meeting a late contribution must satisfy the requirements for an on-time contribution at that meeting, i.e. it must be reposted, with a new number in the case of a Working Group contribution.

## **11 E-mail reflectors**

The address of the e-mail reflector for SC32/WG3 is:

`isodbl@sqlstandards.org`

This e-mail reflector contains the addresses of each participant in the work of WG3 and/or the e-mail addresses of e-mail reflectors for National Body organizations corresponding to SC32/WG3.