ISO/IEC JTC 1 N8324

2006-10-07

Replaces:

ISO/IEC JTC 1
Information Technology

Document Type: resolutions

Document Title: Resolutions from the 18-22 September 2006 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A) - Brussels, Belgium

Document Source: SWG-A Secretariat

Project Number:

Document Status: This document is circulated to JTC 1 National Bodies for review and consideration at the November 2006 JTC 1 meeting in SA.

Action ID: ACT

Due Date:

No. of Pages:

.

ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)

JTC 1 SWG-A N 218

2006-09-22

Document Type:	Resolutions
Title:	**Resolutions from the 18-22 September 2006 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A) - Brussels, Belgium**
Source:	JTC 1 SWG-A Secretariat
Action ID:	
Requested Action:	Resolutions adopted at the September 2006 meeting of the JTC 1 SWG on Accessibility.

Resolutions from the 18-22 September 2006 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A)
Brussels, Belgium

SWG-A Brussels Resolution 1: ISO/TC 159/WG 2 Secretariat Presentation on the Status of ISO/PDTR 22411

The JTC 1 Special Working Group on Accessibility thanks Dr. Kenji Kurakata, the ISO/TC 159/WG 2 Secretariat, for his excellent presentation on the status of ISO/PDTR

22411.

Acclamation

SWG-A Brussels Resolution 2: Category C Liaison with the Telecommunications and Electronic and Information Technology Advisory Committee (TEITAC)

The JTC 1 Special Working Group on Accessibility accepts the US National Body request to establish a Category C Liaison with the Telecommunications and Electronic and Information Technology Advisory Committee (TEITAC) and appoints Mr. Alex Li (US) as the liaison officer. The SWG-A instructs its Secretariat to forward this request for JTC 1 approval.

Unanimous

SWG-A Brussels Resolution 3: Appointment of Convener for Task Group 2 on Accessibility Standards Inventory and Gap Analysis

The JTC 1 Special Working Group on Accessibility appoints Mr. Alex Li (US) as the Convener of Task Group 2 on Accessibility Standards Inventory and Gap Analysis.

Unanimous

SWG-A Brussels Resolution 4: Completion of Ad Hoc 1 on Gap Analysis

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 1 (Gap Analysis) and thanks Ms. Josée Auber (France) for her leadership of the activity.

Acclamation

SWG-A Brussels Resolution 5: Copyright Issues

The Convener of the JTC 1 Special Working Group on Accessibility will contact the ISO Central Secretariat and other relevant organizations on copyright issues related to the referencing and quoting of standards. The results of the inquiry will be conveyed to the SWG-A participants.

Unanimous

SWG-A Brussels Resolution 6: Establishment of Ad Hoc 9 on User Needs Mapping and Gap Analysis

The JTC 1 Special Working Group on Accessibility establishes the Ad Hoc 9 on User Needs Mapping and Gap Analysis to do the User Needs Mapping and Gap Analysis on sample standards. Ad Hoc Leaders: Dr. Jim Carter (Canada) and Dr. Hajime Yamada (Japan). The following sample standards and initial participants were identified:

- Confirm ISO Guide 71 - Ms. Andi Snow-Weaver (US)
- Confirm ISO 9241-20 - Dr. Hajime Yamada (Japan) and Ms. Andi Snow-Weaver (US)
- JIS X 8341-5 - Mr. Shigetoyo Nomura (Japan)
- ISO 9241-171 - Dr. Jim Carter (Canada) and Dr. Gregg Vanderheiden (JTC 1/SC 35)
- WCAG 2.0, UAAG 1.0 and ATAG 2.0 - Ms. Judy Brewer (W3C/WAI)
- Section 508 - Mr. Alex Li (US)
- Individualized Adaptability and Accessibility for Learning, Education and Training - ISO/IEC 24751 Parts 1, 2 and 3 - Mr. Andy Heath (UK)
- FSG Keyboard I/O and FSG AT SPI specification - Ms. Janina Sajka (Free Standards Group)
- Section 255 - Dr. Gregg Vanderheiden (JTC 1/SC 35)
- ITU-T F.700 and E.135 - Ms. Josée Auber (France)
- EN 1332-4 - Dr. John Gill (UK)

Additionally, the ad hoc will develop instructions (including examples of user needs mapping on a sample set of standards and draft standards) for use by SDOs. The following overall method is recommended in the development of instructions:
1st pass user needs mapping (direct mapping): Step through user needs. Identify provision(s) in the standard that directly address specific user needs and record the specific clause of the standard addressing the user need as "directly addressing". Optionally include the text of provisions.

2nd pass user needs mapping (related mapping): Look at user needs not yet addressed. Identify other provision(s) in the standard that are related in any way to these user needs and record them as "related". Optionally record the text of provisions or the references and relationship type (type of matching).
These instructions will also include information on how mapping is recorded and reported.

A call for additional ad hoc participants will be issued.

Unanimous

SWG-A Brussels Resolution 7: Gap Analysis Model/Methodology (between now and April 2007 meeting)

The JTC 1 Special Working Group on Accessibility agrees to the following Gap Analysis model/methodology for use between now and the April 2007 meeting:
Step 1 [New SWG-A ad hoc] performs User Needs Summary Version 1.0 Mapping – direct mapping of user needs to the sample set of accessibility standards and consolidates the results in a first pass gap analysis.

Step 2 [SWG-A] sends out query to SDOs for user needs where (from the first pass gap analysis) it appears there are no standards (Do you have standards to cover these user needs?).

Step 3 [SWG-A] collects responses and revises the gap analysis.
Unanimous

SWG-A Brussels Resolution 8: Agreement Not to Filter the User Needs Summary by Domain

The JTC 1 Special Working Group on Accessibility agrees not to filter the User Needs Summary by domain.

Unanimous

SWG-A Brussels Resolution 9: Appreciation to ITU-T and ETSI Rapporteurs and Editors

The JTC 1 Special Working Group on Accessibility sends special thanks to Mr. Bill Pechey and Mr. Gunnar Hellström (ITU-T and ETSI Rapporteurs and Editors), as without their expertise and contributions this Accessibility Standards Inventory would not have been possible.

Acclamation

SWG-A Brussels Resolution 10: Version 2.0 of the Accessibility Standards Inventory for Computer Hardware, Software, Communications, Public Access Terminals and Consumer Electronics Domains

The JTC 1 Special Working Group on Accessibility accepts SWG-A N 211 (replaces SWG-A N 201) as mature enough to release as Version 2.0 for the Accessibility Standards Inventory for the Computer Hardware, Software (including application software), Communications (that relate to user interface), Public access terminals including voting machines, and Consumer Electronics (includes multimedia standards) domains.

Unanimous

SWG-A Brussels Resolution 11: Completion of Ad Hoc 3 on Data Collection for Standards Inventory

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 3 (Data Collection for Standards Inventory) and thanks Mr. Alex Li (US) for his leadership of the activity.

Acclamation

SWG-A Brussels Resolution 12: Version 1.0 of the User Needs Summary

The JTC 1 Special Working Group on Accessibility accepts SWG-A N 212 as mature enough to release as Version 1.0 of the User Needs Summary.

Unanimous

SWG-A Brussels Resolution 13: Completion of Ad Hoc 4 on User Needs Summary

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 4 (User Needs Summary) and thanks Ms. Andi Snow-Weaver (US) for her leadership of the activity.

Acclamation

SWG-A Brussels Resolution 14: Establishment of Ad Hoc 10 on User Needs Document Maintenance

The JTC 1 Special Working Group on Accessibility establishes Ad Hoc 10 on User Needs Document Maintenance. Additional comments, additions or proposed changes to the User Needs Summary will be compiled for future consideration. Questions or requests for clarification on the User Needs Summary will be addressed by this ad hoc.
 Ad Hoc Leader: Ms. Andi Snow-Weaver (US). Participants: Mr. Tom Albin (US), Mr. Alex Li (US), Mr. Shigetoyo Nomura (Japan), Mr. Michael Takemura (US), Dr. Gregg Vanderheiden (JTC 1/SC 35). A call for additional participants will be issued.

Unanimous

SWG-A Brussels Resolution 15: Establishment of Ad Hoc 11 on Reference Materials for the User Needs Summary

The JTC 1 Special Working Group on Accessibility establishes Ad Hoc 11 on Reference Materials for the User Needs Summary to develop and use a template/format to gather

reference materials for the User Needs Summary. Ad Hoc Leader: Ms. Mary Frances Laughton (Canada). Participants: Mr. Toshihiro Suzuki (Japan) and Mr. Michael Takemura (US). A call for additional participants will be issued.

Unanimous

SWG-A Brussels Resolution 16: Acceptance of the User Needs Summary Introduction

The JTC 1 Special Working Group on Accessibility accepts SWG-A N 209 as the Introduction to the User Needs Summary for incorporation into Version 1.0 of the User Needs Summary.

Unanimous

SWG-A Brussels Resolution 17: Completion of Ad Hoc 5 on User Needs Summary Introduction and Instructions

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 5 (User Needs Summary Introduction and Instructions) and thanks Dr. Hajime Yamada (Japan) for his leadership of the activity.

Acclamation

SWG-A Brussels Resolution 18: Acceptance of the Fostering User Participation and Involvement Document

The JTC 1 Special Working Group on Accessibility accepts SWG-A N 210, the document on Fostering User Participation and Involvement. The document will be posted to the SWG-A web site, distributed to the JTC 1 community and to any other distribution groups available to the SWG-A participants.

Unanimous

SWG-A Brussels Resolution 19: Completion of Ad Hoc 7 on Fostering User Participation and Involvement

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 7 (Fostering User Participation and Involvement) and thanks Mr. James Thurston (US) and Mr. Ken Salaets (US) for their leadership of the activity.

Acclamation

SWG-A Brussels Resolution 20: Acceptance of SDO and Disability Organization Outreach Presentations

The JTC 1 Special Working Group on Accessibility accepts the SDO Outreach (currently SWG-A N 213) and Disability Organization Outreach (currently SWG-A N 214) for immediate use.

Unanimous

SWG-A Brussels Resolution 21: Reconstitution of Ad Hoc 8 on Outreach

The JTC 1 Special Working Group on Accessibility reconstitutes Ad Hoc 8 on Outreach with a new scope:

- to continually review and maintain the SDO Outreach (currently SWG-A N 213) and Disability Organization Outreach (currently SWG-A N 214) presentations and materials

- to further develop informational materials as appropriate

- to maintain a matrix of committees where SWG-A members are involved and to whom they can take the presentation (and when)

- to issue a call to SWG-A members to find "missionary" volunteers to give presentations to groups where no SWG-A members are involved and to coordinate dissemination of the Fostering User Participation and Involvement document (SWG-A N 210)

- to assist ad hocs in generating feedback or question forms for their areas

Ad Hoc Leader: Dr. Kate Grant (JTC 1/SC 29). Participants: Mr. Tom Albin (US), Ms. Helle Bjarnø (Visual Impairment Knowledge Centre), Ms. Judy Brewer (W3C/WAI), Mr. Andy Heath (UK), Ms. Mary Frances Laughton (Canada) and Mr. Yoshihiko Nakano (Japan). A call for additional ad hoc participants will be issued.

Unanimous

SWG-A Brussels Resolution 22: "Current Set" of Base Documents

A "current set" of the base documents (Introduction, User Needs Summary, Accessibility Standards Inventory, sample mappings, update standards inventory form, feedback form and the Fostering User Participation and Involvement document) will be available for distribution on request (in addition to the document register). An email address ("info-swg-a") will be established for those requesting information. The SWG-A Secretariat

will forward incoming requests to the appropriate ad hocs for action.

Unanimous

SWG-A Brussels Resolution 23: Outreach Matrix

Individuals whose information has been entered into the Outreach Matrix are encouraged to use the appropriate presentation material for SWG-A Outreach at meetings occurring in their geographical location. This first version of the Outreach Matrix is to be completed by 12 October 2006. Individual's email addresses will not be included in the published version of the Outreach Matrix.

Unanimous

SWG-A Brussels Resolution 24: Establishment of Ad Hoc 12 on JTC 1 Web Site Accessibility

The JTC 1 Special Working Group on Accessibility establishes Ad Hoc 12 on JTC 1 Web Site Accessibility. The SWG-A encourages JTC 1 and its Subcommittees to have accessible web sites and will provide guidance on this process and its rationale. The ad hoc is to work with the JTC 1 Special Working Group on Accessibility Convener in her dealings with the JTC 1 Secretariat to improve visibility of the SWG-A through the establishment of a link from the JTC 1 home page to the SWG-A web site. The SWG-A also requests that its meeting announcements be posted on the JTC 1 web site. Ad Hoc Leader: Ms. Mary Frances Laughton (Canada). Participants: Mr. Shadi Abou-Zahra (W3C/WAI), Ms. Josée Auber (France), Mr. Richard Clark (JTC 1/SC 29), Mr. Shigetoyo Nomura (Japan), Ms. Janina Sajka (FSG) and Ms. Andi Snow-Weaver (US). A call for additional ad hoc participants will be issued.

Unanimous

SWG-A Brussels Resolution 25: Updated Project Plan

The updated Project Plan (SWG-A N 215) will be distributed for 30-day review and comment. Activities referenced in the Project Plan will be initiated and their due dates may be modified due to the comments received. The comments will be reviewed by the Project Plan editor in consultation with the ad hoc leaders and will be incorporated into an updated version of the Project Plan.

Unanimous

SWG-A Brussels Resolution 26: Deadlines for 23-27 April 2007 SWG-A Meeting

The JTC 1 Special Working Group on Accessibility establishes the following deadlines for contributions for the 23-27 April 2007 meeting in Oslo, Norway:
Documents for the Norway meeting, particularly those raising new issues/new agenda items or those for which a final agreement at the meeting is desired, must be delivered to the Secretariat no later than 22 March 2007.

A proposed document revision from a project editor or ad hoc, which incorporates comments received prior to the meeting and which is intended to be developed further at the meeting, provided they are received at the Secretariat's office in a form suitable for immediate posting, not later than 4 April 2007.

Comments on posted documents provided they are received at the Secretariat's office in a form suitable for immediate posting, not later than 4 April 2007.
The final agenda for adoption and use at the Norway meeting will be posted to the JTC 1 SWG on Accessibility web site on 9 April 2007.

Unanimous

SWG-A Brussels Resolution 27:   Meaningful File Names for All SWG-A Documents

The JTC 1 Special Working Group on Accessibility directs the Secretariat to include meaningful short titles (in addition to the SWG-A document numbers) within the file names of all files that can be downloaded from the main SWG-A document register.

The Secretariat may also consider providing an alternate document register with the current short titles to meet the needs of those users who cannot access longer file names.

Unanimous

Appreciation Resolutions

A. The JTC 1 Special Working Group on Accessibility expresses its appreciation to the Pre-Standards Department of the European Committee for Standardization (CEN/PSD), for arranging and hosting this meeting at the CEN/CENELEC Meeting Center in Brussels, Belgium and for providing the lovely lunches. In particular, the JTC 1 SWG on Accessibility expresses its special thanks to Mr. Luc Van den Berghe and Ms. Nancy Walker of CEN/PSD and to Mr. Youni Allali and Ms. Soumaya Bouzerda of the CEN/CENELEC Meeting Center for their welcoming remarks, excellent preparation and hard work before the meeting and their outstanding and flexible support during the meeting.

Acclamation

B. The JTC 1 Special Working Group on Accessibility expresses its appreciation to the

drafting committee members: Mr. Tom Albin (US), Ms. Josée Auber (France), Dr. Jim Carter (Canada), Mr. Shigetoyo Nomura (Japan), Dr. Gregg Vanderheiden (JTC 1/SC 35), Dr. Hajime Yamada (Japan) and Ms. Jennifer Garner (SWG-A Secretariat).

Acclamation

C. The JTC 1 Special Working Group on Accessibility expresses its appreciation to its Convener (Ms. Karen Higginbottom), Secretariat (Ms. Jennifer Garner), Task Group 1 Co-Conveners (Dr. John Gill and Mr. Michael Takemura) and Task Group 2 Convener (Mr. Alex Li) for their leadership of this activity.

Acclamation

Disposition of agenda items that did not result in a resolution or further action

Agenda Item Number	Item	Comment
5.1	ISO/TC 159 Liaison Officer Report	report reviewed - no action taken
5.2	CEN/ISSS Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA) Liaison Officer	report received - no action taken
5.3	ITU-T SG 16 Liaison Officer Report	no report received - no action taken
6.1.1	Regional Status Reports - Asia-Pacific - Japan	report received - no action taken
6.2	Regional Status Reports - North America	no written report received - no action taken
6.3	Regional Status Reports - Europe	no written report received - no action taken
6.4	Regional Status	no written report received - no action taken

	Reports - Other	
7.	Target Organizations for External Contact	participants to provide information on additional external contacts to the Ad Hoc 8 Leader, Dr. Kate Grant
9.	Contributions on Long Term Plans	contributions were reviewed and it was agreed, for budget purposes, that the SWG-A would need to continue for at least one more year
10.	JTC 1/SC 36 Contributions Concerning the SWG-A Meeting Schedule	it was agreed that the SC 36 contributions would be taken into consideration when scheduling future SWG-A meetings
11.	Canadian Comments in Response to Resolutions from the March 2006 Meeting	contribution reviewed - no action taken
13.	JTC 1/SC 37 Contribution About the Work of SC 37 Concerning Accessibility	report received - no action taken
16.	Future Meetings	the SWG-A reviewed known 2007 meeting dates and agreed to avoid scheduling meetings in conflict with other accessibility meetings whenever possible - the next SWG-A meeting will be held 23-27 April 2007 in Oslo, Norway; the fall meeting date reserved will be 24-28 September 2007 (at a location to be determined)