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Information Technology**

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Standing Document

Technical Specifications and Technical Reports

1 General and outline of procedures

This document provides with complementary information to chapters [3.1](#) and [3.3](#) of ISO/IEC Directives Part 1 and JTC 1 Supplement which describe respectively the development rules for TSs and TRs.

The procedures to develop TSs and TRs are similar to the procedures for development of International Standards. They rely on a 5-stage process. These stages are defined as follows:

- Proposal stage: an NP is under consideration
- Preparatory stage: a WD is under consideration
- Committee stage: a PDTS/PDTR is under consideration
- Approval stage: a DTS/DTR is under consideration
- Publication stage: a TS/TR is being prepared for publication

For a given TS, not all stages may apply: documents having reached the committee or enquiry stage as a standard project can enter the TS process at committee or approval stage.

At the conclusion of committee stage, the SC secretariat shall submit the revised PDTS/PDTR to the JTC 1 Secretariat for further processing as a DTS/DTR.

The DTS/DTR text shall also be distributed to the ITTF for editorial review. Any comments received from ISO editors shall be considered together with national body comments received on the DTR ballot.

In approval stage, the JTC 1 Secretariat shall distribute the DTS/DTR to JTC 1 P-members for a three-month letter ballot, although, in instances when the complexity of the text requires additional time for review, this period may be extended up to six months.

When the majority of the P-members have agreed to the publication of a TS/TR, the document shall be submitted by the JTC 1 Secretariat to the ITTF, normally within two months.

Any TS shall contain an historical background.

2 Technical Reports (additional) examples

In addition to the examples mentioned in chapter [3.3.1](#) of ISO/IEC Directives, Part 1 (data obtained from a survey carried out among the national bodies, data on work in other international organizations or data on the "state-of-the-art" in relation to standards of national bodies on a particular subject), a model/framework, technical requirements and planning information, a testing criteria methodology, factual information obtained from a survey carried out among the national bodies, are additional examples of information that JTC 1 may propose to the ITTF for publication as a TR.

3 Maintenance of TSs

The SC responsible for the TS project shall make a recommendation to JTC 1 prior to the third year after publication, stating whether the TS should be:

- Converted to an IS without change;

- 51 • Revised and published as an IS;
- 52 • Confirmed for continuation as a TS;
- 53 • Revised for publication as a revision to the TS;
- 54 • Withdrawn.

55

56 **3 Maintenance of TRs**

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58 TRs shall be subject to review every five years in the same manner as ISs.

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60 **4 Revision of TS/TRs**

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62 If it is decided that a TS/TR is to be revised, the SC Secretariat shall inform the ITTF and add an
63 appropriate project to the programme of work (similar to IS revision).

64

65 The steps for revision start with preparatory stage. If, however, JTC 1 (or one of its SCs) by a
66 vote of its P-members or at a meeting decides that the proposed revision is of relatively minor
67 importance, it may direct the JTC 1 or SC Secretariat to submit the revised TS/TR directly to the
68 ITTF for publication.

69

70 If the ITTF is able to verify that no significant change is made in the TS/TR by such minor
71 revisions, the TS/TR is published.

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73 **5 Amendment**

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75 A published TS/TR may subsequently be modified by the publication of an amendment. If it is
76 decided that a TS/TR is to be amended, either an NP shall be balloted or an appropriate project
77 subdivision shall be added to the programme of work. Approval shall be in accordance with the
78 generic rules applying for additions for programme of work.

79

80 Amendments are published as separate documents; the edition of the TS/TR affected remaining
81 in print. The procedure for developing and publishing an amendment shall be as described in
82 TT.1. Processing is the same as for a TS/TR except for the terminology. At committee stage, the
83 document is called a proposed draft amendment (PDAM). At approval stage, the document is
84 called a draft amendment (DAM).

85

86 At the publication stage, the ITTF shall decide, in consultation with the Secretariat of JTC 1 or
87 SC, and bearing in mind both the financial consequences to the organisation and the interests of
88 users of the TS/TR, whether to publish an amendment or a new edition of the TS/TR
89 incorporating the amendment.

90

91 **6 Stabilized TS/TRs**

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93 TS/TRs that are still in use by an identifiable community may be stabilized in a similar manner to
94 standards. The same procedures for the stabilization of standards as set out in the Standing
95 Document on Maintenance shall be used.

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97 **TT.7 Withdrawal**

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99 The procedure for withdrawal of a TS/TR is the same as that for preparation and acceptance; that
100 is, an initial study shall take place in JTC 1. On the recommendation of JTC 1 or of the ITTF, the
101 proposal for withdrawal shall then be submitted to NBs for approval, giving the same voting time
102 limits as for the approval of a TS/TR.