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- Title : Liaison Statement from JTC1/SC21 to SGFS on proposed Revised Procedures for Informal ISP Quality Review (SC21 N8120)
- Source : JTC1/SC21
- Status : Discussed during the SGFS Seoul 1993 meeting
- Note : The response from SGFS is presented in SGFS N1012

21 N 8120

Title: Liaison to SGFS on proposed Revised Procedures for Informal ISP Quality Review.

Source: ISO/IEC JTC1 SC21

Date: June 28 1993

At its last meeting, SC21 and RWS experts discussed possible modifications to the informal ISP quality review process. The major goals of these discussions were to increase the amount of time reviewers had to review the potential ISPs without lengthening the time to complete the process and to incorporate mechanisms that would monitor the process so that problems would be identified as soon as possible. These discussions have resulted in the following proposal.

REVIEW EXPERTS LIST

It is vital that this list be kept up to date and contain only experts who are willing to complete the reviews.

The SC ISP coordinator is responsible for the list for his SC. Updates to this list can be made (in writing) to the SC coordinator (with copies to the SGFS Secretariat and the RWS-CC) by any SC/WG, the SC, the NB or LO of which the expert is a member, or by the experts themselves in case of deletion. The WGs should review and update this list at each of their meetings. The SC coordinator will update the list as changes are made and send copies to SGFS, AOW, EWOS, OIW. Copies will also be sent after each SC meeting whether changes are made or not.

REVIEW PROCESS

When a RWS wishes to submit a proposed ISP for an informal quality review it may either submit a request to the SC (via the SC ISP coordinator) asking that a review take place at one of its meeting or it may directly mail to all of the experts in the areas believed by the RWS to be affected.

Request for review at an SC meeting must be sent to the SC coordinator sufficiently in advance of the meeting so that a meeting notice and the documents to be reviewed can be distributed prior to the meeting.

The submitting RWS is encouraged (not required) to have experts present at the review.

This mechanism is preferable when the proposed ISP is complex or maybe controversial.

If the direct mail mechanism is used, reviewers will be given the option of returning comments or not, and the option of continuing to be a reviewer or not. If the reviewer indicates that he no longer wishes to be a reviewer this information will be sent to the SC coordinator and his name will be deleted.

For both mechanism, the explanatory report accompanying the proposed IPS will contain a summary of the informal review.

In the case of an SC meeting review, this will contain a list of experts who attended the review and the final disposition of any outstanding issues after the end of the meeting. For a direct mail review, the summary will list all of the experts to which the document was sent, the list of all experts who responded and a disposition of all of the comments received.

Reviewers who habitually do not respond will be identified by the SC coordinator in his report to the SC for possible removal by the SC.