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ISO/TC 97 SPECIAL GROUP ON FUNCTIONAL STANDARDIZATION

Minutes of the minutes held in Eindhoven on 12 March 1987

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1. Opening of the meeting and adoption of the agenda

Work items which were still on our list are:

- 1a. The resolutions resulting from our four days' meeting
- 1b. A consideration of the technical requirements to be met by feeder documents (including Explanatory reports) and the nature of the review process
- 1c. A consideration of the editorial requirements and formats
- 1d. The scope and terms of reference of the Group
- 1e. The relationship with (including the planning coordination and the feedback from) the basic standardization process, e.g. liaisons to TC 184 and other TC's
- 1f. The referencing to non-international (i.e. non-ISO, -IEC and - CCITT) standards and documents
- 1g. Explanatory texts to accompany the definition of International Standardized Profile (ISP)
- 1h. Place and date of the next meetings (taxonomy group and plenary)

It was decided to leave items 1b., 1c. and 1f., which are mainly of a technical nature, to be dealt with at the next plenary meeting of the Group.

Moreover, item 1g. was considered to be of minor importance now, since the term "application" no longer figures in the definition of the concept of functional standard. It was therefore deleted from the list.

2. The resolutions resulting from our four days' meeting

The starting point of the discussion was the draft version (document number TC 97/SG-FS/4), the end result was TC 97/SG-FS/4 rev.

Resolutions 1 and 2 of the draft version were accepted without modification.

Resolution 3. Corrections concerning the flowchart (mr. Jacobsen) and the nomenclature (messrs. Naemura and Cain: ISP should be proposed DISP) and inclusion of conclusions from Group 2 (document TC 97/SG-FS/2) resulted in the new wording of the resolution.

Resolution 4. The definition of the title and area of work of the SG-FS presented no problems.

Resolution 5. The maintenance of future ISPs is not an easy matter, since (as was pointed out by Mr. De Blasi) the originator (i.e. the feeder organization) may be "out of business" by the time maintenance is required. All delegates agreed that the primary responsibility for the maintenance should lie with ISO. After thorough discussions, the wording of resolution 5 was accepted by all delegates.

Resolution 6. The delegates were of the opinion that the Taxonomy Group shall be a permanent working group, since regular updating of the catalogue is a prerequisite. Its role is crucial for planning the SG-FS's work, and therefore the first meeting of the Taxonomy Group should precede the next SG-FS meeting.

A proposal to appoint Miss Dorothy M. Cerni (of COS) convener (rapporteur) of the Taxonomy Group was gratefully endorsed by all present. The composition of the Taxonomy Group should, it was felt, be more or less established by the end of May 1987. A report of the group's rapporteur is expected in the course of the first half of June 1987.

Concerning the second group mentioned in draft recommendation no. 6 (the Infrastructure Group), it was decided to leave this matter to the next plenary meeting. All delegates were requested to study the matter and to submit written proposals before May 31st to the Chairman of the SG-FS, who until the next meeting, will function as the rapporteur of Infrastructure Group yet to be established. Especially useful in this respect would be proposals concerning the ingredient necessary for the review process.

Resolution 7. Basic considerations for such proposals were listed in resolution 7. To these can be added documentation such as Annexes 2, 3, 5, 14 and 16 that are also fundamental to the subject of functional standardization.

Resolution 8. This resolution, proposed by Mr. Jones, met with no objections and was appreciated by the parties concerned.

### 3. Scope and terms of reference of the Special Group on Functional Standardization

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All delegates realized that the status, scope and rules of the Special Group are, up to now, only partly defined, which makes its working methods somewhat arbitrary and open to change (this has been expressed as "inventing the rules as we go along").

Some delegates were more concerned about this lack of procedural refinement than others, however, Mr. Dureau expressed the wish that the status of the SG-FS be raised to the level of a (TC 97) SC.

This was generally felt to be the proper level, but the matter was left for consideration at a stage when SG-FS rules are better defined than they are at present.

The delegates' opinion about the scope of the SG-FS is, it was felt, sufficiently expressed in the Resolutions and other documents of the four days' meeting. Mr. Harrop, however, urged to complement these documents with a summary statement of the results that have been achieved and the work that is left to be done. Mr. Hathway stressed the usefulness of such a document, especially for the purpose of informing various liaison parties, subcommittees and other groups concerned.

Mr. Harrop's proposal was accepted and the task of writing a draft version of such a statement was assigned to the secretary.

4. Relations between the Special Group on Functional Standardization and the basic standardization field

Functional Standardization as the SG-FS sees it will in the initial stage relate especially to OSI work done in groups as TC 97 SC's 6, 18 and 21, but it is certainly not limited to that field. Such groups, as was already mentioned, must be in a position to make proposals to the SG-FS on planning, priorities and work items. The general opinion of the delegates was that communication matters of this type should give us no problems if the normal ISO-membership and liaison procedures are adhered to. The SG-FS secretariat will make (and distribute) a list of all SG-FS members.

Mr. Dureau pointed out that the Special Advisory Group of TC 184 meets on 7 to 9 April in Paris. Mr. Kelly, who will attend this meeting, will act there as the representative of the SG-FS.

Membership and the rights of non-ISO parties will be considered in the future, in the light of the Special Group's procedures that are yet to be developed.

The SG-FS secretariat, it was decided, shall distribute every proposed DISP among all SG-FS members.

5. Places and dates of the next meetings

The first Taxonomy Group meeting

Convener: Ms. D.M. Cerni  
Place : Washington, USA  
Date : the week starting on June 22nd, 1987

The next plenary SG-FS meeting

Chairman: Mr. J.W. van den Beld  
Place : London  
Date : 14-19 September 1987.

The offers received from American delegates to host the Taxonomy Group meeting and of BSI delegates to host the next plenary SG-FS meeting were gratefully accepted.

All items of the agenda having been dealt with, the Chairman thanked all delegates present for their contributions and closed the meeting.

The secretary: Mr. H. Oosthoek