



TO: P and L Members  
ISO/IEC JTC 1  
INFORMATION TECHNOLOGY

Dear Members:

Subject: Membership on JTC 1 Groups

Following the decisions taken at the JTC 1 Plenary in Tokyo to establish an Advisory Group, a Special Group on Functional Standardization, as well as several Special Working Groups, it is necessary that we determine the membership of these groups. (You should have already received our request concerning the SWG on Procedures.) To this end, we enclosing several forms, labeled A--E which we request be completed and returned immediately.

Membership eligibility requirements are not identical for each of the groups, some are open to participation from P and L Members, others are open to P Members only. In each case, the membership eligibility requirements are given on the form for that particular group.

For the distribution of documents we would recommend the enclosed guidelines.

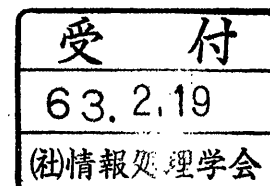
It should be noted that a negative response at this time regarding participation in any of these groups does not preclude a member from deciding at some later date to participate. All that we request is that proper notification be given. Further, should your named representatives change, appropriate notification should also be given.

Once again, thank you for your prompt attention to these requests.

Sincerely,

Frances E. Schrotter  
Secretariat  
ISO/IEC JTC 1

FES:rt  
Encl: Document Distribution Guidelines  
Forms A--E



## Document Distribution Guidelines

### Advisory Group:

Normally, all documentation will be sent to the 'P' member which in turn is responsible for distribution to its representatives.

In exceptional cases, documents will be sent directly to the named representatives. One such exception will likely be the last minute distribution of documents which are intended for discussion at an upcoming A.G. meeting.

### Special Group on Functional Standardization (SG-FS):

Proposal for consideration:

- All agendas and reports of meetings of SG-FS should be sent to the full JTC 1 membership in order to ensure an awareness on the part of all JTC 1 members of the work of this SG. This will be done by the JTC 1 Secretariat.
- All other documentation should be circulated by the Secretariat of SG-FS only to those P and L members who have agreed to participate actively. It will be the responsibility of that 'P' member to distribute these documents to their concerned representative(s).
- Additionally, the Secretariat of SG-FS could agree to send the documentation directly to some or all of the named representatives. This may prove more efficient in light of the speed with which the SG-FS intends to operate.

### Special Working Groups:

- All agendas and reports of meetings will be sent by the JTC 1 Secretariat to the full JTC 1 membership. This, again, is to ensure an awareness on the part of all JTC 1 members of the work of the SWG.
- All other documentation will be sent by the SWG Convener or Secretariat to the named representatives to these groups.

**NOTE:** In all cases, the JTC 1 Secretariat should receive one copy of all documentation.

**FORM 'A'**

Subject: Membership on the JTC 1 Advisory Group

Eligibility requirements: The membership of the Advisory Group shall be open to all P-members of JTC 1. Ex-officio members are non voting members. Chairmen and Secretariats of JTC 1 subcommittees and representatives of all liaison organizations may also attend by invitation when directly relevant issues are under discussion.  
(Res. III JTC 1 N 130 Rev.)

JTC 1 resolves that the following shall be ex-officio members of the Advisory Group:

- Vice Chairmen of JTC 1 Groupings
  - Chairman of SGFS
  - Convenors of the SWGs on Strategic Planning, Procedures, and Registration Authorities
  - Representatives of the Central Secretariat of ISO and the Central Office of IEC
- (Res. XV, JTC 1 N 130 Rev.)

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From the JTC 1 P member \_\_\_\_\_

ANSWER ONE OF THE FOLLOWING:

We do plan to participate actively (attend meetings)

in the JTC 1 Advisory Group

We do not plan to participate actively (attend meetings)

in the JTC 1 Advisory Group

(OVER)

If you have indicated your intent to participate, please complete the following:

Our designated representatives to the Advisory Group will be:

1. NAME:

ADDRESS:

TEL:

TX:

FAX:

2. NAME:

ADDRESS:

TEL:

TX:

FAX:

If more space is required, please add an additional sheet.

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Signature

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Name (PRINT)



**FORM 'B'**

**Subject: Membership on the JTC 1 Special Group on Functional Standardization (SG-FS)**

**Eligibility requirements:** JTC 1 resolves to establish a Special Group on Functional Standardization (SGFS) which will report to JTC 1. Its membership is open to all P members of JTC 1. Liaisons to this group will include A liaisons and also S liaisons in accordance with ISO Council Resolution 17/1987. SGFS will not be included in any grouping. (See Resolution VIII (6), N 130 Rev.)

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From the JTC 1 'P' member \_\_\_\_\_

OR

From the JTC 1 'L' member \_\_\_\_\_

**ANSWER ONE OF THE FOLLOWING:**

We do plan to participate actively (attend meetings)

in the work of the Special Group on Functional

Standardization

We do not plan to participate actively (attend meetings)

in the work of the Special Group on Functional

Standardization

**(OVER)**

If you have indicated a willingness to participate actively, please complete the following:

Our complete mailing address is:

NAME OF ORGANIZATION:

ADDRESS:

TEL:

TX:

FAX:

Our designated representatives will be:

1. NAME:

ADDRESS:

TEL:

TX:

FAX:

2. NAME:

ADDRESS:

TEL:

TX:

FAX:

If more space is required, please add an additional sheet.

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Signature

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Name (PRINT)

To be completed and returned no later than **29 January 1988** (Ref. JTC 1 N 148)



**FORM 'C'**

**Subject: Membership on the JTC 1 Special Working Group on Strategic Planning**

Eligibility requirements: ...the membership of the Strategic Planning SWG shall be open to all P members of JTC 1...  
(See Res. X, JTC 1 N 130 Rev.)

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From the JTC 1 'P' member \_\_\_\_\_

We designated the following representative(s) to the SWG on Strategic Planning:

1. NAME:

ADDRESS:

TEL:

TX:

FAX:

2. NAME:

ADDRESS:

TEL:

TX:

FAX:

If more space is required, please add an additional sheet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (PRINT)

To be completed and returned no later than **29 January 1988** (Ref. JTC 1 N 148)



**FORM 'D'**

**Subject: Membership on the JTC 1 Special Working Group on Registration Authorities**

**Eligibility requirements:** To carry out this work, JTC 1 establishes a SWG on Registration Authorities with membership open to all P members and which will operate under the auspices of the Advisory Group. In addition this SWG shall have representation from the Secretariat of JTC 1, the Central Secretariats, the SC requesting a registration authority, the National Body having nominated the registration authority candidate, and a representative of the candidate.  
(See Res. XII (22) JTC 1 N 130 Rev.)

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From the JTC 1 P member \_\_\_\_\_

We designated the following representative(s) to the SWG on Registration Authorities:

1. NAME:

ADDRESS:

TEL:

TX:

FAX:

**(OVER)**



2. NAME:

ADDRESS:

TEL:

TX:

FAX:

If more space is required, please add an additional sheet.

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Signature

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Name (PRINT)

To be completed and returned no later than **29 January 1988** (Ref. JTC 1 N 148)



**FORM 'E'**

**Subject: Membership on the JTC 1 Special Working Group on Systems  
Software Interface (SSI)**

**Eligibility requirements:** National Bodies and Liaison Organizations are invited to appoint their representatives to this SWG by January 1988.  
(See Res. XIII (10) JTC 1 N 130 Rev.)

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From the JTC 1 'P' member \_\_\_\_\_

OR

From the JTC 1 'L' member \_\_\_\_\_

We designated the following representative(s) to the SWG on SSI:

1. NAME:

ADDRESS:

TEL:

TX:

FAX:

2. NAME:

ADDRESS:

TEL:

TX:

FAX:

**(OVER)**

If more space is required, please add an additional sheet.

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Signature

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Name (PRINT)