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Secretariat: **Nederlands Normalisatie-instituut (NNI)**
Kalfjeslaan 2 P.O. box 5059
2600 GB Delft
Netherlands

telephone: + 31 15 690 390
telefax: + 31 15 690 190
telex: 38144 nni nl
telegrams: Normalisatie Delft

Title: **ISO/IEC JTC1/SGFS**
ISO/IEC JTC1 Special Group on
Functional Standardization

Secretariat: NNI (Netherlands)

Title : **Contribution to the SGFS procedures, SD1, concerning the Review process**

Source : **AFNOR**

Status : **For discussion during the SGFS Plenary Meeting, July 5-9, 1993, Seoul, Korea**

Note :

TITLE : Contribution to the SGFS procedures, SD1, concerning the Review process.

SOURCE : AFNOR

AFNOR notes the quality and efficiency of the SGFS procedures, and fully supports them. AFNOR contributes to SGFS a proposal for improving the understanding of the review process outside of SGFS through the use of a proforma which would make the process easier to perform.

The Review process is fully described in Clause 5 of SD1, "Taxonomy Update,ISP approval and maintenance Process". Clause 5.1 outlines the procedure :
" The (review) report will contain an assessment as to the acceptability of the pDISP based upon the criteria stated in Clause 5.3. In case of a favourable review report the pDISP status will be changed to DISP....".
Clause 5.3 lists 8 questions that have to be answered in the review report.

However, reviewers are not always familiar with SD1, especially when the review is performed by experts from the SCs, and it may happen that these experts be inclined to make comments that do not exactly answer the questions mentioned in Clause 5.3 of SD1.

It is therefore suggested that the review process uses a proforma that lists the 8 questions coming from SD1 Clause 5.3, so that experts will understand what is requested from them. An attempt at drafting such a Review Proforma is made available. The wording of SD1 has been adhered to.

REVIEW PROFORMA

Identification of the pDISP(s) under review	...
Deadline for the review	...
Name of the Review expert	...
a- Contact point for the ISP has been identified by the pDISP organization	...
b- Which JTC1 SCs or CCITT SGs need to be advised on the conformance material in the pDISP	...
c- Please assess the accuracy of the explanatory report vs technical consistency in the use of base standards including conformance aspects	...
d- If the pDISP specifies ISO/IEC standards and CCITT Rec which contain identical or aligned text, are both referenced in the ISP ?	...
e- If national or Regional standards are referenced, please assess the case for their inclusion, esp whether the references are informative or normative, and note exceptions.	...
f- Please evaluate the degree to which international harmonization has been achieved. Is there another current or planned ISP in the area ?	...
g- Has the pDISP associated profile position in the TR10000 taxonomy been identified ? Has the taxonomy entry been approved already, or is the change balloted at the same time as the pDISP ?	...

h- Is the list of amendments and technical corrigenda complete, with statement of whether they are applicable or not to the pDISP ?	...
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Answers to these questions will allow the review group convenor to assess the acceptability of the pDISP. It is suggested that further technical comments that you may have be submitted through your National Body during the DISP ballot period.