Proposal for a Joint Maintenance Plan
for IS 29500 – Office Open XML File Formats

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Attached is a proposed agreement between ISO/IEC JTC 1 SC 34 and Ecma International with respect to a joint maintenance plan for IS 29500, "Office Open XML File Formats". Ecma TC45 submits this proposal as a starting point for discussion between SC 34 members and Ecma TC45, and requests that this topic be placed on the agenda for the next SC 34 Plenary, scheduled for December 2007 in Japan.

Ecma TC45 looks forward to working with SC 34 and its members in this endeavor.

Please send any questions and comments regarding this proposal to Rex, and he will circulate them to TC45 for discussion and response.

Joint Maintenance Plan for IS 29500 – Office Open XML File Formats

An Agreement between ISO/IEC JTC 1/SC 34 and Ecma International

ECMA-376, "Office OpenXML File Formats" (referred to below as OpenXML), was Fast-Tracked to ISO/IEC JTC 1 as DIS 29500. Clause 13.13 of the ISO/IEC JTC 1 Directives states, "If the proposed standard is accepted and published, its maintenance will be handled by JTC 1 and/or a JTC 1 designated maintenance group in accordance with the JTC 1 rules." This plan describes an agreement between ISO/IEC JTC 1 SC 34 (referred to below as SC 34) and Ecma International (referred to below as Ecma) for maintenance for OpenXML, with Ecma TC45 (referred to below as TC45), carrying out the key duties. The plan follows many of the points used for JTC 1 SC-alone maintenance of International Standards.

SC 34 and Ecma agree that:

1. Once any version of an OpenXML Standard Fast-Tracked to JTC 1 has been adopted by JTC 1 and published by ITTF, Ecma will adopt the same text as the corresponding Ecma Standard so there is full alignment between the two. Ecma will make its version freely available for download, consistent with existing Ecma policies.
2. As prescribed by JTC Directives clause 13.13, Ecma TC45, working in cooperation with SC 34 via the liaison mechanism described below, will be the "JTC 1-designated maintenance group" (referred to below as The Maintenance Group).
3. SC 34 and TC45 will each have a liaison officer with the other, with that officer being the head of a delegation of subject matter expert members who are authorized by their parent committee (SC 34 and TC45, respectively) to participate in the other committees' activities as they pertain to the maintenance of approved OpenXML ISO/IEC International Standards. The rules for external liaison participation of TC45 liaison delegates to SC 34 are defined in clause 3.3.4 of the ISO/IEC JTC 1 Directives. Regarding liaison in the other direction, SC 34 liaison delegates will:
   a. Be able to attend and contribute to those portions of TC45 meetings addressing maintenance of approved OpenXML ISO/IEC International Standards.
   b. Have access to a joint TC45-SC 34 email facility that will be used for all technical discussions dealing with maintenance of approved Open XML ISO/IEC International Standards.
   c. Have access to all TC45 documents relating to the maintenance of approved OpenXML ISO/IEC International Standards, including interim working drafts.
4. Defect Reports received by each of the liaison officers from their parent organization (JTC 1 or Ecma) will be forwarded to The Maintenance Group. The resolution of defect reports will be done by The Maintenance Group. The decision to generate any Technical Corrigenda will be made by The Maintenance Group. Technical Corrigenda will be produced by The Maintenance Group and submitted to SC 34 for processing.
5. The decision to produce an amendment or revision for OpenXML will be made by The Maintenance Group. Amendments and revisions will be produced by The Maintenance Group

and submitted to SC 34, where they will enter the existing ISO/IEC JTC 1 revision process at Stage 4.

6. Any decision to stabilise the OpenXML standard will be made by The Maintenance Group.

7. All work done and submissions provided under this agreement will be performed using Ecma's IPR policies. Ecma will assert that any maintenance submission to JTC 1 will be consistent with the ISO/IEC IPR Policies.

Some Background Information on

JTC 1 Process and Terminology Regarding Maintenance

(For information only; not part of the maintenance proposal.)

According to the JTC 1 Directives (see JTC001-N-8557, the JTC Directives 5th Edition Version 3), maintenance of an ISO/IEC standard includes the following possibilities:

Editorial Defects: "An error which can be assumed to have no consequences in the application of the IS, for example a minor printing error."

Clauses 15.1.2 and 15.1.3 allow for re-issuing a revised version of the standard in double-quick time provided the edits are "of relatively minor importance"; that is, they don't result in any substantive change. (This pretty much allows only editorial and non-normative changes.) This possibility has not been included in the agreement above, as, in practice, these can be handled informally as errata on a website. In any event, clause 15.4.2.2 suggests holding on to any handful of editorial defects, and including them in a future Technical Corrigendum (see the next category below).

Technical Defects: "A technical error or ambiguity in an IS inadvertently introduced either in drafting or in printing which could lead to incorrect or unsafe application of the IS."

Typically, the maintaining group resolves these and waits until some number have accumulated before publishing them in a Technical Corrigendum, which then officially modifies the base standard. The operational rule in JTC1 1 is that after you have issued no more than two of these corrigenda, you fold them into the base standard and push out an integrated revised standard.

To get adopted, a Technical Corrigendum must be subjected to a 3-month letter ballot of SC 34's National Bodies (NBs).

Substantive Technical Additions or Changes: These can be published as an amendment to the base standard, or as a new standard. The agreement above applies to both approaches for substantive addition or change.

Stabilised Standard: One that has ongoing validity and effectiveness but is mature and insofar as can be determined will not require further maintenance of any sort.