ISO/IEC JTC 1 **N 16364**

ISO/IEC JTC 1 "Information technology"
Secretariat: **ANSI**
Committee manager: **Rajchel Lisa Mrs.**

Resolutions of the 8-12 May 2023 JTC 1 Plenary in Paestum, Italy

Document type	Related content	Document date	Expected action
Project / Other	Meeting: Paestum (Italy) 8 May 2023	2023-05-15	**INFO**

Description

for information

Resolution 1 – Change Request to JDMT on ISO/IEC Directives Part 1, Subclause 2.2

JTC 1 instructs its Committee Manager to submit, via the change request form in document JTC 1 N16252, a request to JDMT for an addition to the ISO/IEC Directives Part 1, Subclause 2.2 adding guidance for using Preliminary Work Items.

Resolution 2 – Establishment of JTC 1 Ad Hoc Group 7 on Supplement Alignment

JTC 1 establishes JTC 1 Ad Hoc Group 7 on Supplement Alignment with the following Terms of Reference:

Terms of Reference:

1. Review proposals from JDMT on alignment of the ISO, IEC, and JTC 1 Supplements, and resulting modifications to the ISO/IEC Directives Part 1.

2. Develop JTC 1 positions and proposals for use by the JTC 1 Chair and JTC 1 Committee Manager as they engage with JDMT

Membership is open to:

- One representative per National Body plus alternate (representing the interests of their NB);
- One representative per JTC 1/SC and JTC 1/WG;
- JTC 1 Chair and JTC 1 Committee Manager;
- Representatives of ISO and IEC.

Initial members: Australia, China, Finland, France, Germany, India, Ireland, Japan, Rep. of Korea, Lebanon, Nigeria, Switzerland, UK, US, JTC 1/SC 6, JTC 1/SC 17, JTC 1/SC 27, JTC 1/SC 29, JTC 1/SC 37, JTC 1/SC 42, JTC 1/SC 43, JTC 1/WG 11

Convenor: Phil Wennblom (JTC 1 Chair)

Duration: Through the May 2024 JTC 1 Plenary meeting

The Ad Hoc Group 7 on Supplement Alignment is instructed to submit an interim report by 18 September 2023 in time for the November 2023 JTC 1 Plenary and a final report in time for the May 2024 JTC 1 Plenary.

Resolution 3 – Joint Task Force on Horizontal Deliverables

JTC 1 acknowledges the finalization and approval of the recommendations of the Joint Task Force on Horizontal Deliverables by both SMB and TMB (JTC 1 N16363), and instructs the JTC 1 Committee Manager, and Committee Managers of associated JTC 1 subcommittees, to support the ITTF in obtaining the horizontal requests/ratifications, as appropriate.

Resolution 4 – JTC 1 Survey on Future Work

JTC 1 instructs its Committee Manager to initiate an online survey to Chairs and Convenors of JTC 1 SCs/WGs/AGs and National Bodies to investigate future consideration for JTC 1 standardization with the following schedule:

- Period: from June 26, 2023 to August 18, 2023

- The JTC 1/AG 2 (JETI) Convenor is instructed to send to the JTC 1 Committee Manager, for distribution by 23 June 2023, the text of an email with a link to, and instructions for, completing the survey.

Resolution 5 – Disbandment of JTC 1/AG 17 on Meetings

Although JTC 1/AG 17 on Meetings was reconstituted through the November 2023 JTC 1 Plenary, JTC 1 disbands JTC 1/AG 17 due to the lack of activity of the ISO/IEC *Joint Task Force on the New Normal.*

JTC 1 expresses its thanks to the JTC 1/AG 17 Convenor and participants for the work that was done during the pandemic in producing the current SD 19. They have set the course for how JTC 1 meetings can be conducted moving forward.

Resolution 6 – Disbandment of JTC 1/AG 8 on Meta Reference Architecture for Systems Integration

JTC 1 disbands JTC 1/AG 8, Meta Reference Architecture for Systems Integration.

JTC 1 expresses its thanks to the JTC 1/AG 8 Convenor as well as to the JTC 1/AG 8 participants for their work on the topic of meta reference architecture for systems integration.

Resolution 7 – New Projects Related to both UAS and IT

JTC 1 reminds JTC 1 subgroups that all proposals for new projects related to both UAS and IT shall be reviewed in JTC 1/AG 19, Coordination with ISO TC 20/SC 16 on Unmanned Aircraft Systems (UAS), prior to a ballot being initiated, preferably during the PWI stage but required before NP balloting. Following the JTC 1/AG 19 review of the proposal, JTC 1/AG 19 will advise the appropriate JTC 1 subgroup of the result via a JTC 1/AG 19 recommendation in the relevant JTC 1/AG 19 meeting report.

Resolution 8 – Request for Additional Participation in JTC 1/AG 19, Coordination with ISO TC 20/SC 16 on Unmanned Aircraft Systems (UAS)

JTC 1 encourages additional participation in JTC 1/AG 19, Coordination with ISO TC 20/SC 16 on Unmanned Aircraft Systems (UAS), from the following JTC 1 subgroup areas:

- Standards for software development certification for UAS - and UAS Traffic Management (UTM) (JTC 1/SC 7))
- Governance of IT (JTC 1/SC 40)
- Cybersecurity, security evaluation, privacy protection for UAS (JTC 1/SC 27)
- Trustworthiness (JTC 1/WG 13)
- UAS operation and smart city (JTC 1/WG 11)
- Artificial intelligence for UAS (JTC 1/SC 42)
- Cloud computing (JTC 1/SC 38)
- Edge computing (JTC 1/SC 38 and JTC 1/SC 41)
- Digital twin (JTC 1/SC 41)

Resolution 9 – Reconstitution of JTC 1 Advisory Group 21 (JTC 1/AG 21) on JTC 1 Strategic Direction

JTC 1 reconstitutes JTC 1/AG 21 on JTC 1 Strategic Direction with the following Terms of Reference:

<u>Terms of Reference</u>

1. *Identify stakeholders, assess market and technology evolution;*
2. *Perform a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis of JTC 1, including reference to ICT standardization outside of JTC 1;*
3. *Assess JTC 1 Subcommittee activity (critical mass, technological maturity);*
4. *Assess intensity of collaborative work (within JTC 1, with ISO and IEC TCs and with external SDOs);*
5. *Prepare recommendations including*
    - *JTC 1 governance and operations*
    - *JTC 1 system work and collaborations*
    - *Optimal structure*

Membership is open to:

- One representative per National Body plus alternate (representing the interests of their NB)
- JTC 1 PAS Mentors;
- JTC 1/SC Chairs plus Committee Manager, as alternate;
- JTC 1/WG Convenors, AG Convenors and Ad Hoc Group Convenors;
- Representatives of ISO Central Secretariat and IEC Secretariat (ITTF);
- JTC 1 Chair and Committee Manager.

Convenor: Norbert Bensalem (France)

Duration: Through the May 2024 JTC 1 Plenary.

JTC 1/AG 21 is instructed to submit an interim report by 18 September 2023 in time for consideration at the November 2023 JTC 1 Plenary as well as a final report to the May 2024 JTC 1 Plenary.

Resolution 10 – Reconstitution of JTC 1 Ad Hoc Group 4 on Collaboration Across Domains

JTC 1 reconstitutes JTC 1 Ad Hoc Group 4 on Collaboration Across Domains with the following revised Terms of Reference:

Terms of Reference

1. *Review ITTF's draft revision of SD 15 (JTC 1 N16195), as well as the US comments on the ITTF draft (JTC 1 N16247), and propose any further changes that might be necessary by the 1st deadline (18 September 2023) for the November 2023 JTC 1 Plenary;*

Membership is open to:

- Individuals nominated by National Bodies (representing the interests of their NB);
- One representative per JTC 1 Liaison Organization and per JTC 1 Recognized PAS Submitter;
- One representative per JTC 1/SC, JTC 1/WG, JTC 1/AG, relevant ISO and IEC Committees;
- Representatives of the ISO Central Secretariat and IEC Secretariat.

Convenor: Jacqui Taylor (UK)

Duration: Through the November 2023 JTC 1 Plenary.

JTC 1/AHG 4 is instructed to submit a draft revision of SD 15 and a final report by 18 September 2023 in time for consideration at the November 2023 JTC 1 Plenary.

Resolution 11 – Appointment of JTC 1 Officers

JTC 1 makes the following appointments/reappointments:

- Jacqui Taylor, Convenor Ad Hoc Group 4, *Collaboration Across Domains* (through the November 2023 JTC 1 Plenary)

- Norbert Bensalem, Convenor Advisory Group 21, *JTC 1 Strategic Direction* (through the May 2024 JTC 1 Plenary)

- Phil Wennblom, Convenor Ad Hoc Group 7, Supplement Alignment (through the May 2024 JTC 1 Plenary)

- Frank Farance, JTC 1 Liaison Representative to ISO/TC 37 (through the May 2024 JTC 1 Plenary)
- Frank Farance, JTC 1 Liaison Representative to IEC/TC 1 (through the May 2024 JTC 1 Plenary)

Resolution 12 – Publication of Liaison Representatives List

JTC 1 instructs its Committee Manager to forward the following request to ITTF for consideration by the appropriate governance bodies:

The IEC policy allows the publication of the names of liaison representatives (See for example IEC - ISO/IEC JTC 1/SC 41 Dashboard > Structure: Subcommittee(s) and/or Working Group(s), Membership, Officers, Liaisons), whereas the ISO policy does not allow publication of this information. JTC 1 requests that ISO and IEC develop a single harmonized policy on this subject to allow the publication of the names of liaison representatives.

Resolution 13 – Working Group Convenor Term of Office – Call for Nominations

JTC 1 instructs the JTC 1 Committee Manager (for JTC 1 level WGs) and JTC 1/SC Committee Managers to issue a call to the committee for nominations of a Working Group Convenor at least six months prior to the end of the Working Group Convenor's current term of office. The result of the call shall be posted to the committee and a decision shall be made by the committee.

Resolution 14 – Succession Planning

JTC 1 recognizes the need for all JTC 1 subgroups to implement succession planning, taking into consideration the principles of greater diversity, providing leadership opportunities, and onboarding young professionals within JTC 1 SCs and WGs on an ongoing basis. JTC 1/AG 1 is asked to support JTC 1 subgroups in their outreach activities as part of their succession planning.

Resolution 15 – Request to JDMT to Create a Single NP Form

JTC 1 notes that the ISO and IEC NP Forms have more differences than similarities. Having these differences in the ISO and IEC NP forms provides some confusion to those that work in both ISO and IEC. While the similarities in the forms ask for the same information sometimes in different ways, it is not consistent information.

Therefore, JTC 1 instructs its Committee Manager to ask JDMT to consider the creation of a single NP form that would be used by ISO, IEC and ISO/IEC JTC 1. The additional information being asked for in the ISO NP form could be gathered another way.

Resolution 16 –Request to ISO/DMT and IEC/DMT to Change the NP Ballot Response Forms

JTC 1 recognizes that the ISO and IEC NP ballot response processes allow for a single vote (approval, disapproval, abstain). A NP ballot though, conveys other decisions besides the approval of the NP.

One of those is the project placement.

The placement of a project is sometimes controversial. In such cases, additional discussions are required and, in some instances, even additional Committee Internal Ballots (CIB). By bringing the visibility of this potentially controversial topic up at the time of voting on the NP this will provide the Committee Manager/Secretary additional information to address any controversy.

It would be highly beneficial if the NP ballot response form offered clear indication regarding the proposed project placement.

JTC 1 suggests adding to both the ISO and IEC NP Ballot response forms the following:

> Please specify the preferred placement:
>
> ☐ Confirm proposed placement
>
> ☐ An existing Working Group (add number)
>
> ☐ A new Working Group
>
> ☐ TC/SC directly (In IEC: New Project Team)
>
> ☐ To be determined
>
> If different than proposed placement provide justification:

JTC 1 understands that such a request on the NP ballot response form is optional, i.e. failing to respond does not invalidate the ballot response as regards approval or disapproval of the new project. Further, JTC 1 recognizes that the responses to this request would be non-binding. The Committee in which the NP was balloted would remain the final authority on placement of an approved project.

JTC 1 instructs its Committee Manager to submit a request to ISO/DMT and IEC/DMT for a change to the ISO and IEC NP response forms adding the suggested text relating to NP placement.

Resolution 17– Request to ITTF Regarding Meeting Support

JTC 1 instructs its Committee Manager to submit the following text as a JTC 1 contribution to ITTF.

Within ISO/IEC and JTC 1, face to face (F2F) meetings are nominally in-person only, but some F2F meetings allow remote participants. In particular, in JTC 1, a F2F meeting with some remote participants is a well-defined meeting mode in JTC 1 Standing Document 19, Meetings, that is significantly different from the hybrid meeting mode. (See Annex A and B below for a summary of the differences, drawn from JTC 1 Standing Document 19.)

The ISO Meetings platform and the IEC Meeting Registration System support F2F, Hybrid and Virtual meeting modes. The possibility of a F2F meeting with some remote participation is not recognized. JTC 1 organizers of a F2F meeting with some remote participation must choose to identify their meeting as either F2F mode or Hybrid mode. Neither choice is satisfactory. Choosing the F2F mode does not allow for delegates/experts to distinguish their attendance as in-person or remote. A key element of registration data (in-person vs. remote) is missing and meeting organizers are disadvantaged. In contrast, Hybrid mode does allow a distinction between in-person or remote as part of meeting registration. The provisions of the two modes, Hybrid versus F2F with some remote participation, are significantly different, and it is misleading to identify a meeting as Hybrid mode when it is not. The workaround of designating F2F mode and asking for in-person vs remote in the notes is inadequate, in that a) it still does not clearly indicate whether remote participation is even allowed, and b) it requires the meeting organizer to inspect every participant's registration detail individually to dig out the participant status, which is tedious and error prone for larger groups.

JTC 1 requests ITTF to add support for F2F with some remote participation to ISO Meetings and IEC Meeting Registration System with functionality to allow delegates/experts to identify their participation as in-person or remote, similar to what is done with Hybrid meetings, and with summary results easily visible to the meeting organizer. JTC 1 is agnostic about how the desired functionality is achieved.

Resolution 18 – Change Request to JDMT on ISO/IEC Directives Part 1 Subclause 3.3.2

A recent change to the ISO/IEC Directives Part 1 affirms that "If changes other than editorial changes are required following the (DTR) ballot, a subsequent ballot shall be required to approve the revised draft". This rule introduces additional time to the development of a TR because it will force a DTR ballot even for small technical changes. A TR has no normative content so small technical changes would not have consequences on the document. Moreover, TR content is often relevant for a brief amount of time: timely issuance is very important.

JTC 1 asks JDMT to consider new language in subclause 3.3.2. that would avoid the lengthening of TRs development. Therefore, JTC 1 instructs its Committee Manager to submit, via a change request form, a request to JDMT for a change to the ISO/IEC Directives Part 1 Subclause 3.3.2, as follows:

> In subclause 3.3.2 - Replace the sentence*: If changes other than editorial changes are required following the ballot, a subsequent ballot shall be required to approve the revised draft* with,
>
> *If significant technical changes are required following the ballot, a subsequent ballot shall be required to approve the revised draft*.

Resolution 19 – Establishment of JTC 1/SC 44, Information Technology for Smart Cities

Subject to approval by ISO/TMB and IEC/SMB, JTC 1 establishes a systems integration entity (See SD 24, systems Integration Standardization Guidelines) in the form of a new JTC 1/SC 44 on Information Technology for Smart Cities as follows:

Title: *Information Technology for Smart Cities*

Scope:

Standardization in the area of IT (Information technology) for Smart Cities.

1. *Serve as the focus and proponent for JTC 1's standardization program on information technology for smart cities.*
2. *Provide guidance to JTC 1, IEC, ISO and other entities developing information technology applications for smart cities.*

JTC 1/SC 44 collaborates with vertical and horizontal domain TCs and SCs in IEC, ISO, JTC 1 and elsewhere, respecting expertise and leadership of collaborating vertical and horizontal domain TCs and SCs.

The Chinese National Body will serve as Secretariat of JTC 1/SC 44. Heng Qian will serve as the Chair for JTC 1/SC 44.

The JTC 1 Committee Manager is instructed to issue a call for membership in JTC 1/SC 44 and to work with ITTF to set up the committee.

Interested P-members include: Brazil, Canada, Australia, Netherlands, China, Ireland, Singapore, Russia, Lebanon, South Africa

JTC 1 transfers all existing JTC 1/WG 11 projects to JTC 1/SC 44 and disbands JTC 1/WG 11.

JTC 1 agrees to assign the existing JWG with ISO/TC 204 on ISO/IEC 5087-3, to JTC 1/SC 44, noting that ISO/TC 204 will maintain the administrative lead of the JWG and the project.

JTC 1/AG 20 on Coordination with ISO/TC 268/SC 1 on Smart Community Infrastructures will continue to function as previously approved by JTC 1 (see JTC 1 N15860 Resolution 2).

Abstain: Rep. of Korea, France, UK, Finland

Objections: US, Germany, India, Japan

Resolution 20 - Future JTC 1 Plenary Meetings

The following schedule of future JTC 1 Plenary meetings is agreed:

- 13-17 November 2023 Berlin, Germany
- 13-17 May 2024 Australia

- November 2024 xx
- May 2025 xx
- November 2025 China

JTC 1 National Bodies and JTC 1 Liaison Organizations are strongly encouraged to consider the possibility of hosting future JTC 1 Plenary meetings.

- *The JTC 1 Plenary meeting will be held 13-17 November 2023 as face-to-face with some remote participation.*
- *In addition to registration in the ISO meeting platform, delegates need to advise the German host and the JTC 1 Committee Manager by 1 October 2023 if they will participate in person or remotely.*

Resolution 21 - Deadlines for the November 2023 JTC 1 Plenary Meeting in Berlin, Germany

JTC 1 establishes the following deadlines for the November 2023 JTC 1 Plenary meeting, which starts on 13 November 2023 in Berlin, Germany:

- Calling notice and first draft agenda 24 July 2023
- Second draft agenda posted 7 August 2023
- Contributions for new agenda items/issues/presentations 18 September 2023
- Proposal for new JTC 1 SC including final workshop presentations 18 September 2023
- Intermediate draft agenda posted 25 September 2023
- Comments on posted agenda items/documents/presentations 16 October 2023
- Final date for all amended presentations 16 October 2023
- Report of any Workshop related to new SC proposal 23 October 2023
- Final draft agenda posted 23 October 2023

All JTC 1 participants are responsible for reviewing the JTC 1 document list and the draft agendas to ensure that all contributions have been properly posted.

JTC 1 instructs its Committee Manager to strictly enforce these deadlines.

Note: All subgroup reports and presentations are required to be substantially complete, including recommendations, by 18 September 2023.

ACTION ITEM

(The deadline for completion of action items is by the November 2023 JTC 1 Plenary, unless otherwise specified)

1. All SCs shall share any known Cooperative Agreements with the JTC 1 Chair, JTC 1 Committee Manager and ITTF by 8 July 2023 for review.
2. ITTF will provide a complete list of internal liaison representatives to/from JTC 1 for posting as a JTC1 document.
3. The JTC 1 Chair and Committee Manager, working with the hosting National Body, should consider the option of holding AG and/or AHG meetings during the JTC 1 Plenary week (with some remote participation if possible) where requested and when feasible.
4. JTC 1 National Bodies, SC Chairs and WG/AG Convenors who have an interest in the draft TTR on Intelligent Computing are invited to review JTC 1 N16326 and provide feedback to AG 2 Secretary (yaeseul@tta.or.kr) by 31 August 2023.
5. The JTC 1 Committee Manager will circulate JTC 1 N16184, and any related AG 8 documents, to JTC 1 National Bodies. If interested, JTC 1 National Bodies can submit comments or contributions to JTC 1 should they desire.
6. ITTF will provide the IEC ahG 92 report, *Impact of copyright and licensing on future IEC standardization,* for JTC 1 circulation.
7. The JTC 1 Chair and Committee Manager will work with ITTF to explore a mechanism for distribution of the WG 13 Standing Document to all ISO and IEC committees.
8. The JTC 1 Committee Manager will review the JTC 1 Standing Documents and identify any need for updates and alignments after the completion of work in JTC 1 Ad Hoc Group 7 on Supplement Alignment.
9. The JTC 1 Chair and Committee Manager will share the JTC 1 concern articulated by SC 29 in JTC 1 N16236 with the ISO EPM staff. The EPM staff will be requested to proactively review the changes they believe are needed to JTC 1 documents with the relevant Project Editors in a meeting vs. only introducing such changes in a draft document that Project Editors must review. Such consultation should be conducted early in the preparation of the text.

APPRECIATIONS

Appreciation A – Appreciation to Meeting Host

JTC 1 expresses its appreciation to the Italian National Body (UNI) for hosting this meeting in lovely Paestum. This was the first time for many, if not all, of the in-person participants to visit this area of Italy.

The meeting facility was very nice and the AV support (both in the room and for the ZOOM) helped to facilitate the meeting progress; the lunch and breaks were wonderful (cheese, pasta, cappuccino/espresso and pastries – how can that ever be wrong) and much appreciated by all the delegates.

JTC 1 especially wishes to thank the staff from UNINFO - Sara Gilio and Carla Sirocchi for their assistance during the meeting. Special thanks to Veronica Salsano and Helen Carnevale for their tireless efforts over the past many months planning, organizing and executing the many details needed to be addressed. The delegates very much appreciated their hospitality and patience.

JTC 1 also expresses its appreciation to Mr Mimmo Squillace, UNINFO President, for his welcoming remarks and attendance throughout the week. The delegates very much appreciated his remarks and participation.

Appreciation B – Appreciation for Social Events

JTC 1 expresses its appreciation to UNINFO for the wonderful social events. It has been such a long time since JTC 1 delegates have had an opportunity to enjoy social functions. The trip to the archaeological site of Paestum was really amazing and the dinner was just wonderful.

Appreciation C – Appreciation to Sponsors and Supporters

JTC 1 expresses its appreciation to the following Sponsors:

Almaviva, NUTANIX, INNOVERY, GEMATICA, Microsoft, Btinkeeng, axians and 34bimu.

JTC 1 also expresses its appreciation to the following Supporters:

CONFINDUSTRIA SALERNO, CONSIGLIO NAZIONALE DEGLI INGEGNERI and Garofalo &Partners

Appreciation D –Appreciation to Jim MacFie, Convenor AG 17, AG 21 and Canadian HoD

JTC 1 understands that this will be Jim MacFie's last JTC 1 Plenary. Jim has served as Head of Delegation for Canada for many years, sharing his expertise and knowledge. Because of his extensive standards experience in JTC 1, Jim has often been the "go-to" person to take on and lead the more difficult and often contentious tasks such as Convener of AG 17 on Meetings and most recently AG 21 on JTC 1 Strategic Direction. In addition to these many roles, Jim always volunteers to be a member of the Drafting Committee. The JTC 1 Committee Manager is especially grateful for Jim's help on the Drafting Committee as well as his willingness to assist her with JTC 1 Supplement issues, whenever she needs to bounce ideas off him.
JTC 1 thanks Jim for his exceptional service to JTC 1 and wishes him a long, healthy and happy retirement.

Appreciation E – Appreciation to Officers, Editors, PAS Mentors and Submitters, Liaisons and Contributors

JTC 1 expresses its appreciation to all of its Officers, Editors, PAS Mentors and PAS Submitters, JTC 1 National Bodies and Liaisons for their continued dedicated efforts in support of the work of JTC 1. JTC 1 is grateful for all that everyone has done to advance the JTC 1 programme of work.

Appreciation F – Appreciation to Drafting Committee

JTC 1 expresses its appreciation to the Drafting Committee for its timely and efficient completion of the JTC 1 Resolutions.

Appreciation G – Appreciation to Meeting Participants

JTC 1 thanks all the meeting participants – both in-person and remote – for their careful attention to the meeting documents and discussions. JTC 1 was also very pleased to welcome some first time participating National Bodies and SC Chairs to this JTC 1 Plenary.

Appreciation H – Appreciation to ITTF Representatives

JTC 1 expresses its appreciation to Andrew Dryden and Stephen Dutnall for their participation in this meeting and their help and guidance throughout the year.

Appreciation I – Appreciation to Sally Seitz for Meeting Support

JTC 1 welcomes back and expresses its appreciation to Sally Seitz from ANSI for her invaluable assistance with navigating JTC 1 through this in-person Plenary with some remote participation. She did an excellent job of keeping track of and displaying the meeting documents (despite some technical issues with ZOOM displaying) while also running the ZOOM – advising the remote participants of what documents were being displayed in the room and when we were on breaks and also monitoring the chat and raised hands. Kudos to Sally!

Appreciation J – Appreciation to Phil Wennblom, JTC 1 Chair

JTC 1 expresses its continued appreciation to its Chair, Phil Wennblom, for the excellent job he did chairing this JTC 1 Plenary. His leadership, guidance and ability to keep the delegates on track and on time while driving to consensus contributes greatly to the success of every JTC 1 meeting and to the success of JTC 1, in general. As observed via his mid-year report to the Plenary, as well as shown in tasks he assumed as Convenor of various JTC 1 AGs and AHGs, Phil believes in the mission of JTC 1 and he dedicates an enormous amount of time and energy to facilitate JTC 1's value and importance within the ISO/IEC system. JTC 1 is very fortunate to have Phil as its advocate and Chair.

Appreciation K – Appreciation to Lisa Rajchel, JTC 1 Committee Manager

JTC 1 expresses its appreciation to its Committee Manager, Lisa Rajchel, for her outstanding guidance and management of JTC 1 throughout the year. JTC 1 applauds Lisa for her diligence and patience in facilitating this JTC 1 Plenary meeting.

Annex A - Summary comparison of face-to-face mode with some remote participants and hybrid mode

There are two key differences between a face-to-face meeting with some remote participants and a hybrid meeting:

- In a face-to-face meeting with some remote participants, the meeting is expected to proceed even if there is difficulty with the remote connectivity, and remote participants

have no right to require that agenda items be revisited, for example, in case of a faulty connection (see subclause 6.3). In contrast, in a hybrid meeting, remote participants have the right to expect that the provisions for remote attendance will be effective (e.g. the connection of in-room audio and a remote conferencing tool), and that the meeting should pause if the face-to-face location loses remote connectivity (see subclause 8.1).

- In a face-to-face meeting with some remote participants, there are no explicit requirements to consider remote participants when arranging the scheduling within the meeting. In contrast, in a hybrid meeting, the agenda or a posted online meeting schedule should provide an advance indication when at least some specific subjects may be discussed and when formal decisions or votes are expected to occur, the chair should make every effort to follow the pre-announced scheduling and provide advance notice of significant changes, remote participants have the right to ask for a re- consideration of formal decisions and votes in some circumstances, and the meeting shall not continue past the estimated finishing time of the meeting or meeting session in the presence of any objection from a participant (see subclauses 8.3.2, 8.4).

Annex B - Detailed comparison of face-to-face mode with some remote participants and hybrid mode

	F2F with some remotes	**Hybrid**
Venue	"A face-to-face meeting has one venue organized by the host…" "Upon request(s), the meeting chair, convenor, or secretariat, in coordination with the host, may assist a number of participants to attend a face-to-face meeting remotely."	"A hybrid meeting has one venue organized by the host. Participants may attend remotely..."
May HoDs attend remotely?	Yes, HoDs may attend remotely. "The Head of each Delegation (and alternate, if the Head of Delegation experiences a network failure during the course of the meeting) shall be identified at the beginning of the meeting."	Yes, HoDs may attend remotely. "Heads of delegations may attend in-person or remotely." "The Head of each Delegation (and alternate, if the Head of Delegation experiences a network failure during the course of the meeting) shall be identified at the beginning of the meeting."
Loss of connectivity	"…remote participation will be on a best-effort basis only, such that the meeting is expected to proceed even if there is difficulty with the remote connectivity. Remote participants will have no right to require that agenda items be revisited, for example, in case of a faulty connection. A chair may revisit agenda items at their own discretion, but there is no provision that could mandate such revisits."	"the chairs shall describe, in the calling notice or agenda, what procedure(s) they will follow when participants lose connectivity (i.e. the ability to participate) for reasons not under their control." "Remote participants have the right to expect that the provisions for remote attendance will be effective (e.g. the connection of in-room audio and a remote conferencing tool), and that the meeting should pause if the face-to-face location

		loses remote connectivity."
Do chairs attend in-person?	"The person chairing the meeting (meeting chair) should be present in person in the venue."	"The chair and committee manager should be physically present at the meeting."
Document due dates	Same for both F2F variants and hybrid.	Same for both F2F variants and hybrid.
Hard stop	No requirement to accommodate availability of remote participants.	"The meeting shall not continue past the estimated finishing time of the meeting or meeting session in the presence of any objection from a participant."
Timings of agenda items and changes to the agenda	No requirement – face-to-face common practise applicable.	"The agenda or a posted online meeting schedule of a hybrid meeting should provide some advance indication when specific subjects may be discussed and when formal decisions or votes are expected to occur, to give participants the ability to join the meeting for the meeting sessions relevant to the topics of their interests. The timings of agenda items are subject to change. When a significant change to the schedule occurs, the chair, convenor, secretariat, or committee manager shall post a revised agenda in a timely manner; or communicate appropriately the change when it occurs during a meeting." "The chair should make every effort to ensure that matters are discussed at the times and within the scope indicated by the agenda items and posted online meeting schedule (if applicable), particularly

		concerning formal decisions and votes. Prior to the closing session of the meeting, remote participants have the right to ask for a re-consideration of formal decisions and votes that happen at times either (a) significantly outside the periods identified in the agenda, for such decisions and votes or (b) taken when the face-to-face location has lost remote connectivity.”