



# HEAD OF DELEGATION (HoD) REPORT

U.S. Member Body of the International  
Organization for Standardization (ISO)



U.S. National Committee of the  
International Electrotechnical  
Commission (IEC)

Please complete this report within one month of the completion of the international meeting and return to the ANSI staff contact indicated on Page 4 of this document.

<b>I.</b>	<b>Meeting of JTC1 Special Working Group- Accessibility (SWG-A)</b>
<b>II.</b>	<b>Date 23-27 April 2007</b>
<b>III.</b>	<b>Location Hamar, NORWAY</b>

#### IV. Meeting Attendance

- Meeting attendance roster attached  
Meeting roster not available

Please comment on significant or unusual attendance issues (e.g., new member bodies, regular members not in attendance, new Chairman or Secretariat, non-accredited U.S. persons, etc.).

#### V. MEETING OBSERVATIONS

The US submitted contributions to the Hamar meeting proposing that the SWG-A effort be completed, its products publicized, and any follow-on efforts be handled by JTC 1. In Hamar it became clear that many participants were not willing to disband SWG-A. They were, however, willing to focus on completing the work underway so that JTC 1 could publish it – thus making it widely available for use by national and regional accessibility activities. The group also agreed to meeting twice via teleconference rather than holding a second face-to-face meeting prior to the 2007 JTC 1 Plenary meeting in Australia.

Focusing on completing documents and getting them published resulted in a more collegial gathering, with less tension and overt distrust, than previous SWG-A meetings.

##### A. Overall, how well did the U.S. meet its objectives on policy or technical matters?

- Very Successful -- U.S. positions were accepted in whole  
 Successful -- Compromises were reached which are acceptable to the U.S.  
Not Successful -- U.S. positions were not accepted

(Continued)

**B. Please comment on any issues of significance which might have an impact upon materially affected or interested U.S. parties.**

**C. Was the U.S. delegation adequately prepared for the discussions that ensued at this TC or SC meeting?**

(Consider whether documents arrived in time for adequate review and discussion prior to the meeting; whether U.S. positions were developed for each item on the agenda; whether last minute agenda items were added by the Chair or Secretariat, etc.)

Documents were posted in a timely manner. US positions were developed and presented.

**D. Did the U.S. extend an offer to assume any new officer positions?**

No  
Yes, positions are indicated below:  
(please provide additional contact information as appropriate)

<input type="checkbox"/>	Secretariat	<input type="checkbox"/>	Chairman
<input type="checkbox"/>	Convener or Rapporteur	<input type="checkbox"/>	Project Editor
<input type="checkbox"/>	Project Leader		

**E. Did the U.S. extend an offer to host any future meetings?**

Yes  
 No  
If yes, please identify:

**F. Were any new issues raised which require, or might involve, coordination with other U.S. bodies?**

(Include coordination items with other U.S. TAGs, ANSI policy-level committees, the USNC, etc.)

Yes  
No  
If yes, please identify:

SWG-A will be asking JTC 1 to publish its output documents. The US TAG to JTC 1 must support this proposal and work with other national bodies to insure JTC 1 approval.

(Continued)

**G. Was there any evidence of “bloc” or “alliance” voting by participating countries?**

Yes  No

If yes, please identify any significant issues or concerns:

**H. Are work items in the TC or SC being affected by related work in regional standards bodies (e.g., CEN, CENELEC, ETSI, PASC, NAFTA, COPANT, etc.)?**

Yes No

No related regional activity

If yes, please explain:

An EU mandate related to the creation of a working group on accessibility was issued last year. The scope of the effort mirrors that of the SWG-A. The EC will fund two work items, one to be completed by ETSI (related to a standards inventory) and one by CEN (related to conformance). The contracts for that work were issued within the last month.

SWG-A documents will be presented for consideration as part of the European effort.

**I. Were any issues raised which relate to or impact existing U.S. regulatory matters?**

Yes No

If yes, please explain:

The US Section 508 standards will be refreshed to reflect changes in technology and user requirements. That effort (TEITAC) began September 27-29, 2006 and included an SWG-A presentation made by the SWG-A liaison, Alex Li. Many SWG-A participants - including some from outside the US as well as many on the US delegation - are engaged in the TEITAC activity; consequently, they have little time for SWG-A activities.

**J. Please identify any IMMEDIATE U.S. TAG actions which will be required as a result of this international meeting.**

With the looming November JTC1 Plenary deadlines, it is important that the US TAG must push to complete the SWG-A documents so that they can be submitted on-time for the 2007 JTC 1 Plenary along with a request that JTC 1 publish them and make them widely and freely available.

(Continued)

**K. Please identify specific decisions which the U.S. delegation believes to be note worthy for publication.**

SWG-A will hold teleconferences on 9 July and 29 August.

**L. What might be done to further promote the ANSI Federation's goal of "global standards that reflect U.S. interests?"**

(Consider such issues as how might the U.S. further promote acceptance of related American National Standards in international and, where applicable, regional fora?)

**M. Other Comments**

(Attach additional sheet(s) as necessary)

**Completed by:**

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(Please print)

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**Attendance Roster**  
**JTC 1 Special Working Group on Accessibility (SWG-A)**  
**23-27 April 2007 - Hamar, Norway**

Organization	Representative(s)
<b><u>Delegations</u></b>	
<b>Canada</b>	Jim Carter Mary Frances Laughton
<b>France</b>	Josée Auber
<b>Japan</b>	Makoto Yoshida Toshihiro Suzuki Shigetoyo Nomura
<b>Norway</b>	Knut Lindelien Kjell Aage Bringsrud Asbjørn Hovstø Riitta Hellman Trine Tveter Andreea Asprusten - on-site meeting support
<b>United Kingdom</b>	John Gill Sean Hayes Andy Heath
<b>United States</b>	Donald Deutsch Tom Albin Jessica Brodey - teleconference participation on 23 April 2007 Alex Li Dave Michael Andi Snow-Weaver Michael Takemura
<b>JTC 1/SC 35</b>	Jim Carter
<b>JTC 1/SC 36</b>	Erlend Øverby Andy Heath
<b>CEN TC 224 WG 6</b>	Adam Balfour
<b>Linux Foundation</b>	Janina Sajka
<b>ITI</b>	Ken Salaets
<b>W3C/WAI</b>	Judy Brewer Shadi Abou-Zahra
<b>Visual Impairment Knowledge Centre</b>	Helle Bjarnø
<b><u>Liaison Officer</u></b>	
<b>CEN/ISSS WSDPA Liaison Officer</b>	Andy Heath
<b>ITU-T SG 16</b>	Erik Zetterström
<b><u>Officers</u></b>	
<b>SWG-A Convener</b>	Karen Higginbottom
<b>SWG-A Secretariat</b>	Jennifer Garner
<b>Ad Hoc 12 Leader</b>	Mary Frances Laughton
<b>Task Group 1 Co-Conveners</b>	John Gill Michael Takemura
<b>Ad Hoc 10 Leader</b>	Andi Snow-Weaver
<b>Ad Hoc 11 Leader</b>	Mary Frances Laughton
<b>Task Group 2 Convener</b>	Alex Li
<b>Ad Hoc 9 Co-Leader</b>	Jim Carter

**JTC 1 SWG-A N 263**

2006-04-30

**Document Type:** Resolutions

**Title:** **Resolutions from the 23-27 April 2007 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A) - Hamar, Norway**

**Source:** JTC 1 SWG-A Secretariat

**Action ID:**

**Requested Action:** Resolutions adopted at the April 2007 meeting of the JTC 1 SWG on Accessibility.

JTC 1 SWG on Accessibility Secretariat  
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**Resolutions from the 23-27 April 2007 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A) Hamar, Norway**

**SWG-A Hamar Resolution 1: Appreciation for the ITU-T SG 16 Presentation**

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Mr. Erik Zetterström for his presentation on ITU-T SG 16 activities and proposed updates to the SWG-A Accessibility Standards Inventory (SWG-A N 253).

*Unanimous*

**SWG-A Hamar Resolution 2: Appreciation for the CEN TC 224 WG 6 Presentation**

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Mr. Adam Balfour for his presentation on New Item of Work Proposed by Standards Norway to "Ensure That Public Procurement of Self Service Systems Facilitates Access by All People" (SWG-A N 251).

*Unanimous*

**SWG-A Hamar Resolution 3: Appreciation for the Japanese National Body Presentation**

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Mr. Makoto Yoshida for his presentation on JIS X 8341-5 "Guidelines for older persons and persons with disabilities - Information and communications equipment, software and services - Part 5: Office equipment" (SWG-A N 249).

*Unanimous*

**SWG-A Hamar Resolution 4: Appreciation for the JTC 1/SC 36 Presentation**

The JTC 1 Special Working Group on Accessibility expresses its appreciation to Mr. Erlend Øverby for his presentation on accessibility work in JTC 1/SC 36 (SWG-A N 250).

*Unanimous*

#### **SWG-A Hamar Resolution 5: JTC 1 Special Working Group on Accessibility Response to JTC 1 Banff Resolution 19**

The JTC 1 Special Working Group on Accessibility requests that its Convener prepare the SWG-A response to JTC 1 Banff Resolution 19 (Trial of Enhanced Use of Teleconferencing) for 30-day review and comment by the SWG-A participants prior to its submission to the October 2007 JTC 1 Plenary.

*Unanimous*

#### **SWG-A Hamar Resolution 6: Appreciation to ISO/TC 159/SC 4**

The JTC 1 Special Working Group on Accessibility notes with appreciation ISO/TC 159/SC 4 Resolution 226 (SWG-A N 234) requesting that its WGs review the JTC 1 SWG on Accessibility document on User Needs Summary and assess its relevance to their work items.

*Unanimous*

#### **SWG-A Hamar Resolution 7: Completion of Ad Hoc 8 on Outreach**

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 8 (Outreach) and thanks Dr. Kate Grant (JTC 1/SC 29) for her leadership of the activity.

*Unanimous*

#### **SWG-A Hamar Resolution 8: Disposition of Resolution 19 from the February 2007 JTC 1/SC 35 Plenary Regarding Additions to the User Needs Summary**

The JTC 1 Special Working Group on Accessibility expresses its appreciation to JTC 1/SC 35 for its review of the User Needs Summary and contribution proposing additions (SWG-A N 237). The SWG-A reviewed the SC 35 contribution in great detail and agreed upon alternative wording that was accepted as being within the scope of the SWG-A activity (SWG-A N 258) and will be incorporated into the User Needs Summary.

*Unanimous*

#### **SWG-A Hamar Resolution 9: Disposition of Canadian Contribution Regarding Additions to the User Needs Summary**

The JTC 1 Special Working Group on Accessibility expresses its appreciation to the Canadian National Body for its review of the User Needs Summary and contribution proposing additions (SWG-A N 240). The SWG-A reviewed the Canadian contribution in great detail and agreed upon alternative wording that was accepted (SWG-A N 259) and will be incorporated into the User Needs Summary.

*Unanimous*

#### **SWG-A Hamar Resolution 10: Proposed Changes to the User Needs Summary**

The JTC 1 Special Working Group on Accessibility instructs the Secretariat to distribute the changes to Version 1.0 of the User Needs Summary (SWG-A N 260) for a 30-day review and comment period. The comments will be reviewed by the User Needs Summary project editor in consultation with the SWG-A and will be incorporated into Version 2.0 of the User Needs Summary.

*Unanimous*

#### **SWG-A Hamar Resolution 11: Completion of Ad Hoc 10 on User Needs Document Maintenance**

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 10 (User Needs Document Maintenance) and thanks Ms. Andi Snow-Weaver (US) for her leadership of the activity.

*Unanimous*

#### **SWG-A Hamar Resolution 12: Evolution of the User Needs Summary**

The JTC 1 Special Working Group on Accessibility recognizes the evolving nature of the User Needs Summary and delegates responsibility within the SWG-A for dealing with any proposed changes to the User Needs Summary to Task Group 1.

*Unanimous*

#### **SWG-A Hamar Resolution 13: Acceptance of the Template for Reference Materials for the User Needs Summary**

The JTC 1 Special Working Group on Accessibility accepts the Template for Reference Materials for the User Needs Summary (SWG-A N 255) for use in requesting the submission of reference materials.

*Unanimous*

#### **SWG-A Hamar Resolution 14: Reconstitution of Ad Hoc 11 on Reference Materials for the User Needs Summary**

The JTC 1 Special Working Group on Accessibility reconstitutes Ad Hoc 11 on Reference Materials for the User Needs Summary with a new scope:

The Request for Reference Materials for the User Needs Summary (SWG-A N 256) along with a copy of the Template for Reference Materials for the User Needs Summary (SWG-A N 255) will be distributed for 30-day input. The responses will be reviewed by Ad Hoc 11 and compiled into a revised version of the Reference Materials for the User Needs Summary document.

Ad Hoc Leader: Ms. Mary Frances Laughton (Canada). Participants: Mr. Tom Albin (US), Dr. John Gill (UK), Dr. Riitta Hellman (Norway), Mr. Seongil Lee (Republic of Korea), Mr. Shigetoyo Nomura (Japan), Mr. Ken Salaets (ITI), Mr. Toshihiro Suzuki (Japan) and Mr. Michael Takemura (US).

*Unanimous*

#### **SWG-A Hamar Resolution 15: Proposed Changes to the Accessibility Standards Inventory**

The JTC 1 Special Working Group on Accessibility instructs the Secretariat to distribute the changes to Version 2.0 of the Accessibility Standards Inventory (SWG-A N 261) for a 30-day review and comment period. The comments will be reviewed by the Accessibility Standards Inventory project editor in consultation with the SWG-A participants and will be incorporated into Version 3.0 of the Accessibility Standards Inventory.

*Unanimous*

#### **SWG-A Hamar Resolution 16: Version 1.0 of the Guidance for User Needs Mapping**

The JTC 1 Special Working Group on Accessibility instructs the Secretariat to distribute the updated version of the Guidance for User Needs Mapping (Version 0.3) (SWG-A N 257) for a 30-day review and comment period. The comments will be reviewed by the Guidance for User Needs Mapping project editor in consultation with the SWG-A participants and will be incorporated into Version 1.0 of the Guidance for User Needs Mapping. A new page on the SWG-A web site will be established to reflect the current version of the Guidance for User Needs Mapping and the received mappings.

*Unanimous*

#### **SWG-A Hamar Resolution 17: Outstanding User Needs Mappings**

The JTC 1 Special Working Group on Accessibility requests that the outstanding User Needs Mappings be provided to the SWG-A Secretariat by June 8, 2007 for distribution to the SWG-A participants.

*Unanimous*

#### **SWG-A Hamar Resolution 18: Completion of Ad Hoc 9 on User Needs Mapping and Gap Analysis**

The JTC 1 Special Working Group on Accessibility notes the completion of the tasks assigned to Ad Hoc 9 (User Needs Mapping and Gap Analysis) and thanks Dr. Jim Carter (Canada) and Dr. Hajime Yamada (Japan) for their leadership of the

activity.

*Unanimous*

**SWG-A Hamar Resolution 19: Acceptance of the Timeline for Submission of SWG-A Deliverables as a Multi-Part Type 3 Technical Report**

The JTC 1 Special Working Group on Accessibility accepts the timeline contained in SWG-A N 254 for the submission of the following SWG-A deliverables for processing as a multi-part Type 3 Technical Report:

- User Needs Summary
- Accessibility Standards Inventory
- Guidance for User Needs Mapping

*Unanimous*

**SWG-A Hamar Resolution 20: SWG-A Deliverable as Technical Report Part 1 (Information Technology: Accessibility Considerations for People with Disabilities: Part 1 – User Needs Summary)**

The JTC 1 Special Working Group on Accessibility appoints Dr. Jim Carter as project editor and Ms. Andi Snow-Weaver as project co-editor for reformatting the SWG-A User Needs Summary (as updated after our teleconference of 9 July) and preparing it for submission to the JTC 1 Plenary for consideration to ballot as a Draft Technical Report Type 3 entitled Information Technology: Accessibility Considerations for People with Disabilities: Part 1 – User Needs Summary.

*Unanimous*

**SWG-A Hamar Resolution 21: SWG-A Deliverable as Technical Report Part 2 (Information Technology: Accessibility Considerations for People with Disabilities: Part 2 – Standards Inventory)**

The JTC 1 Special Working Group on Accessibility appoints Dr. Jim Carter as project editor and Mr. Alex Li as project co-editor for reformatting the SWG-A Accessibility Standards Inventory (as updated after our teleconference of 9 July) and preparing it for submission to the JTC 1 Plenary for consideration to ballot as a Draft Technical Report Type 3 entitled Information Technology: Accessibility Considerations for People with Disabilities: Part 2 – Standards Inventory.

*Unanimous*

**SWG-A Hamar Resolution 22: SWG-A Deliverable as Technical Report Part 3 (Information Technology: Accessibility Considerations for People with Disabilities: Part 3 – Guidance on User Needs Mapping)**

The JTC 1 Special Working Group on Accessibility appoints Dr. Jim Carter as project editor and Dr. Hajime Yamada as project co-editor for reformatting the Guidance on User Needs Mapping (as updated after our teleconference of 9 July) and preparing it for submission to the JTC 1 Plenary for consideration to ballot as a Draft Technical Report Type 3 entitled Information Technology: Accessibility Considerations for People with Disabilities: Part 3 – Guidance on User Needs Mapping.

*Unanimous*

**SWG-A Hamar Resolution 23: SWG-A Report to the October 2007 JTC 1 Plenary and Draft Technical Report Submission**

The JTC 1 Special Working Group on Accessibility resolves to request JTC 1, at its October 2007 Plenary, to accept the SWG-A Deliverables (as identified in Resolutions 20, 21 and 22) as consensus documents from the SWG-A and to initiate the ballot process for approval of the documents as a multi-part Technical Report Type 3. Further, the JTC 1 SWG-A offers its services to JTC 1 for the ballot resolution meeting.

*Unanimous*

**SWG-A Hamar Resolution 24: Availability and Format of the Technical Report**

Anticipating the successful approval of the Technical Report, the JTC 1 Special Working Group on Accessibility instructs its Convener to request of JTC 1 that it be freely available and to provide supporting rationale as per JTC 1 N 7604. The SWG-A also requests the publication of the TR in accessible HTML as the primary format as well as in accessible PDF.

*Unanimous*

### **SWG-A Hamar Resolution 25: Reconstitution of Ad Hoc 12 on JTC 1 Web Site Accessibility**

The JTC 1 Special Working Group on Accessibility reestablishes Ad Hoc 12 on JTC 1 Web Site Accessibility to provide outreach and guidance to the identified ISO and IEC staff in making the web sites for JTC 1 and its Subcommittees accessible and to encourage the member NBs to make their web sites accessible. Ad Hoc Leader: Ms. Mary Frances Laughton (Canada). Participants: Mr. Shadi Abou-Zahra (W3C/WAI), Ms. Josée Auber (France), Mr. Richard Clark (JTC 1/SC 29), Mr. Seongil Lee (Republic of Korea), Mr. Shigetoyo Nomura (Japan), Ms. Janina Sajka (The Linux Foundation), Ms. Andi Snow-Weaver (US) and Mr. Toshihiro Suzuki (Japan).

*Unanimous*

### **SWG-A Hamar Resolution 26: Updated Project Plan**

The updated SWG-A Project Plan (SWG-A N 262) will be distributed for 30-day review and comment. Activities referenced in the Project Plan will be initiated and their due dates may be modified due to the comments received. The comments will be reviewed by the Project Plan editor in consultation with the editors and the SWG-A and will be incorporated into an updated version of the Project Plan.

*Unanimous*

### **SWG-A Hamar Resolution 27: Future Meetings**

The JTC 1 Special Working Group on Accessibility resolves to cancel the meeting that had been tentatively scheduled for 24-28 September 2007.

The following teleconferences are scheduled to address comments received on the SWG-A Deliverables:

- 9 July 2007
- 29 August 2007

The SWG-A agrees to schedule a physical meeting for 16-20 June 2008, or, alternatively, the dates of 3-6 September 2008, to conduct regular business and, if necessary and agreed to by JTC 1, to serve as the DTR ballot resolution meeting.

*Unanimous*

### **Appreciation Resolutions**

A. The JTC 1 Special Working Group on Accessibility expresses its appreciation to Standards Norway for arranging and hosting this meeting at the Scandic Hotel in Hamar, Norway and for providing the wonderful facilities. In particular, the JTC 1 SWG on Accessibility expresses its special thanks to Mr. Knut Lindelien, Ms. Berit Holthe and Ms. Andreea Asprusten of Standards Norway for their excellent preparation and hard work before the meeting and their outstanding and flexible support during the meeting. The SWG-A thanks Ms. Trine Tveter of Standards Norway for her welcoming remarks. The SWG-A expresses its thanks to Mr. Einar Busterud, the Mayor of Hamar, for hosting the lovely tour at the Hedmarksmuseet.

*Acclamation*

B. The JTC 1 Special Working Group on Accessibility expresses its appreciation to the drafting committee members: Ms. Josée Auber (France), Dr. Jim Carter (Canada), Ms. Mary Frances Laughton (Canada), Mr. David Michael (US), Mr. Shigetoyo Nomura (Japan), Mr. Erlend Øverby (JTC 1/SC 36), and Ms. Jennifer Garner (SWG-A Secretariat).

*Acclamation*

C. The JTC 1 Special Working Group on Accessibility expresses its appreciation to its Convener (Ms. Karen Higginbottom), Secretariat (Ms. Jennifer Garner), Task Group 1 Co-Conveners (Dr. John Gill and Mr. Michael Takemura) and Task Group 2 Convener (Mr. Alex Li) for their leadership of this activity.

*Acclamation*

Agenda Item Number	Item	Disposition
5.1	ISO/TC 159 Liaison Officer	no written report received – no action requested or taken
5.2	CEN/ISSS Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA) Liaison Officer	no written report received – no action requested or taken
5.4	TEITAC	report received – no action requested or taken
6.3	Status Update on W3C/WAI WCAG 2.0 and Other WAI Guidelines	oral report received – no action requested or taken
8.	Contributions Concerning the Future of the JTC 1 Special Working Group on Accessibility	contributions reviewed – no action agreed upon at meeting