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Background:

Committee URL: http://isotc.iso.org/livelink/livelink/open/tc46sc11
Title of / Titre du TC/SC

Archives/records management \ Gestion des archives courantes et intermédiaires

Secretariat / Secrétariat

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MEETING / RÉUNION
Meeting dates / Dates de la réunion
5th - 9th of May 2014

Host / Invitant

ANSI/NISO

Place / Lieu

Library of Congress,
101 Independence Ave SE, Washington, DC, USA

US National Archives & Records Administration (NARA)
700 Pennsylvania Ave NW, Washington, DC, USA

P-and O-members are invited to inform the secretariat of the committee concerned, within one month of the receipt of this notice of meeting, of their intention to be represented at the meeting, the approximate number of their delegates and their need for interpretation.

Whenever possible, the names of delegates (or observers) and the name of the head of the delegation should also be sent to the secretariat of the committee concerned at least one month before the opening of the meeting.

Les membres (P) et (O) sont invités, dans un délai d'un mois à partir de la réception de la présente convocation, à faire connaître au secrétariat du comité concerné leur intention d'être représentés à la réunion, le nombre approximatif de leurs délégués et leur besoin en matière d'interprétation.

Dans la mesure du possible, une liste indiquant les noms des délégués (ou observateurs), ainsi que le nom du chef de la délégation, devrait également parvenir au secrétariat concerné un mois au moins avant l’ouverture de la réunion.

Parallel meeting(s) / Réunion(s) parallèle(s)

ISO/TC 46 Information and documentation
ISO/TC 46/SC 4 Technical interoperability
ISO/TC 46/SC 8 Quality - Statistics and performance evaluation
ISO/TC 46/SC 9 Identification and description
ISO/TC 46/SC10 Requirements for document storage and conditions for preservation

Meeting documents

Link to meeting documents:
http://isotc.iso.org/livelink/livelink?func=ll&objId=15785451&objAction=browse&viewType=1
## ISO/TC 46/SC 11 Meeting Schedule

### 5-9 May 2014, Washington, DC, USA

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Group Name</th>
<th>Meeting will take place</th>
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<tr>
<td><strong>Monday, 5th of May 2014</strong></td>
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<tr>
<td>9:00 - 10:30</td>
<td>ISO/TC 46 Opening Plenary</td>
<td>Library of Congress</td>
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| 11:00 - 16:00 | Ad hoc Groups meeting:  
   *Ad hoc 1 - Records management in relation to enterprise architecture*  
   *Ad hoc 2 - Records in distributed platforms and services*  
   *Ad hoc 3 - Create a list of concepts common to SC 11 standards*  
   *Ad hoc 4 - Records management responsibilities in relation to open data* | Library of Congress |
| 16:00 - 17:00 | Coordination Group (HOD only) | Library of Congress |
| **Tuesday, 6th of May 2014** | | |
| 9:00 - 17:00 | WG8 and WG 9 Joint meeting | NARA |
| **Wednesday, 7th of May 2014** | | |
| 9:00 - 17:00 | WG13 Meeting | NARA |
| 16:00 - 17:00 | Coordination Group (HOD only) | NARA |
| **Thursday, 8th of May 2014** | | |
| 9:00 - 12:00 | WG1 Meeting | NARA |
| 9:00 - 12:00 | WG10 Meeting | NARA |
| 13:00 - 17:00 | ISO/TC 46/SC 11 Closing plenary | NARA |
| **Friday, 9th of May 2014** | | |
| 9:00 - 17:00 | WG13 meeting | NARA |
Opening plenary - Day 1 - Monday, 5th of May 2014 (Library of Congress)

1. Opening of the meeting
2. Roll call of delegates
3. Adoption of the agenda (N1431)
4. Appointment of the drafting committee
5. Matters arising
6. Short Reports from WGs

Closing plenary - Day 4 - Thursday, 8th of May 2014 (NARA)

8. Paul Wester, Chief Records Officer for the U.S Government presentation
9. Report of the Secretariat
   9.1 Change on membership
   9.2 Adoption of the minutes
   9.3 Action items from the previous meetings
   9.4 Liaison reports and issues
10. Coordination group
   10.1 General (Liaisons, memberships, etc.)
   10.2 Request for consideration to transfer ISO/TR 17068:2012 to an ISO standard.
   10.3 Ad hoc group 1 - Records management in relation to enterprise architecture
   10.4 Ad hoc group 2 - Records in distributed platforms and services
   10.5 Ad hoc group 3 - Create a list of concepts common to SC 11 standards
   10.6 Ad hoc group 4 - Records management responsibilities in relation to open data
11. Projects and Working groups progress report
   11.1 WG1 Metadata – Mr Hans Hofman
      Projects:
      ISO 23081-1:2006 Future revision
      ISO 23081-2:2009 Result of Systematic Review
11.2 Joint WG 8 MSR – Fundamentals and Vocabulary and WG 9 MSR – Requirements – Ms Judith Ellis and Ms Carlota Bustelo  
*Project: ISO/CD 30302*

11.3 WG10 Implementation Guidelines for Digitization (Disposition project) – Mr Mike Chapman

*Project: ISO/CD 15489-1 (Revision)*

12 Other businesses

13 Future Meetings  
Meeting 31st - Beijing, China  
May 2015

14 Approval of Resolution

This agenda is subject to change

Please note that we not supply hard (paper) copy documents on this meeting.