



ISO/TC 46/SC 11
Archives/records management

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Secretariat: SA (Australia)

N1445 Rev 3rd TC46SC11 Ntc of Mtg Draft Agenda-Washington,DC May 2014

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Background: The SC 11 Agenda updated with Section 8 ISO/IEC Directives Part 1 (5th edition) Presentation

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REVISED NOTICE OF MEETING / DRAFT AGENDA CONVOCAATION / PROJET D'ORDRE DU JOUR	
Date	2014-04-16
Reference	ISO/TC 46/SC 11N1445 (Replace N1431)

Title of / Titre du TC/SC Archives/records management \ Gestion des archives courantes et intermédiaires	
Secretariat / Secrétariat SA* Standards Australia, Level 10, 20 Bridge Street, Sydney, NSW, 2000 Australia Tel: +61 2 9237 6109 Fax:+61 2 9237 6010 agnes.simai@standards.org.au	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

Date/Time	Group Name	Meeting will take place
<i>Monday, 5th of May 2014</i>		
9:00 - 10:30	ISO/TC 46 Opening Plenary	Library of Congress
11:00 - 16:00	<u>Ad hoc Groups meeting:</u> 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
<i>Tuesday, 6th of May 2014</i>		
9:00 - 17:00	WG8 and WG 9 Joint meeting	NARA
<i>Wednesday, 7th of May 2014</i>		
9:00 - 17:00	WG13 Meeting	NARA
16:00 - 17:00	Coordination Group (HOD only)	NARA
<i>Thursday, 8th of May 2014</i>		
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
<i>Friday, 9th of May 2014</i>		
9:00 - 17:00	WG13 meeting	NARA



ISO/TC 46/SC 11N1445
DRAFT AGENDA / PROJET D'ORDRE DU JOUR

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
- 7 Request for consideration to transfer ISO/TR 17068:2012 to an ISO standard.

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

- 8 ISO/IEC Directives Part 1 (5th edition) presentation
- 9 Paul Wester, Chief Records Officer for the U.S Government presentation
- 10 Report of the Secretariat
 - 10.1 Change on membership
 - 10.2 Adoption of the minutes
 - 10.3 Action items from the previous meetings
 - 10.4 Liaison reports and issues
- 11 Coordination group
 - 11.1 General (Liaisons, memberships, etc.)
 - 11.2 Request for consideration to transfer ISO/TR 17068:2012 to an ISO standard.
 - 11.3 Ad hoc group 1 - Records management in relation to enterprise architecture
 - 11.4 Ad hoc group 2 - Records in distributed platforms and services
 - 11.5 Ad hoc group 3 - Create a list of concepts common to SC 11 standards
 - 11.6 Ad hoc group 4 - Records management responsibilities in relation to open data
- 12 Projects and Working groups progress report
 - 12.1 WG1 Metadata – *Mr Hans Hofman*
Projects:
ISO 23081-1:2006 Future revision
ISO 23081-2:2009 Result of Systematic Review

- 12.2 Joint WG 8 MSR – Fundamentals and Vocabulary and WG 9 MSR – Requirements – *Ms Judith Ellis* and *Ms Carlota Bustelo*
Project: ISO/CD 30302
- 12.3 WG10 Implementation Guidelines for Digitization (Disposition project) –
Mr Mike Chapman
- 12.4 WG13 Revision of ISO 15489-1:2011 and ISO/TR 15489-2:2001 – *Mr Hans Hofman*
Project: ISO/CD 15489-1 (Revision)

- 13** Other businesses
- 14** Future Meetings
Meeting 31st - Beijing, China May - June 2015 (TBC)
- 15** Approval of Resolution

This agenda is subject to change

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