

# NISO STS (Standards Tag Suite) Steering Committee Decision Minutes

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*October 6, 2015, 10:00 am - 11:00 am USA EDT*

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# 1 Introduction

These minutes record decisions made and action items assigned during the NISO STS Steering Committee conference call of October 6, 2015.

## 1.1 Attendees for October 6, 2015

- Breittfelder, Kim (IEEE)
- Doubleday, Keith (IHS Global)
- Fadik, Becky (SAE International )
- Galichet, Laurent (ISO)
- Hager, Bob (ANSI)
- Lapeyre, Debbie (Recorder, Mulberry Technologies)
- Neylon, Eamonn (Consultant)
- Owens, Evan (Cenveo Publisher Services)
- Plessel, Markus (IEEE Standards)
- Preuss, Tim (Silverchair Information Systems)
- Reczek, Karen (NIST)
- Rosenblum, Bruce (Co-chair, Inera)
- Saari, Antti (SFS)
- Sanders, Al (Boeing)
- Saunders, Greg (Defense Logistics Agency)
- Usdin, Tommie (Mulberry Technologies)
- Visser, Mike (Thompson Reuters - placeholder?)
- West, Lesley (ASTM)
- Wheeler, Robert (Co-chair, ASME)
- Wischhöfer, Cord (DIN Software GmbH)
- Xu, Hong (CEN)
- Zhao, Wei (OCUL)

## 1.2 The Next Call

A Doodle poll will be circulated to determine the date and time of the next meeting for the NISO STS Steering Committee.

The meeting will be held by conference call:

**US and Canada Toll free number: 1-877-375-2160**

**Passcode: 6874-6477**

**UNITED KINGDOM**

**0808-234-8621**

**02031070236**

Global numbers can be found via <http://bit.ly/1KCHbsT>

For security reasons, the Passcode will be required to join the conference.

## 1.3 Action Items (*for all attendees*)

1. Provide samples of standards and related documents that can be shared with the group. Unlocked PDF is the preferred format, but if that is not available, please send the documents in the format you have available. To provide samples for use in this activity please email them to Tommie Usdin at [btusdin@mulberrytech.com](mailto:btusdin@mulberrytech.com) or (preferably) post them to NISO's Kavi system:

- Sign in to NISO.org
- Click on "My Groups"
- Below "Recent Email" is "My Groups" (you may need to scroll down to see it)
- Click on "STS Steering Group"
- Click on "add a document" under "Documents"
- Fill out the form, with the file information, a title, etc. In the "Description" please tell us what in particular this example illustrates.
- In the "Folder", under "Working Documents", select either:
  - "Samples for Committee Use and Documentation" if we may use excerpts from this sample in documenting NISO STS, or
  - "Samples for Committee Use Only" if we may not use excerpts from this sample in documenting the tag set

2. Answer the Doodle pool email to determine the best date and time for the next call.

3. If your name is not on the list above and you were present for the call, or if your name is spelled incorrectly, please email corrections to "Debbie Lapeyre"<[dalapeyre@mulberrytech.com](mailto:dalapeyre@mulberrytech.com)>

## 2 Scope of the NISO STS Tag Set

### 2.1 Possible Single-Organization Document Types

The Steering Committee started discussion of a list of documents and made the following preliminary determinations. For the initial creation of a NISO STS Tag Set and Suite, each document type could be designated:

- in current scope,
- out of current scope, or
- for a future phase or different model (but *not* for the initial version of the NISO STS model)

#### 2.1.1 Documents In Scope:

- **Our base scope:** "Core" Standards (normative formal standards and specifications). These may be International, National, or Regional Standards; or standards created by Standards Develop Organizations (SDOs) or Consortia. Note: Such standards may also be called "guides" and "guide specifications" by particular publishers (as opposed to "Guidelines" below).
- Corrigenda/Errata/Amendments/Corrections to a standard and "interim standards".
- Addenda to a standard (which no members of this Committee currently publish, but which are known to be published by SDOs)
- Consolidated versions of a standard (which consolidate the amendments/errata/etc. with the base standards document to produce a new corrected document)

### 2.1.2 Documents Out of Scope:

- Non-normative commentaries on standards
- Non-normative Guidelines to standards (typically monographs or handbooks that focus on practical assistance for implementing the standard, such as case studies)

**Decision:** As part of this project, this committee may recommend to the BITS committee that some of the standards material (metadata and structures to be determined) might best be incorporated in to BITS, as base BITS or as an additional document type using the BITS structures, to facilitate reuse of standards material in books.

### 2.1.3 Documents for which Samples Need to Be Examined

- Supplement(s) to a standard (Note: This item was declared in scope preliminarily pending review of examples.)
    - Code case supplements (which may or may not be normative)
    - Departures (audience or process-specific exceptions or narrowings of a standard)
    - Interim engineering releases
    - Exceptions to a standard
  - Non-normative Technical Recommendations/Technical Reports/Technical Specifications/IWA (workshop agreements). These are not standards but are artifacts of the standards process.
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