



ISO TC 46/SC 9/Working Group 10

for ISO Project 3901:

Revision of the International Standard Recording Code (ISRC)

ISO TC46/SC9 N 477 rev

also to be issued as ISO/TC 46/SC 9/WG 10 N 1

2008-09-03

Draft Terms of Reference for ISO TC 46/SC 9 Working Group 10: ISO Project 3901, revision of the "International Standard Recording Code (ISRC)"

The following are the proposed terms of reference for ISO TC46/SC9 Working Group (WG 10) to undertake Project 3901 on revision of the International Standard Recording Code (ISRC).

These draft terms of reference and target dates for Project 3901 are subject to the approval of the P-members of ISO TC 46/SC 9 and will be discussed at the SC9 plenary meeting in Stockholm on 22 May 2008.

ISO TC46/SC9 Working Group 10 is charged with the development of ISO Project 3901 on revisions to the International Standard Recording Code (ISRC).

The Project Leader and Convenor of WG 10 is Mr. Paul Jessop, representing IFPI and the Registration Authority for ISO 3901.

SCOPE OF PROJECT 3901

To revise ISO 3901:2001, including the specification of:

- (i) the syntax and administration of the International Standard Recording Code; and,
- (ii) the associated metadata.

1. MEMBERSHIP OF ISO TC 46/SC 9 WORKING GROUP 10

- 1.1** The membership of ISO TC 46/SC 9 Working Group 10 (WG 10) shall consist of experts appointed by the voting (P-) members and A-liaison organizations for ISO TC46/SC9. A maximum of three nominated experts per P-member or A-liaison organization is recommended.
- 1.2** If necessary, and on the advice of its Secretariat and the WG 10 Convenor, ISO TC46/SC9 may subsequently limit the size of WG 10 and/or limit the appointees of any of the P-members or A-liaison organizations to achieve a fair balance of interested parties and/or a manageable project group.
- 1.3** At his/her discretion, the WG 10 Convenor may invite the ad hoc participation of other experts to one meeting of Project 3901, but subsequent participation will require the appointment of the expert by a P-member or A-liaison organization.

- 1.4 The experts nominated to ISO TC46/SC9/Working Group 10 should be involved in organizations that have a business requirement for use of the ISRC.
- 1.5 The experts appointed to ISO TC46/SC9/Working Group 10 must commit to attend meetings of the Working Group.

2. TASKS ASSIGNED TO WORKING GROUP 10

ISO TC46/SC9 Working Group 10 shall undertake the following tasks for Project 3901:

- 2.1 To draft the content and wording of a new edition of ISO 3901 which includes the specification of (i) the syntax and administration of the International Standard Recording Code and (ii) the associated metadata, for subsequent consideration and approval of the revised standard by the P-members (voting members) of ISO TC 46/SC 9.

The draft 3rd edition of the ISO 3901 standard produced by Working Group 10 shall ensure that:

- 2.1.1 specifications for the International Standard Recording Code meet the requirements for international application of the standard;
 - 2.1.2 the scope of the International Standard Recording Code is clearly defined;
 - 2.1.3 the International Standard Recording Code will function effectively as a means of unique, international identification for the entities to which it is assigned;
 - 2.1.4 the numbering capacity of the International Standard Recording Code (ISRC) system accommodates the volume of entities included within the scope of the standard;
 - 2.1.5 the International Standard Recording Code will be able to operate for a reasonable period of time in meeting the requirement to assign unique international identifiers;
 - 2.1.6 the draft standard meets the requirements for preparation and presentation of International Standards as specified by the ISO Directives.
- 2.2 To specify the reference descriptive metadata which ensures the unambiguous description and identification of the entity to which an ISRC is assigned, for the purposes of administering the proper assignment and functioning of the ISRC as a unique identifier;
 - 2.3 To specify the rules of procedure and policies for the assignment of ISRC;
 - 2.4 To specify criteria for the appointment of ISRC registration agencies;
 - 2.5 To specify the core functions of the Registration Authority for ISO 3901, in accordance with the ISO Directives Part 1, Annex H (Registration Authorities) and the ISO/TC 46 Rules of procedure, Annex B (Rules for the designation and operation of Registration Authorities and Maintenance Agencies);
 - 2.6 To specify the core functions of the ISRC registration agencies appointed by the Registration Authority for ISO 3901;

- 2.7 To meet the time limits established by ISO for each stage in the development of ISO Project 3901;
- 2.8 To decide on appropriate responses to comments on the ISO Committee Draft(s) and Draft International Standard(s) for Project 3901 and to record those decisions in a document for the SC9 Secretariat and subsequent distribution to SC 9;
- 2.9 To conduct the business of ISO/TC46/SC9 Working Group 10 and Project 3901 in accordance with the ISO Directives and the ISO TC 46 rules of procedure;
- 2.10 To record the decisions taken at each Working Group 10 meeting along with supporting reasons for any decisions of substance and to submit these reports to the Working Group members and to the ISO TC 46/SC 9 Secretariat within two months of each Working Group meeting;
- 2.11 To submit a report to the ISO TC 46/SC 9 Secretariat on the progress of work on Project 3901 two months in advance of each TC 46/SC 9 meeting.

3. DURATION OF ISO/TC 46/SC 9 WORKING GROUP 10

ISO TC 46/SC 9 Working Group 10 may be disbanded by ISO TC 46/SC 9 upon publication of ISO 3901 or in the event that the Working Group is unable to reach consensus¹ and/or meet the time limits for project development specified in the ISO Directives.

¹ **consensus:** General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. NOTE - Consensus need not imply unanimity. [ISO Directives, Part 1]

Steps and Target Dates for ISO Project 3901

The target dates specified below represent ISO's recommended timeframes for project development. Project 3901 will be registered on the default development track of 36 months, meaning that the standard must reach the publication stage within 3 years of its initial registration in ISO's programme of work.

Date of registration: 2008-09-03

Deadline for completion: 2011-09-03, or earlier (ISO default timeframe of 36 months)

Nominations to WG 10 requested by: 2008-10-31

Working Draft(s) 3901:

A first Working Draft of the revised ISRC standard (WD 3901) should be available within 6 months of the project's registration in ISO's programme of work.

Target date: **2009-03-03, or earlier.**

When there is general agreement among the members of WG 10 on the content of the Working Draft, the text is submitted to the ISO TC46/SC9 Secretariat for its first international review as an ISO Committee Draft.

Committee Draft(s) 3901:

A first Committee Draft (CD 3901) should be available for international review within 12 months of the project's registration in ISO's programme of work.

Target date: **2009-06-03, or earlier.**

Committee Draft 3901 will be distributed by the ISO TC 46/SC 9 Secretariat to the "P-members" of ISO TC 46/SC 9 (i.e. to the subset of ISO national bodies that have elected to participate in this committee) for a **3 month review and comments.**

The CD stage may be repeated with subsequent versions of the draft standard in order to reach consensus.

When consensus is reached among ISO TC 46/SC 9's member organizations on the content of the Committee Draft, the text must be registered within 4 months at the ISO Central Secretariat as a Draft International Standard. Equivalent English and French versions must be provided for DIS registration.

Draft International Standard (DIS) 3901:

The Draft International Standard (DIS 3901) must be submitted to ISO's Central Secretariat within 18 months of the project's initial registration in the ISO programme of work.

Target date: **2009-12-03, or earlier.** The project may be automatically cancelled if this target date is not met

DIS 3901 will be distributed by the ISO Central Secretariat to all ISO national bodies for a **5-month vote and comments.**

Final Draft International Standard 3901:

NOTE - This final stage may be omitted if there are no negative votes at the preceding DIS stage.

The Final Draft International Standard (FDIS 3901) must be submitted to ISO's Central Secretariat within 30 months of the project's initial registration in the ISO programme of work.

Target date: **2011-12-03, or earlier.** The project may be automatically cancelled if this target date is not met.

FDIS 3901 will be distributed by the ISO Central Secretariat to all ISO national bodies for a **final 2-month vote. No comments on the FDIS are allowed**, except those that explain a negative vote.

Publication of ISO 3901, third edition:

ISO 3901 must be published within 36 months of the project's initial registration in the ISO programme of work.

Target date: **2012-05-03, or earlier.**
