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**Terms of Reference for
ISO/TC 46/SC 9 Working Group 5
on the development of Project 3297
to revise ISO 3297:1998, the ISSN standard**

The following are the proposed terms of reference for a new ISO/TC46/SC9 Working Group (WG 5) to undertake the revision of ISO 3297, the ISSN standard. The decision to establish this Working Group was agreed at the May 2003 meeting of TC 46/SC 9 (see N 359, resolution 4).

These terms of reference are subject to the approval of the P-members of ISO TC46/SC9. P-members have until November 15, 2003 to register any comments about this document. As of that date, unless otherwise notified, these terms of reference will be registered as approved.

ISO/TC 46/SC 9 Working Group 5 is established to revise the 1998 (3rd) edition of ISO 3297, "Information and documentation – International Standard Serial Number (ISSN)".

1. MEMBERSHIP

- 1.1** The membership of ISO Technical Committee 46 (TC46), Subcommittee 9 (SC 9), Working Group 5 (WG 5) shall consist of experts appointed by the Subcommittee's voting members ("P-members") and liaison organizations, and by the Registration Authority for ISO 3297 (the ISSN International Centre).
- 1.2** The Convenor of Working Group 5 shall be appointed by the ISO TC 46/SC 9 Secretariat based on the nominations received for WG 5 during the 2002/2003 systematic review of ISO 3297.

The Convenor shall act in a neutral and purely international capacity and shall ensure the timely and orderly progression of the ISSN revision project.

- 1.3** If necessary, and on the advice of its Secretariat and the Convenor of WG 5, ISO/TC 46/SC 9 may subsequently limit the size of WG 5 and/or limit the number of appointees from any participating organization in order to achieve a fair balance of interested parties and a manageable project group.

- 1.4 At his/her discretion, the Convenor of WG 5 may invite the ad hoc participation of other experts to assist in the development of specific aspects of the ISSN revision project.
- 1.5 The experts appointed to ISO/TC 46/SC 9/Working Group 5 should be involved in organizations that have a direct investment in the implementation or application of the ISSN system. This includes: representatives of ISSN national centres; organizations representing publishers and producers of material within the scope of the ISSN system; organizations representing the distribution and supply chain for serial publications and other continuing resources; organizations representing the library community; and other parties actively concerned with the efficient production, distribution and supply of serial publications and other continuing resources.
- 1.6 The experts appointed to ISO/TC 46/SC 9/Working Group 5 must commit to attend meetings of the Working Group.

2. TASKS ASSIGNED TO WORKING GROUP 5

ISO/TC 46/SC 9 Working Group 5 is assigned the following tasks:

Work to be done:

- 2.1 To draft the content and wording of the revised edition of ISO 3297 on the International Standard Serial Number (ISSN) for subsequent consideration and approval by the member bodies of ISO/TC 46/SC 9.
The revised ISSN standard should:
 - 2.1.1 Specify any agreed extensions or changes to the scope of the ISSN system;
 - 2.1.2 Clarify the types of resources to which ISSN may and may not be assigned, including those in electronic formats;
 - 2.1.3 Provide definitions to support the introduction of any new concepts into the revised standard (e.g. "continuing resource");
 - 2.1.4 Incorporate specifications for the display of ISSN on various formats of eligible resources, including electronic resources;
 - 2.1.5 Clarify policies for assigning ISSN to different editions or versions of a resource;
 - 2.1.6 Specify the required metadata associated with each ISSN assignment;
 - 2.1.7 Incorporate other agreed revisions necessary for the alignment of ISO 3297 with the latest version of the ISSN Manual.
- 2.2 To verify that the numbering capacity of the ISSN system can accommodate the volume of continuing resources included within the scope of the revised ISSN standard.
- 2.3 To investigate and/or develop additional specifications, as appropriate, with the aim of supporting or extending the use of ISSN in publishing, distribution and library applications.
- 2.4 To confirm the rules of procedure and the decision-making process for matters affecting the administration of the ISSN system as a whole, including the minimum criteria for ISSN registration agencies. These rules of procedure for the ISSN system should be

available for reference no later than the DIS stage when the revised ISSN standard is distributed for approval by ISO national bodies.

- 2.5 To clarify the relationship of the ISSN system to other ISO standard numbering systems and, in particular, to ISO 2108, International Standard Book Number (ISBN) and ISO Project 21047, International Standard Text Code (ISTC).
- 2.6 To ensure that the revised ISSN standard meets the requirements for preparation and presentation of International Standards as specified by the ISO Directives.

Process to be followed:

- 2.7 To meet the target dates established by ISO for each stage in the development of the ISSN revision project (see Annex 1).
- 2.8 To decide on appropriate responses to each comment on Committee Draft(s) 3297 and to record those decisions in a document for submission to the SC 9 Secretariat and subsequent distribution to SC 9.
- 2.9 To recommend the appropriate response to each comment on Draft International Standard 3297 for consideration by the SC 9 Secretariat in preparing the Report of voting.
- 2.10 To conduct the business of ISO/TC 46/SC 9/Working Group 5 and the ISSN revision project in accordance with the ISO Directives and the ISO/TC 46 rules of procedure.
- 2.11 To record the issues discussed and decisions taken at each Working Group 5 meeting along with supporting reasons for any decisions of substance and to submit these reports to the ISO/TC 46/SC 9 Secretariat within two months of each Working Group 5 meeting.
- 2.12 To submit annual reports by March 31st of each year on the status of the ISSN revision project and the work of ISO/TC 46/SC 9/Working Group 5 to the ISO/TC 46/SC 9 Secretariat for subsequent distribution to ISO/TC 46/SC 9.

3. DURATION OF ISO/TC 46/SC 9 WORKING GROUP 5

ISO/TC 46/SC 9 Working Group 5 may be disbanded by ISO/TC 46/SC 9 upon publication of the fourth edition of ISO 3297 or in the event that the Working Group is unable to reach consensus¹⁾ and/or meet the target dates established for the ISSN revision project (see Annex 1).

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 3297

The target dates specified below represent ISO's recommended and/or maximum timeframes for project development. Within these limits, the pace of development is dependent largely on decisions taken by Working Group 5.

Date of registration of ISO Project 3297: October 2003.

ISO Working Group 5 established and Convenor appointed: October 2003

Working Draft(s) 3297:

A first Working Draft of the revised ISSN standard (WD 3297) should be available within 6 months of the project's initial registration in ISO's programme of work.

Target date: **April 2004.**

When there is general agreement among the Working Group members on the content of the draft, the text is submitted to the ISO/TC 46/SC 9 Secretariat for its first international review as an ISO Committee Draft.

Committee Draft(s) 3297:

A first Committee Draft (CD 3297) should be available for international review within 12 months of the project's initial registration in ISO's programme of work.

Target date: **October 2004 or earlier.**

CD 3297 will be distributed by the ISO/TC 46/SC 9 Secretariat to the "P-members" of ISO/TC 46/SC 9 (i.e. a 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) 3297:

The Draft International Standard (DIS 3297) 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: **April 2005 or earlier.** The project may be automatically cancelled if this target date is not met

DIS 3297 will be distributed by the ISO Central Secretariat to all ISO national bodies for a **5-month vote and comments**.

Final Draft International Standard (FDIS) 3297:

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

The Final Draft International Standard (FDIS 3297) 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: **April 2006 or earlier.** The project may be automatically cancelled if this target date is not met.

FDIS 3297 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 3297, 4th edition:

ISO 3297, 4th edition must be published within 36 months of the project's initial registration in the ISO programme of work.

Target date: **October 2006 or earlier.**