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**PROPOSED TERMS OF REFERENCE FOR
ISO/TC 46/SC 9 WORKING GROUP 1
for the development of ISO Project 20925**

The following are the proposed terms of reference for ISO/TC 46/SC 9 Working Group 1 to undertake Project 20925 on a version identifier for audiovisual works. These terms of reference for Project 20925 supplement WG 1's original terms of reference for Project 15706 that were approved in May 1997 (TC 46/SC 9 N 235).

These terms of reference for Project 20925 are subject to the approval of the P-members of ISO TC46/SC9. P-members have until June 14, 2002 to register any comments about this document. As of that date, unless otherwise notified, these terms of reference will be registered as approved (on condition that NP 20925 also meets the criteria for adoption of an ISO project).

NOTE – WG 1 has already been doing preliminary work on version identification in association with ISO Project 15706 (ISAN). WG 1 may continue those discussions during the voting period on NP 20925. National bodies who intend to participate in Project 20925 should refer to the WG 1 Web site at: <<http://www.nlc-bnc.ca/iso/tc46sc9/wg1.htm>> for information about upcoming meetings of this Working Group.

ISO/TC 46/SC 9 Working Group 1 is charged with the development of ISO Project 20925 on a version identifier for audiovisual works.

1. MEMBERSHIP

- 1.1** The membership of ISO/TC 46/SC 9 Working Group 1 (WG 1) shall consist of experts appointed by the P-members and A-liaison organizations for ISO/TC 46/SC 9. 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 1 Convenor, ISO/TC 46/SC 9 may subsequently limit the size of WG 1 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 1 Convenor may invite the ad hoc participation of other experts to assist in the development of specific aspects of Project 20925.
- 1.4 The experts nominated to ISO/TC 46/SC 9/Working Group 1 should be involved in organizations that have a business requirement to identify versions of audiovisual works. This includes organizations representing potential ISAN registration agencies, audiovisual producers, collecting societies, broadcasters, television listing services, film libraries and archives.
- 1.5 The experts appointed to ISO/TC 46/SC 9/Working Group 1 must commit to attend meetings of the Working Group.

2. TASKS ASSIGNED TO WORKING GROUP 1

ISO/TC 46/SC 9 Working Group 1 shall undertake the following tasks for Project 20925:

- 2.1 To draft the content and wording of an ISO standard (ISO 20925) on a version identification scheme for audiovisual works for subsequent consideration and approval by the member bodies of ISO/TC 46/SC 9.

The draft ISO 20925 standard produced by Working Group 1 shall ensure that:

- 2.1.1 the version identification scheme will meet the requirements for international application;
- 2.1.2 the version identification scheme will function effectively as a means of unique, international identification of a specific version of an audiovisual work as defined by the standard;
- 2.1.3 the items to be identified by the version identification scheme are clearly defined;
- 2.1.4 the numbering capacity of the version identification scheme can accommodate the volume of material included within the scope of the standard;
- 2.1.5 the version identification scheme will be able to operate for an unlimited period of time in meeting the requirement to allocate unique international identifiers to versions of audiovisual works ;
- 2.1.6 the version identification scheme is compatible with the specifications of ISO 15706 for the International Standard Audiovisual Number (ISAN);
- 2.1.7 the draft standard meets the requirements for preparation and presentation of International Standards as specified by the ISO Directives.

- 2.2 To specify the relationship of the version identification scheme and its associated procedures to those of the International Standard Audiovisual Number (ISAN).
- 2.3 To investigate and specify the relationship of the version identification scheme to relevant ISO/IEC JTC 1/SC 29 standards for “Coding of audio, picture, multimedia and hypermedia information”;
- 2.4 To specify the rules of procedure and policies for registration of the version identifier, if required by the standard, and for access to associated databases of such registration information;
- 2.5 To develop a plan for implementation of the version identification scheme including the criteria for the appointment of any registration agencies that might be required for the implementation of ISO 20925;
- 2.6 To specify the criteria governing the appointment of a Registration Authority for ISO 20925 if registration of the version identifier is required by the standard, 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);
- 2.7 To nominate an organization as the Registration Authority for ISO 20925, if required by the standard, for subsequent consideration by SC 9 and TC 46 as a recommendation to the ISO Technical Management Board;
- 2.8 To meet the time limits established by ISO for each stage in the development of ISO Project 20925;
- 2.9 To decide on appropriate responses to comments on the ISO Committee Draft(s) and Draft International Standard(s) for Project 20925 and to record those decisions in a document for the SC 9 Secretariat and subsequent distribution to SC 9;
- 2.10 To conduct the business of ISO/TC 46/SC 9/Working Group 1 and Project 20925 in accordance with the ISO Directives and the ISO/TC 46 rules of procedure;
- 2.11 To record the decisions taken at each Working Group 1 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 1 meeting;
- 2.12 To submit annual reports to the ISO/TC 46/SC 9 Secretariat by December 31 of each year on the status of Project 20925 and the progress of work within WG 1.

3. DURATION OF ISO/TC 46/SC 9 WORKING GROUP 1

ISO/TC 46/SC 9/Working Group 1 may be disbanded by ISO/TC 46/SC 9 upon publication of ISO 20925 (all parts) 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]