



ISO/TC 46/SC 9

Information and documentation - Presentation, identification and description of documents

Web page: <http://www.nlc-bnc.ca/iso/tc46sc9/index.htm>

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2000-07-31

ISO/TC 46/SC 9 WORKING GROUP 3

for the development of Project 21047

“International Standard Textual Work Code (ISTC)”

TERMS OF REFERENCE AND TASKS

NOTE -- These terms of reference and tasks are distributed for approval by the P-members of ISO/TC 46/SC 9. Members who have concerns or comments on this document should contact the SC 9 Secretary before October 31, 2000. P-members who do not respond by that date will be recorded as approving these terms of reference and target dates for Working Group 3.

Nominations for experts to participate in the proposed Working Group 3 should be submitted to the ISO/TC 46/SC 9 Secretariat by October 31, 2000. See the form provided in Attachment A.

ISO/TC 46/SC 9 Working Group 3 is established to develop ISO Project 21047 for an International Standard Textual Work Code (ISTC).

1. MEMBERSHIP

- 1.1** The membership of ISO/TC 46/SC 9 Working Group 3 (WG 3) shall consist of experts appointed by the P-members and A-liaison organizations for ISO/TC 46/SC 9.
- 1.2** If necessary, and on the advice of its Secretariat and the WG3 Convenor, ISO/TC 46/SC 9 may subsequently limit the size of WG 3 and/or limit the appointees of any of the P-members or A-liaison organizations to achieve a fair balance of interested parties and a manageable project group.
- 1.3** At his/her discretion, the WG 3 Convenor may invite the ad hoc participation of other experts to assist in the development of specific aspects of the ISTC project.
- 1.4** The experts appointed to ISO/TC 46/SC 9/Working Group 3 should be involved in organizations that will be directly implementing or applying the ISTC within ISO member countries and liaison organizations. This includes organizations representing creators, publishers and producers of textual works, organizations involved in the administration of rights to such works, and other parties actively involved with the creation, production and distribution of textual works.

- 1.5** The experts appointed to ISO/TC 46/SC 9/Working Group 3 must commit to attend meetings of the Working Group.

2. TASKS ASSIGNED TO WORKING GROUP 3

ISO/TC 46/SC 9 Working Group 3 is assigned the following tasks:

- 2.1** To draft the content and wording of an ISO standard (ISO 21047) on the International Standard Textual Work Code (ISTC) for subsequent consideration and approval by the member bodies of ISO/TC 46/SC 9.

The draft ISTC standard produced by Working Group 3 shall ensure that:

- 2.1.1** The ISTC will meet the requirements for international application;
 - 2.1.2** An ISTC will function effectively as a unique international identifier for a single textual work as defined by the standard;
 - 2.1.3** The items to be registered in the ISTC system and the registration data for those items are clearly defined;
 - 2.1.4** The numbering capacity of the ISTC system can accommodate the volume of textual works included within the scope of the ISTC standard (ISO 21047);
 - 2.1.5** The ISTC system will be able to operate for an unlimited period of time in meeting the requirement to assign unique international identifiers;
 - 2.1.6** The draft ISTC standard meets the requirements for preparation and presentation of International Standards as specified by the ISO Directives.
- 2.2** To clarify the relationship of the ISTC system to other ISO standard numbering systems and, in particular, the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for published materials, as well as other related identifier schemes.
- 2.3** To specify the criteria governing the appointment of the Registration Authority for ISO 21047 (the International ISTC Agency) in accordance with the ISO Directives Part 1, Annex N (Registration authorities) and the ISO/TC 46 Rules of procedure, Annex B (Rules for the designation and operation of Registration Authorities and Maintenance Agencies);
- 2.4** To nominate an organization as Registration Authority for ISO 21047 (the International ISTC Agency) for consideration by SC 9 and TC 46 as a recommendation to the ISO Technical Management Board;
- 2.5** To specify the composition of the governing body of the Registration Authority for ISO 21047;
- 2.6** To specify the items that should be covered in the contract between ISO and the Registration Authority for ISO 21047;
- 2.7** To specify the criteria governing the appointment of ISTC registration agencies;

- 2.8 To develop a business plan for implementation of the ISTC system including the identification of suitable organizations to act as ISTC registration agencies upon start-up of the ISTC system;
- 2.9 To specify the rules of procedure and policies of the ISTC system and its agencies regarding registration of ISTC and access to associated databases of ISTC information within the ISTC system;
- 2.10 To prepare a draft User's Manual for participants in the ISTC system in compliance with the specifications of ISO International Standard 21047;
- 2.11 To meet the target dates established by ISO/TC 46/SC 9 for each stage in the development of ISO Project 21047 (see Annex 1);
- 2.12 To decide on appropriate responses to each comment on Committee Draft(s) 21047 and to record those decisions in a document for submission to the SC 9 Secretariat and subsequent distribution to SC 9;
- 2.13 To recommend the appropriate response to each comment on Draft International Standard 21047 for consideration by the SC 9 Secretariat in preparing the Report of voting for DIS 21047;
- 2.14 To conduct the business of ISO/TC 46/SC 9/Working Group 3 and the ISTC project in accordance with the ISO Directives and the ISO/TC 46 rules of procedure;
- 2.15 To record the issues discussed and decisions taken at each Working Group 3 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 3 meeting;
- 2.16 To submit annual reports by March 31 of each year on the status of the ISTC project and the work of ISO/TC 46/SC 9/Working Group 3 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 3

ISO/TC 46/SC 9/Working Group 3 may be disbanded by ISO/TC 46/SC 9 upon publication of ISO 21047 or in the event that the Working Group is unable to reach consensus¹ and/or meet the target dates established by ISO/TC 46/SC 9 for the ISTC project.

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]

Target dates for ISO Project 21047 International Standard Textual Work Code (ISTC)

The following target dates represent the maximum times allowed for each stage of ISO Project 21047. Within these limits, the pace of development is dependent largely on the Working Group.

Date of registration for ISO Project 21047: July 2000.

ISO Working Group established: October 2000 (as ISO/TC 46/SC 9/WG 3)

Working Draft: **December 2000** (ISO requires a Working Draft within 6 months of the registration of a project)

Committee Draft(s) (CD) 21047:

- **Target date:** **December 2001 or earlier** (ISO requires a Committee Draft within 18 months of the registration of a project).
- CD 21047 must be accompanied by the draft requirements and procedures for the ISO 21047 Registration Authority (i.e. the International ISTC Agency)
- CD 21047 will be distributed for a **3 month review** and comments by the P-members of ISO/TC 46/SC 9.

Draft International Standard (DIS) 21047:

- When consensus is reached within ISO/TC 46/SC 9 on the content of the Committee Draft, its text must be submitted to ISO Central Secretariat for registration at the DIS stage within a maximum of 4 months.
- DIS 21047 and the draft procedures for its Registration Authority will be distributed for a **5-month vote** by the member bodies. (The text of DIS 21047 should be provided in both English and French versions at the DIS stage.)

Final Draft International Standard (FDIS) 21047:

- **Target date:** **June 2003 or earlier** (ISO requires a Final Draft International Standard within three years of the registration of a project)
- FDIS 21047 and the procedures for its Registration Authority will be distributed for a **final 2-month vote**. No comments on the FDIS are allowed, except those that explain a negative vote.

Publication of ISO 21047:

- **Target date:** **November 2003 or earlier**



NOMINATION
to the proposed ISO/TC 46/SC 9 Working Group 3
for ISO Project 21047 on development of the
INTERNATIONAL STANDARD TEXTUAL WORK CODE (ISTC)

If nominating more than one expert, use additional copies of this form. If responding via e-mail, please provide the information below in the text of your e-mail message.

The member body / liaison organization for _____
nominates the following expert to ISO/TC 46/SC 9 Working Group 3.

NAME:

AFFILIATION:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

Return nominations to the following address by October 31, 2000:

ISO/TC 46/SC 9 Secretariat
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395 Wellington Street
Ottawa, K1A 0N4
CANADA
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