ISO/TC 46/SC 9 N 279

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To: Dominique Yon, Convenor of ISO/TC 46/SC 9 Working Group 2
        Members of Working Group 2

cc.   P-members of ISO/TC 46/SC 9
        E. Lechner, ISO/TC 46 Secretariat
        S. Clivio, ISO Central Secretariat

Subject: Nomination of the Registration Authority for ISO 15707 (International ISWC Agency)

Among the tasks assigned to TC 46/SC 9 Working Group 2 in its terms of reference is the nomination of an organization as the Registration Authority for ISO 15707, to be known as the International ISWC Agency.

The voting period for Draft International Standard 15707 ends on June 27, 2000. If the DIS is approved, a suitable organization must be named as the Registration Authority for this International Standard before the ISWC project advances to the final stage of its development.

Attached is a copy of the rules governing the appointment of Registration Authorities for the International Standards developed within ISO Technical Committee 46. Section B.3 of the attached document specifies that candidate organizations must meet the following criteria:

- the organization must be a legal entity;
- the organization must have a sound financial structure;
- the organization must have sufficient equipment resources and communications facilities to support the work of the Registration Authority for the standard at issue;
- the organization must have employees who are technically competent in the relevant subject of the standard at issue;
- the organization must not require financial contributions from ISO or ISO's member bodies;
- the organization must commit to serving as the Registration Authority for a minimum period of five years;
- the organization must be internationally acceptable and able to carry out its functions as Registration Authority in a non-partisan manner.

ISO   International Organization for Standardization   ISO   Organisation internationale de normalisation
TC 46 Information and Documentation   TC 46 Information et documentation
SC 9 Presentation, Identification and Description of Documents   SC 9 Présentation, identification et description des documents

In addition to the above qualifications, the organization that is appointed as the Registration Authority for ISO 15707 must be able to perform the functions specified for the International ISWC Agency in ISO/DIS 15707. Therefore, organizations to be considered as the Registration Authority for ISO 15707 should also have:

- ability to oversee the coordination of regional ISWC databases and to maintain an international data base of ISWC information;
- experience with the registration and/or administration of musical works;
- familiarity with the needs and perspectives of potential registrants and users of the ISWC system;
- demonstrated ability to work with the relevant industry sectors at the international level;
- sufficient financial resources and commitment to establish and provide ongoing support for the International ISWC Agency;
- a credible plan to address the development of the ISWC system during its start-up phase and first five years of operation.

Working Group 2's recommendation, with supporting documentation on the qualifications of the nominated organization, should be submitted to the ISO/TC 46/SC 9 Secretariat before the end of the DIS voting period on June 27, 2000 so that it can be included in the formal Report of the voting on this Draft International Standard. The nomination will then be forwarded to the P-members of ISO/TC 46/SC 9 for endorsement and subsequently to ISO Technical Committee 46 and the ISO Council for approval.

If you require further information about the process for appointing the Registration Authority for the future ISO 15707, please do not hesitate to contact me.

With regards,

[original signed by]

Jane Thacker
Secretary, ISO/TC 46/SC 9

[Excerpt from the *ISO/TC 46 Procedures for the Work*]

ANNEX B

**Rules for Designation and Operation of Registration Authorities (RA) and
Maintenance Agencies (MA)**

B.1 IDENTIFICATION OF NEED

At the time of submission of a NP [New Proposal], the need and justification for registration or maintenance should be identified if possible. This does not preclude the identification of such a need during development of the standard, but such identification should be made as early as possible and as soon as the need becomes apparent.

The SC [Subcommittee] developing a technical standard should make every effort to avoid the necessity for registration or maintenance. When this is not possible, a detailed justification shall be produced at an early stage of standard development.

When a standard requires registration or maintenance procedures, a working draft of these procedures should be available at the time of CD [Committee Draft] ballot.

B.2 Appointment

The following procedures will be followed for appointment of an ISO/TC 46 Registration Authority or Maintenance Agency:
- nomination by a national body or Category A liaison of ISO/TC 46,
- nomination endorsed by ballot of the SC responsible for the technical standard (or for an independent WG [Working Group], by ballot of the TC [Technical Committee]),
- approval by ISO/TC 46,
- approval by the ISO Council.

B.3 Qualifications

To qualify for designation as an International RA [Registration Authority] or MA [Maintenance Agency] an organization shall demonstrate that:

- it is a legal entity,
- it enjoys a sound financial structure,
- it has sufficient equipment resources and communications facilities,
- it has employees who are technically competent in the relevant subject of the standard at issue,
- it shall require no financial contribution from ISO or its members,
- it is committed to serving as an RA or MA for a minimum of five years,
- it is internationally acceptable and able to carry out its functions as an RA or MA in a non-partisan manner.

B.4 Duties

The RA or MA is responsible for registration or maintenance activities in accordance with the following rules and those contained in the technical standard and its associated procedural standard or procedural annex.

B.4.1 Registration Authorities

General responsibilities:
- handle all aspects of the registration process in accordance with good business practice,
- handle all business in English and/or French,
- indicate in operations (e.g. on letterhead) that it has been designated as an RA by ISO,
- produce practice and tutorial documents when applicable,
- provide an annual summary report on activity to the ISO/TC 46 Secretariat,
- provide advice on implementation and use of the technical standard, as needed.

New registrations:
- receive applications,
- review applications,
- assign identifiers when the relevant criteria are met,
- inform the applicant of the result of RA actions.

Maintenance of register:
- maintain an accurate register,
- process updates of information associated with previously registered objects,
- make register available as specified in the standard (or associated procedural standard or annex),
- safeguard any confidential information.

B.4.2 Maintenance Agencies

General responsibilities:
- handle all aspects of the maintenance process in accordance with good business practice,
- handle all business in English and/or French,
- indicate in operations (e.g. on letterhead) that it has been designated as an MA by ISO,
- produce practice and tutorial documents when applicable,
- provide an annual summary report on activity to the ISO/TC 46 Secretariat,
- provide advice on implementation and use of the technical standard, as needed.

Changes to the standard:
- receive applications,
- review applications,
- assign identifiers, as needed, when the relevant criteria are met,
- inform the applicant of the result of MA actions.

Maintenance of the standard:
- maintain an accurate record of changes,

- process updates of information concerning the standard,
- make changes available as specified in the standard (or associated procedural standard or annex),
- safeguard any confidential information.

B.5 Contract

A Registration Authority or Maintenance Agency shall operate under contract to ISO.

B.6 Technical Review

B.6.1 Review of Registrations

Proposed changes, additions or deletions to the list of registered items are subject to review, as specified in the standard or the RA procedures document. Those documents should state the criteria for adding to, or changing the list (and whether the Registration Authority is charged with the technical review of changes or whether an Advisory Committee (RA-AC) is to be established to review registrations).

B.6.2 Review of changes to standards

Proposed changes, additions or deletions to the standard are subject to review, as specified in the standard or the MA procedures document. Those documents should state the criteria for adding to, or changing the standard (and whether the Maintenance Agency is charged with the technical review of changes or whether an Advisory Committee (MA-AC) is to be established to review changes).

B.7 Documents Required

B.7.1 Registration Authority

For each Registration Authority, three items are required:

a) Definition of items to be registered - contained in the technical IS [International Standard].
b) Procedure for the RA - contained in the technical IS, an annex to the technical IS, a separate IS, or a separate RA procedure document.
c) Contract with RA - contained in a contract between ISO/CS [Central Secretariat] and RA.

The procedures for the RA will contain specifications for the following, as required by the type of entities under registration:

- designation of a Registration Authority Advisory Committee (RA-AC), where applicable,
- voting procedures of the RA-AC,
- responsibilities of the RA,
- principles for making additions, deletions or changes to the list of registered items,
- steps for disseminating information on changes to the item list.

B.7.2 Maintenance Agency

For each Maintenance Agency, three items are required:

a) Definition of portions of standards to be maintained - contained in the technical IS.
b) Procedure for the MA - contained in the technical IS, an annex to the technical IS, a separate IS, or a
     separate MA procedure document.
c) Contract for MA - contained in a contract between ISO/CS and MA.

The procedures for the MA will contain specifications for the following, as required by the type of
entities under maintenance:

- designation of a Maintenance Agency Advisory Committee (MA-AC), where applicable,
- voting procedures of the MA-AC,
- responsibilities of the MA,
- principles for making additions, deletions, or changes to the standard,
- steps for disseminating information on changes to the standard.