**ISO/IEC JTC 1
Information Technology**

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ISO/IEC JTC 1 Special Working Group on Accessibility (SWG-A)

JTC 1 SWG-A N 197

2006-08-03

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Source:	JTC 1 SWG-A Secretariat
Action ID:	ACT
Due Dates:	**18 August 2006** - Delegates' lists due to the SWG-A Secretariat (jgarner@itic.org) **30 August 2006** - Deadline for comments on documents posted to the agenda **1 September 2006** - Final SWG-A agenda will be issued
Requested Action:	For use by delegates to the September 2006 JTC 1 SWG-A meeting

JTC 1 SWG on Accessibility Secretariat
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Revised Draft Agenda for the Meeting of the JTC 1 Special Working Group on Accessibility
18-22 September 2006 - Brussels, Belgium

Location:

CEN/CENELEC Meeting Centre
35, rue de Stassart straat
B-1050 Brussels
Belgium
+ 32 2 519 6871 (Telephone)
+ 32 2 519 6919 (Fax)
http://www.meetingcentre.org/languagesforMTR/EN/indexen.html

SWG-A and Task Group Meetings Schedule:

Monday, 18 September 2006	9:00 h to 12:00 h	**JTC 1 SWG-A Opening Plenary Session**
Monday, 18 September 2006	13:30 h to 17:00 h	**Task Group 2** - Accessibility Standards Inventory and Gap Analysis
Tuesday, 19 September 2006	9:00 h to 17:00 h	**Task Group 2** - Accessibility Standards Inventory and Gap Analysis
Wednesday, 20 September 2006	9:00 h to 17:00 h	**Task Group 1** - User Requirements
Thursday, 21 September 2006	9:00 h to 17:00 h	**Task Group 1** - User Requirements
Friday, 22 September 2006	9:00 h to 15:00 h	**JTC 1 SWG-A Resolutions and Closing Plenary Session**

Revised Draft Agenda

JTC 1 SWG-A Session

1. Opening of Meeting   **(9:00 h - Monday, 18 September 2006)**

2. Introduction of Participants

3. Adoption of SWG-A Agenda
   Reference: SWG-A N 197

4. Convener's Remarks   **(Ms. Higginbottom)**

   4.1   Appointment of Drafting Committee

5. Liaison Reports

    5.1   ISO/TC 159 Liaison Officer   **(Ms. Harker)**

    5.2   CEN/ISSS Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA)
    Liaison Officer   **(Mr. Crombie)**

    5.3   ITU-T SG 16 Liaison Officer   **(Dr. Matsumoto)**

6. Regional Status Reports

    6.1   Asia-Pacific

    6.2   North America

    6.3   Europe

    6.4   Other

7. Target Organizations for External Contact
    Reference: SWG-A N 133 cover and document

8. Project Plan for the JTC 1 SWG on Accessibility
    Reference: SWG-A N 148

9. Contributions on Long Term Plans
    Reference: SWG-A N 165 (call for contributions), SWG-A N 176 (Canada), SWG-A N 181 (JTC 1/SC
35), SWG-A N 191 (Japan)

10. JTC 1/SC 36 Contributions Concerning the SWG-A Meeting Schedule
     Reference: SWG-A N 167 (JTC 1/SC 36), SWG-A N 187 (JTC 1/SC 36/WG 7)

11. Canadian Comments in Response to Resolutions from the March 2006 Meeting
     Reference: SWG-A N 171

12. US Contribution Proposing the Establishment of a Liaison with TEITAC
     Reference: SWG-A N 190

13. JTC 1/SC 37 Contribution About the Work of SC 37 Concerning Accessibility
    Reference: SWG-A N 193

Task Group 2 Session

14. Task Group 2 Activities   **(Ms. Auber and Mr. Li)**

    14.1   Appointment of Task Group 2 Convener
       Reference: SWG-A N 160 (call for candidates)

    14.2   Ad Hoc 1 - Gap Analysis   **(Ms. Auber)**
    Scope: Reconstituted to conduct the actions in the project plan related to the Gap Analysis that

are to be completed by the September 2006 meeting. Ad Hoc Leader: Ms. Josée Auber (France). Participants: Mr. James Thurston (ITI) and Mr. Shigetoyo Nomura (Japan).

> **Reference:** SWG-A N 152 (reconstitution/call for additional participants), SWG-A N 161 (call for comments on trial gap analysis contributions - SWG-A N 131 cover and document, SWG-A N 132 and SWG-A N 136 cover and document), SWG-A N 162 (call for contributions - performance of trial gap analyses), SWG-A N 172 (Canadian comments on SWG-A N 161), SWG-A N 172 (Canadian comments on SWG-A N 162), SWG-A N 178 (JTC 1/SC 35 comments on SWG-A N 161), **SWG-A N 192 (Ad Hoc 1 report)**

14.3   Ad Hoc 3 - Data Collection for Standards Inventory   **(Mr. Li)**
Scope: Reconstituted to conduct the actions in the project plan related to the data collection and standards inventory that are to be completed by the September 2006 meeting. Ad Hoc Leader: Mr. Alex Li (US). Participants: Ms. Mary Frances Laughton (Canada) and Mr. Shigetoyo Nomura (Japan). The following lead contacts were identified for the selected domains: Mr. Alex Li (US) - Software (including application software), Ms. Josée Auber (France) - Communications (that relate to user interface), Ms. Mary Frances Laughton (Canada) - Public access terminals including voting machines and Mr. Shigetoyo Nomura (Japan) - Consumer Electronics (includes multimedia standards).

> **Reference:** SWG-A N 153 (reconstitution/call for additional participants), SWG-A N 123 cover and document (standards inventory for computer hardware domain), **SWG-A N 189 cover and document (Ad Hoc 3 report and updated standards inventory)**

Task Group 1 Session

15.   Task Group 1 Activities   **(Dr. Gill and Mr. Takemura)**

15.1   Ad Hoc 4 - User Needs Summary   **(Ms. Snow-Weaver)**
Scope: Reconstituted to review the comments received on the revised User Needs Summary (SWG-A N 147) and prepare a revised version to be provided to Ad Hoc 1 for use in the Gap Analysis. The ad hoc will initiate a contribution on lessons learned regarding future inputs to Guide 71. Ad Hoc Leader: Ms. Andi Snow-Weaver (US). Participants: Mr. Tom Albin (US), Ms. Josée Auber (France), Ms. Judy Brewer (W3C/WAI), Ms. Jessica Brodey (US), Dr. Kate Grant (JTC 1/SC 29), Mr. Andy Heath (UK), Mr. Alex Li (US), Mr. Yoshihiko Nakano (Japan), Mr. Shigetoyo Nomura (Japan), Mr. Toshihiro Suzuki (Japan), Dr. Akira Terashima (Japan), Mr. Michael Takemura (US), Mr. Jim Tobias (US) and Dr. Gregg Vanderheiden (JTC 1/SC 35).

> **Reference:** SWG-A N 154 (reconstitution/call for additional participants), SWG-A N 147 cover and document (revised User Needs Summary - call for comments), SWG-A N 166 (Gardner-Bonneau's comments on SWG-A N 147), SWG-A N 168 cover and document (Ad Hoc 4 Leader contribution - updated format for User Needs Summary), SWG-A N 170 (Canadian comments on SWG-A N 147), SWG-A N 177 (JTC 1/SC 35 comments on SWG-A N 147), SWG-A N 182 cover and document (TG 1 Co-Convener contribution - correction to SWG-A N 168), SWG-A N 186 cover and document (updated Japanese contribution on SWG-A N 168), **SWG-A N 194 cover and document (Ad Hoc 4 report and updated User Needs Summary)**

15.2   Ad Hoc 5 - User Needs Summary Introduction and Instructions   **(Dr. Yamada)**
Scope: Reconstituted to to consider and resolve the comments on SWG-A N 146. Ad Hoc 5 will prepare an updated version for distribution to the SWG-A. Ad Hoc Leader: Dr. Hajime Yamada (Japan). Participants: Ms. Jessica Brodey (US), Dr. Kate Grant (JTC 1/SC 29), Mr. Andy Heath (UK), Ms. Mary Frances Laughton (Canada), Mr. Michael Takemura (US), Mr. James

Thurston (ITI), Mr. Jim Tobias (US) and Dr. Gregg Vanderheiden (JTC 1/SC 35).
      Reference: SWG-A N 155 (reconstitution/call for additional participants), SWG-A N 163 (call for comments on SWG-A N 146 - Introduction and Instructions for the User Needs Summary), SWG-A N 174 (Canadian comments), SWG-A N 179 (JTC 1/SC 35 comments), **SWG-A N 188 (Ad Hoc 5 report and updated Introduction and Instructions for the User Needs Summary)**

15.3   Ad Hoc 7 - Fostering User Participation and Involvement   **(Mr. Salaets)**
Scope: Reconstituted to consider and resolve the comments on SWG-A N 144. Ad Hoc 7 will produce a revised version of the document for distribution to the SWG-A. Ad Hoc Leader: Mr. Ken Salaets (ITI). Participants: Dr. Akira Terashima (Japan), Dr. Kate Grant (JTC 1/SC 29), Mr. Andy Heath (UK), Mr. Jim Tobias (US), Ms. Judy Brewer (W3C/WAI).
      Reference: SWG-A N 156 (reconstitution/call for additional participants), SWG-A N 164 (call for comments on SWG-A N 144 - Ad Hoc 7 draft submission), SWG-A N 175 (Canadian comments), SWG-A N 180 (JTC 1/SC 35 comments), **SWG-A N 195 (Ad Hoc 7 report and updated submission)**

15.4   Ad Hoc 8 - Outreach   **(Dr. Grant)**
Scope: Established to finalize the presentation (SWG-A N 140), produce a matrix of committees SWG members are involved with and to whom they can take the presentation (and when), find "missionary" volunteers to give presentation to groups where no SWG-A members are involved, collate feedback when response regarding the inventory (if any) is likely, whether the group will do gap analysis themselves, provide link to email support required for doing the gap analysis, provide rationale for access to text of identified clauses and educate contributors on the gap analysis methodology. Ad Hoc Leader: Dr. Kate Grant (JTC 1/SC 29). Participants: Mr. Tom Albin (US), Ms. Mary Frances Laughton (Canada) and Mr. Yoshihiko Nakano (Japan).
      Reference: SWG-A N 157 (establishment/call for participants), SWG-A N 140 (draft presentation)

JTC 1 SWG-A Session

16.   Future Meetings
    Note: Norway has tentatively offered to host the next SWG-A meeting in March 2007.

17.   Approval of Resolutions

18.   Close of the Meeting   **(15:00 h - Friday, 22 September 2006)**