



# **ISO/IEC JTC 1 Standing Document N 6**

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Technical Specifications and  
Technical Reports

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**ISO/IEC Information Technology Task  
Force (ITTF)**

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## Foreword

The purpose of this Standing Document is to explain the ISO/IEC JTC 1 policies concerning the development and maintenance of technical specifications and technical reports in JTC 1.

This Standing Document is to be used in conjunction with the ISO/IEC Directives and the Consolidated JTC 1 Supplement; and the information contained within is to be considered part of the operating rules of JTC 1. In case of conflict, the ISO/IEC Directives and Consolidated JTC 1 Supplement take precedence

## 1 General and outline of procedures

This Standing Document provides complementary information to 3.1 and 3.3 of the ISO/IEC Directives, Part 1 and the Consolidated JTC 1 Supplement which describe respectively the development rules for TSs and TRs. The procedures to develop TSs and TRs are similar to the procedures for development of International Standards. The procedure to develop TSs consist of up to 5 stages. These stages are defined as follows:

- Preliminary stage: an NP is under preparation
- Proposal stage: an NP is under consideration
- Preparatory stage: a WD is under consideration
- Approval stage: a DTS is under consideration
- Publication stage: a TS is being prepared for publication

For a given TS, not all stages may apply: (see 2.5.10, 3.1.1.1, and 3.1.1.2).

The procedure to develop TR's consists of 2 stages:

- Approval stage: a DTR is under consideration
- Publication stage: a TR is being prepared for publication

A proposal to develop a TR shall be approved by the relevant committee and added as a new project to its programme of work.

Any TS shall contain an historical background.

## 2 Technical Reports (additional) examples

In addition to the examples mentioned in 3.3.1 of ISO/IEC Directives, Part 1 (data obtained from a survey carried out among the National Bodies, data on work in other international organizations or data on the "state-of-the-art" in relation to standards of National Bodies on a particular subject), the following are additional examples of information that JTC 1 may propose to the ITTF for publication as a TR:

- model/framework,
- planning information,
- a testing criteria methodology,
- factual information obtained from a survey carried out among the National Bodies

## 3 Corrections

If a published TS/TR needs to be subsequently corrected, the responsible committee should contact its Technical Program Manager regarding the most appropriate method to do so.

#### **4 Amendment**

A published TS/TR may subsequently be modified by the publication of an amendment.. Approval shall be in accordance with the generic rules applying for additions for programme of work. (See 2.1.3, 2.1.5.4 and 2.3.1).

Amendments are published as separate documents; the edition of the TS/TR affected remaining in print. The procedure for developing and publishing an amendment shall be as described in clause 1 of this document. Processing is the same as for a TS/TR except for the terminology. At committee stage, the document is called a committee draft amendment (CDAM). At approval stage, the document is called a draft amendment (DAM).

At the publication stage, the ITTF shall decide, in consultation with the Committee Manager of JTC 1 or SC, and bearing in mind both the financial consequences to the organisation and the interests of users of the TS/TR, whether to publish an amendment or a new edition of the TS/TR incorporating the amendment.

#### **5 Stabilized TS/TRs**

TS/TRs may not be stabilized.

#### **6 Withdrawal**

When a TR is proposed for withdrawal, the responsible committee shall conduct an 8-week ballot to do so. The committee shall then inform the ITTF of the decision.

When a TS is proposed for withdrawal, the responsible committee shall conduct an 8-week ballot to do so. If the committee decides to withdraw the TS, ITTF shall then launch a systematic review ballot to confirm the committee decision. The final decision is taken in accordance with the rules for systematic review (see 2.9.2).