



ISO/IEC JTC 1

Standing Document N 4

Planning

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Standing Document 4 on the JTC 1 Planning Process

1. Purpose of the planning process

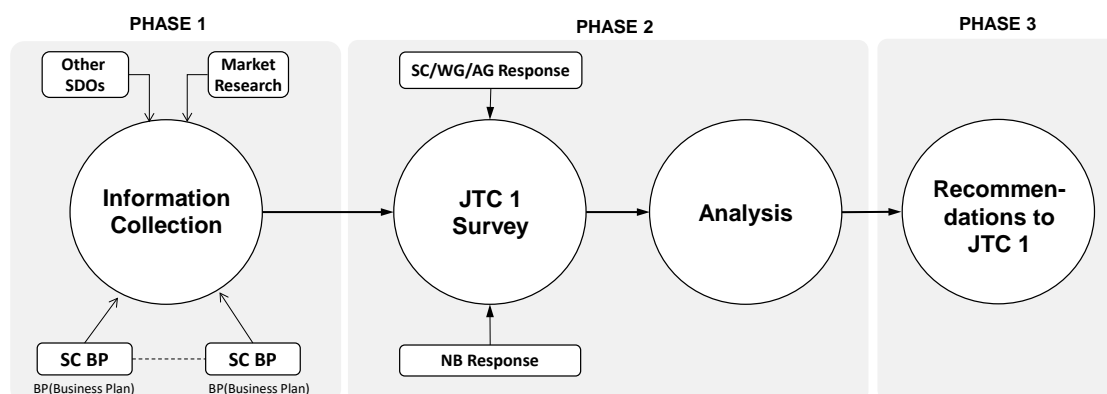
The JTC 1 planning process considers JTC 1 business planning over a 3-5 year timeframe. By conducting the JTC 1 survey, it is expected to monitor the future considerations from JTC 1 SCs/WGs and propose collaboration between SCs/WGs. By developing the TTR (Technology Trend Report), it is expected to identify relevant technology trends at an early stage, to highlight challenges and opportunities for JTC 1 and to make recommendations to JTC 1 on what actions it should take. This process does not replace shorter-term planning of standardization activities of JTC 1 and is complementary to business planning at the SC level.

2. Planning process

2.1 JTC 1 Survey

The process consists of the following three phases:

- A. Phase 1 – Information collection phase
- B. Phase 2 – Survey & analysis phase
- C. Phase 3 – Recommendation phase



<Figure 1> JTC 1 Survey Process

2.1.1. Phase 1 – Information collection phase

A call for input on technology trends and possible new work areas is issued to JTC 1 subgroups, Liaison Organizations and JETI experts as well as fora and consortia.

During this phase, the business plan (BP) of JTC 1/SCs is explored to identify the current activities in JTC 1.

The call for input is followed by collection of inputs, which is followed by the preparation and review of the internal survey within JTC 1 JETI¹. Through the internal survey work, the top priority technologies will be identified which will be used as target items for JTC1 survey in phase 2.

2.1.2. Phase 2 – Survey & analysis phase

The yearly survey, may be done as an ‘online-survey’, will be open for an appropriate time.

Preliminary and final results are reviewed within JTC 1 JETI. The discussion and evaluation of the results of the annual survey may result in decisions to initiate the preparation of Technology Trend Report (TTR)² in order to explore new work area with high potential. The development of the TTR can be assigned to an ad-hoc group or to an individual expert within JTC 1 JETI. A project plan on how to proceed with the TTR with an ad-hoc group (or individual expert) should be included for information.

The JETI Convenor prepares a report of the results of the annual survey. All JTC 1/SCs, JTC 1/WGs and JTC 1/AGs are asked for information and feedback.

For the distribution of the survey, JTC 1 instructs its Committee Manager to initiate an online survey to all JTC 1 entities (for Chairs and Convenors of JTC 1 SCs/WGs/AGs) and all JTC 1 National Bodies to investigate future consideration for JTC 1 standardization.

2.1.3. Phase 3 – Recommendation phase

JTC 1 JETI prepares the report to be published as a JTC 1 N-document with recommendations.

To be considered:

- The final report should cover detailed information on the analysis and recommendations of the survey of current year at the 2nd annual JTC 1 autumn Plenary meeting.

2.2. Technology Trend Report

2.2.1. Purpose of TTR

TTR is the report from JETI to JTC 1 about the specific technological topics. TTR is circulated only inside JTC 1 including JTC 1/SCs/WGs/AGs. TTR may include recommendations to JTC 1, which should be approved by JETI before submission to JTC 1.

2.2.2. Document Structure of TTR

¹JTC 1 JETI: JTC 1 Advisory Group (AG) on JTC 1 Emerging Technology and Innovation

² TTR, Technology Trend Report: detailed report on a specific topic identified by the JTC 1 Survey (Environmental Scan), which includes a set of recommendations for the JTC 1 Plenary. Aspects that should be discussed in the TTR should cover technology aspects as well as business aspects, market relevance, standardization activities, etc.

TTR is recommended to include the following areas but not limited to:

- Introduction
- Terms and definitions
- Concepts and Characteristics
- Technology, Industry/Market Status & Requirements
- Area of standardization
- Relevant standardization activities (inside & outside of JTC 1)
- Standards gap analysis
- Challenges to JTC 1
- Recommendation to JTC 1
- Appendix (or Annex)
- Bibliography

2.2.3. Topics of TTR

The topics are selected from top priority technologies. NB may input the candidates of the TTR topics via collection at the Phase 1 (information gathering phase) and response to the survey at the Phase 2 (Survey & analysis phase).

2.2.4. Schedule of TTR

JETI can start the TTR process by obtaining the consensus of JETI and JTC 1's approval. JETI should initiate TTR if requested by JTC 1. The editor(s) are assigned to each TTR and required to participate in JETI's monthly e-meeting. The ad-hoc group may be established for creating the TTR if necessary. TTR including the recommendation to JTC 1 has to be finalized by obtaining the consensus of JETI. TTR is submitted to the JTC 1 Plenary meeting in Spring or Autumn.

3. JTC 1 JETI role

3.1. JETI has overall responsibility for driving and maintain the JTC 1 planning process (SD 4 document).

3.2. JETI will request inputs from all contributors given in 2.1. It will seek additional information as needed to complete its work. JETI will analyze information received and assess challenges and opportunities for JTC 1.

3.3. JETI will prepare a report to JTC 1 that summarizes JETI's findings and makes recommendations to JTC 1, including recommendations on new areas of standardization work and study.

3.4. JETI may arrange for additional presentations at the JTC 1 Plenary that may provide additional information on specific recommendations.

4. Roles of other entities

- 4.1. National Bodies are requested to provide inputs to JETI on technology trends, market situations, opportunities, challenges, status of SDOs and they are also of course invited to participate in JETI.
- 4.2. Liaison Organizations and PAS submitters are encouraged to provide comments regarding trends, areas of increased/decreased interest for JTC 1 and recommendations for JTC 1 action or further study.
- 4.3. JTC 1/SCs and JTC 1/WGs are requested to provide a report on their planning activities to JETI. The report should highlight the new areas of work that have recently been undertaken or that are planned to be initiated.
- 4.4. JETI may from time to time interact with institutions or organizations that may not be directly involved with JTC 1 to better understand new or developing technologies, this for the sake of accuracy and understanding.

5. Communication with JTC 1 and outside of JTC 1

- 5.1. JETI will maintain an open dialogue with JTC 1/SCs and JTC 1/WGs, and when relevant, timely or practical, seek input from JTC 1/SCs and JTC 1/WGs, as well as provide information directly to JTC 1/SCs and JTC 1/WGs. Such activities will be reported in the annual report, and as requested by JTC 1.
- 5.2. JETI will establish an open dialogue with some ISO/TCs, IEC/TCs that have JTC 1 potential related fields of expertise to seek input and from time to time to provide potential relevant information. Such activities will be reported in the annual report, and as requested by JTC 1.

6. Report to JTC 1

- 6.1. The JETI's report to JTC 1 Plenary should include: A summary of inputs received from feedback to TTRs, key findings from the analysis of the survey and recommendations for the JTC 1 Plenary on new areas of work to pursue in existing JTC 1 subgroups or new subgroups for further studies.
- 6.2. The JETI may arrange for additional speakers to share information at the JTC 1 Plenary meeting that is relevant to recommendations that it has made to JTC 1.