



# **ISO/IEC JTC 1 Standing Document N 19**

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Meetings

Fourth Edition, 2019

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Force (ITTF)**

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## Contents

Foreword	4
1 General	4
2 Planning for meetings	4
3 Hosting face-to-face meetings	4
4 Funding Mechanisms	5
4.1 General	5
4.2 Guidelines	5
5 Calling and cancelling meetings	6
6 Participation at meetings	7
7 Conduct of Electronic meetings	8
7.1 Meeting etiquette	8
7.2 Meeting discussions	8
7.3 Meeting decisions	8
7.4 Meeting tools	8
8 Mixed mode meetings (electronic participation to face-to-face meetings)	8
9 Meeting documents	9
9.1 Meeting notice	9
9.2 Meeting agenda	9
9.3 Meeting Logistics	10
9.4 Contributions	10
10 Meeting resolutions, recommendations and minutes	10
11 Recording of meeting	11
12 References (Informative)	11
Annex A: Template for Facility Fee Accounting Report	12
Annex B: Summary of deadlines related to meetings	14

## Foreword

The purpose of this Standing Document is to explain the ISO/IEC JTC 1 policies concerning the meetings of JTC 1. The procedures for hosting a meeting, calling a meeting, creating a meeting agenda, circulating meeting documents and participation at meetings are outlined in this document. This Standing Document addresses face-to-face meetings, electronic meetings (ie meetings convened by teleconference or electronic means), and mixed mode meetings (ie electronic participation to face-to-face meetings), and it includes the ISO/IEC JTC 1 policies concerning these meetings.

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

**1.1** The Secretariats of JTC 1 and its subgroups, or the Convenors in the absence of Secretariats, are responsible for all arrangements for their own meetings, assisted by the host National Body.

**1.2** Consideration with respect to the meeting arrangements should be given to the guidance contained in ISO/IEC Guide 71:2014 –Guide for addressing accessibility in standards and also to the guidance contained in ISO 17069:2014 – Accessible design – consideration and assistive products for accessible meeting.

**1.3** Meetings can be either face-to-face, or electronic, or mixed mode. JTC 1 recognizes that the principal advantage of electronic meetings over face-to-face meetings is the minimization of travel and reduction of resources to accomplish work. While JTC 1 supports the use of electronic meetings, this type of meetings should be restricted to WG, Advisory and Ad Hoc Groups described in Standing Document 10, SWGs reporting to an SC, ad hoc groups created by a JTC 1 subgroup and groups specifically permitted to meet using these techniques by the Consolidated JTC 1 Supplement. JTC 1 and subcommittee plenary meetings shall not be conducted as electronic meetings due to the complexity of their agendas and the number of participants; however electronic participation to these face-to-face meetings (mixed mode) can take place under specific conditions.

**1.4** Agreement on the use of electronic means shall be by consensus of the group, taking into account the complexity of the work to be discussed.

## 2 Planning for meetings

**2.1** The JTC 1 Secretariat shall prepare, in consultation with the ITTF, a planned minimum two-year programme of meetings of JTC 1 and its SCs that takes account of the need for progress in the work. Meetings of JTC 1 shall be convened by the JTC 1 Secretariat at nominal six-month intervals and shall be of adequate duration to resolve all agenda items.

**2.2** SCs are permitted to determine their scheduling practices (e.g. at six, twelve- or eighteen-month intervals) wherever possible avoiding conflict of dates with SCs working in related fields. SCs should maintain a 2 year meeting plan in the online meeting platform for the SC and its WGs which specify dates and locations to the extent they are known. Whenever possible, each meeting shall fix the date of the next meeting. If a timeframe to meet is known but no specific host or dates are available, the meeting can be entered as “proposed” with only a month/year. This requirement to maintain a 2 year meeting plan online also pertains to JTC 1 subgroups. No SC shall meet simultaneously with a JTC 1 plenary meeting.

**2.3** During the planning process, there should be a request for notification of specific accessibility requirements. The Host should make its best efforts to satisfy these requirements

## 3 Hosting face-to-face meetings

**3.1** A National Body wishing to act as host for a particular meeting shall contact the committee manager with copies to the JTC 1 Secretariat and ITTF.

**3.2** When an offer is made at a meeting by a national delegation to host a specific meeting, this offer shall be confirmed within two months in writing by the NB of the country where the meeting is to be held.

**3.3** The host NB is responsible for providing secretarial support and services for meetings unless alternative arrangements have been agreed with the responsible committee manager. It is not mandatory for the host NB of an international standards meeting to provide complimentary social events, refreshments or meals.

## **4 Funding Mechanisms**

### **4.1 General**

National Bodies are reminded that they are not permitted to charge delegates/experts any sort of participation fee, nor require accommodations at specific hotels or hotel rates for any meetings of technical committees, subcommittees, working groups, maintenance and project teams. The basic meeting facilities shall be funded entirely by resources from a National Body and/or voluntary sponsors.

**4.1.1** In very exceptional cases (e.g. large and complex meetings), some charging mechanism may be necessary, but such mechanisms shall be approved on a case-by-case basis by the Technical Management Board and the Standards Management Board (TMB/SMB).

Offering accommodation and meals packages to delegates is acceptable provided that delegates have the option of making other arrangements and, if they elect to do this, are then not liable for any other costs as a condition of participation in the meetings. Costs incurred in hosting a meeting of JTC 1 or one of its subgroup (e.g. payment for meeting rooms, photocopying facilities, etc.) should be borne by the host NB (which, of course, has the option of seeking sponsors to help cover the costs). An arrangement fee which may include the cost of accommodation, refreshments, meeting rooms, copying facilities and other items directly incurred in hosting a meeting may be charged provided that there is no obligation for delegates to use this arrangement.

**4.1.2** The following terms and definitions have been adopted. It is recommended that they be used consistently by hosting organisations when assessing the need for charging fees and in reporting fees to cover meeting arrangements.

- Lodging cost: covers the delegate's personal room.
- Meal cost: covers normal meals, exclusive of banquets, receptions, and entertainment.
- Facilities fee: covers expenses associated with renting meeting rooms, duplicating documents and distributing documents applicable to the meeting at the meeting only, translation services, renting audio-visual equipment, providing light refreshments during the meeting, etc.
- Events fee: covers expenses associated with social events such as banquets, receptions, and entertainment that are held during the period of the meeting.

**4.1.3** Because of special package arrangements, terms may be combined but should be explicitly retained, such as in "lodging and meals costs". ("Accommodation" fee has not been used because it can mean just lodging, or lodging and meals.)

**4.1.4** Terms like "meeting fee", "registration fee", or "delegate's fee" should be avoided in order not to suggest payment is a requirement for participation or to suggest that paying such a fee in itself entitles one to participate.

### **4.2 Guidelines**

**4.2.1** The following guidelines are applicable for any JTC 1 group where fees are being levied.

**4.2.1.1** Accredited delegates shall be able to attend the JTC 1 meetings without having to pay a fee as a condition of participation, although they may be encouraged to do so.

**4.2.1.2** If fees are to be levied, communication shall be made at the time the invitation is extended and details of the fee structure shall be provided no later than the circulation of the meeting announcement.

**4.2.1.3** Fees should be collected and used on a meeting-by-meeting basis by the hosting organisation, with no provisions for maintaining standing accounts for carrying funds from one meeting to another or for sharing funds among host NBs.

**4.2.1.4** Lodging cost, meal cost and the facilities fee should be shown separately. However, it is recognized that it may sometimes be more advantageous to offer a package to delegates which combines these elements, such as "lodging and meals costs" or "lodging cost and facilities fee".

**4.2.1.5** When the facilities fee is separately assessed, it may be a fixed amount for meetings of a few days and should be on a proportional scale for longer meetings.

**4.2.1.6** The hosting organisation should waive the facilities fee for liaison participants who are only present during a short period, e.g. to present a liaison report.

**4.2.1.7** Social events are not a mandatory part of an international standards meeting. However, if an event is scheduled and it becomes necessary to charge an events fee to cover some or all of the expense, that fee shall always be payable separately from other fees and at the option of the delegate.

**4.2.1.8** Fees collected from participants should only make up the difference between expenses budgeted and paid by the hosting organisation and the total expenses incurred, (i.e. fees collected should not result in a profit or reduced commitment for the hosting organisation). If funds should remain, every effort should be made to return these to the participants, particularly if they are significant.

**4.2.1.9** An accounting report detailing fees collected and expenses covered by these fees should be submitted by the host NB to the group's committee manager or Convenor as appropriate. The accounting report should be attached to the meeting report (which shall be circulated no later than two months after the conclusion of the meeting per the Consolidated JTC 1 Supplement). The accounting report should be circulated to the meeting participants, the group's parent organisation and to the JTC 1 Secretariat. Accounting reports are required only when facilities and/or events fees are levied. The accounting report should include:

- Size, duration and average attendance at the meeting;
- Details of fee structure (i.e. fixed or proportional components);
- Fees collected (total amount and percentage of delegates paying);
- Expenses detailed in accordance with the terminology defined in 4.1.2;
- Explanation of what was done with surplus funds should fees collected exceed expenses;
- Hosting organisation's general evaluation of this funding mechanism. One purpose of this accounting report is to serve as input for a JTC 1 review.

NOTE: Annex A of this Standing Document contains a Template for Facility Fee Accounting Report. This template is only required to be completed if facilities fees are charged for a meeting. This template does not endorse facilities fees, but its use is mandatory if facilities fees are collected.

## **5 Calling and cancelling meetings**

**5.1** Within the framework of the meeting plan, the JTC 1 or SC Secretariat issues a calling notice for a plenary meeting of the committee concerned when the Secretariat considers this necessary for the proper progress of the work or whenever a meeting is requested by more than one third of the P-members. A meeting should not be convened unless the agenda will include matters of sufficient substance to justify the attendance of the delegates.

**5.2** A WG Convenor decides whether a face to face meeting of the WG shall be convened to solve specific questions. Either the WG Convenor or the committee manager shall issue the calling notice. The period of notification of a meeting should normally not be less than 16 weeks (however, for Working Groups, meeting agendas shall be distributed no less than 6 weeks in advance).

**5.3** Every possible effort shall be made to avoid cancellation or postponement of meetings once an agenda has been issued. If exceptional circumstances justify the cancellation of a meeting, adequate notice shall be given to all those concerned.

**5.4** The calling notice shall include a declaration by meeting hosts of the ICT facilities to be provided together with any expectations by committee officers/hosts of attendees' ICT capabilities.

**5.5** For electronic meetings, meeting announcements, agendas and documents shall be made available a minimum of two weeks in advance of the electronic meeting; this period can be less for groups that have to perform their assigned work in a short period of time. The meeting organizer is also requested to send a reminder announcement of a scheduled teleconference 48 hours in advance.

#### **5.6** Timing for electronic meetings

All meeting times shall be given in Coordinated Universal Time (UTC).

The meeting organizer shall take into consideration the time zones of all those participating in the electronic meeting. When meeting participants are distributed world wide, either 0500 UTC, 1300 UTC or 2100 UTC are acceptable times. To assist in the planning of meetings, please visit

<http://www.timeanddate.com/worldclock/meeting.html>

Scheduling an electronic meeting shall take into account the national holidays and cultural practices of all countries participating to the work. When scheduling an electronic meeting, care shall be taken that the meeting does not encroach on the public holidays and weekends of the participants.

Electronic meetings should have a two hour limit.

### **6 Participation at meetings**

**6.1** When the representation at meetings is on a national delegation basis, each P-member has the right to be represented at the meeting by one or more delegates. O-members and other organisations in liaison may nominate representatives who have the right to attend JTC 1 and Subcommittee meetings and to participate in the discussion. O-members are not allowed to nominate representatives to attend and participate in Working Group meetings.

**6.2** When the representation at meetings is on a national delegation basis, each P-, O- and liaison member shall register the name(s) of its delegates in the online meeting platform in accordance with the deadlines specified. The registration shall include the names and affiliations of their representatives and also the name of the head of delegation. If electronic participation is offered during a face-to-face meeting (see 8.1) that has a national delegation structure, it is essential to keep the national delegation approach with explicit identification of the head of delegation. The head of delegation cannot participate remotely, nor can the officers (convenor, editor, secretary).

**6.3** Only delegates (or experts, in the case of groups that do not have national delegation structure) nominated by P- and O-members of JTC 1 and its subgroups, the representatives of other organisations in liaison and representatives attending on behalf of JTC 1 may attend meetings .. When a nominated delegate or expert requires support by a personal attendant (for example for mobility or sensory reasons) such a personal attendant may be present in the meeting room, but unless the personal attendant is nominated as a delegate or expert shall not participate in the work of the meeting. As a general policy, any group operating under the aegis of JTC 1 shall not limit the number of authorised P- and O-member representatives.

**6.4** Chairmen of SCs, Chairmen of SWGs and WGs directly reporting to JTC 1 are invited to attend both annual JTC 1 Plenary meetings and must attend where there are agenda items relevant to their committees.

**6.5** When the representation at meetings is on a national delegation basis, each P-member shall be present at meetings whenever possible (see ISO/IEC Directives, Part 1 1.7.1 and the Consolidated JTC 1 Supplement). Other members should be present. When circumstances prevent such representation, a member may submit written statements to the Secretariat or arrange for another member attending the meeting to present its views under the appropriate agenda item or items. The Secretariat shall make reference to written statements submitted by members unable to attend.

**6.6** For voting use: See Consolidated JTC 1 Supplement Annex JA.1.2 for information regarding voting during meetings.

## **7 Conduct of Electronic meetings**

### **7.1 Meeting etiquette**

At the beginning of the meeting, the Convenor shall identify all participants and ensure that all participants are noted on an attendance list that is electronically distributed at the end of the electronic meeting.

The Convenor shall establish proper etiquette for the calls, including establishing a way for participants to ask for the floor, asking participants to:

- announce their name each time they speak;
- be brief and clear;
- speak slowly so that those for whom English is not their native language can understand; and
- mute their lines if they operate in a noisy environment.

A five minute break should be held after every hour of the electronic meeting.

### **7.2 Meeting discussions**

To ensure that all participants understand discussions during the meeting, the Convenor shall frequently restate proposals and offer summaries of discussions. Teleconferences used in conjunction with web meetings are a way to ensure that all participants are aware of any decisions being made by allowing the Convenor to present meeting documents and presentations; and allow participants to contribute and exchange ideas in writing.

An instant messaging function for meeting participants can be a very useful tool to keep all participants fully aware of the meeting discussions. If this function is used, no transcripts will be circulated.

### **7.3 Meeting decisions**

When meeting decisions are taken, the convenor shall ensure that all participants are fully informed in advance of the decision to be taken, that they are given the opportunity to express their position, and that they have visibility of the text to be approved as it may be modified during the meeting. The use of a written support (email, shared desktop, etc) is recommended. A roll call should be performed. An email confirmation following the meeting may be requested.

### **7.4 Meeting tools**

For electronic meetings, the meeting organizer shall make an effort to minimize the costs to each participant. Use may be made of the ISO or the IEC web conference tools.

## **8 Mixed mode meetings (electronic participation to face-to-face meetings)**

**8.1** At the discretion of the SC Chairman and Secretary, electronic participation to part of a Plenary meeting may be allowed on a meeting-per-meeting basis, by announcing it in the meeting agenda, along the following rules:

- a. Electronic participation to specific agenda items is offered under the rules applicable to electronic meetings (in particular regarding the duration of the session, i.e. max 2 hours). This participation allows for contributions and presentations, but does not include voting.
- b. Since the availability of tools can never be guaranteed, there should be a clear statement in the agenda that "Electronic participation will be offered as best-effort and cannot be guaranteed."
- c. Conduct of electronic meetings (see 7) applies; constraints of timing and announcements (see 5.5 and 5.6) do not apply.

**8.2** An SC can also decide, on a meeting-per-meeting basis, to open its entire Plenary meeting, or portions of it (as decided by the Chair and Secretariat), without time limitations, to listeners, in broadcasting mode. If return channels are available, they can only be used for the listeners to ask questions for clarification. The persons



listening to the broadcast, with or without return channel, are not considered nor registered as participants and cannot make contributions. This could be beneficial to O-Members since it might facilitate their involvement leading to them becoming P-Members. It could also facilitate dissemination of information regarding the SC activities.

## **9 Meeting documents**

### **9.1 Meeting notice**

In order for discussions in the JTC 1 plenary meeting and in SC meetings to reflect as fully as possible the NB positions and concerns, there should be adequate notice of issues to be discussed at meetings and clear guidelines for the submission of documents for consideration. For considerations concerning the discussion of documents under ballot at JTC 1, please see Consolidated JTC 1 Supplement Annex JA.1.1.

### **9.2 Meeting agenda**

**9.2.1** Meeting agendas for JTC 1 and SC face-to-face plenary meetings should be compiled so as to encourage NBs to send a balanced, full delegation with the greatest possible ability to negotiate final agreement on justified points that arrive late or during the meeting. NBs are responsible for keeping their delegates fully informed and supplied with all meeting documents. The First draft agenda for JTC 1 and SC face-to-face plenary meetings are due 16 weeks before the date of the meeting, and proposals for new agenda items and proposals for new work item proposals are due eight weeks before the date of the meeting (Consolidated JTC 1 Supplement 4.2.1.3). Also NBs shall be reminded that contributions on existing agenda items and submitted documents shall be received by the Secretariat nominally four weeks before a meeting (see clause 9.4.2 below).

**9.2.2** As a best practice, meeting agendas should show the date and time of the next meeting(s) to aid in planning.

**9.2.3** Guidelines for Agenda Preparation:

- Identify the group which is meeting. If the Secretariat of the group is not an NB, identify the name and contact information of the Secretariat or Convenor in case of inquiries concerning the meeting.
- Specify the dates, time and precise location of the meeting.
- Identify by project number and title the specific items to be addressed.
- Identify all relevant documents to be discussed under each agenda item.
- Identify whether electronic participation is being offered for an agenda item
- Include a separate item for each of the following:
  - Opening of the meeting
  - Roll call of delegates/experts
  - Election of the Chairman (if applicable)
  - Adoption of the agenda
  - Appointment of the drafting committee (if applicable)
  - Report of the Secretariat (if applicable)
  - Liaison reports
  - Review of Business Plans (if applicable)
  - Review of priorities and target dates
  - Documents for periodic review (if applicable)
  - Work items on which no progress is being made - Status and action to be taken
  - Items for future work
  - Review of Project Editor and liaison assignments
  - Review of recent JTC 1 decisions affecting the group
  - Approval of resolutions/recommendations
  - Subsequent meeting requirements

- Any other business
- Closing time

### **9.3 Meeting Logistics**

As per clause 4.2.1.3 of the Consolidated JTC 1 Supplement, a document describing logistics for the meeting shall be circulated. As well as location and transport information, it should confirm the provision of any accessibility requests received as part of the planning process (see 2.3 above). It should also contain information about accessibility of public transport to the meeting venue. Even in the absence of advance requests the logistics notice should confirm what accessible meeting rooms and toilet facilities will be accessible to delegates or experts. The notice should also contain versions of all significant addresses, e.g. of the meeting location and suggested accommodation, in the script or scripts commonly used in the meeting location. The notice may also include any other information that the organizers consider will be useful to attendees.

### **9.4 Contributions**

**9.4.1** Contributions may be submitted to JTC 1 or its subgroups by any member, or by any directly reporting subgroup.

**9.4.2** Documents for any SC or WG face-to-face meeting, particularly those raising new issues or those for which a final agreement at the meeting is desired, shall be delivered to the Secretariat or Convenor in time for them to be posted to the SC or WG web site (as appropriate) six weeks prior to the meeting. For a JTC 1 Plenary meeting, documents raising new issues shall be delivered to the Secretariat six weeks prior to the meeting. The following exceptions are permitted: Comments on posted documents provided they are received by the Secretariat in a form suitable for immediate posting, not later than one week prior to the meeting.

Reports from SCs to JTC 1 where the meeting is held inside the four-week deadline. Reports should in these cases be posted not more than two days after the end of the SC meeting and only reports will be received. Substantive matters arising from such meetings shall not be considered at the JTC 1 meeting, unless agreed by JTC 1. This should be borne in mind when setting dates for SC meetings.

A proposed document revision from a project editor, which incorporates comments received prior to the meeting and which is intended to be developed further at the meeting, may be posted up to one week prior to the meeting.

In JTC 1, meeting deadlines for agendas and various contributions and reports will be specified in the resolutions of the previous meeting.

**9.4.3** Where new issues arise which are not able to be posted to the Web server at least four weeks prior to the meeting, any decision made at the meeting shall be confirmed by a P-member ballot (for committee) (WG consultation for WG) after the meeting. Such items must be posted to the Web as soon as possible and prior to the meeting so that they are available to P-members (for committee) (experts for WGs) as well as delegates; additionally, electronic copies must be available to delegates during the meeting.

**9.4.4** Advance distribution of contributions may not be possible, for example, where new issues are not identified until it is too late for distribution. In addition, discussion at a meeting may identify new issues needing immediate action. JTC 1 or its subgroups may, at the discretion of the Chairman or Convenor and members present, consider working documents distributed in less than the prescribed advance period.

## **10 Meeting resolutions, recommendations and minutes**

**10.1** Decisions made by JTC 1 or SCs in a Plenary meeting shall be recorded in resolutions. Actions taken in meetings of other subgroups shall be recorded in recommendations. Resolutions or recommendations adopted at meetings are normally limited to matters directly concerned with the conduct of the work or the approval of documents. The resolutions/recommendations should be numbered consecutively and identified either by reference to the meeting or to the year.

**10.2** The committee manager/WG secretary or Convenor, usually with the help of a Drafting Committee, prepares the list of resolutions/recommendations, which must be available in written form for formal adoption at the end of the meeting.

**10.3** No meeting of JTC 1 or any of its SCs shall be adjourned before all resolutions considered during the meeting have been presented in writing and formally acted upon so as to ensure accurate recording of the decisions taken. These resolutions shall be distributed to the committee membership 48 hours after the meeting.

Any decisions made after the estimated finishing time of the meeting and after any P-members have left shall be confirmed by correspondence after the meeting.

**10.4** After the meeting, the committee manager/WG secretary or Convenor shall prepare a report of the meeting comprising

- the list of attendees with their role and affiliation (e.g. P-member, O-member, Liaison Organization)
- the disposition of each agenda item, including rationale if appropriate and,
- the complete text of the resolutions/recommendations adopted during the meeting.

The meeting report shall be made available to the committee members and parent organization within 4 weeks after the meeting. If the next meeting is sooner than this, then the meeting report should be circulated before that meeting.

## **11 Recording of meeting**

JTC 1 follows the ISO policy on recording technical meetings which are included in the ISO Supplement, Annex SF clause 10. This policy is the following:

- The recording of ISO meetings by the committee secretary is acceptable provided that at the outset of the meeting all participants are made aware that the meeting will be recorded and there are no objections.
- Individual participants shall have the right to require that the means of recording are switched off during a particular intervention if s/he so desires.
- Such recordings are intended to aid the meeting secretary in preparing the minutes/report of the meeting. They may also be used to resolve disputes concerning what occurred at a meeting, which, in some instances, may require the preparation of transcripts of the recording.
- The recordings and any transcripts are the property of the meeting secretary, who is expected to respect the confidentiality of ISO meetings. The recordings and transcripts shall accordingly not be divulged to third parties and should preferably be destroyed once the minutes have been approved.

## **12 References (Informative)**

ITU-T Technical Reports

FSTP.ACC-RemPart Guidelines for supporting remote participation in meetings for all

FSTP-AM Guidelines for accessible meetings

**Annex A: Template for Facility Fee Accounting Report**

<b>Accounting report: for JTC 1 review:</b>		
<b>Committee</b>		
<b>Meeting Location</b>		
<b>Meeting Dates</b>		
<b>Attendance:</b>	Overall number of delegates	
	Average attendance	
	Percentage of delegates paying fee	
	Fixed fee for short meetings	
	Proportional fee for long meetings	
<b>Fees Collected:</b>		
	Lodging cost	
	Meal cost	
	Facilities fees	
	Events fees	
<b>Total fees collected:</b>		
Host contribution to costs (including sponsorship)		
<b>Total income related to hosting of meeting:</b>		
<b>Expenses:</b>		
	Lodging cost	
	Meal cost	
Facilities cost:		
	Meeting rooms cost	
	Document distribution and internet access	
	Translation services	
	AV equipment rental	
	Light refreshments during meeting	
Events cost:		
<b>Total expenses:</b>		

<b>Additional information</b>		
	Explanation of what was done with surplus funds where income exceeded expenses	
	Host's evaluation of funding mechanism	

**Annex B: Summary of deadlines related to meetings**

	<b>F2F (including mixed-mode) meeting</b>			<b>Electronic meeting</b>
	<b>JTC 1 Plenary</b>	<b>SC Plenary</b>	<b>WGs</b>	<b>Any group</b>
Calling Notice/Announcement/logistics	16 weeks before (Suppl 4.2.1.3)	16 weeks before (Suppl 4.2.1.3)	6 weeks before (Suppl 4.2.2.1)	two weeks before or less (5.5)
First draft agenda	16 weeks before (Suppl 4.2.1.3)	16 weeks before (Suppl 4.2.1.3)	6 weeks before (Suppl 4.2.2.1)	two weeks before or less (5.5)
Proposals for new agenda items / Proposals for the addition of new work item proposals	6 weeks before (Suppl 4.2.1.3)	6 weeks before (Suppl 4.2.1.3)	at the discretion of the group	at the discretion of the group
Delegates/experts lists	as requested by the online meeting platform	as requested by the online meeting platform	as requested by the online meeting platform	as requested by the online meeting platform
Contributions on existing agenda items and submitted documents	four weeks before (9.2.1, 9.4.2) or less (9.4.4)	four weeks before (9.2.1, 9.4.2) or less (9.4.4)	two weeks before (for mixed mode) or less (5.5 and 9.4.4)	two weeks before or less (5.5 and 9.4.4)
Comments on posted documents	one week before (9.4.2)	one week before (9.4.2)	at the discretion of the group	at the discretion of the group
Reminder (electronic or mixed mode)	48 hours before (for mixed mode) (5.5)	48 hours before (for mixed mode) (5.5)	48 hours before (for mixed mode) (5.5)	48 hours before (5.5)
Meeting Report	Within four weeks after the meeting (10.4)	Within four weeks after the meeting (10.4)	Within four weeks after the meeting (10.4)	Within four weeks after the meeting (10.4)