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|  | | NEW WORK ITEM PROPOSAL | |
| Closing date for voting | Reference number (to be given by the Secretariat)  **ISO/IEC JTC 1/SC N** |
| Date of circulation |
|  |  | Secretariat | Proposer: |

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the ITTF and, in the case of a subcommittee, a copy to the JTC 1 secretariat. Proposals not within the scope of JTC 1 shall be submitted to the ITTF.

A new work item proposal may be made by a national body, the JTC 1 secretariat or JTC 1 subcommittee secretariat, another technical committee or subcommittee, a Category A organization in liaison with JTC 1, the technical management board or one of its advisory groups, or the Chief Executive Officer.

The proposal will be circulated to the P-members of JTC 1 or JTC 1 subcommittee for voting, and to the O-members for information.

**IMPORTANT NOTE:Proposals without adequate justification risk rejection or referral back to the originator.** Guidelines for proposing and justifying a new work item are given overleaf.

**Proposal (to be completed by the proposer)**

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| [**Title of the proposed deliverable**](#Title)*(in the case of an amendment, revision or a new part of an existing publication, show the reference number and current title)* | | | |  |
| **English title** | |  | |  |
| [**Scope of the proposed deliverable**](#Scope) | | | |  |
| [**Purpose and justification of the proposal**](#Purpose)*(attach a separate page as annex, if necessary)* | | | |  |
| **Is this a Management Systems Standard (MSS)?**  Yes  No  | | | |  |
| [**Envisaged publication type**](#Document_Type)*(indicate one of the following, if possible)*   International Standard  Technical Specification  Technical Report | | | |  |
| **Proposed development track**  1 (24 months)  2 (36 months - default)  3 (48 months)  **Target dates for availability** First CD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |
| **Known patented items** *(see ISO/IEC Directives Part 1 for important guidance)*  Yes  No  If "Yes", provide full information in an annex. | | | |  |
| [**Are there any known accessibility requirements and/or dependencies**](#Accessibility)**?** Yes  No   If yes, please specify in a separate annex. | | | |  |
| [**Are there any known requirements for cultural and linguistic adaptability**](#Cultural_Adaptability)**?** Yes No   If yes, please specify in a separate annex. | | | |  |
| **Meeting Information**  Estimated number of meetings: Frequency of meetings: per year  Date and place of first meeting (if known): | | | |  |
| **A [listing of relevant documents](#Relevant_Documents)** | | | |  |
| A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized. *(attach a separate page as annex, if necessary)* | | | |  |
| A simple and concise statement identifying and describing relevant affected stakeholder categories (including small and medium sized enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s). | | | |  |
| [**Liaisons**](#Cooperation_Liaison) *(A listing of relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s).)* | | | |  |
| A listing of relevant countries which are not already P-members of the committee. | | | |  |
| [**Preparatory work**](#Preparatory_Work)*(at a minimum an outline should be included with the proposal; ensure that all copyright issues are identified)*   A draft is attached  An existing document is attached  An outline is attached.  to serve as an initial basis It is possible to supply a draft by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The proposer or the proposer's organization is prepared to undertake the preparatory work required Yes  No  | | | |  |
| **Proposed Project Editor** *(include contact information)* | | | **Name of the Proposer** *(include contact information)* |
| **Supplementary information relating to the proposal** *(Comments of the JTC 1 or SC Secretariat )*   This proposal relates to a new ISO/IEC document   This proposal relates to the amendment of an existing ISO/IEC document   This proposal relates to the revision of an existing ISO/IEC document   This proposal relates to a multi-part standard consisting of \_\_\_\_\_\_ parts   This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item   This proposal relates to the re-establishment of a cancelled project as an active project   This proposal requires the service of a maintenance agency. If yes, has a potential candidate been identified? Please identify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   This proposal requires the service of a registration authority. If yes, has a potential candidate been identified? Please identify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   This proposal is submitted with a CD for simultaneous NP and CD balloting   Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Voting information –** The ballot associated with this proposal comprises a vote on (check only one):   Adoption of the proposal as a new project (Stage 10.99)   Adoption of the proposal as a new project and the associated draft as a working draft (WD) (Stage 20.20)   Adoption of the proposal as a new project and the associated draft as a committee draft (CD) (Stage 30.20)   Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |
| It is proposed to assign this new item to: JTC 1/SC\_\_\_\_  a new JTC 1 subcommittee | | | |  |
| Annex(es) are included with this proposal *(give details)* | | | |  |
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Use this form to propose:

1. a new ISO/IEC document (including a new part to an existing ISO/IEC document), or the amendment/revision of an existing ISO/IEC document;
2. the establishment as an active project of a preliminary work item, or the re-establishment of a cancelled project;
3. the change in the type of an existing publication, e.g. conversion of a Technical Specification into an International Standard.

This form is not intended for use to propose an action following a systematic review - use ISO Form 21 for that purpose.

Proposals for correction (i.e. proposals for a Technical Corrigendum) should be submitted in writing directly to the secretariat concerned.

**Guidelines on the completion of a proposal for a new work item** (see also the ISO/IEC Directives Part 1 and the associated ISO/IEC JTC 1 Supplement)

1. **Title of the proposed deliverable:** Indicate the subject of the proposed new work item.
2. **Scope of the proposed deliverable:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new publication, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).
3. **Envisaged publication type:** Details of the types of ISO/IEC deliverable available are given in the ISO/IEC Directives, Part 1 and/or the associated JTC 1 Supplement.
4. **Purpose and justification of the proposal:** Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related Business Plan*.
   1. The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
   2. The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
   3. Feasibility of the activity: Are there factors that could hinder the successful establishment or global application of the standard?
   4. Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question, or for adoption in a future regulatory system?
   5. Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
   6. The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
   7. If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regula­tions, this should be indicated.
   8. If a series of new work items is proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.
5. **Relevant documents**: List any known relevant documents (such as standards and regulations), regardless of their source.

*NOTE: The following criteria f) and g) do not mandate any feature for adaptability to culture, language, human functioning or context of use. The following criteria require that if any features are provided for adapting to culture, language, human functioning or context of use by the new Work Item proposal, then the proposer is required to identify these features.*

1. **Accessibility**: Indicate here whether the proposed standard takes into account diverse human functioning and diverse contexts of use. If so, indicate how it is addressed in your project plan. Indicate how the guidelines of ISO/IEC Guide 71 (Guidelines for standards developers to address the needs of older persons and persons with disabilities), ISO/IEC TR 29138-1 (Information technology -- Accessibility considerations for people with disabilities -- Part 1: User needs summary), and ISO TR 22411 (Ergonomics data and guidelines for the application of ISO/IEC Guide 71 to products and services to address the needs of older persons and persons with disabilities) have been implemented in the proposal, or why they are not deemed to be relevant.
2. **Cultural and linguistic adaptability**: Indicate here if cultural and natural language adaptability is applicable to your project. If so, indicate how it is addressed in your project plan. Typical examples of requirements include:
   1. for text or speech, the user shall be able to choose the natural language of input and output sentences and the language captured shall be identified;
   2. for character coding, the code shall be clearly identified for correct input and rendering;
   3. for sorted lists, linguistic user order expectations shall be respected (see ISO/IEC 14651 International string ordering and comparison);
   4. cultural variations in the way concepts are perceived in different countries shall be respected; and
   5. input methods used in a given country shall also be supported.

For a list of what is required in most IT products, see ISO/IEC TR 19764 (Guidelines, methodology, and reference criteria for cultural and linguistic adaptability in information technology products) and ISO/IEC TR 11017 (Framework for internationalization).

1. **Liaisons**: List the relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s).
2. **Preparatory Work**: When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal. In this case, provide the document publication date, implementation history and national/global adoption experience.