



ISO/TC 46/SC 9/Working Group 1

for ISO Project 20925: Version identifier for audiovisual works (V-ISAN)

Web site: <http://www.nlc-bnc.ca/iso/tc46sc9/wg1.htm>

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TERMS OF REFERENCE FOR ISO/TC 46/SC 9 WORKING GROUP 1 for the development of ISO Project 20925

The following are the terms of reference for ISO/TC 46/SC 9 Working Group 1 to undertake Project 20925 on a version identifier for audiovisual works. These terms of reference were approved by the voting members of TC 46/SC 9 as part of the project proposal. The terms of reference for Project 20925 supplement WG 1's original terms of reference for Project 15706 on the ISAN standard (see TC 46/SC 9 N 235, dated May 1997).

ISO/TC 46/SC 9 Working Group 1 is charged with the development of ISO Project 20925 on a version identifier for audiovisual works.

1. MEMBERSHIP

- 1.1 The membership of ISO/TC 46/SC 9 Working Group 1 (WG 1) shall consist of experts appointed by the P-members and A-liaison organizations for ISO/TC 46/SC 9. A *maximum* of three nominated experts per P-member or A-liaison organization is recommended.
- 1.2 If necessary, and on the advice of its Secretariat and the WG 1 Convenor, ISO/TC 46/SC 9 may subsequently limit the size of WG 1 and/or limit the appointees of any of the P-members or A-liaison organizations to achieve a fair balance of interested parties and/or a manageable project group.
- 1.3 At his/her discretion, the WG 1 Convenor may invite the ad hoc participation of other experts to assist in the development of specific aspects of Project 20925.
- 1.4 The experts nominated to ISO/TC 46/SC 9/Working Group 1 should be involved in organizations that have a business requirement to identify versions of audiovisual works. This includes organizations representing potential ISAN registration agencies,

audiovisual producers, collecting societies, broadcasters, television listing services, film libraries and archives.

- 1.5** The experts appointed to ISO/TC 46/SC 9/Working Group 1 must commit to attend meetings of the Working Group.

2. TASKS ASSIGNED TO WORKING GROUP 1

ISO/TC 46/SC 9 Working Group 1 shall undertake the following tasks for Project 20925:

- 2.1** To draft the content and wording of an ISO standard (ISO 20925) on a version identification scheme for audiovisual works for subsequent consideration and approval by the member bodies of ISO/TC 46/SC 9.

The draft ISO 20925 standard produced by Working Group 1 shall ensure that:

- 2.1.1** the version identification scheme will meet the requirements for international application;
 - 2.1.2** the version identification scheme will function effectively as a means of unique, international identification of a specific version of an audiovisual work as defined by the standard;
 - 2.1.3** the items to be identified by the version identification scheme are clearly defined;
 - 2.1.4** the numbering capacity of the version identification scheme can accommodate the volume of material included within the scope of the standard;
 - 2.1.5** the version identification scheme will be able to operate for an unlimited period of time in meeting the requirement to allocate unique international identifiers to versions of audiovisual works ;
 - 2.1.6** the version identification scheme is compatible with the specifications of ISO 15706 for the International Standard Audiovisual Number (ISAN);
 - 2.1.7** the draft standard meets the requirements for preparation and presentation of International Standards as specified by the ISO Directives.
- 2.2** To specify the relationship of the version identification scheme and its associated procedures to those of the International Standard Audiovisual Number (ISAN).
- 2.3** To investigate and specify the relationship of the version identification scheme to relevant ISO/IEC JTC 1/SC 29 standards for “Coding of audio, picture, multimedia and hypermedia information”;

- 2.4 To specify the rules of procedure and policies for registration of the version identifier, if required by the standard, and for access to associated databases of such registration information;
- 2.5 To develop a plan for implementation of the version identification scheme including the criteria for the appointment of any registration agencies that might be required for the implementation of ISO 20925;
- 2.6 To specify the criteria governing the appointment of a Registration Authority for ISO 20925 if registration of the version identifier is required by the standard, in accordance with the ISO Directives Part 1, Annex H (Registration authorities) and the ISO/TC 46 Rules of procedure, Annex B (Rules for the designation and operation of Registration Authorities and Maintenance Agencies);
- 2.7 To nominate an organization as the Registration Authority for ISO 20925, if required by the standard, for subsequent consideration by SC 9 and TC 46 as a recommendation to the ISO Technical Management Board;
- 2.8 To meet the time limits established by ISO for each stage in the development of ISO Project 20925;
- 2.9 To decide on appropriate responses to comments on the ISO Committee Draft(s) and Draft International Standard(s) for Project 20925 and to record those decisions in a document for the SC 9 Secretariat and subsequent distribution to SC 9;
- 2.10 To conduct the business of ISO/TC 46/SC 9/Working Group 1 and Project 20925 in accordance with the ISO Directives and the ISO/TC 46 rules of procedure;
- 2.11 To record the decisions taken at each Working Group 1 meeting along with supporting reasons for any decisions of substance and to submit these reports to the ISO/TC 46/SC 9 Secretariat within two months of each Working Group 1 meeting;
- 2.12 To submit annual reports to the ISO/TC 46/SC 9 Secretariat by December 31 of each year on the status of Project 20925 and the progress of work within WG 1.

3. DURATION OF ISO/TC 46/SC 9 WORKING GROUP 1

ISO/TC 46/SC 9/Working Group 1 may be disbanded by ISO/TC 46/SC 9 upon publication of ISO 20925 (all parts) or in the event that the Working Group is unable to reach consensus¹ and/or meet the time limits for project development specified in the ISO Directives.

¹ **consensus:** General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. NOTE - Consensus need not imply unanimity. [ISO Directives, Part 1]