

**PDF/Engineering  
Conference Call Meeting  
July 30, 2009**

**1. Introductions and Welcome**

The meeting was called to order by Ms. Diana Helander at 1:10 p.m. Eastern. Those participating in the call included:

Ms. Diana Helander	Adobe Systems Inc.
Mr. Dennis Newman	PFS Corporation
Ms. Betsy Fanning	AIIM
Mr. Jim Arden	ITI
Mr. Stuart Galt	Boeing
Mr. Leonard Rosenthol	Adobe Systems Inc.

The agenda for the PDF/Engineering, July 30, 2009 meeting (PDF-E 2009-008) was approved as presented. (Newman/Rosenthol)

The meeting minutes for the May 21, 2009 meeting (PDF-E 2009-007) were approved as presented. (Galt/Newman)

**2. Discussion on PRC Specification**

It was reported that the required number of ISO member countries have agreed to participate on the PRC project so the project met all the ISO requirements and is now an official ISO project. Having met the requirements, ISO Central Secretariat has assigned the project the number AWI 14739-1. A working draft ballot was issued to the member countries to approve the working draft as a committee draft. The PDF/E US committee has also been balloted on the working draft to form the US position for the ballot. The PRC draft is on PDF wiki at <http://pdf.editme.com>.

The committee reviewed the process for the document. The current status of the project is a WD (Working Draft) at this stage changes technical and editorial may be made to the document. The next stage is CD (Committee Draft) at which stage additional technical and editorial changes may be recommended but the document is becoming more stable at this stage. Once the document is approved at the CD stage, it becomes a DIS (Draft International Standard – 5 month ballot) where no technical changes should be introduced but editorial changes may be introduced. If a DIS receives all approvals with only editorial comments, the document may proceed directly to publication. If technical comments are received, the DIS will require either a second DIS (2 month ballot) or a 2 month FDIS(Final Draft International Standard). An FDIS ballot is strictly a yes/no vote. At each stage in the voting process, additional member countries are exposed to the document.

The PRC project will be discussed at the ISO meetings in Orlando in October. The Lake Buena Vista Embassy Suites hotel has been chosen as the hotel for the US delegates to stay while attending the meetings. The hotel rate is \$99 plus tax per night.

**3. Other Business**

It was noted that we experienced a version control issue with the PRC press release. Diana Helander sent the latest version of the press release to Betsy to have changes incorporated into the final version. The final version of the press release will be sent to Adobe PR and Boeing for final approvals. We anticipate releasing the press release formally the week of August 24 and informally the week of August 17 to the AIIM media list.

The PDF/E marketing subcommittee comprised of Diana Helander, Jo Terri Wright and Betsy Fanning will schedule a meeting to determine ways to increase the visibility of the PDF/E committee work.

#### **4. Wrap-up and Next steps**

Next meeting is August 21, at 1 p.m. Eastern. This is a Friday meeting and will be a lengthy call since we will be finalizing the US vote on the PRC working draft ballot.

The next International meeting will be held the week of October 19<sup>th</sup> in Orlando, FL.

#### **5. Adjournment**

The meeting was adjourned at 1:45 p.m. (Rosenthol/Newman)