

About AIIM Standards

- ANSI Accredited
- ISO TC 171, Document Management Applications – Secretariat
- ISO TC 171, Document Management Applications, SC2, Application Issues – Secretariat
- U. S. TAG (Technical Advisory Group) to ISO TC 171 Administrator
- Industry Standards Developer – AIIM Recommended Practices (ARP)
- Open Source Standards for Document Management
- Liaison Relationships

AIIM Standards Scope

Standardization of terminology, definitions, sizes, formats, quality, methods of measurement, apparatuses and procedures for the production, use, and storage and retrieval of structured and unstructured content (documents) and related source data and processes related to enterprise content management.

PDF

- PDF/X
 - Began work in 1998-99; Published ISO 15930 in 2001
- PDF/Archive (PDF/A)
 - Began work October 2002; Published ISO 19005-1 in 2005
 - Working on PDF/A-2
- PDF/Engineering (PDF/E)
 - Began work June 2004; Publish ISO 24517-1 in Fall 2007
- PDF/Universal Access
 - Began work January 2005; Balloting 2008
- PDF for Healthcare
 - Began work June 2006; Publish Best Practice Guide and Implementation Guide in Fall 2007
- And Now...

Next Logical Step

January 29, 2007 – Adobe announced intent to release PDF Reference 1.7 to ANSI for AIIM for ISO

- AIIM Standards Board Approval
- AIIM Board of Directors Approval
- U.S. TAG to ISO TC 171 Approval

Here we are today!

Agenda – July 16, 2007

- | | |
|-------------|--|
| 9:30-10:00 | Introduction and Welcome |
| 10:00-12:30 | Background Information
Adobe – Jim King |
| 12:30-1:30 | Lunch |
| 1:30-4:00 | Working Session
(ISO 32000) |
| 4:00-4:15 | Wrap-up Summary |
| 4:15-5:00 | Review Standards Process <ul style="list-style-type: none">- Participation- Listserv and Wiki Use- Process- Roles |

Agenda – July 17, 2007

- 9:30-10:00 Summary Results of July17
- 10:00-12:30 Continue PDF 1.7 Discussion
Brainstorm PDF 1.X
- Added Features/Functions
 - Business Requirements
- 12:30-1:30 Lunch
- 1:30-4:00 Discussion/Brainstorming
(cont'd.)
- 4:00-5:00 Wrap up
- Next meeting
 - Determine Committee Roles –US
 - Determine Potential ISO Nominees
 - Assignments

The ways to reach IS

- A) Normal:** 6 stages
- B) Accelerated (1)** NP ballot → CD or reg as DIS
Condition: check box on Form 5
- C) Accelerated (2)** WD → DIS
Condition: $\frac{2}{3}$ P Majority
- D) Accelerated (3)** DIS → Publication (no FDIS)
Condition: 100% approval at DIS

The ways to reach IS (cont.)

E) External documents:

FAST TRACK → straight to DIS ballot for any existing and stable Std proposed by Category A liaison or P member

Use PAS/TS → with combined NWI ballot:
solve IPR issues at the very beginning, before the ballot

F) Revision

→ Full Revision :

- Whenever desired with a NP ballot
- every 5 yr: periodical review
- Use methods A) to D)

→ Minor Revision/ Minor Amendment :

Straight to FDIS If no fundamental changes, Sec to inform ISO/CS

Criteria for selecting the timeframe

- **Market relevance:** Expectations from industry and other stakeholders have to be taken into account.
- **Priority:** There should be a clear understanding at what point in time the International Standard will be needed by the market.
- **Resources:** There should be a clear commitment from stakeholders that they are prepared to allocate the resources for meeting the selected timeframe.

Existing Standard (1)

Standards may be based upon any document, including other standards. An existing standard can be introduced as the first “draft”, or it might be proposed to replace a current draft.

Taking another standard has the potential advantage that the ISO draft is

- based on a known document with a known content
- already formally structured
- it is potentially adoptable exactly as it is, without any change (normally applies only to the first edition of a new standard)

Existing Standard (2)

Introducing the text of an existing standard may be proposed:

- **before** a project has been registered as a working document; or for “fast-track” treatment
- **after** a project has been registered as a working document

Existing Standard

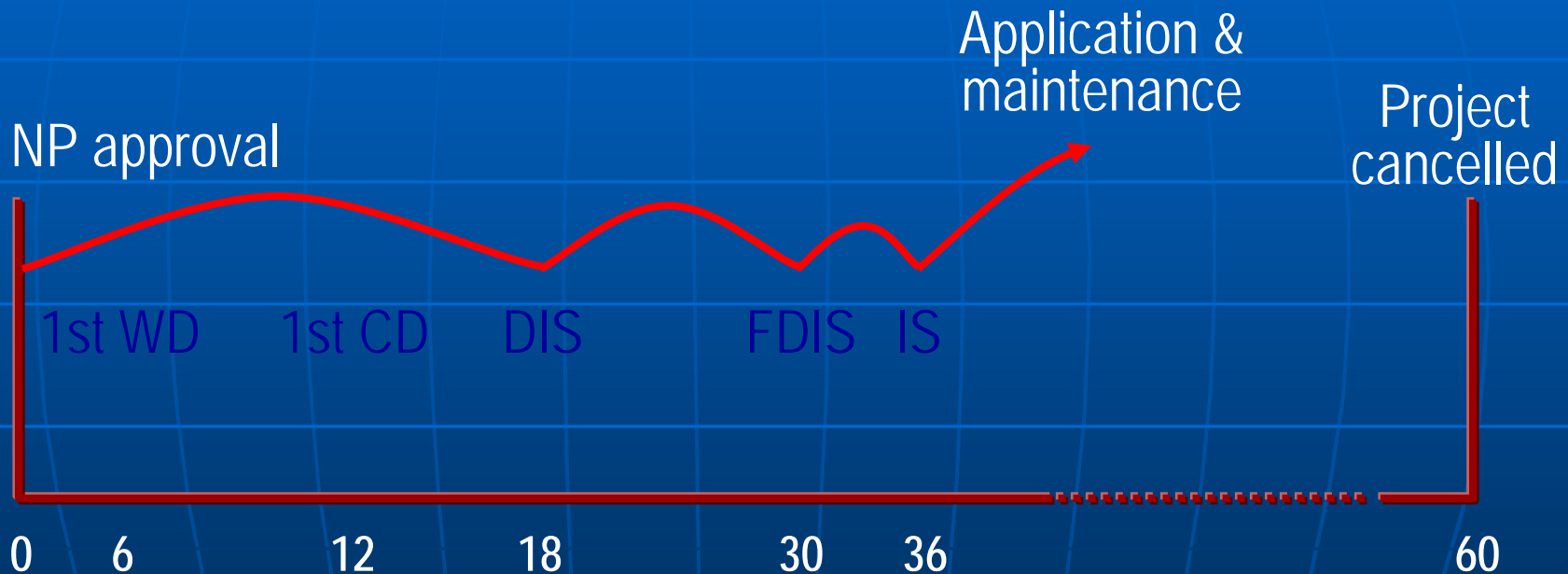
If you wish to submit an existing standard as the basis of an international standard

- Resolve any issues relating to intellectual property matters (and including copyright, trademarks, etc.)
- Ensure that there is no contradiction with other international standards
- Provide the ISO equivalents for any national or other standards listed as references, where possible
- Confirm to ISO/CS whether or not a French text version is required

Abbreviated-Straight to DIS

Example based on default target dates

1. Accelerated track projects follow the same stages
2. 'fast track' procedure projects follow the same stages



Abbreviated Procedures

- 100% approvals
- Fast-track procedure
- Texts accompanying proposals
(includes re-use of existing standards)

International Standard- Advancement

Proposal stage (Approval of new project)	<ul style="list-style-type: none">- simple majority of P-members of the committee- 5-P members participating- 5 experts named
Preparatory stage	Not defined — determined by the committee secretary in conjunction with the committee
Committee stage	<ul style="list-style-type: none">- consensus, or- support from 2/3 of the P-members voting
Enquiry stage	<p>Circulated for a 5-month vote (subsequent votes 2 months)</p> <p>Approved if 2/3 votes of voting P-members positive, AND if not more than 1/4 of all votes cast are negative</p>
Approval stage	<p>Circulated for a 5-month vote (subsequent votes 2 months)</p> <p>Approved if 2/3 votes of voting P-members are positive, AND if not more than one-quarter of all votes cast are negative</p>