



ISO/TC 224/WG 2

Service to users

Convenor

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Date: 28/10/03

MINUTES OF THE MEETINGS HELD IN OTTAWA – 22ND-24TH SEPTEMBER 2003

1. Welcome of participants

The convenor welcomed all experts to the 3 day meeting and thanked the Standards Council of Canada for hosting it.

2. Agenda

The agenda previously submitted to all experts as document WG2N16 was presented to the attendants and accepted for the meetings. However, and as decided in previous meetings, the experts present agreed that it would be convenient to develop work in accordance with the information resulting from the work of other working groups and the coordination group. The agenda approved read as follows:

22nd September

1. Welcome of participants
2. Approval of the draft agenda
3. Roll call - Update on the list of experts for WG2
4. Approval of the minutes for the 2nd meeting (Paris, WG2N13)
5. Presentation of the partial working draft – Report by drafting committee
6. Report by the WG convenor to the TC

23rd and 24th September

7. Evaluation of the partial working draft
 - a. Comments by experts
 - b. Integration / Coordination with the Working Drafts presented by the other working groups
8. Preparation of a final working draft for presentation in the next WG meetings
 - a. Work to be developed in Ottawa.
 - b. Guidelines to drafting committee
 - c. Task schedule before the next meeting
9. Next WG2 meeting. Time and venue.
10. Any other matters
11. Closure of the meeting

3. Roll call. Update on the list of experts for WG2

As in previous meeting, the convenor reminded experts that the official list of experts was elaborated by the TC secretariat, and that any updates on that list in the form of new experts or experts that ceased in their functions had to be communicated accordingly.

4. Approval of the minutes for the 2nd meeting (Paris, WG2N13)

The minutes for the previous meeting were unanimously approved.

5. Presentation of the partial working draft – Report by drafting committee

Enrique Cabrera (EC) presented the partial working draft that had been elaborated by experts in the interim between the Paris and Ottawa meeting. The working methodology had been in accordance with the guidelines decided in Paris. The main contributions to the document were from the Japanese and German experts, although there were also contributions from Argentina and Spain among others. All contributions to the draft were open during the process and are stored in the Livelink environment under the appropriate folder.

Following the contributions by experts and some editing by the drafting group, Enrique Cabrera tried to draft a single document that included most of the comments and ideas proposed by experts in a single and coherent document. The format tried to be in accordance as much as possible with the ones proposed by the TC secretariat, and the drafts of WG3 and WG4.

The document was presented to the working group, and can be found under the reference WG2N17 (completed with the work resulting from the Ottawa meeting).

The convenor asked all experts present if the document could be considered a valid starting point for the draft to be presented in 2004, and all experts agreed.

6. Report by the WG convenor to the TC

The convenor explained that in addition to the personal report to be delivered to the TC it was convenient to present a clear schedule of the work of WG2 before reaching a final draft. It was agreed that the document presented before should be used as the basis to develop the draft both in structure and contents. Furthermore, a spring meeting was needed to refine the draft that could be presented prior to the fall meeting of the TC.

7. Evaluation of the partial working draft

a. Comments by experts

b. Integration / Coordination with the Working Drafts presented by the other working groups

8. Preparation of a final working draft for presentation in the next WG meetings

a. Work to be developed in Ottawa.

b. Guidelines to drafting committee

c. Task schedule before the next meeting

During the rest of the meeting, the experts of WG2 worked on the partial draft presented by the drafting committee and refined as time allowed during the meetings of days 23 and 24. The result can be found in document WG2_N17.

All points in sections 4 and 5, except those highlighted in yellow were covered by the working group and should be considered as a part of the final draft to be sent to the TC.

All experts agreed to work by email in the development and refinement of section 6 (devoted to the guidelines and performance measures). Also experts were encouraged to submit proposals for section 2 (normative references). For sections 1, 2 and 3 the interaction with other working groups in search for a coherent framework will also be necessary.

EC asked all experts to work by email. Additionally, he explained that experts **should not submit whole documents as proposals for changes** but rather make **proposals for individual items** (third level entries in the document, i.e. 6.6.1 Safety and emergency procedures). This will allow for individual discussion of each item, instead of making larger proposals that would be more difficult to break apart and discuss. Experts were encouraged to send in as many comments on individual items as they deemed necessary.

Work by email will be presented again in a single document to the working group in the spring meeting, for final refinement with all experts present, before submittal to the TC.

9. Next WG2 meeting. Time and venue.

EC informed of the possible venues for next meeting, in anticipation of the TC meeting to be carried out on the 25th, for it would be coincident with other WG meetings. The time and venue of the meeting would consequently be notified by the TC in due time.

10. Any other matters

11. Closure of the meeting

With no other matters for the meeting the convenor thanked all experts for three days of fruitful work and the meeting was closed.