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3(London/Secretariat)1A

**DRAFT AGENDA
2004-05**

INTERNATIONAL ELECTROTECHNICAL COMMISSION

Technical Committee No. 3 Information structures, documentation and graphical symbols

Draft agenda for the TC3 co-ordination meeting in London 2004-05-10 09:00

<i>Item</i>	<i>Relevant documents</i>
1 Opening of the meeting	
2 Approval of the draft agenda	3(London/Secretariat)1A
3 Report on ongoing technical works in TC3 and related WGs – needs for co-ordination. Brief follow-up of decisions from the Montreal meeting.	3/702/RM, SMB/2692/R, 3(London/Secretariat)3
3.1 Follow-up of TC3 decisions from Montreal	3(London/Secretariat)2
3.2 IEC 60617 Database status, inclusion of part 12 and 13	3(London/Secretariat)2
3.3 Activities in the JWG9	
3.4 Activities in the JWG15	3(London/JWG15)4, 3(London/JWG15)5
3.5 Activities in the MT16	
3.6 Activities in the MT17	
3.7 Activities in the PT30	
4 Report on ongoing works in SC3C and related WGs – needs for co-ordination. Brief follow-up of decisions from the Montreal meeting.	3C/1129/RM
4.1 Follow-up of decisions	
4.2 Activities in the JWG11	
4.3 IEC 60417 Database status	
4.4 IEC – ISO Database on graphical symbols	
5 Report on ongoing works in SC3D and related WGs – needs for co-ordination. Brief follow-up of decisions from the Montreal meeting.	3D/124/RM
5.1 Follow-up of decisions.	
5.2 Activities in the WG2	
5.3 IEC 61360 Database status, CD-ROM, Status of the development of the procedure.	
6 Meeting and co-ordination activities in TC3	
6.1 Preparation for the co-ordination meeting with ISO/TC10 the following day. <i>Regarding agenda, see the attached draft ISO/TC10 CORG N29</i>	
6.2 Status of the planning for the Eindhoven meeting 2004.	

Item

Relevant documents

- Planning for the workshop: contents, demonstrations
 - 6.3 Report on and further SB3 activities
 - 6.4 Report on and further ACET activities
 - 6.5 Style guide for SC reports
 - 6.6 Ideas and planning for the meeting 2005 in Capetown
 - 7 Other business
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**NOTICE OF MEETING / DRAFT AGENDA
CONVOCATION / PROJET D'ORDRE DU JOUR**

Date 2004-03-08

Reference
IEC/TC 3/ Officers

ISO/TC 10/CORG

N 29

Title of / Titre du TC/SC

IEC/TC 3 - ISO/TC 10 CO-ORDINATION MEETING

Secretariat / Secrétariat

SEK, Svenska Elektriska
Kommissionen
SIS, Swedish Standards Institute

Host / Invitant

BSI, British Standards Institute

MEETING / RÉUNION

Meeting date / 2004-05-11
Date de la réunion

Place / Lieu

BSI British Standards Headquarters
389 Chiswick High Road, London
Tel. : +44 (0)208 996 9000
Fax : +44 (0)208 996 7001

P- and O-members are invited to inform the secretariat of the committee concerned, within one month of the receipt of this notice of meeting, of their intention to be represented at the meeting, the approximate number of their delegates and their need for interpretation.

Whenever possible, the names of delegates (or observers) and the name of the head of the delegation should also be sent to the secretariat of the committee concerned at least one month before the opening of the meeting.

Les membres (P) et (O) sont invités, dans un délai d'un mois à partir de la réception de la présente convocation, à faire connaître au secrétariat du comité concerné leur intention d'être représentés à la réunion, le nombre approximatif de leurs délégués et leur besoin en matière d'interprétation.

Dans la mesure du possible, une liste indiquant les noms des délégués (ou observateurs), ainsi que le nom du chef de la délégation, devrait également parvenir au secrétariat concerné un mois au moins avant l'ouverture de la réunion.

Parallel meeting(s) / Réunion(s) parallèle(s)



1 Opening of the meeting (09:00 h)

Introduction of the topic

2 Roll call of delegates

3 Election of the Chairman and Secretary for the meeting

4 Adoption of the agenda

This draft

5 Appointment of the drafting committee

6 The information flow between IEC and ISO in our areas of interest - now and in the future

6.1 Mutual participation in the work of each organization, organisation of liaison, liaison officers and their tasks

Listing of existing liaison, discussion about the present situation and how it could be improved

6.2 Access to working and meeting documents "on working level"

Discussion about the present situation and how it could be improved.

6.3 Decision process for proposals for new projects

Routines for parallel enquiries, notifications, set up of JWG's, liaison at WG level

6.4 Commenting on common projects

Routines for collecting comments from both organisations.

7 Ongoing projects of common interest, experiences and difficulties

7.1 Document management related projects

IEC/ISO 82045 series, ISO 7200

7.2 Structuring principles and reference designation related projects

7.3 Preparation of diagrams

7.4 Parts list standards related projects

ISO/CD 7573

7.5 Symbol databases, terminology databases

ISO 14617

7.6 Decision on what projects are or will be of common interest

8 Existing approved standards

8.1 Procedure for detection of conflicting standards

Known fields of conflict

8.2 Procedure for solving this situation

9 Requirements concerning a subsequent meeting

10 Any other business

11 Approval of resolutions

12 Closure of the meeting (17.00 h)
