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**3/538/RM**  
**REPORT OF MEETING**  
**1999-02**

## INTERNATIONAL ELECTROTECHNICAL COMMISSION

### Technical Committee No. 3 Documentation and graphical symbols

Unconfirmed minutes from the meeting of TC3 1998-11-13 in Charlottenlund, Denmark

Present:

**Chairman: Mr. J. Bodin** (France)

**Secretary: Mr. P.-Å. Svensson** (Sweden)

**Central Office: Mr. R. Cordelier**

<b>National Committee</b>	<b>Delegate</b>	<b>Function</b>
China	Mr. Zhang Hongtu	
China	Ms Guo Ting	
China	Ms Zhuo Minfeng	
Denmark	Mr. Erik Lund Lauridsen	
Denmark	<u>Mr. Ib Gunnar Jørgensen</u>	
Denmark	Mr. Karl Anker Thorn	
Denmark	Mr. Regnar Schulz	
Finland	Mr. Tapio Viitanen	Liaison Officer TC44, TC65
France	<u>Mr. Jean Dubray</u>	
Germany	Mr. Fritz Reuter	Chairman SC3B, Liaison Officer TC 93, ISO/TC184/SC4
Germany	<u>Mr. Hans Brückner</u>	
Germany	Mr. Reinhard Scholz	
Italy	Mr. Guiseppe Chiarella	
Japan	<u>Mr. Hiroaki Ikeda</u>	
Japan	Mr. Katsuo Takada	
Japan	Mr. Mikio Tagaki	
Japan	Mr. Motoya Mohri	
Japan	Mr. Satoshi Ito	
Japan	Mr. Shigeru Yoshida	
Japan	Mr. Susumu Ogawa	
Japan	Mr. Yoshihari Horimoto	

<b>National Committee</b>	<b>Delegate</b>	<b>Function</b>
Japan	Mr. Yuji Nakamura	Chairman SC3C
Netherlands	<u>Mr. Arnold Gehner</u>	
Netherlands	Mr. Frans van Noesel	
Netherlands	Mr. Fred Brighham	Secretary SC3C
Netherlands	Mr. P. van Reekum	Secretary SC3D
Norway	Mr. Eirik Selvik	Liaison Officer TC16
Switzerland	Mr. A. Fornalski	Secretary SC3A/Assistant Secretary TC3
United Kingdom	Donald E. Radley	Chairman SC3D
United Kingdom	<u>Mr. Geoffrey Nicholson</u>	
Germany	Mrs. Anette Schwuchow	Observer, Chairman ISO/TC145
Denmark	Mr. Jørgen Aagaard	Observer, Liaison Officer ISO/TC10
United Kingdom	Mr. D. S. Fishman	Observer, Secretary ISO/TC145
United States	Mr. Somendra Singh	Observer
ITU	Mr. Colin Langtry	Observer ITU

12 P-members represented, by 30 National delegates (+ Chairman and Secretary) and 5 observers: one from US, one from ISO/TC10, two from ISO/TC145, one from ITU.

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**NOTE - All meeting documents referred to are listed in [Annex F](#). These documents are all available to the National Committees via the TC3 web site - URL: <http://www.iec.ch/tc3> , and therefore, with the exception of the reports from the Chairmen of the Sub-committees, neither reproduced nor cited in these minutes.**

## **1 Opening of the meeting.**

The Chairman opened the meeting and welcomed all delegates.

Mr. Jørgensen of Danish National Committee then welcomed all delegates to Denmark and to Dansk Standard.

The Chairman addressed first the Danish delegates: without their assistance this meeting could not have taken place, then greeted the Chairmen and gave a special welcome to Mr. Radley, that had got his Chairmanship for SC3D extended, and to Mr. Van Reekum, new secretary of SC3D. Particular greetings were passed to the delegates representing National Committees in charge of Secretariats, namely Sweden (2), the Netherlands (2) and Switzerland as well as to delegates acting as convenors of Working Groups. Then he singled out two N.C., Japan with a stronger and younger group of delegates and China whose delegates managed successfully to join the meeting in spite of difficulties.

He also gave a special welcome to the observers to the meeting: Mr. Langtry from ITU, Mr. Aagard from ISO/TC10, Mrs. Schwuchow and Mr. Fishman from ISO/TC145,. The Chairman mentioned , last but not the least, the officers of the IEC CO : Mr.Maislich gave a most fascinating presentation during the Workshop, then proposed to enter symbols into the data base, a proposal readily accepted by TC3 with utmost gratitude and Mr. Cordelier provided continuous support during the rest of the meeting . Finally he cited Mr. Dubray, who for personal reasons had had to go back to France for a few days, but nevertheless returned to the meetings.

## **2 Approval of the Draft Agenda, document [3/524C/DA](#).**

The draft agenda was approved and the last minutes, document 3/522/RM from New Delhi, was noted.

NOTE - To note the approval of the minutes of the preceding meeting should be a separate item on the agenda, even if nowadays the minutes are approved "automatically", if no objections are raised within 2 months.

## **3 Report from the Chairman of TC3.**

The Chairman referred to his opening statements of the workshop then reported that the difficulties we may encounter are mainly the result of a lack of manpower but origin also in our own deficiencies in exerting our horizontal tasks among Product Committees of the IEC .

However, changes in the organisation of TC3 will not help until the basic actions and related difficulties are properly identified. If that is done, some synergy might be expected and lead to improvement.

## **4 Report from the Secretary of TC3, document [3\(Charlottenlund/Secretary\)12](#).**

The Secretary reported in accordance with the written report available as a meeting document 3(Charlottenlund/Secretary)12.

In addition he mentioned that the minutes from the meeting in New Delhi had been approved without comments.

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**5 Report from the TC3 Task Force for the specification of the information requirements for the graphical symbols data bases, document [3\(Charlottenlund/Task Force\)11](#) and [3\(Charlottenlund/Task Force\)7](#). Decisions of TC3: future of the task force, implementation of the databases, maintenance of symbols for diagrams.**

The Chairman of the Task Force reported with reference to the written reports and the presentations on the Workshop.

The chairman thanked Mr Scholz for conducting the Task Force with great ability and dedication.

After the preparation of the information model the IEC/CO had implemented the most important parts of it, so that it had been possible to demonstrate a working database with web access at the Workshop.

Following the presentation at the workshop and the statement there-in by Mr. Topp, that the offer from the German National Committee to take on the maintenance of the database was not inclusive of the initial loading and brought in financial aspects, Mr. Maislich from IEC/CO had offered, in the course of the SC3A meeting, that IEC/CO could assume loading, i.e. bring the content of IEC 60617 in electronic form into the data base. However, the "description" column content for each symbol will be entered as one entity, that will need to be split up into the different data fields, in accordance with the information model and the data base design. This is a technical work for which capacity from the National Committees is required.

The Secretary had prepared a description, document [3\(Charlottenlund/Secretariat\)17\(A\)](#), which presented the needed activities.

TC3 was asked to extend the life of the Task Force until the database is ready for operation. However, only a smaller part of the Task Force will actually be needed during this time.

**Decision (Charlottenlund/1/98):** The TC3 Task Force shall be maintained until the database is in operation, i.e. to the time when representatives of selected National Committees can start to structure the data put in by the IEC/CO, further to a training period.

NOTE - A call for experts for this structuring work has been distributed as document 3/536/AC and the training workshop is planned to be held in the end of March / beginning April 1999.

Mr. Brigham raised the question about the plans for the IEC 60417 symbols: should they also be put into this new database? The discussion showed that at least initially it would be more efficient to make the content of the existing IEC 60417 data base available via the IEC/CO web site, with access rights further to future policy decisions.

**6 Presentation of and consideration of the result of the Workshop 1998-11-09, document [3\(Charlottenlund/Secretariat\)8](#).**

The meeting document was not available at the time, but the Secretary informed that this will basically consist of the slides to the presentations given. As most of the delegates present had also been at the workshop a presentation was not deemed to be necessary.

The Chairman stated that the workshop had been extremely useful, a statement that many of the delegates agreed to. The workshop, as an informal get-together, makes also a good warming-up period before the meetings to follow.

Mr. Van Noesel proposed that, at the next workshop, a short forum discussion with all presenters in the panel, should be held to draw the conclusions.

**Decision (Charlottenlund/2/98):** For the end of the next workshop a concluding discussion should be planned and conclusions presented to TC3.

Mrs. Schwuchow pointed out that the three databases demonstrated, and an additional one presented, had been quite different, and that it was quite difficult to conclude which way to go.

The Chairman said that, with regard to the IEC/CO database IEC 60617 will go for and then we can proceed with the rest.

Mr. Selvik pointed out that the IEC/CO database is indeed not only for IEC 60617. Requirements from all other potential users have been taken into account, so its use can easily be extended. This was also the basis for the work in the Task Force.

Mrs. Schwuchow pointed out that the co-operation with ISO should not be forgotten.

The Chairman said that the IEC/CO database will technically be capable of managing also the actual ISO standards, but the administrative arrangements must also be solved.

## **7 Report from SC3A Graphical symbols for diagrams - and relevant decisions..**

Mr. Scholz, who had been elected as session Chairman for the SC3A plenary meeting presented his report 3(Charlottenlund/SC3A)3, included in these minutes as [Annex A](#).

The following points were clarified:

**SC3A/WG1** will kept for the time being, i.e. until the transfer of the Task II results have been entered into the database, but the designation changed into **TC3/WG1**: results will be compiled by the Assistant Secretary.

Part 1, that consists of a small "text body" and indices in English and French will be finished by the Assistant Secretary. The plan is to go directly for a CDV, since the indices does not contain any technically controversial issues. A document is expected before the end of 1998.

**SC3A/WG2** will be disbanded. Running projects will principally be put on hold, i.e. returned to the stage 0, with the exception of IEC 61352 *Mnemonics and symbols for integrated circuits*, and IEC 61785 *Factory-built wiring systems*.

**Decision (Charlottenlund/3/98):** TC3 will take over SC3A/WG1 as is. Its designation will be changed to **TC3/WG1**.

The recent publication of IEC TR 61930 *Fibre optic graphical symbology*, was noted. It has been prepared by IEC TC86 and the (lack of) involvement by SC3A in its "monitoring" is not in line with the horizontal task of TC3/SC3A.

The Chairman said that product committees, such as TC 86, do generally inform, by means of the scope stated in the Directory of the IEC, of their needs of symbols, and having done so find it naturally most easy to proceed without further consultation! We should watch out more closely and state more clearly in our SPS, and possibly in the Directory, about our mission. A similar situation may arise in the field of SC3C.

Mr. Jörgensen proposed that his matter should be put in the appropriate form into the Report to the Committee of Action (RCA)

**Decision (Charlottenlund/4/98):** The character of IEC 61930 and the way it has been produced should be brought to the attention of the CA as an example of lack of co-operation. We should also point out that we can respond faster with the introduction of the symbols database. With the proposed procedures, we will have better possibilities to handle this type of activities in the product committees, but they do not solve the problem in those cases when no requests are made

NOTE - Regarding actions from IEC TC3, see item 20 f).

The report was then accepted.

## **8 Disbanding of SC3A and move the tasks to TC3. Related documents: [3/523/Q](#) and [3/525/RQ](#).**

The circulation of the documents [3/523/Q](#) and [3/525/Q](#) was noted. Italy had voted negatively, but changed its vote to positive at the meeting.

**Decision (Charlottenlund/5/98):** Sub-Committee 3A Graphical symbols for diagrams, is disbanded and an Assistant Secretariat to TC3 is created in order to take the projects over by TC3.

Switzerland, which had undertaken the former 3A Secretariat, has kindly offered its support as assistant Secretariat, a proposal accepted with gratitude by TC3, the parent technical committee.

Furthermore, resources have been granted by the Swiss National Committee to Mr. Fornalski, former SC3A Secretary, so that he can continue as Assistant Secretary to TC3.

## **9 Report from the Chairman of SC3B - Documentation - and relevant decisions.**

The Chairman of SC3B, Mr. Reuter, reported in accordance with document 3(Charlottenlund/SC3B)4, included in these minutes as [Annex B](#). The following main points were noted:

- an interest in organisational issues in TC3.
- 2 documents have been published and 4 documents are on the CDV stage and may be published next tyear.
- A new JWG with ISO/TC10 will be set up for the work on meta data.
- The maintenance procedures as defined in 3/526/INF will function also for the collection of meta data.
- A quicker feed back from SC3D is required with regard to the inclusion of new data element types.
- Active participation in SB3 is required
- A focus on marketing issues, for the work in the committees as well as for the result is of importance for the further promotion of the work.

The report was accepted without any further discussion.

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## **10 Report from the Chairman of SC3C - Graphical symbols for use on equipment - and relevant decisions. Presentation of the new procedures.**

The Chairman of SC3C, Mr Nakamura, reported in accordance with document 3(Charlottenlund/SC3C)5, included in these minutes as [Annex C](#).

The Chairman of TC3 as a first remark said that one important item ought to be stressed more than it has in the report, and that is the publication of the new edition of IEC 60417, and noted also the disbanding of SC3C/WG1.

*Discussion on the procedure:*

Mr. Nicholson asked about the time limits.

Mr. Nakamura said that the validation time can be short, but the upper time limits are open. An implicit upper limit is that set by the risk for the circulation of an FDIS (of a product committee) without approved symbols.

The Chairman said that a short statement about the time limits ought to be included.

*Discussion on the databases:*

Mr. Brigham said that we have seen the possibilities with the IEC/CO database. Now, what are the intentions? SC3C is absolutely open for convergence, but as we have understood it, no decision has been taken to implement IEC 60417 in the IEC/CO database.

From the user point of view, we have another user group, so the needs are probably different, also with regard to co-operation. Now we would like to make progress quickly.

The Chairman asked: Is the present data model taking care of all needs?

Mr. Brigham confirmed that it is, however not with regard to the printing of documents from the proposed data base.

Mr Scholz added that the model includes everything, but the pilot implementation not yet.

Mr. Brigham said that the SC3C model is simple and that it works now. In a number of years it may be replaced. The data can be moved later on. We should make available on the Web what we have now, on a short term basis.

Mr. Reuter added: If there are any requirements from SC3C that has not yet been covered, put it on the table next month, so that it can be included in the final adjustment of the model. He also added that the model does not prescribe what the printed publication should look like. That is an entirely separate matter to be dealt with later.

The report was then accepted.

## **11 Report from the Chairman of SC3D - Data sets for libraries - and relevant decisions.**

The Chairman of SC3D, Mr. Radley, presented his report, document 3(Charlottenlund/SC3D)6, included in these minutes as [Annex D](#).

The Chairman said that the report was quite clear and comprehensive: it appears that one of the main issues still lies in the raison d'être of the IEC 1360 series, the publication of which was approved with a very large number (see note) of National Committees. It seems as if within N.C. the members of the product committees were not sufficiently informed perhaps owing to a lack of "pressure" from each member of TC3 . In addition, whatever can be the advantages that can be obtained from the implementation of these new methods, it must be admitted that on a short term, it means an additional burden for the product committees concerned . Consequently in order to avoid the situation of an approved but insufficiently implemented standard, it should be clearly stated in the revised version of IEC 61360-1 as well as in the new letter to TCs what benefits can be derived from the use of the publications 1360.

A first draft of a new letter was presented as 3D(Charlottenlund/Secretariat)03 and will be circulated by SC3D to the delegates of TC3 and SCs for comments: this was agreed by all.

Also of special importance is that CODUS Ltd has decided to decline the invitation to act as a maintenance agency for the IEC reference collection. The IEC CO has been informed during October. New ways of funding are sought, and if good such are found, CODUS might reconsider its position.

The report was then accepted.

## **12 Updating and consolidation of the organisation and rules for TC 3 with Subcommittees, Working Groups and Maintenance Teams, documents [3/526/INF](#) and [3/528/INF](#).**

The two documents, respectively "Proposal for a procedure for the maintenance of IEC 60617 and other standards consisting of a collection of items" and "Organisational issues related to the procedure described in 3/526/INF", had been dealt with earlier, during the workshop and in the discussions of the reports from SC3A and SC3C.

Mr. Nicholson was concerned about the time scale for the simplified procedure.

Mr. Reuter stated that the entire simplified procedure should not exceed 3 months, and that the validation should be carried out within 2 – 6 weeks.

The appeal procedure already included in the description was pointed at: the symbols approved and released by the validation team should be reported to the plenary meeting of TC3. If this do not agree there is a possibility to restart a procedure for correction. This should be shown in Figure 2.

**Decision (Charlottenlund/6/98):** Document 3/526/INF should be revised as soon as possible taking into account the results of the discussions, such as the revised terms circulated under 3(Charlottenlund/Secretariat)15, and showing more clearly the appeal possibilities, and with modified time limits. It should be commented on before the end of January 1999.

NOTE - The preparation of this revised document has been delayed. A new document taking account of the suggested changes, but also restructured in order to make it easier to read is planned to be circulated in February 1999.

The procedure should then be submitted to the CA for approval.

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**13 Report from the latest meeting of Sector Board 3 (SB3) and Sector Board Ad Hoc Group meetings (SB3AHG), documents SB3/32/INF, SB3/33/INF.**

The Secretary informed about the documents that had been circulated, and pointed especially to document SB3/32/INF *Strategic principles for future IEC and ISO standardization in industrial automation*, also available as CA/1297/QP, a document likely to help in order to refine our policies.

It was confirmed that SB3 seems to be a valuable forum for closer co-operation to a number of other technical committees, TC44, TC65 for instance.

**14 Report on activities related to the Memorandum of Understanding between IEC ISO UN/ECE concerning standardisation in the field of electronic business.**

The Secretary reported about the work of the MoU in the field of electronic business, and the recognition of TC3, SC3B and SC3D in this context. It is now ready for signing (17 Nov.) Document [3\(Charlottenlund/Secretariat\)9](#) reproduces the final MoU.

**15 Report on activities related to ACET and ACET Area 4. Relevant documents ACET4/43/INF, ACET/176/RM.**

Mr. Van Noesel, who had taken part in the last meeting, highlighted four items:

- Discussion of Sector Board 3 and its relation to ACET. It had been unclear and therefore the setting up of the Design Automation Harmonisation Group, DAHG, had been delayed.
- The ISO Basic Semantics Register (ex – “Repository”), BSR. He has the feeling that it is “dead”. ISO/TC154 should contact SC3D according to the minutes but nothing has happened. There are no consequences for us as long as they become interested in technical issues.
- The Memorandum of Understanding (see item 15), was discussed, and we are now mentioned in it.
- Mr. Bergman of TC52 had taken on to prepare a “roadmap” for the design automation area. It is not yet available but there is still time according to the plan.

**16 Report from IEC/TC3 - ISO/TC184/SC4 JWG9 - Electrical applications of ISO 10303 - Product data representation and exchange - and relevant decisions, documents [3/531/INF](#).**

Mr. Reuter presented the report. The following are of particular interest:

- In the ISO 10303 series, Part 210, "Electronic assembly..."(STEP AP 210) and Part 212 "Electrotechnical Design ..." (STEP AP 212) are expected to be released as ISO/DIS at the end of 1998: National Committees of the IEC are invited to provide their issues via their national body member of the ISO.
- Providing companion standards to STEP AP 212, for use in industrial plants and systems should be considered .

The report was accepted without comments.

## **17 Review the P- and O- membership of the committee.**

The Secretary explained why this item had been put on the agenda. A number of P-members are quite inactive. This may have consequences for our possibility to get New Work Item proposals approved, since the required number of positive votes depend of the number of P-members.

Mr. Cordelier will provide statistics on the voting, to see if any further actions are needed.

## **18 Discussion of the Draft Strategic Policy Statement based on document [3/527/INF](#) and decisions taken in the sub-committees. (Associated documents [3/487/INF](#), [3A/488/INF](#), [3B\(Charlottenlund/Secretariat\)4](#), [3C/405/INF](#).)**

The Secretary draw the attention to the fact that we shall now update the Strategic policy Statement for the entire committee.

Input was available from TC3, SC3A, SC3B and SC3C, but not yet SC3D. Comments:

SC3A: Will be corrected with regard to the changes in the structure of the committee.

SC3B: It is difficult with the required 2 year time planning. It is difficult – the number of comments and their character are not foreseeable.

SC3C: The main problem is the new procedures, otherwise no problems.

SC3D: The SPS had not been discussed at the meeting. A new document need to be prepared as soon as possible.

General: The document will be too long. It ought to be split in two: one serving external purposes (overview, market demand, etc) and one internal (projects and planning).

**Decision (Charlottenlund/7/98):** An SPS with the first parts integrated will be provided. The different SCs should provide the TC3 secretariat with input as soon as possible, including their own views as to the implementation of a horizontal policy for the sake of the product committees and the National Committees.

## **19 Discussion of the “image” of the committee, and proposal for modification of the name, document [3\(Charlottenlund/Secretariat\)13](#)**

The Chairman introduced the situation with our image. In many other fora TC3 is often related to the dealing with symbols in a traditional way, and the other areas we are working in are not known well enough.

**Decision (Charlottenlund/8/98):** The image issue will be discussed at the next preparatory meeting. A proposal for improvement will be prepared and discussed, and then circulated to the National Committees for discussion at the next meeting of TC3.

## 20 Review of the liaisons with other bodies (not already covered)

NOTE - [Annex E](#) shows the updated list of liaison officers.

### 20.a IEC TC16 Terminal markings and other identifications [Liaison officer: Mr. E. Selvik], document [3/534/INF](#).

The report was mainly dealt with in SC3B but it should also be noted that liaisons with SC3C are to be improved (C.F. 16/375A/CDV)

### 20.b IEC TC44 Safety of machinery - electrotechnical aspects [Liaison officer: Mr. T. Viitanen], document [3/529/INF](#).

The report was mainly dealt with in SC3B and suggests a number of actions from SC3C .

### 20.c IEC TC52 Printed circuits [Liaison officer: Vacant]

### 20.d IEC TC65 Industrial-process measurement and control [Liaison officer: Mr. T. Viitanen], document [3/530/INF](#).

Had been sufficiently dealt with in SC3B: a number of TC65 items are related to SC3B or SC3D standards or projects.

### 20.e IEC TC93 Design automation [Liaison officer: Mr. F. Reuter], document [3/532/INF](#).

Had been sufficiently dealt with in SC3B.

Due to the present focus of TC93, Mr. Reuter wanted to resign as liaison officer.

**Decision (Charlottenlund/9/98):** Mr. Viitanen was appointed liaison officer to TC93.

### 20.f ISO TC10 Technical drawings, product definition and related documentation [Liaison officer: Mr. J. Aagaard], document [3/533/INF](#).

The liaison officer to ISO/TC10, Mr. Aagaard, presented his report document 3/533/INF.

NOTE - Document 3/533/INF was presented at the meeting, and has later been circulated to all National Committees.

At the meeting the focus was put on projects of mutual interest, although the parts related to the strategical considerations are of interest also to TC3.

*Data base for graphical symbols:*

ISO/TC10/SC10 is fully satisfied with the result of the demonstration of the database, as it can manage IEC 60617 as well as ISO 14617 symbols.

*Common standard for graphical symbols for diagrams ISO/DIS 14617 – IEC 60617:*

ISO needs to proceed with the approval and publication of the ISO 14617 as ISO standards. They are presently on the 2<sup>nd</sup> DIS (2<sup>nd</sup> IEC/CDV) stage. This includes the common parts 2 to 5. If these documents can not be approved as standards within ISO, the entire updating and harmonisation of the graphical symbol standards within ISO is stopped, since existing standards, can not be replaced by the new ones. This is unacceptable, and ISO will have to continue on its own.

Earlier decisions, e.g. the decision in Rotterdam 1992 to publish these parts as Technical Reports were intended as temporary solutions (for a period of three years), waiting for the updating of the IEC standard.

A number of solutions had been discussed, including publication of part 2-5 as technical reports, and publication as a standards, but then with the symbols of IEC origin either as examples or included as in informative annex.

In order to allow ISO to proceed with the publication of parts 2-5 as standards, but without forcing them to do a lot of editorial work, that in the end only would decrease the value of the publications for the users, the Secretary suggested that the following be considered:

- Mark all symbols in part 2-5 that has an equivalent symbol in IEC 60617 with one asterisk (\*). Equivalent means that it has the same meaning, although not necessarily literally expressed in the same way, or having the same orientation.
- Mark all symbols in part 2-5 that emanates from the IEC 60617, but which have been modified in the harmonisation work of JWG10 with two asterisks (\*\*).
- Then add the following text in Foreword of parts 2 – 5

*International Standard ISO 14617-x, has been prepared by ISO Technical Committee 10, Subcommittee SC10, based on the result of the work carried out in the Joint Working Group 10: Harmonization of diagrams and graphical symbols in diagrams, between ISO TC10 and IEC Technical Committee 3: Documentation and graphical symbols.*

*As a result of the harmonisation work, and since the publication of standards on the IEC and ISO side are not synchronous, there is an overlap between this standard and IEC 60617, at the time of its publication. Therefore:*

- *For symbols marked with one asterisk (\*) in the standard, an equivalent symbol, with the same meaning and form exists in IEC 60617. However, it may not necessarily be literally explained in the same way or graphically shown with the same orientation.*
- *For symbols marked with two asterisks (\*\*) in the standard, a closely related symbol exists in IEC 60617, but either meaning or form has been modified by the JWG in its harmonisation work. These symbols will be the subject for continued harmonisation efforts between the organisations. For the electrotechnical area users are advised to consult IEC 60617 to find corresponding symbols.*

The detailed formulation of the Foreword is up to ISO to decide on.

Mr. Aagard declared that this was a solution that seemed to be possible to live with.

**Decision (Charlottenlund/10/98):** The above suggestions may be a starting point for a new ISO proposal should the need arise.

**20.g ISO TC184/SC4 Industrial automation systems: External representation of product definition data [Liaison officer: Mr. F. Reuter], document [3/531/INF](#).**

No questions were raised.

## **21 Other business**

### **21.a Note of the use of the TC3 web site on the IEC-server <http://www.iec.ch/tc3> .**

In addition to the statistics included in this report the Secretary mentioned that the site at the Chiba University has now been closed, and is referring to the IEC/CO site.

He also pointed out that the statistics show that also those pages that are less frequently updated have many visits. Therefore it is important that the SC pages, the project and the WG pages are properly managed. Otherwise we get a lot of disappointed visitors.

Mr. Brigham promised to put the SC3C page in order shortly, since now the work on the new edition of IEC 60417 was finished.

Mr. Van Reekum promised to do the same before the end of the year.

### **21.b Discussion of the experiences of the use of electronic exchange of documents. Electronic commenting.**

The Secretary pointed out that it is now mandatory to provide the comments in electronic form.

Mr. Selvik pointed out, that if the web pages are updated properly, they provide the easiest access to all documents necessary in for the work.

### **21.c Note and consideration of marketing efforts**

#### ***Documentation pamphlet***

The Chairman said that last year we produced a leaflet it is intended to increase sales of standards and to lead to a stronger participation from the companies. How has it been used?

It was distributed in Houston.

It has not been circulated to the National Committees or redistributed. A quick question around the table showed that:

UK: Circulated in the committee, but not to industry.

NL: has not placed any orders.

NO: Not circulated.

DK: We have not ordered.

FI: We have distributed some.

JP: Mr Ikeda said that he has ordered 150 for the ITSIG meeting. He said that it would be no problem to have it distributed at the Kyoto meeting.

Other means for distribution was discussed: can the delegates be personally involved?

Electronic version is needed, and the CO should be asked to provide one.

**Decision (Charlottenlund/11/98):** The dissemination of the information pamphlet should be improved.

NOTE 1 - CH, UK, NL, NO, DK, FI, JP, CN delegates accepted to assist in the circulation within their own countries.

NOTE 2 - In February 1999 the information pamphlet has been updated to take account of the changes in the structure of TC3 and the database activities.

### ***Presentation pages on the web***

The Secretary pointed out that the presentation pages (containing Scope and list of contents of a standard, with pointers to the official IEC information), that are searchable by the internet search engines, are regularly visited. As it can be supposed that these pages are not visited many times by the same visitor, it seems that they provide a possible additional marketing channel.

## **22 Date and place of next meeting. Planning.**

Next meeting will be held in Kyoto in connection with the General Meeting of IEC.

Detailed planning is included in document [3\(Charlottenlund/Secretariat\)16A](#).

A co-ordination meeting with Chairmen, Secretaries and Convenors will be arranged before the next plenary meeting.

NOTE - The co-ordination meeting will be held in Madrid April 13 - 14, 1999.

## **23 Close of the meeting.**

The Chairman thanked all the delegates for their active participation, strong motivation and commitment.

He also thanked the secretaries for all work done with a special compliment to TC 3 Secretary.

Finally he expressed his gratitude to the Danish National Committee for the excellent facilities and the various arrangements, the distribution of the documentation handbook "Eldokumentation Del1", the assisting staff and the dinner.

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## **Annex A**

### **Report from the Chairman of SC3A**

#### **1. Situation in the Working Groups 1 and 2**

The situation in the both WG is very difficult due to reduced resources.

For the time being the WG 1 will be kept (as 3/WG1) for the sake of possible support by transferring results on Task II into the database. It will be decided later upon disbanding of this working group.

Since the WG 2 had no activities during past few years it was unanimously decided to disband the WG 2 and to put in hold its running projects.

#### **2 TC 3 Task Force on Database for graphical symbols**

Principally the concept and organisation of the data base presented in the workshop was accepted. In addition the SC 3A made the following decisions

- 1) The Secretary make immediately after the meeting a list of symbols which have been discussed in WG 1 and to which changes were agreed.
- 2) In the first step these symbols will be put in the database as they are now in IEC 60617 edition 2 and in agreement with the data model prepared in the Task Force. Then the changes agreed in WG 1 will be placed in the database
- 3) This work shall be split to a few National Committees. The respective enquiry will be done by the TC 3 Secretariat. The Central Office running the database will provide the instruction (format) for doing this work. If necessary an appropriate training will be organised by the Central Office.
- 4) It was proposed to decide in the TC 3 meeting upon an extension of the activities of the Task Force for further period of time to give assistance to this work.

Mr. J. Bodin has informed that the Central Office made an offer to put by spring 1999 the whole IEC 60617 in the database in a simplified model. This will include ID and reference numbers of the symbols, graphics and their description as in the actual publication. In the same time the mechanism ensuring functionality of the database will be installed. to make possible further inputs. This offer was accepted with thanks to the Central Office as preliminary solution towards full functionality of the database. There will be no new publishing of IEC 60617 at this stage via database.

#### **3. Disbanding SC 3A**

It has been agreed on disbanding SC 3A and running of the future work on the basis of the database and in accordance with a new procedure prepared in TC 3.

It was decided that the Assistant Secretary to TC 3 will undertake the function of the Convenor of the future Validation Team for the year 1999. For this period the resources are granted by the Swiss National Committee. The Convenor of the Validation Team should be also the Convenor of a future Maintenance Team.

#### **4. Strategic Policy Statement together with Maintenance Cycles for IEC 60617 series**

It was decided that the estimated publication date for revised IEC 60617 series will be the year 2010 and the maintenance cycle for successive revisions shall be 10 years. The maintenance plan as in document 3A/487/INF will be corrected accordingly.

A question was risen if the recent publication of Technical Report IEC 61930: Fibre optic graphical symbology (prepared by TC 86) is in line with the horizontal function of TC 3. The TC 3 shall instruct TC 86 about the rules which have to be followed when preparing symbols for an international standard and encourage TC 86 to submit symbols for integration into the IEC 60617 series.

The following was agreed on SPS:

- The document shall be included in SPS for TC 3
- Disbanding of WG 2 shall be taken into account
- New regulations of the Central Office shall be taken into account when referring to Technical Reports
- Market needs shall be emphasised as discussed at the meeting

#### **5. Programme of work 3A/486/PW**

The programme as in 3A/489/INF was accepted with the following changes:

- Change Limit date to Target date
- Results agreed in WG 1 on Task II will be put first in the database and handled in accordance to a new procedure involving Validation Team which has to be installed in TC 3. New target date 99-06.
- All projects belonging to WG 2 shall be put on hold (stage 0). The exception is the project IEC 61352 TR2 on mnemonics. The Secretary will send CRC to the Central Office by 98-12. TR2 must be checked.
- Project IEC 61785 TR2 Ed.1. The Secretary will send CRC to the Central Office by 98-12. TR2 must be checked.
- Project IEC 60617-02-03, Concentric PEN conductor. To be checked with Swedish delegates to TC 3. Since to be deleted.
- Project IEC 60617-11 A2 f1 Ed.2, Bus building installations. New target date 99-04.
- Project IEC 60617-03-05 Ed.1, Gas zone diagrams. CDV to be sent by the Secretary to the Central office by 98-12.
- Project IEC 60617-10 A1 Ed.2, Pulse code modulation, to be deleted.
- Project IEC 60617-1 Ed2, Revision Part 1. New target date 99-06.

#### **6. Status of ISO 14617-1 to -5: Common parts to ISO and IEC**

The stopping of the second DIS by ISO/CS was noted. The decision on this subject belongs to JTAB. As far as IEC TC 3 is concerned no action is required at the moment.

In an informal discussion the Swedish delegates have expressed their concern on the actual situation. After many years of discussions and spending over 30 million SEK by the Swedish industry for the preparation of consecutive projects, there is no International Standard so far, which is strongly needed in ISO. It seems that a compromise solution proposed by SC 3A should be discussed in ISO.

TC 3 meeting is expected to be held in October 1999 in Kyoto (General meeting of the IEC).

#### **8. Close of the meeting**

The Chairman thanks the delegates for interesting discussions and effective collaboration and the Danish National Committee for the very good organisation and its support during the meeting. He closed the meeting wishing the delegates nice stay in Copenhagen and good trip back home.

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*Revision A: Corrections in accordance with discussion in TC3 added.*

## **Annex B**

### **Report from the Chairman of SC3B**

#### **1. Membership**

The work done within the working groups within the past year has been in its majority effected by a limited number of countries.

Therefore the active participation of the other countries can still be raised. New members from Japan have participated.

Several contacts have been established within US bodies in order to attract US active participation again. So far there is a first feedback established via the JWG9 with ISO TC 184/SC4 by a guest, Mr. Somendra Singh, from the US during the meeting.

In conjunction with IEC TC 99, it has been noted that still resources are available in the US in the TC3 related working area. So it is not only the lack of resources, but also a lack of attractive projects and the information about TC3 that probably hinders more participation of US industry members.

- It has been confirmed to continue establishing contacts to US bodies and try to establish a formal liaison with the IEEE Power Systems Society in the US
- It has been decided to establish a formal liaison to IEC TC 99 Systems Engineering

#### **2. SC3B Working volume in 1997/1998**

Effected volume:	31	Months
Average cost per month:	12500	ECU
Total cost:	387500	ECU

#### **3 Published documents**

For full information see URL: [www.iec.ch/tc3/](http://www.iec.ch/tc3/)

##### **3.a IS**

IEC 81714-2; IEC 81714-3

##### **3.b CDV**

IEC 62027; IEC 62023; IEC 61346-2; IEC 62079

##### **3.c CDC**

IEC 61346-3

Result: This year resulted to be very productive. It is expected that next year all items will get published.

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#### **4 Items of common interest from other committees**

Several projects have been additionally identified within IEC TC 65 (Revision of IEC 61131; future IEC 61912, etc.) which are of common interest to SC3B.

SC3D was formerly informed about related standardization activities within IEC TC65B coinciding with SC3D's activities.

Related action items with respect to 99/31/NP are planned.

Positive agreements have been reached with IEC TC16 and IEC TC 44.

#### **5 Results**

- No items left or pending from the New Delhi meeting
- An agreement has been reached between ISO TMB and IEC CA concerning a common numbering system for a standards serie where single parts of the serie are under the responsibility of either ISO or IEC. For this purpose the numbering starting with 80xxx is reserved. This numbering system has been applied now for the former ISO/IEC 11714 serie. An agreement has been made between ISO TC10 and ISO TC145 assigning ISO TC10 the exclusive responsibility of 81714-1 within ISO. Any future change within this serie etc. will be mutually agreed by both committees.
- The proposal of setting up a new JWG 15 between ISO TC 10 SC1, SC10/SC8 and IEC SC3B for the project Metadata for documents has been supported by the CA in its meeting in Houston. ISO TMB is invited to concur.
- It has been confirmed that the proposed maintenance procedures as per 3/526/INF will be appropriate to support future SC3B's data base applications for collection of items;
- The definition of maintenance cycles have been defined; methods and principles are planned mostly with a 10 years maintenance cycle; whereas "living items " have got a short planned maintenance cycle. For all standards published a maintaining team is identified.
- SC3B needs quicker feed back from SC3D concerning its application for data element types in its standards correlated to the object type of components. Requirements are specified in 3B(Charlottenlund/WG2)6. The requirements will be forwarded to the SC3D Secretariat for inclusion in the new edition of IEC 61360-4.
- SC3B has updated its SPS in order to take into account requirements to provide object types with associated semantical definitions following the methodology of IEC 61360-1. The data element type definitions will be guarded in appropriate data bases together with a workflow component.
- Active participation within SB3 needs to be continued; the work done as IEC 1360 and ISO 10303-212 has been found attractive by several members for industrial use.
- It is proposed to IEC CO to publish IEC 62079 on a CD as an hyper-linked document and provide the attached checklist as an electronic template for direct use to developers in industry;
- Problems have been noted with BSI serving as the Editing Committee for the British language. Other reliable solutions need to be found.

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## **6. Co-operation with ISO TC 10**

It is noted that there are inconsistencies within IEC and ISO standards concerning for example the method of identification of objects within a process plant structure. IEC 61346-1 has been developed in conjunction with ISO TC 10. It has been proposed that the referred document gets a double graphical logo for better acceptance within ISO.

A list of standards which should be harmonised between IEC SC3B and ISO TC 10 will be prepared and the proposals discussed with ISO TC 10 before further action items are proposed.

## **7. Reorganisation of TC3**

National committees from Italy and Germany request to reconsider the actual structure of all subcommittees within TC3. These concerns have been recently renewed by Italy and Germany.

From the side of SC3B it is proposed to establish a task force in order to provide a questionnaire, asking NCs to decide upon. The decision can be taken in the next meeting in Kyoto.

It is proposed to start discussion about that issue. Following these requests, the chairman of IEC SC3B has made an investigation with respect to synergy among committees within TC3; see document 3B(Charlottenlund/Secretariat)7.

### **7.a Disbanding SC3A:**

The solution as now discussed covers the requirements from SC3B, if the implementation steps concerning the future data base include the planning of future downloading of intelligent graphical symbols as defined per IEC 81714-2 in the STEP file format based on ISO 10303-212 and - if the co-operation with ISO TC 10 on this field is continued and ISO will be continuously encouraged to participate.

For full information in this issue see 3B(Charlottenlund/Secretariat)7.

## **8 Change of title**

It has proposed to reconsider the title of SC3B and that of IEC TC3. For more information related to SC3B see 3B(Charlottenlund/Secretariat)7.

## **9 Introduction of standards into industry - Marketing issues**

- In general discussions with members of European power plant and network operators, items of concerns have been raised, which are applicable to all subcommittees. For full information see 3B(Charlottenlund/Secretariat)7.
- It is proposed to provide an inquiry to all active, corresponding as well as other relevant countries from Asia and South-America what their countries do expect from TC3 and what could enable their active participation.
- SC3B recommends to provide in our home pages below each publication a reference to the maintenance team so that the maintenance team can be electronically accessed directly via electronic mail. In this context it is recommended that persons are encouraged to provide directly input for changes, problems etc., providing such additional and direct feed back from users.

## **10. Quality of standards**

A checklist has been provided to the CO in order to raise the quality of a document. CO will check the available list, correct it and include it into the set of tools.

## **11. Next meetings**

It is advised that in future parallel meetings should be avoided. Participants should mark meetings only, if they plan to participate.

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## **Annex C**

### **Report from the Chairman of SC3C**

Main results since last meeting in New Delhi:

#### **1 Publications**

The new version of IEC 60417 was published in August. It contains 638 symbols in total including 47 new symbols approved in New Delhi.

#### **2 FDISs**

The results of two FDISs were considered containing twelve symbols, five symbols for special timer functions and seven symbols for data processing equipment. All twelve symbols were approved for publication.

#### **3 Committee Drafts**

3C/352/CDV: Symbol 5775 Pr "Disconnection from supply source" and modification of application texts for symbols 5007, 5008, 5010 and 5011.

This CDV received a negative vote due to the misunderstanding that the symbol 5775 Pr might, under certain circumstances, be used instead of symbol 5008 "OFF" (power).

5775 Pr indicates that the switching equipment provides a means of disconnection from the power source and does not indicate ON or OFF. Symbol 5775 Pr will therefore be circulated in a 3rd CDV with a secretary's note explaining the exact meaning of the symbol and without the other four symbols. The Chairman of TC66 has already confirmed his agreement with the SC3C decision.

#### **4 New Work Item Proposals**

It was decided that the votes on 3C/386/NP, 3C/387/NP, 3C/388/NP, 3C/389/NP, 3C/391/NP, 3C/393/NP and 3C/394/NP would be respected as the documents were circulated before 1st July 1998. However, as the addition of new symbols is part of the maintenance of IEC 60417, new symbol proposals from National Committees will not in future be circulated as new work item proposals.

3C/386/NP "Six new graphical symbols for use on audio and video equipment", 3C/388/NP "Graphical symbol for control panels", 3C/389/NP "Graphical symbol for the fast freeze function on refrigerators" and 3C/391/NP "Graphical symbols on dish washers and their respective cleansing agents" will be circulated as CDs (15 symbols).

3C/387/NP, 3C/392/NP, 3C/393/NP and 3C/394/NP were not approved due to insufficient national committees nominating experts. (The last three documents contain medical symbols which were submitted to SC3C in error and will now be resubmitted to SC62/WG5.)

#### **5 ISO/TC145 - IEC/SC3C JWG11 "Basic principles for the development and use of graphical symbols"**

- 3C/356/CD: Basic principles for graphical symbols for use on equipment - Part 1: Creation of graphical symbols

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- 3C/357/CD: Basic principles for graphical symbols for use on equipment - Part 2: Form and use of arrows

A report was received from the Convenor of the JWG. The recommendations in the report were accepted including the change of target date for the CDVs based on the above documents to March 1999. There will be a meeting of the JWG in March to complete the work on the CDVs before circulation.

## **6 Further comments**

### **Processes for the validation of new graphical symbols for use on equipment and the maintenance of IEC 60417**

The main concern has been to agree the "fast procedure" for advising other IEC technical committees and approving the symbols they develop, in line with CA/1185/AC.

The discussions have been made more difficult by a lack of transparency with regard to developments in TC3, and uncertainty with regard to common procedures, database infrastructure etc.

The proposal for the new procedures resulting from the meeting is attached. The following points should be noted:

Within SC3C there are various functions:

- the "advisory panel" function, providing advice to other technical committees.
- deciding which symbols to accept for work from National Committees.
- "normal" processing of CDs, CDVs and FDISs in the comprehensive procedure.
- the maintenance of IEC 60417 including overall consistency, the allocation of keywords, and classification of new symbols.
- close co-operation with other relevant organisations, in particular ISO TC145.

The validation of symbols during the fast procedure is managed by SC3C but all P-members can vote as members of the validation team. The decision to publish a symbol in IEC 60417 is therefore comparable to an FDIS vote.

In order to make the fast procedure "fast", work of the advisory panel and the validation decision should be carried out electronically. This assumes a database and appropriate IT support from Central Office, eg. for a moderated discussion group to handle comments within the fast procedure.

All proposals to SC3C whether from an national or technical committee must, in future, include a drawing of the symbol in accordance with IEC 60416 and a minimum set of information, including the title, description, justification, etc. The intention is to enforce this using an electronic template.

This procedure will be submitted to the CA for approval.

## **Annex D**

### **Report from the Chairman of SC3D**

**Membership SC3D** [according to the IEC Directory of October 1998]:

**P-members:** total 19: AT, BE, CN, CZ, DK, FI, DE, HU, IT, JP, NL, PT, RO, RU, ES, SE, US, GB, YU

**O-members:** total 13: AU, BG, FR, IN, KR, MY, NZ, NO, SG, SK, CH, TR, UA.

**No changes** in membership since last meeting.

#### **1. Name and scope of the Subcommittee**

The name and scope are unchanged.

#### **2. Working Groups**

**2.1 Membership:** No changes in membership since the New Delhi meeting. [P-members: BE, DE, JP, NL, UK, US (by correspondence only)]

**2.2 WG1:** scope: unchanged

**2.3 WG2:** scope: unchanged

#### **3. WG1 and WG2 meetings**

Four meetings were held since the New Delhi meeting, October 1998. Informal notes of these meetings by the convenor are available on demand.

WG1 and WG2 met together. A new version (CD) of IEC 61360-1 has been issued to Geneva for circulation.

A first version (CD) in the field of the classification of packages was issued. Comments were received and a second CD version is scheduled to be issued for circulation in February 1999. The close relationship with members of IEC SC47B has been continued.

#### **4. Ad-hoc Joint Meetings with ISO/TC184/SC4/WG2:**

Members of both SC's met each other on a regular base during the ISO/TC184/SC4 (STEP) meetings. During the last WG2 meeting a telephone conference was arranged to exchange opinions regarding the updates wanted in 61360-1. These extension may have consequences for the common ISO/IEC EXPRESS model, which consequences will be discussed on short term with Guy Pierra, the convenor of ISO/TC184/SC4/WG2.

#### **5. Committee drafts**

**5.1 6130-1:** A new CD with amendments and extensions to the IS 61360-1 has been issued for comment.

**5.2 61360-2:** This was published as an International Standard in April 1998. However, errors in the examples mean that a new issue will need to be prepared as a CDV and issued for voting as soon as possible. Regular contacts were maintained with the relevant ISO committee.

**5.3 61360-3:** No new documents were issued since the last SC3D meeting. The topic of maintenance and validation was, however, discussed intensively during the meeting. Interim solutions were defined and the possible ways forward were discussed.

**5.4 61360-4:** No new documents were issued. A supplement to the existing standard will be issued as a CDV as soon as possible as an intermediate solution to insert existing requests for new DETs in the IEC reference collection. The new IEC procedure regarding maintenance teams will be used for this.

## **6 Results of the SC3D meeting, November 12<sup>th</sup> 1998 in Charlottenlund**

**6.1** A new letter has been prepared to be send to the TCs to asking for their help in the validation process. The chairman of TC3 and the delegates agreed to help by asking for the comments of their national committees.

**6.2** Codus Ltd has decided to decline the invitation to act as maintenance agency for the IEC reference collection. The CO was informed of this decision during October.

**6.3** It was agreed to propose to the IEC that it be made a requirement for TCs to assist in validation activities. This should be done not only in the report to the CA but also in a separate letter to the CA. In parallel a letter should be send to SB3 to be discussed during its January meeting.

**6.4** It was recognised there is a problem over funding of the maintenance activity. It was agreed that various avenues should be explored such as one or more national committees performing the function or by finding funding from other sources in the European Union, Japan or the USA.

**6.5** In April, TCs will be asked to issue requests for new DETs to be added to the IEC reference collection.

## **7. Relations**

Established contacts were continued. In close cooperation with ISO/TC184/SC4/WG2 'Part Libraries' the FDIS of the common EXPRESS information model was finished.

As the efforts to have the SC3D work (DET definitions) accepted as one of the bases for the creation of a dictionary within the SI2 ECIX (former CFI - Pinnacles) project have been successful, the IEC EXPRESS information model has been converted into an SGML information model. For the European project CIREP. the work of SC3D has also been accepted as the basis for the definitions of the characteristics of components.

The possibility of exchanging dictionary information between CIREP and ECIX has been demonstrated at the DAC in San Francisco June 1998. This exchange was made possible because both projects are using the same SC3D dictionary as basis for their own definitions.

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**Annex E**  
**List of liaison officers**

<i>Committee</i>	<i>Liaison officer</i>
IEC TC16	Mr. Eirik Selvik (Norway)
IEC TC44	Mr. Tapio Viitanen (Finland)
IEC TC52	Vacant
IEC TC65	Mr. Tapio Viitanen (Finland)
IEC TC93	Mr. T. Viitanen (Finland)
ISO TC10	Mr. Joergen Aagard (Denmark)
ISO TC184/SC4	Mr. Fritz Reuter (Germany)

## Annex F

### List of meeting documents

The documents in the following list of meeting documents are all available for downloading from the TC3 web site URL: <http://www.iec.ch/tc3> . The electronic (pdf) version of this document contain direct links to the documents. Documents marked with \* have been added to the list, or updated after the meeting.

Document number	Title	Item
<a href="#"><u>3(Charlottenlund/Secretariat)1A*</u></a>	List of delegates	1
<a href="#"><u>3(Charlottenlund/Secretariat)2A*</u></a>	List of meeting documents	-
<a href="#"><u>3(Charlottenlund/SC3A)3</u></a>	Report from SC3A	7
<a href="#"><u>3(Charlottenlund/SC3B)4</u></a>	Report from the Chairman of SC3B	8
<a href="#"><u>3(Charlottenlund/SC3C)5</u></a>	Report from the Chairman of SC3C	9
<a href="#"><u>3(Charlottenlund/SC3D)6</u></a>	Report from the Chairman of SC3D	10
<a href="#"><u>3(Charlottenlund/Task Force)7</u></a>	Database model description for a Web-based library for graphical symbols. Version 1.3 1998-08-14.	5
<a href="#"><u>3(Charlottenlund/Secretariat)8A*</u></a>	Report from the Work shop	6
<a href="#"><u>3(Charlottenlund/Secretariat)9</u></a>	Memorandum of Understanding between IEC, ISO and UN/ECE concerning standardisation in the field of electronic business	14
<a href="#"><u>3(Charlottenlund/Chairman SC3B)10</u></a>	Procedure for the maintenance of IEC publications; a contribution	18
<a href="#"><u>3(Charlottenlund/Task Force)11</u></a>	Report from the TC3 Task Force for the specification of the information requirements for the graphical symbols data bases	5
<a href="#"><u>3(Charlottenlund/Secretary)12</u></a>	Report from the Secretary of TC3	4
<a href="#"><u>3(Charlottenlund/Secretariat)13</u></a>	Discussion of the image of TC3	19
<a href="#"><u>3(Charlottenlund/Germany)14</u></a>	German proposal on consolidation of the structure	12
<a href="#"><u>3(Charlottenlund/Secretariat)15</u></a>	Revised and commented terms used in document 3/526/INF	12
<a href="#"><u>3(Charlottenlund/Secretariat)16A*</u></a>	Preliminary plan for the meeting in Kyoto 1999	22
<a href="#"><u>3(Charlottenlund/Secretariat)17A*</u></a>	Plan for the IEC 60617 data base activities	7
<a href="#"><u>3(Charlottenlund/Secretariat)18A*</u></a>	Day report from the meeting held 1998-11-13	-
<a href="#"><u>3(Charlottenlund/Secretariat)19*</u></a>	TC3 Work shop in Charlottenlund. (Slide presentation by P.-Å. Svensson and F. Reuter with emphasis on the maintenance of the data base set up at IEC/CO.)	Workshop
<a href="#"><u>3(Charlottenlund/Secretariat)21*</u></a>	IEC 61360 dictionary database. (Slide presentation by D. Radley at the TC3 work shop.)	Workshop
<a href="#"><u>3(Charlottenlund/Secretariat)22*</u></a>	Collections of data element types associated with components, documents and of entities defined in AP212. (Slide presentation by F. Reuter at the work shop.)	Workshop
<a href="#"><u>3(Charlottenlund/Secretariat)23*</u></a>	Electrotechnology in STEP. Conformance classes of AP 212. (Slide presentation by F. Reuter intended for use at the work shop, but left out due to time restrictions.)	Workshop

## **Annex G**

### **List of decisions**

**Decision (Charlottenlund/1/98):** The TC3 Task Force shall be maintained until the database is in operation, i.e. to the time when representatives of selected National Committees can start to structure the data put in by the IEC/CO, further to a training period.

**Decision (Charlottenlund/2/98):** For the end of the next workshop a concluding discussion should be planned and conclusions presented to TC3.

**Decision (Charlottenlund/3/98):** TC3 will take over SC3A/WG1 as is. Its designation will be changed to **TC3/WG1**.

**Decision (Charlottenlund/4/98):** The character of IEC 61930 and the way it has been produced should be brought to the attention of the CA as an example of lack of co-operation. We should also point out that we can respond faster with the introduction of the symbols database. With the proposed procedures, we will have better possibilities to handle this type of activities in the product committees, but they do not solve the problem in those cases when no requests are made

**Decision (Charlottenlund/5/98):** Sub-Committee 3A Graphical symbols for diagrams, is disbanded and an Assistant Secretariat to TC3 is created in order to take the projects over by TC3.

**Decision (Charlottenlund/6/98):** Document 3/526/INF should be revised as soon as possible taking into account the results of the discussions, such as the revised terms circulated under 3(Charlottenlund/Secretariat)15, and showing more clearly the appeal possibilities, and with modified time limits. It should be commented on before the end of January 1999.

**Decision (Charlottenlund/7/98):** An SPS with the first parts integrated will be provided. The different SCs should provide the TC3 secretariat with input as soon as possible, including their own views as to the implementation of a horizontal policy for the sake of the product committees and the National Committees.

**Decision (Charlottenlund/8/98):** The image issue will be discussed at the next preparatory meeting. A proposal for improvement will be prepared and discussed, and then circulated to the National Committees for discussion at the next meeting of TC3.

**Decision (Charlottenlund/9/98):** Mr. Viitanen was appointed liaison officer to TC93.

**Decision (Charlottenlund/10/98):** The above suggestions ([see item 20.f](#) ) may be a starting point for a new ISO proposal should the need arise.

**Decision (Charlottenlund/11/98):** The dissemination of the information pamphlet should be improved.

NOTE - CH, UK, NL, NO, DK, FI, JP, CN delegates accepted to assist in the circulation within their own countries.

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