INTERNATIONAL ELECTROTECHNICAL COMMISSION

Technical Committee No. 3 Documentation and graphical symbols

Unconfirmed minutes from the meeting held in Kyoto 1999-10-28

Chairman: Mr. Jacques Bodin (France)
Secretary: Mr. Per-Åke Svensson (Sweden), Secretary SC3B
Mr. Raymond Cordelier (IEC Central Office)

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<td>Mr. Xu Yunchi</td>
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<td>Denmark</td>
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<td>Finland</td>
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<td>Mr. Fumio Tanaka</td>
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<td>Prof./Dr. Hiroaki Ikeda</td>
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<td>Mr. Yuji Nakamura, Chairman SC3C</td>
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<td>Ms. Nuriyati Abd. Rahman</td>
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<td>Netherlands</td>
<td>Mr. Arnold Gehner</td>
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<td>Mr. Fred Brigham, Secretary SC3C</td>
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<td>Mr. Peter van Reekum, Secretary SC3D</td>
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Number of delegates: 27
Number of National Committees: 12
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3/559/RM
1 Opening of the meeting

The Chairman opened the meeting: We have seldom seen so many favourable circumstances to make our work successful – on one side the most advanced facilities are available – on the other also traditional arrangements. This has happened because of the natural Japanese hospitality. He thanked the Japanese National Committee for all its efforts to make this meeting a success.

He then announced that among the participants at the meeting we have today a Lord Kelvin Award winner: Professor Hiroaki Ikeda. Prof. Ikeda expressed that he was very pleased to receive this award, and thanked also the colleagues for kind guidance.

The Chairman gave a special welcome to the delegates from Malaysia and China, who have not earlier taken so much part in the work of the committee, and wished that they would find the work of interest.

He also welcomed observers and Mr. Cordelier from the Central Office.

2 Approval of the Draft Agenda, document 3/543A/DA

The agenda was approved.

3 Report from the Chairman of TC3

The Chairman said that there are many reports today. His own would be quite short, since today he is in a position to give only suggestions, because of his retirement as Chairman.

1. The recognition that TC3 has achieved is in great measure due to the trust that the users in the industry have put in us. This gives us an obligation to meet their expectations: the standards must reach the top level as to the technical content, but they must also be on the top level for an easy and satisfactory access. The reader - who can be a specialist in his product field, but a layman in the TC3 field - must be led step by step. This is a new aspect that must be stressed.
2. We have a horizontal function. This means that we need many liaisons, and on two levels. First, naturally to ensure that the other committees should not carry the work to be done by us. Secondly, liaisons should serve an additional path in order to receive more input on the adequacy of our standards.

Our methods to handle this might not be as good that they should be. On the occasion of a General Meeting the officers from other committees could be invited to informal discussions. The problem is basically to get access to the right committees. The meeting in Stockholm might provide an occasion since many officers are invited.

Dr. Radley informed that in this context it was worth noting that all the horizontal standards should be made available for all officers of Technical Committees on the IEC site. Mr. Reuter was grateful for this, but asked what about the other standards, they are also of interest to review sometimes.

Prof. Ikeda said that this is something that each National Committee has to take care of. Some National Committees has already given their members a wider access to standards through their national distribution networks, and the Japanese National Committee is also planning to do so.

4 Note of the approval of the minutes from the previous meeting of TC3 in Charlottenlund 1998-11, document 3/538/RM

The Chairman noted that the minutes from the previous meeting had been automatically approved without changes two months further to notification. He suggested that we should nevertheless have a quick look through it to see if any questions remained unclear. He also recommended that we do so in the future.

1. Under item 5 there was a suggestion from Mr. Reuter that the information model developed by the Task Force needs updating, in order to reflect better how the implementation had been made. (For action: see item 8 of these minutes.)

2. Under item 7 - the disbanding of SC3A and its WG2 - the Chairman said that this was accepted and there had been no objections to it from the National Committees. However, it seems that some might not have been sufficiently aware of the work done in this group. It is the task for all of us to inform our National Committees about the ongoing work. More communication from WG2 would also have helped to acknowledge the interest of a work, which resulted in the production of IEC 60617-12 and -13. He especially recognised Mr. van der Woud, the convenor of the group, and the work he had carried successfully during a number of years.

3. Mr. Reuter asked about the results from decision 4 concerning lack of co-operation from TC86, and the fact that all drafts of IEC 61930 had escaped our attention. The Secretary answered: so far none, except that the problem was reported to the CA. The problem is considered to be easier to solve when we have the new procedures in place and can use the database. A TC86 officer could be invited in Stockholm for informal discussions.

5 Note of the minutes from the co-ordination meeting with Chairmen, Secretaries and Convenors held in Madrid 1999-05, documents 3/541/INF, 3(Madrid/Secretariat)8A

The Chairman informed that we also this year had a co-ordination meeting between Chairman, Secretaries and Convenors, timely situated between the plenary meetings.

The Secretary informed that the unofficial minutes of this meeting had been and still are available on the TC3 web site, and that information about this had been circulated as document 3/541/INF.

Action items with regard to TC3 are listed in the report from the Secretary.

There were no comments.

6 Report from the Secretary of TC3, including actions taken as a result of the minutes, document 3(Kyoto/Secretariat)3

a) The Secretary presented briefly his report, document 3(Kyoto/Secretariat)3, and commented especially the change of Chairman and that the Swiss National Committee has informed that it
will resign from the assistant Secretariat end of September next year. In the report he had said that if we get database and the new procedure to run properly, there might not be a need for a new assistant Secretary. However, this is really a condition, so there might still be such a need. The Chairman expressed thanks to the Swiss National Committee for its continued action and hoped that this would enable settling definitively before September 2000 all issues that have been pending for some time.

b) There were no comments regarding the action items listed in the report.

c) The Chairman drew the attention to item 5.2 of the Secretary's report informing about a CEN draft on graphical symbols. The terms of the rule as to possible proposals from European countries were recalled (proposals shall be processed through the international organisations, IEC and ISO) and on this occasion delegates unanimously renewed approval of the terms as stated in the report. European National Committees should be especially aware of the stakes. The issue should be carefully monitored by SC3C.

d) The Chairman gave thanks to the Secretary for such a comprehensive report, especially for taking care of the implementation of past decisions.

Decision 1: The Committee confirms its support to the long established decision according to which international symbols shall not be modified at the regional level and may be modified only at the international level.

7 Presentation and consideration of the result of the Workshop 1999-10-25, documents 3(Kyoto/Secretariat)4, 3(Kyoto/Secretariat)22, 23, 24 and 25.

The Chairman noted the TC3 workshop held earlier in the week. He thought that this had been a very useful one, and gave a specific thanks to Mr. Maislisch from the IEC/CO who had demonstrated the operative version of the database for the graphical symbols.

The Secretary introduced briefly the report from the workshop, available as document 3(Kyoto/Secretariat)4.

a) The operative version of the database was demonstrated, the "normal user interface" as well as the "maintainer interface".

b) The new database procedure according to 3/539B/INF was demonstrated, highlighting what proposers, the Secretary, and validation team members would have to do.

c) Mr. Maislisch informed about the marketing policy: He presented a number of scenarios, but also that no decision is yet taken.

d) A great deal of the time was devoted to discussion of the marketing of the standards produced in TC3 with SCs. During this work the group split in four and then summarised. The result is attached as annex A to these minutes. It was also decided to attach it to the report to the Committee of Action.

e) Mr. Reuter presented a short review of the present status of the work with the STEP standards.

f) At the end it was concluded that the workshop had been useful, however, a broader participation in the discussions would be desirable. There will be a workshop also in connection with the next plenary meeting. To stimulate the discussions we will circulate early a questionnaire on the e-mail exploder asking for suggestions for the program.

The Secretary mentioned that the slide presentations are available on the server in Kyoto as well as on the TC3 server (see annex B).

There were no further comments.

8 Report from the TC3 Task Force for the specification of the information requirements for the graphical symbols databases, document 3(Kyoto/Task Force)5

Mr. Scholz presented his report, document 3(Kyoto/Task Force)5.
Mr. Reuter: Update the information model within, say, half a year. (2nd quarter 2000), so that the document adequately describes how the existing database is designed. This requires, however, not any work of the complete Task Force, but experts from the modelling sub-group can do this.

The Chairman noted the important work done by the Task Force and thanked the group and its Convenor, Mr. Scholz.

**Decision 2:** The model document 3(Charlottenlund/TF)7A will be updated within six months following the release of the database, to reflect the existing design. The experts who originally prepared the document (Mr. Selvik, Mr. Reuter and Dr. Radley) should preferably do this.

**Decision 3:** The Task Force is disbanded further to fulfilment of its allocated task, with thanks for a well-done job.

9 Report on the status of the IEC 60617 database and the status of the implementation of the new procedure for standardisation of graphical symbols, documents 3/539A/DC, 3/548/INF, 3/539B/INF, CA/1552/QP, CA/1593/RV, 3(Kyoto/Secretariat)6

The assistant Secretary, Mr. Fornalski, presented his report, document 3(Kyoto/Secretariat)6:

a) The initial loading has been performed by the IEC/CO and is practically ready.

b) The structured loading is performed by experts from the National Committees and is not yet ready. As an introduction to how to do this work a workshop was held in Geneva. The splitting of the first parts of the work had been done on that occasion. The splitting of the remaining work had been carried out at the recent validation team meeting, as well as the timetable. The result is summarised in the following table.

<table>
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<tr>
<th>Standard Part*</th>
<th>Initial loading by the Central Office</th>
<th>Structured data loading by the Loading Team</th>
<th>Responsible NC</th>
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<tbody>
<tr>
<td>IEC 60617-2</td>
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<td>completed**)</td>
<td>DE</td>
</tr>
<tr>
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<td>completed**)</td>
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<td>-</td>
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<td>completed</td>
<td>-</td>
<td>JP</td>
</tr>
<tr>
<td>IEC 60617-6</td>
<td>completed</td>
<td>-</td>
<td>SE</td>
</tr>
<tr>
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<td>completed</td>
<td>completed**)</td>
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<tr>
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<td>completed</td>
<td>-</td>
<td>FI</td>
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<tr>
<td>IEC 60617-9</td>
<td>completed</td>
<td>-</td>
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</tr>
<tr>
<td>IEC 60617-10</td>
<td>completed</td>
<td>-</td>
<td>CH(S01127), NO(S01184), SE(S01238), DK(S01290), JP(S01340)</td>
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<td>completed**)</td>
<td>DK</td>
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*) For the time being Parts 12 and 13 (Integrated circuits) are excluded from loading

**) To be reviewed following discussions at the meeting of the validation team in Kyoto.

c) The structured loading is to be fully completed by 1999-12-15 at the latest.

Comments and questions:

Mr. Clary: What happens to the old projects that have been dormant for some time? Mr. Fornalski referred to the report from the validation team meeting, in which it was stated that task II and other old projects should be entered as change requests into the database, when this is fully operative (Feb. 2000). The Chairman pointed out that the project from UK should be started without delay in the context of task II.
Mr. Reuter noted that so far only National Committees are envisaged as proposers for change requests. He pointed out that the idea of the Task Force originally had been that the input also from other persons and organisations should be documented. Mr. Fornalski responded that this had also been discussed in the validation team, and the decision was that when a change request is registered, also information on the original proposer should be given in this request for the purpose of giving further information on the proposal, if required. Information on this should be included in the “how to use the database document” foreseen to be created for the database.

The Chairman brought up the question on further guidance to the National Committees with respect to the decisions they should take on the issue of access conditions to the database. He wanted that TC3 should supply additional information to the National Committees, expressing our views as a technical committee.

Mr. Reuter pointed out that a document with such information is to a large extent already prepared, and referred to the slide presentation for some CA-members, used the previous day.

**Decision 4:** Experts from the involved National Committees should complete the structured loading by 1999-12-15 (see table above).

**Decision 5:** The Secretary will send an e-mail to the National Committees participating to TC3 (use the address list of Kyoto) and inform about the existence of the slide presentation.

NOTE - The document is attached as annex B to these minutes and also available as document 3(Kyoto/Secretariat)26.

10 Report from the Validation Team 60617, VT, on validated graphical symbols in the IEC 60617 database, document: 3(Kyoto/VT60617)11

Mr. Fornalski presented his report 3(Kyoto/VT60617)11:

a) The description for the database procedure, document 3/539B/INF, is now approved and will be put into force after the initial validation.

b) The team had also discussed and decided on the splitting of the remaining structured loading work, as all involved National Committees had been represented at the meeting (see item 9).

c) A number of minor improvements of the database interface had been suggested. They will be forwarded to the Central Office. They include the definition of some fields on the change request form, which will make it possible to perform and document the validation entirely in the change request (and not by use of e-mails). This does not affect the principles of the carrying of the new procedure, but improves its documentation.

d) The initial validation of the symbols put into the database shall start as soon as possible. The goal for the initial validation of the content is to have it completed until 2000-01-31.

e) The changes of the symbols defined in “Task II” of 3/WG1, shall be processed in accordance with the new procedure following the initial validation of the database. As a support for this work the assistant Secretary shall provide a complete list of changes suggested by WG1, by 1999-12-15.

Comments and discussion:

Mr. Clary: UK is opposed to that a P-member has not the right to vote on a FDIS. The Chairman noted that such a blunt formulation is not fully relevant since the whole subject is dealt with in the new procedure now approved by the CA, see document CA/1593/RV. Mr. Selvik added that if a National Committee does not appoint a VT member, it is the same as to say that it does not bother. Mr. Reuter added that the person in the VT is the representative of the National Committee. That has been clearly explained in the procedure. Mr. Clary concluded that UK presently has difficulties to find an expert that cover the entire field, but will do its best to find a person.

Mr. Reuter: Some fields in the change request should be mandatory, e.g. to provide the reason for a change.

Mr. Brückner: Withdrawn symbols are said to become accessible, but this should be valid also for proposals. (Such an improvement of the search functionality was suggested at the meeting of the validation team, and has been forwarded to the IEC/CO.)
Mr. Selvik commented about dated versions: there may not be any dated versions, but it will be possible to refer to the status on any specific date, since the status at a given date can be retrieved from the database because of the stored life cycle data.

Mr. Selvik: When we are putting in “task II symbols” we will be running the complete database procedure.

With these comments the report was accepted.

11 Report from the working group WG1 Revision of IEC 60617 Parts 2 – 11, documents 3/555/INF (and 3A/442/WG)

Mr. Fornalski presented the report, document 3/555/INF.

The number of members of the WG is low, but he suggested to keeping the WG, as it can assist at the loading of the change requests from task II. Prof. Ikeda commented that if WG1 is to meet the Japanese National Committee would consider replacement of the Japanese member.

The Chairman asked about the situation with regard to parts 12 and 13. Mr. Fornalski responded that there is presently no activity. The Chairman asked to watch out for complaints or steps from product committees such as TC47, on these two parts.

The report was then accepted.

12 Report from the Chairman of SC3B - Documentation - and relevant decisions, document 3(Kyoto/SC3B)7

The Chairman of SC3B, Mr. Reuter presented his report, document 3(Kyoto/SC3B)7, and highlighted:

a) The year has been quite successful with 4 documents having FDIS as the next stage, three having CDV and one CD.

b) For a successful implementation of our standards by users it is very important that they are first implemented in a correct way in commercial CAx tools. Marketing towards software vendors is therefore essential. In order to get a picture on the implementation status SC3B decided to distribute a questionnaire via the NCs half a year before the next meeting.

c) Co-operation with ISO TC10 is carried out in three joint groups (JWG7, JWG12 and JWG15). The results of these works are expected to be of "double logo" type. Co-operation has also taken place in the case of the (now disbanded) WG8 that had some joint meetings with the corresponding ISO groups. Whether the results of this can also become "double logo" standards is presently an open question.

d) The numbering of standards prepared jointly contains an inherent numbering problem. Jointly developed standards ought to be numbered with 80000 numbers irrespectively of whether IEC or ISO is the responsible organisation in order to allow later addition of parts in any of the organisations.

e) Work is going on to establish liaisons with IEEE Power Engineering Society and with IEC TC99. The liaison with TC65 needs to be enforced. A new liaison with ISO TC46 may be useful for the work on metadata.

The Chairman wanted a clarification with regard to the numbering problem.

Mr. Reuter: The problem is the numbering: 8000 versus 6000 in cases where we have split responsibility for the different parts. If we do not know right from the beginning that there will be such a split, the number needs to be changed at a time, when several references in other documents have been made already.

The Secretary pointed out that according to normal document management practice a document number is assigned when a document is initiated, and it is never to be changed. A document number should have the sole purpose of being used for referencing. Mr. Cordelier said that as long as no part
of the publication is published it is possible to change, and Mr. Reuter interpreted this as an agreement to change the actual publication number from 62045 to 82045.

Mr. Cordelier: Report to the CA that all parts in the 62045 should be published in the 80000 series.

With this comments the report was accepted.

13 Report from the Chairman of SC3C - Graphical symbols for use on equipment - and relevant decisions, document 3(Kyoto/SC3C)8

The Chairman of SC3C, Mr. Nakamura presented his report document 3(Kyoto/SC3C)8.

The Chairman noted that a great number of symbols are in the process pipeline, that the new procedure as described in 3C/414/INF can now be applied and that an official data base was to be set up in liaison with the Central Office. Then he asked about the second clause of item 6 about the maintenance cycle.

Mr. Brigham responded that SC3C would like to avoid unnecessary bureaucracy. We use the term "maintenance team" with a different meaning than the normal. Mr. Cordelier said that this is understood and accepted since the procedure is approved for a trial period of two years. During this time it should remain stable. If there are change proposals, save them, but do not change until the period is over. We cannot fine-tune every day.

Regarding the possibility to have split voting, Mr. Cordelier informed that this is presently not possible, but this feature will be introduced shortly (weeks – a couple of months).

The Chairman asked himself whether and when there should be split or grouped (traditional) voting, then paid his compliments to the SC3C officers for well conducted actions.

With these comments the report was accepted.

14 Report from the Chairman of SC3D - Data sets for libraries - and relevant decisions, document 3(Kyoto/SC3D)9.

The Chairman of SC3D, Dr. Radley, presented his report, document 3(Kyoto/SC3D)9, and among different items:

a) § 5.1 - Confirmation of the issue of the CDV for IEC 61360-1, before the end of 1999,
b) § 5.2- Part 2 is used by ISO (as an informative document in this case to avoid double standardisation)
c) § 5.4-300 new data element types are being assembled in order to issue a paper format CD for a supplement to Part 4, before the end of 2000
d) § 6.1- A new document will be issued in order to inform more adequately about the task being carried on in 3D and raise membership for the validation process. The meeting in Stockholm could also be used for the provision of further information.
e) § 6.2- Maintenance Agency, further to the withdrawal of CODUS.

He also gave the following additional comments:

1. Item 3: Actually three meetings have been held.
2. Item 6.4: Extensions to the EXPRESS model planned to be included in a new part 5, available early next year. This is a new work that we need to undertake. This should be included in the RCA.
3. Item 6.6: Discussions with the IEC/CO has taken place. It may be that external bodies have used the standard in an inappropriate ways.
4. Item 7:
   – A formal liaison to TC47 needs to be established. Mr. Gehner is to be the liaison officer.
The CIREP project (Component Information Representation European Project) is concluded and a new one, MERCI, set up. A formal liaison with MERCI will be established. Mr. Kisselmann will act as liaison officer.

A formal liaison with the Japanese E-CALS project will be established. Mr. Tanaka will act as liaison officer.

Chairman: The focus has for some time been on the database for graphical symbols, but will now switch over to SC3D and the database for DETs.

There are new proposals for DETs, but only those National Committees that take part in the WGs are aware of this. Should not the other be informed? Is it appropriate to proceed in such a secluded way and consequently do not divulge our achievements when at the same time we try to prepare a letter meant for information in order to raise membership?

Regarding item 6.1: Has this letter been circulated? Small changes might be necessary to make it more practical and helpful. The letter has been sent to the CO, but Mr. Cordelier did not know at the moment if it had been processed, but should find out when coming back.

A question was raised about the most appropriate form: a letter from SC3D Chairman or an AC from the Central Office? Is it possible to make it more compulsory? It was questioned whether this would really help and the Chairman quoted a famous saying stating that only the success of our own achievements will bring up gains in participation.

Mr. Brückner: If a National Committee has no member in the validation team it has practically no possibility to vote (they abstain).

Mr. Selvik: The problem is that the Technical Committees are not aware of what data element types are about. They need to be educated about the needs for Computer Aided Engineering (CAE). It might be necessary for us to go around and tell them that. The Chairman pointed out that such a "go around" was part of our liaison scheme.

Mr. Reuter: Is the letter going to the National Committees or to the Technical Committees? Answer: Both!

Why not participate in the IT-forum? Both for this matter and for the symbols in the graphical symbols database?

Mr. Radley: That is a valuable suggestion! Should be put in the RCA. Is it possible to use the IT-forum for this?

Mr. Selvik: Chairmens' and Secretaries' forum is also a possibility.

Mr. Radley: IT forum should be the main target. An advisory group set up along the lines mentioned by the Chairman the day before would also be useful.

Chairman: Is it now clear with the Maintenance agency?

Mr. Radley: So it seems. Further to the decision of the CO to take over the Maintenance Agency we will stop other efforts.

The Chairman noted the important issues at stake and with thanks for the report gave praise to the SC3D Chairman.

The report was then accepted.
Report from the latest meeting of Sector Board 3 (SB3) and Sector Board Ad Hoc Group meetings (SB3AHG), documents SB3/42/RM, 3(Kyoto/Secretariat)10

The Secretary presented his report from the SB3 meeting, document 3(Kyoto/Secretariat)10, and highlighted some of the issues discussed. He said that the presentation of the SPS to the SB3 had led into some interesting suggestions and recommendations.

Mr. Reuter asked if not the requirements from SB3 ought to lead to a higher priority for the maintenance of IEC 61175 compared to IEC 61082.

Mr. Brückner said that these projects are running in parallel and no priority is given.

Chairman: The activities of SB3 were discussed at the CA meeting. Please look at the report when you come back. Next meeting is in January in Geneva. At that meeting TC65 will present its SPS for discussion.

Mr. Reuter will represent TC3 this time.

Mr. Reuter: We have several items of common interest with TC65. They may need to be discussed separately. E.g. contacts between SC3D and SC65B should be considered.

Mr. van Noesel asked about the relation between ACET and SB3. Why do we have two co-ordination bodies?

Mr. Cordelier pointed out that ACET is a pure co-ordination body between committees. SB3 will define strategies and priorities, so they have different tasks.

Mr. Reuter added that they have also different scopes. ACET is for telecommunications; SB3 is for industrial automation. He also felt that SB3 is a stronger pusher.

The report was then accepted.

Report on activities related to the Memorandum of Understanding (MoU) between IEC ISO UN/ECE concerning standardisation in the field of electronic business, document 3(Kyoto/Secretariat)15.

The Secretary presented his report, document 3(Kyoto/Secretariat)15, and pointed out that the MoU-MG had been quite active during the past year. They had e.g. produced a report on the relation between business data (EDIFACT) and product data (STEP).

Another important issue is the “Summit” on steps necessary to satisfy the business requirement for the harmonisation of technical, business and documentation information, to be held next year. It may be necessary for us to have some kind of representation there, so that work carried out in e.g. SC3B (Metadata) and in SC3D (DETs) is not forgotten.

Chairman: e-business encompasses a very wide field.

Mr. Reuter: We have too many fora to take part in. The important issue here is the close contact between the SC3D DETs and EDIFACT.

It is difficult to get funding from companies for participation in meetings of this kind. How can I go there if there are no pressure from industrial standardisation interests?

The Secretary pointed out that there might well be industrial interest, even if the channels for it are not the normal standards organisations.

Chairman: Mr. Barta is the official representative for IEC in MoU-MG. He may be the link to use.
Mr. Reuter stressed that he cannot do it on its own. He needs support from TC3 (SC3D)

The report was then accepted.

17 Report on activities related to ACET and ACET Area 4, document ACET/179/RM.

Mr. van Reekum attended the meeting in June and he reported that it was a very short meeting for Area 4 (1h), with few attendants. This meeting was announced very close to the meeting. The future of Area 4 seems unclear. The activity is low. Mr. Barta gives preference to SB3.

The report was accepted.


Mr. Reuter reported:

- AP 210 has been approved as DIS (corresponding to an IEC CDV). No technical comments were received, so it was decided to publish directly as an IS without voting on an FDIS.
- AP 212 has been submitted as a CDV/DIS. There are some technical comments with regard to interoperability with 214.
- Outside of the standard a "Recommended practise" on the implementation is to be prepared. In order to participate you need to be involved in projects

Chairman: Only a few of us know about the contents of these standards. Should we not have shorter presentation papers (management summaries)?

Mr. Reuter: Management summaries have been considered by the ProSTEP consortium, in order to explain in which environments subsets could be used. Such summaries will be more useful for AP212 than AP210.

Mr. van Noesel: Regarding AP210 a summary (a user summary) is in the pipeline (50 pages)

Mr. Reuter: These APs will next year become International Standards. They should only be provided as CD-ROMs.

Mr. Selvik: The hints on which parts of these documents to download was of real value, and similar guidance should also be provided for the International Standards.

The report was accepted.

19 Review the P- and O- membership of the committee, document 3(Kyoto/Secretariat)12

The Secretary presented the report 3(Kyoto/Secretariat)12.

The committee agreed to make a new review in the beginning of next year when we should get more comprehensive figures to base the conclusions on. The Chairman added that the first option should of course be to increase active participation.

20 Discussion of the Draft Strategic Policy Statement decisions taken in the sub-committees, document 3/540/SPS

The Secretary informed that the CA had considered our SPS to be well suited for internal purposes, but that it was too long and detailed for external use. He suggested that one way to solve this would
be to provide an executive summary in the beginning. This would of course make the document even longer, but external users would not need to read the whole document.

Chairman: This is a very significant document, internally as well as externally. Is its purpose fulfilled?

Mr. Cordelier: It would be useful with an executive summary.

Mr. Thorn: Is it possible to split it in two parts? Mr. Cordelier said that it is not.

Mr. Reuter: The Canadian comment to the SPS also said that TC3 was considered to be only a service provider to the other committees. What is the opinion on this of the delegates around this table? From my personal view my highest concern is for the industry, other committees is important but of second concern.

Mr. Cordelier: I agree, but TC3 is still a horizontal committee, that is supposed to serve the others.

Mr. Brückner: We only need to look from where the requirements are coming: mainly from industry.

Chairman: Requirements are sometimes channelled through other committees.

Mr. Cordelier: The image of a horizontal committee in combination with external activities should be pointed out in the RCA. As a comment to the CA comment state that we consider that we have both roles, and that we see no difficulties in that.

Mr. Thorn: I cannot see any difficulties with such a position.

The Chairman then asked the SCs if they had decided on any essential changes of the SPS.

SC3B: Only editorial

SC3C: Only editorial

SC3D: Only editorial

The inputs should reach the Secretary in the beginning of December, so that the updated SPS can be attached to the RCA that need to be circulated to the CA in end of December in order to be discussed at the meeting of the CA in February 2000.

21 Discussion of the “image” of the committee, and proposal for modification of the name, document 3/554/DC.

The Secretary introduced the subject with reference to document 3/554/DC. In addition to the names proposed in the document, also the name “Information structures, documentation and symbols” had been suggested in a comment.

After a lengthy discussion, in which one of the most important questions was whether the title should contain “symbols” only, or “graphical symbols”, consensus was reached. The title “Information structures, documentation and graphical symbols” was agreed on (although the opinion that “graphical” should be omitted was quite strong, since SC3B and SC3D also deal with symbols in a general sense, but they are not graphical). The new title could be abbreviated ISDS.

It was agreed that the addition of “information structures” would better reflect some activities in e.g. SC3D and SC3B.

Decision 6: The proposal for a new title "Information structures, documentation and graphical symbols" should be included as a "Question of Principle" in the RCA.
Document 3/554/DC also dealt with a second subject, that of "wrapping". The Chairman pointed out that what a general user sees or hears, reads first and decides upon, is:

- the title;
- the introduction and/or foreword,
- the scope.

These together make up the predicates of our standards.

It is therefore very important that the predicates are stated in plain language. They should provide progressively the information, which will enable the reader to continue with the document or pass it to the right and more knowledgeable colleague, who will be in a position to make profitable use of the full content of the document.

This has not been taken seriously enough before, but must be so for the future, especially if a change of the title reveals an attempt for more clarity.

**Decision 7**: The committee decides to improve titles, introductions and scopes of the publications.

The decision will be implemented on the occasion of new publications, new editions and maintenance cycles. The Central Office will be consulted as to changes in titles of already published publications.

22 Review of the liaisons with other bodies (not already covered), and to specifically consider related decisions in the SCs

22.a IEC TC16 Terminal markings and other identifications, document 3/556/INF

Mr. Selvik, who is also Chairman of TC16, presented his report, document 3/556/INF. In addition he mentioned that TC16 had made complaints to the CO for the way the designations AC and DC versus the abbreviations a.c. and d.c. had been dealt with in the directives. TC16 had provided the CO with new examples to be used in the ongoing revision.

The Chairman noted that the AC/DC question is important: these abbreviations appear in many different instances such as text, diagrams, and on equipment. As a matter of fact, it should be harmonised also with TC1. He added that the issue was being dealt with as term 151-15-01 in document 1/1803/CDV presently circulating. It would also be appropriate to increase liaison with TC1 for a number of descriptions in IEC 617 and of definitions in IEC 1360.

Mr. Selvik also told that the existence of TC16 had been questioned in a document to the National Committees form the CA, because of the low participation. Suggestions had been to joint to other relevant committees: TC44, TC64 or TC3. The decision based on the responses had been that TC16 should meet at General Meeting in order to raise participation so the next meeting would be held in Firenze, Italy 2001.

Because of the horizontal nature of the questions dealt with in TC16, he felt, however, that if the question comes up again, a joining to TC3 would be the most adequate.

The report was then accepted.

22.b IEC TC44 Safety of machinery - electrotechnical aspects, document 3/550/INF

Mr. Viitanen presented his report, document 3/550/INF.

The report was accepted.

22.c IEC TC52 Printed circuits

No report.

3/559/RM
22.d  IEC TC65 Industrial-process measurement and control, document 3/551/INF

Mr. Viitanen presented his report, document 3/551/INF.

The report was accepted.

22.e  IEC TC93 Design automation, document 3/552/INF

Mr. Viitanen presented his report, document 3/552/INF.

The Chairman suggested that it might now be the opportunity to clarify our relations with this committee. In the meeting of SC3D Mr. Radley has been suggested to discuss this with the Chairman of TC93, Mr. Heaton.

22.f  ISO TC10 Technical drawings, product definition and related documentation, document 3(Kyoto/ISO TC10)13

The Secretary presented the report from Mr. Aagard, document 3(Kyoto/ISO TC10)13.

Mr. Brückner asked about ISO 14617 and the electrotechnical symbols. The Secretary replied that he had got the information that what is now excluded are the “pure electrotechnical” symbols. This is not the same thing as symbols appearing in IEC 60617, since symbols of general nature, such as variability, etc, have also an ISO origin, and are consequently kept.

Mr. Selvik declared that it is very regrettable that 10 years of work has not been possible to bring the anticipated conclusion.

The Chairman replied that the relations between the organisations can be improved, and once the database is in operation a door could be opened.

Mr. Reuter asked to keep the remark from Mr. Selvik in the minutes, since what we see here is an expense of some millions of dollars, and Mr. Thorn added that this remark ought to be brought into the RCA.

Mr. Reuter added also that IEC could make an offer to ISO to keep the symbols in the database.

22.g  ISO TC184/SC4 Industrial automation systems: External representation of product definition data, document 3/546/INF

Mr. Reuter presented the report, document 3/546/INF.

The report was accepted.

22.h  ISO/IEC JTC1/SC2 Coded character sets (document 3B/273/DC)

The Secretary described the decision on IEC 61286 taken in SC3B: We will ask ISO/IEC JTC1 SC2 to prepare a mapping table between IEC 61286 and ISO/IEC 10646, and publish this as a Report. The Standard IEC 61286 will be kept for the time being, since it as 8-bit character code, which ISO/IEC 10646 is not.

Mr. Reuter suggested that the progress with regard to the control functions that we asked for a couple of years ago, should be investigated again.

23  Review of the Work Programme of TC3, document 3/549/PW.

The project database will be updated following the decisions in Kyoto. Projects from the former SC3A have already been moved to TC3.
The Chairman thanked the CO for the efforts they have put into this marketing pamphlet, and asked the delegates from the National Committees to explain how they had used it.

DK: We find it absolutely useful. 100 copies have been forwarded to miscellaneous organisations. We have planned to make a Danish version.

FI: We have a Finnish pamphlet, which we have distributed in paper form and also on our web page. We have also distributed the English version to some companies.

DE: 500 copies have been ordered and distributed. We have so far had no feedback on the result.

JP: 500 have been distributed and 500 have been available in the Kyoto meeting site. A bilingual en/jp version has also been produced. A lot of pamphlets have been taken.

NL: We have distributed it internally (in companies) on some occasions.

UK: So far it has only been distributed within BSI environment.

CH: The pamphlet has been distributed in the mirror committee.

NO: We have not distributed it at all. We have made references in National standards (for building installations).

FR: 300 copies have been distributed to: the officers in charge of IEC mirror commissions for dissemination to their own commission members, to experts in TC3 mirror commission for dissemination within their own companies, to professional organisations for their own awareness and dissemination to companies. Expected feedback is increase in awareness, increase in quality of technical comments, increase in membership, increase in publications sales. So far, no real feedback could be ascertained.

SE: Distributed in the mirror committee and considering further distribution.

The Chairman asked Mr. Cordelier about the result: Can the Central Office see any changes in sales figures? Mr. Cordelier said that the CO has only the own figures and cannot see what the National Committees are doing.

Chairman: Do we get more members participating in the work further to the dissemination of the pamphlets?

Mr. Thorn: Only if we follow up the distribution of pamphlets with personal contacts.

Chairman: Yes, Mr. Thorn, we all needs to get more personally involved in the "marketing" of the pamphlet. We should monitor more closely the circulation of the pamphlets, involve the addressees, for instance ask the companies and professional organisation for report; if we do not carry this additional task on, then our pamphlet will be handled appropriately i.e. as ordinary junk mail!

Mr. Ikeda: I had a meeting with Jonathan Buck, Head of Sales, Marketing & Information services of the IEC/CO. The CO would like to make a marketing effort for IEC 60417, making use of the material at the Chiba server. They see an urgent need to market IEC 60417. Probably only a limited part of the database need to be used.

The Chairman singled out with praise the Japanese, Finnish and Danish versions, and passed congratulations to the efforts made and results achieved since 1993.

Mr. Reuter asked about the feedback on the press releases we are providing, when we publish new standards. We supply the CO with material for them, but what happens then?
Mr. Cordelier: The are sent to different publication publishers. We have no control of their usage.

Mr. Reuter suggested that they could also be used on our web pages.

25 Note of the use of the TC3 web site on the IEC-server. Presentation pages on the web

The secretary informed that he had not been able to get the statistical basis for a report like the one given last year, since it had been necessary to give priority to other work.

The TC3 web site was restructured in the beginning of 1999 with the aim to make it easier to update and easier for external users to access and find relevant information. He also mentioned that all SCs in TC3 are now using the site, together with many working groups.

The committee appreciated the new structure.

Mr. Ikeda informed that the General Secretary had informed that the TC3 part of the web site is among the top ten with regard to visits.

Mr. Thorn asked about working group documents, and the Secretary informed that there is no limitation with regard to putting WG documents on the server: just prepare a WG page and add the documents. To make meeting folders like those we are now using in the committees is a quite easy matter.

26 Any other business

26.a Questionnaire on Guide 108, document AC 113

Mr. Viitanen drew attention to document AC 113 Questionnaire on Guide 108 about the horizontal committees. Comments are requested, and the Secretary informed that TC3 is prepared to give a reply.

26.b Beaver of the year 1999

Mr. Reuter gave a presentation of the "Beaver of the year" award winner 1999: Mr. H. Brückner, and handed over the diploma.

The "beaver of the Year" award is an appreciation for a "beaver's work", which originated in SC3B in 1994.

26.c To the Chairman

Mr. Reuter also handed over a book about Kyoto and Nara from the Chairmen and Secretaries to Mr. J. Bodin, who after this meeting will retire as Chairman of TC3.

The Chairman extended warm thanks to the officers and stated that such a book will give him much pleasure and will considerably increase the insights into Kyoto he will bring back to France.

27 Date and place of next meeting, document 112/AC, preliminary planning of subsequent meetings.

27.a Meeting in Stockholm in September 2000

The Secretary informed that next meeting would be held in Stockholm in connection with the General Meeting 2000. The schedule for the meeting is so far a copy of the schedule for Kyoto, and asked if there were any suggestions for changes, and got the following replies:

– SC3C want to have 3 days.
– JWG11 asks for 2 days (14-15th September) in connection with SC3C).
The VT 60617 may not need any meeting, since it is supposed to work electronically. However, if more new members are added, a meeting would nevertheless be of value for social reasons.

The workshop will need 1 day.

Mr. Reuter suggested that all efforts are made to keep the plenary meetings in one compact block the second week in order to limit the overall stay for most delegates, and that possible WG meetings are held the first week. A 4 day block (with one day added for SC3C) for SCs and the TC, including the workshop, should be sufficient.

This would result in the following overall pattern:

<table>
<thead>
<tr>
<th>JWG11</th>
<th>JWG11</th>
<th>SC3C</th>
<th>SC3B</th>
<th>SC3D</th>
<th>TC3</th>
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<tbody>
<tr>
<td>WG?</td>
<td>WG?</td>
<td>WG?</td>
<td>Workshop</td>
<td>SC3C</td>
<td>SC3C</td>
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</table>

Depending on the overall planning and availability of rooms the TC3 plenary could be held either on the Thursday or the Friday the second week and the whole block adapted to that. This has to be checked with the organisers.

27.b Co-ordination meeting 2000.

The date for a co-ordination meeting with Chairmen, Secretaries and Convenors of TC3 with SCs was tentatively set to 2000-03-20 -- 21, the location to be decided later.

27.c Meeting 2001

The Secretary informed that we have got a preliminary invitation from the Italian National Committee to the General Meeting in Firenze, Italy, 2001. If we want to attend this meeting we should indicate our interest for this before Nov. 15.

The committee was positive to this. (The preliminary time schedule will then be based on the one above.)

NOTE - A positive response to the invitation has been given after the TC3 meeting.

27.d Meeting 2002

The Secretary informed that the General Meeting 2002 would be held in Beijing, China. With respect to TC3 no planing is made yet.

28 Close of the meeting

The Chairman said:

Now the moment has come to leave the job and the super active life that you have granted to me.

During a number of years I had the privilege to be your chairman, a position in which I could fully appreciate the quality of your dedication, how deeply you are attached to the IEC and the high level of your respective skills.

I have also noted that the amount of talents which are united in TC3 do lead to a flexible impulse which can face technical changes, as well as changes in external conditions. For instance, those that requires us to be clearer and more easily perceived by users, in short to be more transparent.

That is why, with pride and gratitude, I have accepted the magnificent see-through plaque which was remitted to me, a quite appropriate symbol of the support you have kindly provided throughout my term and of a desire for transparency.

3/559/RM
In such conditions, I am fully confident that the future years under the leadership of Hans Brückner will be quite successful and it is my pleasure and my wish to invite you to work with him to the best of your abilities.

For all your attention I wish to express hearty thanks and give a special "well done" to our Secretary, Per-Åke Svensson.

Finally, thanks to the Japanese National Committee, but also to the Chiba University, for the excellent conditions at this meeting and the most generous hospitality.

The Chairman then closed the meeting and handed over the club to Hans Brückner.
Annex A
Result of the TC3 workshop with regard to the marketing issues

A.1 Our understanding
Standards are driven by industry needs
- Come from the people
- Made for the people
- Used by the people

A.2 Which aims for marketing can be identified?
- To increase the use of the standards
- To improve the quality of the standards
- To get software implementations of the standards
- To disseminate the standards to other standardisation committees
- To get more countries involved in the standardisation work

A.3 Who are the potential target-groups of our standards?
- Industry users (all branches (first E/E), device manufacturers (3C))
  - SME
  - Consultants
  - Users associations
- ECAD/PDM system vendors (there is a problem however: as soon as a standard is included in a software package it may loose its “identity”)
- Universities / technical schools
- Other technical committees

A.4 How can experts be attracted to participate in standardisation work?
- Quicker progress
- Cost-effective participation (consortia and other ad hoc groups is a threat)
- Experts have to be recognised outside of the committee
  - Names of the experts (WG, TC/SC) should be given in the publication
  - Use of www-pages, both by IEC/CO and NC
  - Names will also serve as a point-of-contact for the maintenance
- Expert acknowledgement within their companies
  - Explicit letters to the experts companies providing official thanks etc

A.5 Which way can the target-groups be informed best?
- Articles
- Press releases
- Address relevant companies directly
- Electric information (Internet, Web page , Independent SC3C web page)
  - Key wording our standards on the web in order to get acknowledge by search machines
- Seminars, Exhibitions
The following needs to be done:

- Naming relevant software vendors and contacts per country
- Establishing a questionnaire
  - availability
  - implementation plans
  - experiences
  - publish the result (on the web)
  - continuous updating
- Naming relevant users associations
- Selection of relevant international periodicals
- Running seminars ... on the topic
- Describe the industry needs
- Describe the possibilities of the standards
- Leaflet containing potential benefits
- Provide the strategy for implementation
- Modular approach
- Conformance issues – Additions to be included in the standards
- Prepare “standard” presentations

A.6 Whose task is it to promote the use of our standards? Who should do what?

- National Committees, Central Office, technical Committees
- Experts
- National committees should change their role - More serving as consultant (in use of standards)
- Co-ordinate activities between national committees (per region?)

A.7 Which resources are needed for marketing?

- Manpower, skills, money
- Support from marketing departments (CO)
- Support by NC and/national organisations
- The resources for marketing are related to turnover. Therefore they will be limited for both CO and NCs. We need to find cost-effective methods.
Annex B
Presentation of the IEC 60617 database and its possibilities

B.1 Users requirements
- 15 years ago
  - Image of the symbol in printed form
  - For manual use and use of “stickers”
- Today
  - Symbols directly usable in CAE-systems
  - preferably from the system vendor; or
  - from other single source (one stop shopping)
  - Libraries of symbols for specific purposes
  - Faster standardisation of symbols
  - Immediate status of symbols

B.2 Offers by IEC
- Today
  - One printed publication
  - images
  - long update intervals
  - fixed publication structure and layout
- Tomorrow (by using the database)
  - Images, online update (1st step)
  - Can provide vector graphics (2nd step)
  - Can provide computer sensible symbols (3rd step)
  - Collections published for specific purposes

B.3 Possibilities
- Symbol libraries (in computer sensible form)
  - Supply of any collections of symbols
  - System vendor subscription
    - IEC providing services to vendors
- Subscription availability
- Cost effective distribution form
- Facilitates the use and construction of symbols
  - Training, education
  - Application of the standards

B.4 Further possibilities
- Life-cycle support of symbols
  - Additional access to:
    - proposed symbols
– withdrawn symbols
– Symbol maintenance
  – backgrounds
  – modifications performed
– Symbol relationships
– Status references to freely chosen dates

B.5 Internal IEC possibilities
– Facilitates the procedures for co-operation
  – with product committees
  – Database available on the Web
  – No need for searching in a book

B.6 Possibilities for NC’s
– Different language versions
  – Consistent
  – Produced at lower costs
  – Shorter developing time
  – Equal quality
  – NC’s can make nationally published extracts
  – Publications of any language combination possible

B.7 Marketing issues
– Image (GIF), preferably free
– Vector graphic (DXF, PDF), costs
– Additional textual information, costs
– Computer sensible symbols, costs
  – a STEP file in accordance with IEC 81714-2
– Any printed or electronic collections, costs
– See also annex B of the last RCA from TC3
Annex C
List of meeting documents

C.1 Own meeting documents

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<th>For item</th>
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<td>List of delegates</td>
<td>1</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat) 2</td>
<td>List of meeting documents</td>
<td>1</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat) 2A</td>
<td>List of meeting documents <em>(Updated 1999-10-25)</em></td>
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<tr>
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<td>List of meeting documents <em>(Updated 1999-11-03)</em></td>
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<td>3(Kyoto/Task Force) 5</td>
<td>Report from the TC3 Task Force for the specification of the information requirements for the graphical symbols databases</td>
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<tr>
<td>3(Kyoto/Secretariat) 6</td>
<td>Report on the status of the IEC 60617 graphical symbols database and the implementation of the new procedures</td>
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<td>Report from the Chairman of SC3B Documentation</td>
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<td>3(Kyoto/SC3C) 8</td>
<td>Report from the Chairman of SC3C Graphical symbols for use on equipment</td>
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<td>3(Kyoto/SC3D)9</td>
<td>Report from the Chairman of SC3D Data sets for libraries</td>
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</tr>
<tr>
<td>3(Kyoto/Secretariat)10</td>
<td>Commented extract from the report and the day report from the meeting of SB3 in Geneva 1999-06-07</td>
<td>15</td>
</tr>
<tr>
<td>3(Kyoto/VT60617)11</td>
<td>Report from the Validation Team for IEC 60617 Graphical symbols for diagrams</td>
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<tr>
<td>3(Kyoto/Secretariat)12</td>
<td>Review of the P- and O- membership of the TC3</td>
<td>19</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)13</td>
<td>Liaison report to the Kyoto meeting from ISO TC10 Technical drawings, product definition and related documentation</td>
<td>22</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)14</td>
<td>Not issued</td>
<td>-</td>
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<tr>
<td>3(Kyoto/Secretariat)15</td>
<td>Report on activities related to the Memorandum of Understanding (MoU) between IEC ISO UN/ECE concerning standardisation in the field of electronic business</td>
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<tr>
<td>3(Kyoto/Secretariat)16</td>
<td>The new database based procedure <em>(Slides for the TC3 Workshop)</em></td>
<td>Workshop</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)17</td>
<td>Marketing and implementation of standards developed within TC3 and SCs <em>(Slides for the TC3 Workshop)</em></td>
<td>Workshop</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)18</td>
<td>Instructions for the loading of the IEC 60617 database</td>
<td>9, 10</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)19</td>
<td>Day report from the meeting of TC3 1999-10-28</td>
<td>-</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)20</td>
<td>Day report from the meeting of TC3 1999-10-29</td>
<td>-</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)21</td>
<td>Draft agenda for the meeting of the Validation Team VT 60617 to be held on 26th and 27th October 1999 in Kyoto, starting at 9h00 a.m.</td>
<td>10</td>
</tr>
<tr>
<td>3(Kyoto/Maislisch)22</td>
<td>Introduction to the demonstration of the graphical symbols database <em>(Slide presentation by Mr. A. Maislisch, IEC/CO)</em></td>
<td>Workshop</td>
</tr>
<tr>
<td>3(Kyoto/WS Group A)23</td>
<td>Summary of result of the discussion on marketing issues in group A (and B) at the TC3 workshop <em>(Slide presentation by Mr. Y. Nakamura, used also by for group B by Mr. A. Fornalski)</em></td>
<td>Workshop</td>
</tr>
<tr>
<td>3(Kyoto/WS Group C)24</td>
<td>Summary of result of the discussion on marketing issues in group C at the TC3 workshop <em>(Slide presentation by Mr. E. Selvik)</em></td>
<td>Workshop</td>
</tr>
<tr>
<td>3(Kyoto/Reuter)25</td>
<td>Update on the situation with regard to the STEP AP’s <em>(Slide presentation by Mr. F. Reuter)</em></td>
<td>Workshop</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)26</td>
<td>IEC Graphical symbols database - user requirements and possibilities <em>(Slide presentation for the CA.)</em></td>
<td>9</td>
</tr>
<tr>
<td>3(Kyoto/Secretariat)27</td>
<td>List of participants at the TC3 Workshop</td>
<td>Workshop</td>
</tr>
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</table>

C.2 Referenced documents from other bodies

<table>
<thead>
<tr>
<th>Document number</th>
<th>Title</th>
<th>For item</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACET/176/RM</td>
<td>Unconfirmed report of the meeting held in Geneva on 1999-04-22</td>
<td>17</td>
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### Annex D

**List of decisions**

<table>
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<tr>
<th>No.</th>
<th>Item</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
<td>The Committee confirms its support to the long established decision according to which international symbols shall not be modified at the regional level and may be modified only at the international level.</td>
</tr>
<tr>
<td>2</td>
<td>8</td>
<td>The model document 3(Charlottenlund/TF)7A will be updated within six months following the release of the database, to reflect the existing design. The experts who originally prepared the document (Mr. Selvik, Mr. Reuter and Dr. Radley) should preferably do this.</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>The Task Force is disbanded further to fulfilment of its allocated task, with thanks for a well-done job.</td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td>Experts from the involved National Committees should complete the structured loading by 1999-12-15 (see table above).</td>
</tr>
<tr>
<td>5</td>
<td>9</td>
<td>The Secretary will send an e-mail to the National Committees participating to TC3 (use the address list of Kyoto) and inform about the existence of the slide presentation.</td>
</tr>
<tr>
<td>6</td>
<td>21</td>
<td>The proposal for a new title &quot;Information structures, documentation and graphical symbols&quot; should be included as a &quot;Question of Principle&quot; in the RCA.</td>
</tr>
<tr>
<td>7</td>
<td>21</td>
<td>The committee decides to improve titles, introductions and scopes of the publications. The decision will be implemented on the occasion of new publications, new editions and maintenance cycles. The Central Office will be consulted as to changes in titles of already published publications.</td>
</tr>
</tbody>
</table>