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3/606A/DA
DRAFT AGENDA
2002-09-24

INTERNATIONAL ELECTROTECHNICAL COMMISSION

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

Revised Draft agenda for the meeting of TC3 to be held in Prague 2002-10-16 13:00 to 2002-10-17, with program for the TC3 Workshop 2002-10-16

<i>Item</i>	<i>Relevant documents</i>
1 Opening of the meeting	3(Prague/Secretariat)1 3(Prague/Secretariat)2
2 Approval of the draft agenda	3/606A/DA
3 To receive a report from the Chairman of TC3	
4 To note the approval of the minutes form the previous meeting of SC3B in Oslo 2001-10-02 and of TC3 2001-10-04	3B/344/RM, 3/588/RM
5 To note the report from the co-ordination meeting with Chairmen, Secretaries and Convenors in Geneva 2002-05-06/07	3/602/INF
6 To receive a report from the Secretary of TC3, including actions taken as a result of the minutes	3(Prague/Secretariat)3
7 To consider the result of the Workshop 2002-10-16. For the program of the Workshop, see Annex A .	
8 To receive a report from the Secretary on the status of the IEC60617 database and on the implementation of the procedures.	3/629/INF, 3/627/INF (<-3/600/DC)
9 To consider the report from the Validation Team for IEC60617 on validated graphical symbols in the IEC60617 database.	3/628/INF, 3/560E/WG, 3/6**/RVD (<-3/612/FDIS) 3/635/RVC (<-3/596A/CDV) 3/636/RVC (<-3/597A/CDV) 3/637/RVC (<-3/598A/CDV) 3/638/RVC (<-3/599/CDV) 3(Prague/FR)6
10 To discuss the proposal for handling of IEC60617 Part 12 and Part 13	3/640/INF (<-3/609/DC)
11 To discuss the proposal for withdrawal of symbols in the area of electron tubes and electrochemical devices	3/641/INF (<-3/610/DC)
12 To consider the report from IEC/TC3 - ISO/TC184/SC4 JWG9 -Electrical applications of ISO 10303 - Product data representation and exchange - and relevant decisions.	3(Prag/JWG9)7
13 To consider the Report from IEC TC3 - ISO/TC10 JWG15 - Management data (meta data) for documents - and relevant decisions.	3/630/INF, 3/620/WG, 3/607/CD

<i>Item</i>	<i>Relevant documents</i>
14 To consider reports from Maintenance Teams (all reports to be circulated in advance of the meeting)	
14.1 To consider the Report from the Convenor of MT 16 [IEC 61082, Mr. T. Viitanen].	3/618/INF, 3/619/MT 3/613/CC (<-3/594/CD)
14.2 To consider the Report from the Convenor of MT 17 [IEC 61175 Mr. K.-A. Thorn].	3/631/INF, 3/626/MT
14.3 To consider the Report from the Convenor of MT 18 [IEC 61346 and IEC 61666 [Mr. E. Selvik].	-, 3/621/MT
14.4 To consider the Report from the Convenor of MT 19 [IEC 61355 Mr. H. Brückner].	3/632/INF, 3/622/MT
14.5 To consider the Report from the Convenor of MT 20 [IEC 62023 and IEC 62027 Mr. P-Å. Svensson].	-, 3/623/MT
14.6 To consider the Report from the Convenor of MT 21 [IEC 62079 Mr. M. Rust].	-, 3/624/MT
14.7 To consider the Report from the Convenor of MT 22 [IEC-ISO 81714-series Mr. F. Reuter].	(3B/272A/INF), 3/625/MT
14.8 To consider the Report from the Convenor of MT 23 [IEC-ISO 82045-series Mr. F. Reuter].	-, 3/590/MT
15 To receive a report from the Chairman of SC3C - Graphical symbols for use on equipment - and relevant decisions.	3(Prague/SC3C)4, 3/605/INF
16 To receive a report from the Chairman of SC3D - Data sets for libraries - and relevant decisions.	3(Prague/SC3D)5
17 To receive a report on activities related to Sector Board 3	3(Prague/Secretariat)8
18 To receive a report on activities related to the Memorandum of Understanding (MoU) between IEC, ISO, UN/ECE, etc concerning standardisation in the field of electronic business.	3(Prague/Secretariat)9
19 To receive a report on activities related to ACET and ACET4.	3(Prague/Secretariat)10
20 To discuss the roadmap document and the questionnaire on future work in the area of documentation	3/639/INF (<-3/608/DC) 3/614/INF (<-3/591/DC)
21 To review the P- and O- membership of the committee	3(Prague/Secretariat)11
22 To discuss the Draft Strategic Policy Statement decisions taken in the sub-committees.	SMB/2240/R
23 To review liaisons with other bodies (not already covered), and to specifically consider related decisions in the SCs (all reports to be circulated in advance of the meeting):	
23.1 IEC TC16 Terminal markings and other identifications [Liaison officer: Mr. E. Selvik]	3(Prague/TC16)12
23.2 IEC TC44 Safety of machinery - electrotechnical aspects [Liaison officer: Mr. T. Viitanen].	3/615/INF
23.3 IEC TC65 Industrial-process measurement and control [Liaison officer: Mr. T. Viitanen].	3/616/INF
23.4 IEC TC93 Design automation [Liaison officer: Mr. T. Viitanen].	3/617/INF
23.5 ISO TC10 Technical drawings, product definition and related documentation [Liaison officer: Mr. J. Aagaard].	3/642/INF
23.6 ISO TC184/SC4 Industrial automation systems: External representation of product definition data.	-
24 To review the work program of TC3	3/634/PW

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<i>Item</i>	<i>Relevant documents</i>
25	To note and consider marketing efforts: the Documentation pamphlet. Seminar activities. Reports from the National Committees.
26	To note the use of the TC3 web site on the IEC-server http://www.iec.ch/tc3 . Presentation pages on the web.
27	Date and place of next meeting 2003. Preliminary planning for 2004.
28	Other business
29	Close of the meeting

Annex A TC3 Workshop 2002-10-16

A workshop, to which the delegates from the National Committees are invited, is to be held **2002-10-16**, after the meetings of SC3C and SC3D, but before the meeting of TC3.

Program

<i>Item</i>	<i>Time</i>	<i>Title</i>	<i>By</i>
1	09:15 - 09:30	Opening, general introduction	H. Brückner
2	09:30 – 10:00	Experiences of virtual meetings	Hiroaki Ikeda
3	10:00 – 10:45	Presentation of the IEC60417 database (the released one) and associated working procedures	(AM, YM, HI)
	10:45 - 11:00	COFFEE BREAK	
4	11:00 - 11:45	Presentation of the IEC61360 database pilot and associated working procedures.	(AM, DR, PR)
5	11:45 - 12:00	Implementation of AC/29/2002	(HB, PASV)
