

**INTERNATIONAL ELECTROTECHNICAL COMMISSION****Technical Committee No. 3 Information structures, documentation and graphical symbols****Draft agenda for the meeting of TC3 to be held in Montreal 2003-10-16 13:00 to 2003-10-17, with program for the TC3 Workshop 2003-10-16**

<i>Item</i>	<i>Relevant documents</i>
1 Opening of the meeting	3(Montreal/Secretariat)1 3(Montreal/Secretariat)2
2 Approval of the draft agenda	3/676A/DA
3 To receive a report from the Chairman of TC3	
4 To note the approval of the minutes form the previous meeting of TC3 in Prague 2002-10-16/17	3/656A/RM
5 To note the report from the co-ordination meeting with Chairmen, Secretaries and Convenors in Geneva 2003-04-10/11	3/667/INF
6 To receive a report from the Secretary of TC3, including actions taken as a result of the minutes	3(Montreal/Secretariat)3
6.1 To consider the result of the Task Force for harmonization of the terminology in the database standards	3/663/INF, 3/686/INF
6.2 To consider the result of the other Task Forces	
7 To consider the result of the Workshop 2003-10-16. 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.	3/397/INF
9 To consider the report from the Validation Team for IEC60617 on validated graphical symbols in the IEC60617 database.	3/696/INF, 3/698/WG,
10 To consider the report from IEC/TC3 - ISO/TC184/SC4 JWG9 - Electrical applications of ISO 10303 - Product data representation and exchange - and relevant decisions.	3/695/INF, 3/511*/WG
11 To consider the Report from IEC TC3 - ISO/TC10 JWG15 - Management data (meta data) for documents - and relevant decisions.	3/690/INF, 3/620/WG,
12 To consider reports from Maintenance Teams (all reports to be circulated in advance of the meeting)	
12.1 To consider the Report from the Convenor of MT 16 [IEC 61082, Mr. H. Brückner].	3/691/INF, 3/619A/MT
12.2 To consider the Report from the Convenor of MT 17 [IEC 61175 Mr. K.-A. Thorn].	3(Montreal/MT17)*, 3/626/MT
12.3 To consider the Report from the Convenor of MT 18 [IEC 61346 and IEC 61666 [Mr. E. Selvik].	3/693/INF, 3/621/MT
12.4 To consider the Report from the Convenor of MT 19 [IEC 61355	3/680/INF, 3/622/MT

<i>Item</i>	<i>Relevant documents</i>
Mr. H. Brückner].	
12.5 To consider the Report from the Convenor of MT 20 [IEC 62023 and IEC 62027 Mr. P-Å. Svensson].	3/623/MT, 3/681/MCR, 3/682/MCR
12.6 To consider the Report from the Convenor of MT 21 [IEC 62079 Mr. M. Rust].	3(montreal/MT21)*, 3/624/MT, 3/6**/MCR
12.7 To consider the Report from the Convenor of MT 22 IEC-ISO 81714-series Mr. F. Reuter].	3/687/MCR, 3/678/MCR, 3/689/INF, 3/625/MT,
12.8 To consider the Report from the Convenor of MT 23 IEC-ISO 82045-series Mr. F. Reuter].	3/590/MT
13 To receive a report from the Chairman of SC3C - Graphical symbols for use on equipment - and relevant decisions.	3(Montreal/SC3C)4
14 To receive a report from the Chairman of SC3D - Data sets for libraries - and relevant decisions.	3(Montreal/SC3D)5
15 To receive a report on activities related to Sector Board 3	
16 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.	
17 To receive a report on activities related to ACET and ACET4.	
18 To discuss future work in the area of documentation	
19 To review the P- and O- membership of the committee	
20 To discuss the Draft Strategic Policy Statement decisions taken in the sub-committees.	SMB/2418/R
21 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):	
21.1 IEC TC16 Terminal markings and other identifications [Liaison officer: Mr. E. Selvik]	3/694/INF
21.2 IEC TC44 Safety of machinery - electrotechnical aspects [Liaison officer: To be appointed].	3/674/AC
21.3 IEC TC65 Industrial-process measurement and control [Liaison officer: To be appointed].	3/675/AC
21.4 IEC TC93 Design automation	-
21.5 ISO TC10 Technical drawings, product definition and related documentation [Liaison officer: Mr. J. Aagaard].	3(Montreal/TC10)*
21.6 ISO TC184/SC4 Industrial automation systems: External representation of product definition data.	
22 To review the work program of TC3	3/692/INF
23 To note and consider marketing efforts: the Documentation pamphlet. Seminar activities. Zone on the IEC web site. Reports from the National Committees.	
24 To note the use of the TC3 web site on the IEC-server http://tc3.iec.ch . Presentation pages on the web.	
25 Date and place of next meeting 2004. Preliminary planning for 2005.	
26 Other business	
27 Close of the meeting	

Annex A
TC3 Workshop 2003-10-16

A workshop, to which the delegates from the National Committees are invited, is to be held **2003-10-16 a.m.**, after the meetings of SC3C and SC3D, but before the meeting of TC3.

Preliminary 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 – 10:30	Presentation of the work in the Task Forces: Harmonization of terminology, Stage 0 Work, marketing efforts	
3	10:30 – 10:45	How to organize the work on National level for the work with the database standards	
	10:45 - 11:00	COFFEE BREAK	
4	11:00 - 11:30	How to organize .. Continued.	
5	11:30 - 12:00	Result of the two-year test period of the IEC 60617 in database form	