



Technical Committee No. 3 Documentation and graphical symbols

Unconfirmed minutes of the meeting held in Helsinki 1996-10-30

Present:

Chairman: Mr. J. Bodin (France)
Secretary: Mr. P.-Å. Svensson (Sweden)

COUNTRY

DELEGATES

CZECH REPUBLIC

Mr. J. Rymus

DENMARK

Mr. K. Jensen
Mr. Ib G. Jørgensen
Mr. R. Schulz

FINLAND

Mr. T. Viitanen

GERMANY

Mr. E. Abel
Mr. F. Reuter
Mr. M. Rust

Chairman SC3A
Chairman SC3B

ITALY

Mr. G. Chiarella

JAPAN

Mr. H. Ikeda
Mr. K. Asami
Mr. T. Kawano
Ms. M. Yonezawa
Mr. Y. Nakamura

Chairman SC3C

NETHERLANDS

Mr. F. Brigham
Mr. A. Gehner
Mr. F. van Noesel

Secretary SC3C

Secretary SC3D

NORWAY

Mr. J. Pettersen
Mr. E. Selvik
Mr. A. Fornalski

Secretary SC3A

UNITED KINGDOM

Mr. J. E. Charley
Mr. G. B. Nicholson
Mr. D. E. Radley

Chairman SC3D

Central Office

Mr. R. Cordelier
Mr. A. Maislisch

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1. Opening of the meeting

The Chairman, Mr. Bodin, opened the meeting and welcomed the delegates.

2. Approval of the Draft Agenda, document 3/488B/DA

The revised agenda was approved. Two items were added under " Other business ".

3. Confirmation of the Minutes from the Meeting held in London 1995-11-23, document 3/486/RM

The minutes were approved.

a) To discuss the report from the Secretary of TC3, document 3/499/INF

The Secretary commented briefly the circulated report.

Mr. Jensen asked about item 17 of the minutes. The Secretary said that " Terminology " is still under consideration, but the work has been delayed due to missing resources. It was suggested that the terminology document prepared earlier should be made available and maintained as a "standing document " on the WWW-server.

Decision (Helsinki 1/96): The work on terminology should be continued. The earlier prepared document should be updated and made available on a server.

The report was accepted.

4. Report from the Chairman of TC3

The Chairman of TC3, Mr. Bodin, commented on the following items:

- The "Beaver award" to the Secretary last meeting was mentioned in the IEC Bulletin and on the Web.
- He welcomed new members to the e-mail exploder from Japan
- The statistics on the supply of manuscripts for printing to the CO shows that we are doing quite a good job.
- No preparatory meeting was held this year.
- Regarding the Strategic Policy Statement (SPS): The workshop held the day before the TC3 meeting was only the beginning. Our work has to be more adapted to the situation and market needs. We have to meet the need and convince the NC's that they should join us in the work.
- Regarding overlapping activities:
 - We have to consider our Scope in relation to others. The Scopes need to be adapted so that inherent conflicts are avoided.
 - We have to meet the needs of the product committees, convince the National Committees that we do work in response to those needs, and consequently that the NC's should support membership.
 - Bringing conflict about Scopes up to the CA means that we have failed in clarifying the implementation of the respective needs of TC3 and product committees.
 - Our work has to be carried out on two levels. The technical work as a "product" committee is one task. Our second task is to make sure that our work is used by other committees. The NC's have also a double task. Marketing activities are needed.

5. Report from the Chairman of SC3A - Graphical symbols for diagrams - and relevant decisions

The Chairman of SC3A, Mr. Abel, presented his report, see Annex A.

He pointed out that the work on Task II will start after the publication of the Technical Reports 14617-1--5.

The Convenorship of 3A/WG1 is a problem: A new AC calling for a new Convenor and more members will be issued.

Comments and discussion:

Mr. Reuter asked: Who will take care of the electronic version of IEC 617-Ed. 2? This is not mentioned in the report.

Mr. Jensen asked: How will the comments to the NWIP Task II be treated? How will the guidelines for the WG1 be treated. They were supposed to be discussed at the SC3A meeting.

Mr. Abel responded that the WG needs no guidelines for the work on Task II. It is ordinary work. Guidelines will be needed only in connection with the 14617 TR's. Guidelines will be worked out when they are available. 6 months is then a reasonable time.

Mr. Jensen: What happens with part 617-1? Shall we start with CDV or FDIS? CDV seems to be preferred.

Mr. Reuter said that it is important that the rules of ISO/IEC 11714 and IEC 1286 should be taken into account as references in IEC 617-1.

Mr. Jensen added that nobody reads the references only, and that they therefore need to be mentioned in the text.

The Chairman noted that SC3A sees no need for the JWG10. Mr. Abel confirmed that there is presently no projects for it.

Mr. Reuter proposed that the maintenance of publication IEC 617 should be handled in a similar way as IEC 1360 is being dealt with in SC3D. These standards are comparable. The same procedure with respect to validation and maintenance of the data element type collection and the graphical symbol collection could be applied. This would result in a possibility to respond in a flexible way to market needs. We could discuss this in more detail after the report from SC3D.

Dr Radley said that this subject could be discussed in depth next year, and that SC3D will provide an informative documents describing the experiences until the meeting next year.

The Danish delegation supported strongly that this work is started as soon as possible.

Decision (Helsinki 2/96): TC3 supported that the possibilities to create data bases for symbols should be investigated, and that procedures similar to those applied for data element types should be considered.

6. Report from the Chairman of SC3B- Documentation - and relevant decisions

The Chairman of SC3B, Mr. Reuter, presented his report, see Annex B.

A document on tasks and duties of liaison officers should be circulated on TC3 level.

Comments and discussion:

Mr. Nicholsson noted with regard to 2.3, if not any Maintenance groups were set up, and that persons should be named. This was confirmed.

7. Report from the Chairman of SC3C - Graphical symbols for use on equipment - and relevant decisions

The Chairman of SC3C, Mr. Nakamura, presented his report, see Annex C.

Comments and discussion:

The Chairman noted that the handling of the welding symbols is a liaison question.

Mr. Brigham brought up the question to whom graphical symbols could be made available electronically? The symbols are now in a database. The contents has been provided from different sources. The data base is now subject the final editorial changes. It can be made available to anybody but is presently only used for the production of papers.

The National Committees want them. We are facing the copyright problem again and guidance in these matters are urgently needed.

The Chairman said that item 7 is important. A collective standards should be published as a TR or as an informative Annex to a standard listing a collection. In this case the collection seems to intended to be a standard and we would get double standardisation. The JTC1 document is on the CD stage.

Decision (Helsinki 3/96): The concerns about double standardisation (TC62) should be reported to the Committee of Action if no satisfactory arrangement can be found.

8. Report from the Chairman of SC3D - Data sets for libraries of electric component data - and relevant decisions

The Chairman of SC3D, Dr. Radley, presented his report, see Annex D and also introduced a meeting document 3(Helsinki/SC3B & SC3D)9, prepared by SC3B and SC3D.

Discussion of 3(Helsinki/SC3B & SC3D)9: Treatment of bilingual documents

The Chairman recommended to have rules for electronic files in addition to rules existing in the Directives for paper documents, then recalls the main advantages of bilingual documents:

The comprehension is improved when the reader can glance from one version to another on facing page. This is especially true for users who have neither French nor English as mother tongue. When preparing texts and owing to the different structures of the two languages, ambiguity is avoided and clarity enhanced. Translation into third language is facilitated. A bilingual document favours the global policy of the IEC.

As to electronic versions it seems that there are yet no written rules, but coping with electronic files is certainly a question to be considered and i.a.: functionality, interlacing, transmission format, revisable form, etc.

Mr. Maislisch said that IEC CO uses separate files for the language versions. It is only just before printing they are interlaced.

Mr. Reuter said that there are increasing difficulties among the editors. The directives do not consider the treatment of electronic versions. Resources and time delay is an increasing problem. The 2 month rule is a built in time delay.

The Chairman said that editing is a task which is shared between the Central Office and the experts of the National Committees which support the Secretariat, for instance, for IECTC1, the French NC considered the cost essential, but has accepted the situation

Mr. Pettersen said that we have produced bilingual versions for many years. Why has this been a problem now when we have better tools than ever before?

Mr. Selvik said that there is no reason to interlace the language versions. It is not an argument that we have been doing this for 90 years.

Decision (Helsinki 4/96): Regarding the handling of bilingual documents the meeting felt that some action should be considered, but since this subject was not listed on the agenda, no final decision could be reached. In the meantime:

- Guidance for the handling of electronic files should be sought from the Central office.
- Questions related to the tasks of the Secretariats should be handled through the involved National Committees

Regarding item 4h: Name and Scope

Proposal to change Scope of the Sub-Committee to comprise the whole field of electrotechnology (and not only electronic components), and to change (abbreviate) the Name accordingly.

Decision (Helsinki 5/96): TC3 approved the proposed modification of the Scope of SC3D. It also approved the new name: Data sets for libraries.

Dr. Radley: This change has no effect on the relation with TC93

Regarding item 4i: CA/A resolution 27/96

Dr. Radely presented the Dresden resolution, which he found ambiguous. As a solution he presented document 3D(Helsinki/Secretariat)10. Before the preparation of this document he had been in contact with the Chairman of TC93

Decision (Helsinki 6/96): TC3 approved the proposal for comments to CA/A resolution 27/96 presented in 3D(Helsinki/Secretariat)10. This proposal should then be sent to the Chairman of TC93 for approval and then sent to the CO as a joint proposal.

NOTE: This document has later been circulated as 3D/50/INF.

It was commented that there should be no difficulty to find a member of both committees that could work as observer.

9. Report from IEC/TC3 - ISO/TC184/SC4 JWG9 - Electrical applications of ISO 10303 - Product data representation and exchange - and relevant decisions, document 3/501/INF

Mr. Reuter presented the report, document 3/501/INF, that had been circulated close to the meeting.

The double standardisation issues was discussed. IPC and AP210 conflicts had been resolved at a recent meeting. With respect to EDIF there is still a conflict with AP210. There seems not to be any real interest from EIA or TC93 to get this harmonisation.

The report was accepted.

10. Report from IEC/TC3 - ISO/TC10 JWG10 - Joint Working Group on harmonisation of diagrams and graphical symbols for diagrams - and relevant decisions, document 3/498/INF

The report, document 3/498/INF, had been circulated and the Chairman asked for comments.

Comments and discussion:

Mr. Reuter asked if we could disband the JWG as there are no projects.

Mr. Fornalski said, with regard to the second paragraph, that we are not neglecting the agreement, we are following the decision from ca and TMB. ISO should publish the reports.

Mr. Jensen asked if this statement is was correct. There was an earlier decision, but there has been other decisions later: I remember when Mr. Åkerberg was honoured at the meeting in Paris, but has now been frustrated by politics.

Mr. Abel: The TR's will be published as soon as the French text is ready. When?

The Chairman: When this happens is not known. It is now a business for AFNOR.

Mr. Scholz proposed to disband the JWG10.

The Secretary said that this has to be done by both committees. Even if there are no projects on the list the JWG10 has still the co-ordination task. ISO/TC10 is still our most important co-operation partner.

Mr. Reuter missed a complete report on co-ordination matters

Regarding 6th paragraph on item designations, Mr. Selvik, as convenor of WG5, said that ISO comments had been taken account of. The 6th paragraph is not as appropriate as it could be.

Mr. Abel added that the list of members should be updated.

Decision (Helsinki 7/96): The task and activities of IEC/TC3-ISO/TC10 JWG10 should be clarified. The list of members should be updated. The continuation of JWG will be discussed again at the next meeting.

11. Discussion of the further handling of the report, document 3/484/INF, from IEC/TC3 - ISO/TC10 SJWG13 - Future standardisation needs in the field of documentation - and relevant decisions. Compilation of comments, document 3/489/INF

The Secretary reported on the actual situation. In addition to the document 3/489/INF there has been comments from Germany to assign priorities to the proposed action, presented as document 3B(Helsinki/Secretariat)7.

Decision (Helsinki 8/96): The report, document 3/489/INF, should be updated and then published.

12. Discussion of the Draft Strategic Policy Statement, document 3/491/INF.

As most of the delegates had been present at the Workshop on this subject 96-10-29, this item was not further discussed at this meeting. A listing of issues brought up at the work shop are found in Annex E.

3/502/RM

Decision (Helsinki 9/96): The Strategic Policy Statement shall be updated based on the result of the workshop.

The Secretaries of the SC's will present their proposals in the middle of November, and the compiled version ought to be available at the end of November.

13. Discussion of the experiences of the use of e-mail, ftp and WWW, document 3/495/INF

The Secretary introduced the document 3/495/INF and asked for comments. He mentioned also that following a decision by the CA in Dresden, a task force will be set up to prepare a "Guide for the use of electronic tools".

Comments and discussion:

Mr. Reuter suggested that we should have a list of NC's that have possibilities to use the web.

Mr. Maislisch told that there is now an ftp and web server in Geneva. TC's will get the possibilities to use these facilities. The management of the information on the server need to be distributed to the technical committees. Within 2 months such possibilities will exist.

Mr. Abel said that the needs for software need to be specified in the guide.

Mr. Bodin asked for the minimum requirements for the use of e-mail?

Mr. Brigham noted that ftp-mail is not treated in the document.

Mr. Ikeda said to that that it is an old fashioned method, but it works and that he should distribute the description on the exploder.

Mr. Bodin suggested to introduce a rule so that the subject line is systematically used to in order to inform the receiver, in message form language, about the content of the document: id-number, coding type, size, etc.

Mr. Ikeda added that the subject line may be extended.

Mr. Bodin proposed to add information in the Document Dispatch Advice Notice from the Central Office about when the document being circulated was available on the server and under which address. This will show the receiver of the paper documents that the electronic versions are available weeks earlier.

Decision (Helsinki 10/96): Circulate an amendment to the document 3/495/INF with additional guidelines on ftp-mail and the use of the subject line.

Decision (Helsinki 11/96): Give the CO information on URL and date to be included on the DDAN.

14. Review of liaisons with other bodies (not already covered)

a) IEC TC16 Terminal markings and other identifications [Liaison officer: Mr. J. Pettersen], document 3/493/INF

Mr. Pettersen presented his report, document 3/493/INF. and mentioned especially that

- TC 16 has meetings very rarely.
- In IEC445 PEN introduced.

- IEC446 weakened. It may be difficult to interpret.
- IEC391 is withdrawn.

Mr. Pettersen is also liaison from TC3 to TC16.

Mr. Rymus said that the withdrawal of IEC391 is of interest to SC3B as it is referenced in IEC 1082. This should be marked in National standards.

Mr. Pettersen commented that the withdrawal was based on a questionnaire.

The report was accepted.

b) IEC TC44 Safety of machinery - electrotechnical aspects [Liaison officer: Mr. T. Viitanen]

Mr. Viitanen reported, and mentioned that:

- IEC 204-2 has been cancelled. IEC 204 now refers to IEC 1346-1.
- IEC204-1 will be distributed as FDIS soon. We are concerned about the lack of reference to IEC 1082-x in the proposed FDIS.

There is a meeting of TC44 groups in December. Mr. Viitanen will raise the question on why there is no explicit reference to IEC 1082.

Decision (Helsinki 12/96): TC3 supports that explicit references to IEC 1082 should be introduced in IEC 204-1.

c) IEC TC52 Printed circuits [Liaison officer: Mr. F. van Noesel], document 3/500/INF

Mr. van Noesel presented his report, document 3/500/INF.

The report was noted without comments.

d) IEC TC65 Industrial-process measurement and control [Liaison officer: Dr. H. Fischbeck], document 3B/191/INF

This report, document 3B/191/INF had earlier been presented to SC3B. There were no additional comments. Mr. Reuter accepted to be informal liaison officer to TC65.

e) IEC TC93 Design automation [Liaison officer: Mr. F. Reuter], document 3/496/INF

Mr. Reuter presented his report, document 3/496/INF.

Mr. Reuter drew attention to a NWIP for a standardised reference model for connectivity, based on an old document from 1988, in its turn based on CFI activities. A good idea, that should be supported. It should be extended to serve connectivity also in other context than electricity.

The report was noted without further discussion.

f) ISO TC10 Technical drawings, product definition and related documentation, (document 3/498/INF)

The report, document 3/498/INF had been discussed earlier. There were no additional comments

g) ISO TC184/SC4 Industrial automation systems: External representation of product definition data [Liaison officer: Mr. R. Nerke], document 3/497/INF

The report, document 3/497/INF had been discussed earlier in SC3B. There were no additional comments.

h) ISO/IEC JTC1/SC2 Coded character sets [Liaison officer: Mr. F. Reuter], document 3B/190/INF

Mr. Reuter presented his report, document 3B/190/INF.

Mr. Reuter reported that nothing has been done with regard to our questions.

Decision (Helsinki 13/96): The Secretary shall write a formal letter to the Chairman of JTC1/SC2 on our concerns.

i) General on liaisons

The situation is not totally satisfactory. The liaison officers should be mutually agreed on between the committees.

The establishment of formal liaisons requires causes lot of document exchange. We prefer a simpler form of liaison with a person that is member of both committees and therefore naturally gets the documents from both committees. Such a liaison could be noted in our SPS.

Decision (Helsinki 14/96): A description on the role of the liaison officers should be prepared. It should be communicated to the other committees in order to get the liaison officers mutually agreed.

15. Review of the organisation of TC3 with Sub-Committees and Working Groups

Decision (Helsinki 15/96): The document on the organisation of TC3 with SC's, including the slide, should be updated and circulated.

16. Review of the Programme of work, document 3/492/PW

Mr. Reuter informed that ISO/TC184/SC4 had decided that AP220 should be deleted from the Work programme due to lack of funding.

17. Other business

a) To discuss the Structuring of comments on committee drafts, document 3/494/INF

The Secretary presented document 3/494/INF.

Decision (Helsinki 16/96): TC3 recommended that the rules contained in document 3/494/INF should be tried. We are not in a position that we can order the NC's to follow the rules.

It was proposed that line numbering should be used. This was not accepted.

b) To consider the use of keywords (descriptors) on standards publications

Keywords (descriptors) will be introduced in TC3 documents according to decision at the CO. All publications within TC3 and SC's should be provided with keywords/descriptors.

c) Honouring of Mr. K. Jensen

The Chairman honoured Mr. Kristian Jensen from Denmark, which is going to retire at the end of 1996. He has been a very appreciated member of the committees and in the working groups for a long time. He has been not only technically competent but also been very interested in other persons and cultures and carries therefore all signs of being an IEC gentleman.

Mr. Jensen was given a present from the members of the committee.

d) "Working like a beaver"

The Chairman gave the word to Mr. Reuter, who introduced receiver of this years award "Working like a beaver": Mr. H. Ikeda, for his extraordinary work in connection with the introduction of IT-tools in the work of the committee. The web site at Chiba University is by many considered to be in of the best run among the standards communities.

This award will be made known in the IEC Bulletin.

18. Date of next meeting

The next meeting of the TC and its Sub-Committees will be held in connection with the General Meeting in New Delhi during the period 13^h to 24^h October 1997.

The time requirements were fixed as follows:

- 3A 2 days (no WG meeting)
- 3B 2 days (no WG meeting)
- 3C 3 days + 1 day WG meeting
- 3D 1 day + 2 days WG meeting
- TC3 1 day

Sequence: 3C, 3C, 3C//3B, 3B, 3A, 3A//3D, TC3.

Preferably laid out as follows:

Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
		3C	3C			3C				
						3B	3B			
								3A	3A	
									3D	
										TC3
	Opening			SecrFor					Pres For	

A preparatory meeting with Chairmen, Secretaries and WG Convenors will be held in Rome week 712.

19. Close of the meeting

The Chairman thanked the Secretary for the work done and the Finnish National Committee and SESKO for the arrangements for the meetings, especially Mr. Viitanen.

The meeting was then closed.

ANNEX A
Report from the Chairman of SC3A

1. New Publications

issued	IEC 617-2.-11, 2 nd edition (1996)
being published	IEC 617-12, 3 rd edition (199X): Binary logic elements (based on 3A/407/FDIS and 3A/431/FDIS)
	IEC 1734 TR3, 1 st edition (199X): Application of IEC 617-12 and -13 (based on 3A/376/CDV)

2. Active Working Groups

3A/WG 1: Revision IEC 617-2 through 617-11 (Task II)

Acting Convenor: Mr. K. Jensen, Denmark

Administrative support to the Convenor: Mr. A. Fornalski, Secretary SC 3A

Ref. 3A/442/WG (Membership)

Situation: see 3A/459/INF (Report of the Convenor)

3A/WG 2: Graphical symbols for information processing

Convenor: Mr. G.K.F. van der Woud, Netherlands

Ref. 3A/417/WG (Membership)

Situation: see 3A/447/INF (Report of the Convenor)

IEC/TC3-ISO/TC10/JWG 10

As the task from SC 3A given to the Joint Working Group of IEC/TC3-ISO/TC10 is already accomplished, the SC 3A recommends to disband this JWG or adapt its scope accordingly. The necessary formalities shall be cleared with the Central Office.

3. Actual Situation in the Secretariat of SC 3A

The nomination of Mr. K.-H. Topp as Assistant Secretary has been withdrawn by the German National Committee since his task has been finished with the second edition of IEC 617.

The delegates have expressed their thank to Mr. Topp for his excellent work especially in connection with the preparation of the manuscript for IEC 61 7-series, edition 2, in an electronic format.

Because of retirement by the end of the year of Mr. Jensen, the Convenor of WG 1, the worry was expressed by the Danish delegates on the future work of this WG. The new convenorship should be regulated as soon as possible, especially in connection with the withdrawal of Mr. K.-H. Topp as Assistant Secretary. This may cause the huge amount of work in the Secretariat which is dangerous for SC 3A.

4. Time schedule towards common ISO-IEC standard on graphical symbols

A time schedules developed since the Makuhari meeting was shown giving evidence that the delay of the common work results from ISO-side. We are waiting for a long time for publication of the Technical Report in ISO for Parts 1 to 5 of ISO14617. The work in SC 3A should start after publication of the ISO Technical Report. In the meantime the monitoring of the ISO work is allocated to WG 1.

A guideline concerning the monitoring and conversion of the Technical Report will be prepared by the Chairman and the Secretary in about six months.

5. Work under development

3A/407/FDIS	Revision of IEC 617.12, 2 nd edition (1991); WG 2 *)
3A/431/FDIS	Amdt to IEC 617-12: 2 nd edition (1991): Complex elements; WG 2 *)
3A/432...441/NP	Amendments to IEC 617-2.11, 2 nd edition (1996); WG 1
3A/458/CD	New symbols (bus coupling) for building installations; DE NC
3A/460/CDV	TR Mnemonics for integrated circuits; WG 2
3A/461/NP	Amendment to IEC 617-12, 3 rd edition (199X); WG2 **)

*) to be published in IEC 617-12, 3rd edition (199X)

***) to be published in a future merged edition of IEC 617-12 and -13

6. Programme of work of SC 3A

The Programme of work will be updated by the Secretary of SC 3A taking into account the decisions taken at the meeting in Helsinki.

A revised copy of the Programme of work shall be delivered by the Secretary to the Central Office within one month in order to update the data base.

7. Personal affair

In connection with the retirement of our friend Mr. Kristian Jensen I ask TC 3 to honour him on behalf of the TC 3 and its Sub-Committees for the very long and effective co-operation and engagement in the international standardisation for documentation and graphical symbols.

ANNEX B
Report from the Chairman of SC3B

Since the last meeting in London in 1995 and including the Helsinki meeting, the following results have been reached.

1. ISSUES DEALT ON 3B(Secretariat) LEVEL

1.1 Status of documents handled by the Central Office:

IEC 1082-1 Preparation of documents used in Electrotechnology Part 1: General requirements Amendment 2 to IEC 1082-1:	-PUB:96
IEC 1082-4 Preparation of documents used in Electrotechnology Part 4: Location and installation documents	-PUB: 96
IEC 1346-1 Structuring principles and reference designation Part 1: Structuring principles and construction of designations	-PUB: 96
IEC 1346-4 TR Discussion of concepts dealt with in IEC 1346 - Structuring principles and reference designation	-APUB: 95:11
IEC 1355 Classification and designation of documentation for plants, systems and equipment	- FDIS 96-09
IEC 1666 Identification of terminals in systems	-FDIS: 96-10
IEC 11714-2 Design of graphical symbols for use in the technical documentation of products Part 2: Specification for symbols including symbols for a reference library	-FDIS: 96-11
IEC 11714-3 Design of graphical symbols for use in the technical documentation of products Part 3: Classification of terminals, connect nodes and networks	-FDIS 96-11

1.2 NWIP's handled by the SECRETARIAT:

None

2. ISSUES DEALT WITH ON WG LEVEL:

2.1 WG1 - Preparation of function charts for control systems

WG 1 has been disbanded due to lack of resources in this WG for the proposed revision of IEC 848.

2.2 WG2 - Computer-aided design aspects on documents and documentation

No item at the WG level. WG2 has finished its assigned projects. It was not disbanded, as it was the wish of the committee to keep WG 2 entrusted with general co-ordination matters with respect to IT applications and co-ordination within TC 3.

2.3 WG4 - Documentation of power and control systems for plants

WG4 has been disbanded due to the completion of its tasks.

2.4 WG5 - Structuring principles and item designation

WG5 has been disbanded due to the completion of its tasks.

2.5 JWG7 - Instructions and manuals

Distribution of 3B/2O2/CD: Preparation of instructions and manuals

After preparation of this document sent out for commenting the JWG7 has been entrusted to identify relevant SGML document type definitions (DTD) which may serve as template for the preparation of the above document types for users in industry.

After the evaluation of existing DTD throughout industry, and depending on the resources available at that time, it will be decided whether an existing SGML template will be adapted or whether a new DTD needs to be developed.

2.6 WG8 - Preparation of parts lists

This WG has been recently installed with the Secretary as acting Convenor and has started to work on the assigned project. Work together with ISO/TC10 has started.

2.7 JWGI2 - Letter codes for reference designations

The first CD of IEC 1346-2 Structuring principles and reference designations - Part 2: Letter codes has been recently published. - CDV: 3rd Q. 97

Work on IEC 1346-3 Structuring principles and reference designations - Part 3: Application guidelines has started. - CD: 2nd Q. 97

2.8 WG14 - Revision of IEC 848

Alter difficulties finding a Convenor, the WG will start the first revision of IEC 848 including the proposed amendments produced by the previous WG 1.

3. STRATEGIC POLICY STATEMENT

The proposed changes of the SPS based on the Workshop meeting of IEC TC3 will be incorporated.

4. CO-ORDINATION

The following items have been dealt with being of interest also to other Sub-committees:

- SC3B decided to identify duties and rights of liaison officers.
- Already during the Makuhari meeting a co-operation procedure with ISO TC 10 was forwarded via EC TC3 as a common proposal. No official feed back has been received
- Documents dealing with revisions of publications to which reference is made in IEC SC3B standards should be distributed for comments with in SC3B. This action item left from the Makuhari meeting in 1994 will result in a list be set up identifying those items of interest to SC3B. CO will be also asked to provide a list.

- ISO documents which are referred to by IEC/SC3B standards will be listed up, and attention will be given to those committees with the request to notify SC3B with respect to possible updates, revisions and related matters.
- IEC CA and ISO TMB have formerly decided about responsibilities of publication concerning parts of the 10303 (STEP series). Projects run in JWG9 have been assigned to ISO (Part 210) as well as to IEC (AP 212). This leads now to a confusion which directives need to be followed. As Part 212 is waiting for distribution, a decision is urgently needed taking into account the decisions of the CA at the Dresden Meeting.

The Dresden result concerning common procedures will give not the needed relief to the situation. Unless there is no harmonisation between the different procedures of IEC and 150 difficulties will further continue.

5. OTHER BUSINESS

The following items have been discussed during the SC3B meeting being of interest to other committees:

- During the previous meetings in Rotterdam and Makuhari a decision was taken to request the CO to promote the use of e-mail among WG members, Committees and its Sub-committees, CO and the NC's.

An inquiry within 5038 resulted that all participants of the meeting in Helsinki, except the delegate from the Czech Republic, have access to e-mail and the Word-Wide-Web. All delegates could access the IEC/TC3 server in Chiba downloading the latest documents.

- The mayor obstacles using e-mail and WWW services are found at the premises of the National Committees. Therefore an request has been forwarded to the CO in the beginning of October 1996 to provide an actual overview, which National Committees of IEC/TC3 are reached via e-mail and which ones have access to WWW.

National committee members are therefore kindly requested to ask their NCs to install such services.

Only the installation of such services at each NO or its authorised representative(s) would allow a continued speed-up of distribution of documents.

- It was decided to prepare for each new project a project description. This one-page document is planned as marketing instrument to attract interest in industry and participation. The document is based on a structure co-ordinated with the marketing department of the IEC CO. It is planned to put such documents also on the server.
- The possibilities of marketing SC3B results on regional or national level incorporating the possibilities of IEC, have not been discussed due to lack of time. A separate task force should be entrusted with such matter.

ANNEX C

Report from the Chairman of SC3C

Main results since last meeting in London:

1. Publications

Supplement "O" to IEC 417 containing 19 new graphical symbols in the fields of interconnection of video equipment and domestic appliances has been published.

The symbols for welding equipment (3C/294/DIS) have not been published because the specific questions raised at the London meeting have not yet been answered by ISO/TC44/SC4 - IEC/TC26 JWG2.

2. FDISs

Symbols 5232 / 93, 5582 Pr, 5584 Pr and 5639 Pr were approved. They will be published in Supplement P and also included in the revised IEC 417. Symbol 5641Pr was not approved because some countries considered it to be a safety sign. An ad hoc working group proposed a modification of the text to make clear that the symbol is concerned with possible malfunction of the equipment and not with the safety of the end user. The symbol with the modified text will be circulated as a CDV.

3. Committee Drafts

- 3C/330/CDV: Symbol for functional movement, 5628 Pr
- 3C/331/CDV: Graphical symbols for safety related applications (5216 Pr and 5638 Pr)
- 3C/332/CDV: Symbol 5640 Pr "Main wash (dishwasher)"

The above symbols were approved for circulation as FDISs.

- 3C/334/CD: Graphical symbols for special timer functions
- 3C/335/CD: Symbol 5775 Pr "Disconnection from supply source" and modification of application texts for symbols 5007, 5008, 5010 and 5011

The above symbols were approved for circulation as CDVs.

- No progress has been made with the following projects due to outstanding contributions:
- Graphical symbols for use on data processing equipment, 3C/302/CD
- Draft for CDV to be supplied by SC62A/WG5.
- Symbols for tumble dryers, 3C(Central Office)195
- Draft for CD to be supplied by the German National Committee.

Note - these symbols are part of a previously approved project, but the project was deleted from the work programme when the other symbols in the DIS were approved.

4. New Work Item Proposals

One NP has been circulated since the London meeting, 3C/338/NP "Graphical symbols tropic and subtropic proof". The closing date for voting is 31st October.

Insufficient background material was supplied with the NP, for example, it was unclear for which type of products the symbols are intended and tropic/subtropic proof were not defined. In future national committees will be asked to provide the necessary background information on the intended users and context of use.

5. New structure of IEC 417

A meeting of WG1 took place in Vienna in June 1996. All symbols are now available in electronic form. However, some final inconsistencies remain with regard to both the graphical representations and texts. A further meeting of WG1 will not be necessary but various activities must still be carried out including correcting the most critical inconsistencies, checking the dimensions of all the graphical representations and updating the French version of the alphabetical index.

It was agreed that the deadline for further editorial changes would be the end of December 1996. The content would then be "frozen" and the Secretary would concentrate on the preparation of the documents for circulation together with Central Office. The FDISs should be circulated by May at the latest.

6. JWG IEC/SC3C - ISO/TC145 JWG11 "General principles for graphical symbols for use on equipment"

A meeting of JWG 11 took place in February 1996 and revised drafts of Parts 1 and 2 of the new joint standard were agreed for circulation as a 3^d CD. However, neither of these parts was ready by the agreed deadline and the next meeting of the JWG will have to be postponed

The Secretary announced his resignation as Convenor of the JWG. As no-one in SC3C volunteered to become the new Convenor, a request will be sent to National Committees for nominations.

7. Comments

- ISO/IEC JTC1/SC18/WG9 "Graphical symbols for office equipment"

The planned collective standard ISO/IEC 13251 containing both ISO and IEC graphical symbols raised great concern for two reasons.

Firstly, symbols from IEC 417 should not be published in other standards. The document should be a Technical Report. It was decided that the matter should be reported to the Committee of Action with the request to take appropriate action.

Secondly, the document contains new graphical symbols consisting of elements taken from graphical symbols in IEC 417 and intended for a similar field of application, but with ISO 7000 registration numbers. Not only has there been no discussion or co-operation with IEC SC3C but the procedure by which the symbols were approved and registered in ISO 7000 is totally unclear.

- **Availability of the content of IEC 417 in electronic form**

The Secretary has been asked to provide extracts from his database (both texts and electronic drawings of the symbols) to National Committees. So far, this has been limited to committees which contributed to the preparation of the new IEC 417. However, it is uncertain how future requests should be dealt with.

ANNEX D
Report from the Chairman of SC3D

Report from SC3D and relevant decisions

1. Membership SC3D (according to the IEC Directory of August 1996):

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

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

2. Working Groups

2.1 Membership:

The composition has not been changed since the London meeting. Six P-members: BE, DE, JP, NL, UK, US (by correspondence only) have nominated experts for both Working Groups.

2.2 WG1

scope: unchanged

2.3 WG2

scope: unchanged

2.4 WGI and WG2 meetings

Three meetings since the London meeting, Eindhoven February and June 1996 and Helsinki October 1996. From these meetings informal notes from the convenor are available on demand.

At the first meeting since London it became clear that the interaction between both working groups is so heavily, that it was decided to have for the time being a joint meeting of both working groups.

Based on a new working draft, presented by the UK, a restart was made in the field of the classification of packages. Contributions from Germany and the Netherlands were also incorporated.

From this work a number of request were generated to extend the IEC1360 series of standards. These request were discussed in combination with the requests presented in the NWIP, document 3D/45/RVN. No draft paper is yet available.

2.5 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 in January 1996 Dallas, June 1996 Kobe and October 1996 Toronto.

During these meetings the last editorial adaptations in the common EXPRESS information model were made. The issue of the FDIS of IEC 1360-2 has been slipped a little bit due to STEP integration procedures at the ISO side, and the need for a French translation at the IEC side.

The French text the bilingual version still has to be composed. We still expect to issue this FDIS later this year. The EXPRESS text within this standard is an exact copy of the text as is presented in the ISO DIS 13584-42 of ISO/TC184/SC4/WG2. In that document the EXPRESS model has been added as informative Annex, while a reference is made to IEC 1360-2.

3. Committee drafts

3.1 1360-1:

A NWIP was issued with amendments/extension to IEC IS 1360-1 as document 3D/41/NP. The voting was positive, document 3D/45/RVN, and working group 1 started to work on these topics. The working groups works towards the issuing of a CD late 1997.

3.2 1360-2:

The second version of the Common EXPRESS dictionary schema was circulated as document 3D/38/CDV. The voting result was positive, voting document 3D/43/RVC. The adaptations in the CDV are editorial. It makes the document better readable (see clause 2.5).

3.3 1360-4:

The committee draft for voting, document 3D/40/CDV, met a positive voting document 3D/45/RVC. The FDIS has been issued as document 3D/48/FDIS. The voting ends December 15th, 1996.

4. Results SC3D meeting, October 28th, 1996

4a. It will be investigated for methods for handling graphics in a more enhanced way like e.g. in the WWW environment with html, where pointers are given to files with indication what reader should be used to read the graphics. This is a change from the position of last years meeting.

4b. It was noted that there exists an urgent need to deal in a simpler way with the French language in CDV FDIS and IS. The topic has been discussed in depth. No need is seen why to treat French in a different way than other languages. In close co-operation with SC3B a green paper has been prepared for the coming TC3 meeting document 3(Helsinki/SC3B&SC3D)8.

4c. A draft business plan of CODUS Ltd. has been discussed and amended by the working group. It is the basis for submission to the IEC Council which is needed according to the IEC rules for establishing a maintenance agency.

Mr. Radley notes the current situation. A draft data base implementation has been made. In co-operation with Siemens methods are developed to accept new data element types for the dictionary (a WWW tool based on html, and a MS Word template). The interface between the maintenance- and validation agency is supposed to be electronically.

The CODUS plan aimed for a full operation in June 1997.

4d. The validation groups has to be set up. It was agreed that the secretary and the chairman would produce a draft request to be issued via an administrative circular, which also should be send to ACET. It is proposed that in parallel also a specific letter will be send to the secretaries of the committees involved.

4e. After consultation of Mr. Maislisch (Central Office), the marketing committee of EC has already on its agenda an item like 'how to distribute electronic versions'. It was decided to recommend to the Central Office to publish 1360-4 along with a diskette containing the annexes of 1360-4 as PDF files as a bundled version.

4f. WG1 will continue work, built a classification scheme for component geometries in parallel with 1360-4 coding. In this area the EIA POP-iOO and ASPECT work has to be considered. A representation of the USA within the group would make life much easier in this sense. The committee expects to issue a first draft at the end of 1997, if possible before the New Delhi meeting.

4g. The WG2 activities decline except for the validation work. Main task on short term is how to set up the validation working groups and how to get these working. It was discussed to convert the WG2 into a maintenance team. As the consequences (new voting, memberships etc...) of this move are unclear, it was decided that before doing so these topics have to be clarified. For the time being the work of WG2 continues as SC3D WG2.

4h. The meeting agreed on the general statement to stretch the scope of SC3D, being a horizontal committee, to the whole range of electrotechnology. If new work arises which possibly require new expertise, possibly a new working group has to be erected to cover those works. This implies that the scope and title of SC3D has to be adapted.

Proposals to TC3:

new title: Data sets for libraries.

new scope: To prepare for the electrotechnical and related fields, regarding methods and rules associated with the handling of information in computer sensible form, referring to:
definition of data element types and data sets for use in information models and technical documentation, and for exchange of technical information.

4i. The resolution Dresden 27/96 was discussed intensively. It was stated that the text is very ambiguous. The chairman explains the situation and what steps have been undertaken. The WG1&2 meeting has, based on information from Mr. Cordelier, prepared a paper.

Currently it seems that currently four times is suggested to work on harmonisation between TC93 and SC3D:

- at the ACET meeting 1996 it was decided to set up a harmonisation group;
- at the Dresden meeting it was decided to set up a sector board;
- at the TC93 Copenhagen meeting it was proposed to set up a Joint working group between the two committees; and
- at the SC3D Helsinki meeting it was proposed to set up a liaison group.

Nothing has happened however up to now.

The proposal of SC3D was tabled, document 3D(Helsinki/secretariat)10. A long discussion followed. As the paper is of more importance than just a green paper, Mr. Cordelier advised to attach this paper as annex to the minutes of the meeting of SC3D. Parallel it was advised to send the document to the CO to be circulated as informative document, document 3D/****/INF. It was decided to do so.

4j. Several (non IEC) projects want to use 1360-4 data in computer sensible form. At this moment it seems impossible; when the maintenance agency is in function the problems seem to be solved. Mr. Cordelier is willing to assist in following the correct procedures to have the maintenance agency installed. (comment on letters etc.)

He indicates also that the liaison possibilities are extended within IEC. So a liaison with organisations like OFI, CIREP etc. are possible. If wanted SC3D has to ask formally for a liaison of type D with CFI and CIREP.

5. Relations

5.1 Established contacts were continued. The new contact with ISO/TC184/SC47 WG2 'Part Libraries' was intensified and has resulted in a for the common EXPRESS information model.

5.2 The efforts given to have the SC3D work (DET definitions) accepted as one of the basis for the

creation of a dictionary within the CFI ECIX (former Pinnacles) project are delayed due to problems around the availability of computer sensible versions of IEC 1360-4.

5.3 SC3D aims for new official liaisons to be established with CFI/EX (former Pinnacles) and the European project CIREP.

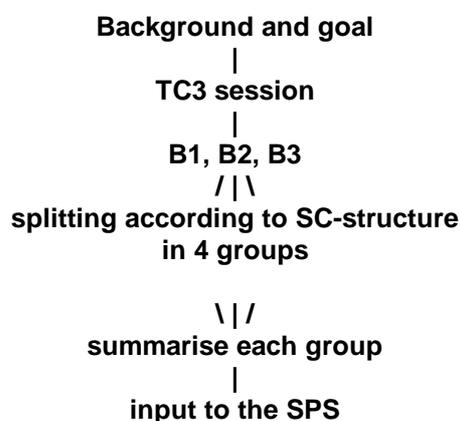
ANNEX E
Brief results of the Work shop on the Strategic Policy Statement

The Chairman of TC3, Mr. Bodin, introduced the Work shop and the aim, and said that the Strategic Policy Statement can be used as an efficient tool for marketing of the work in the committee, provided that it focuses on user needs and that it is written simple and easy.

The Secretary, Mr. Svensson, proposed how the work was intended to be carried out. As a basis for the work was the present guidelines for structuring used and also document 02/904/ proposing rules for improvement. The work focused on section B of the SPS:

- B Environment
 - B.1 Business environment
 - B.2 Market demand
 - B.3 Trends in technology and trade

First there should be a common brain storming session with the entire group, where ideas were to be created in 5 areas:



The discussion should be positive, not focusing on the problems. However, the problems needs to be addressed, so it might be necessary to address also the problems in this work-shop. Put the problems in a positive way. Problems shall not stop our work.

It was understood that the SPS requires a lot more information than before, and it is not possible for this work-shop to end up with a final SPS, but only the headlines that should be detailed at a later stage.

It was felt that the requirement for a summary was missing in the document 02/904. The summary is needed for external marketing.

The following is a slightly edited listing of the result of the TC3 session. The issues marked in ***bold/italic*** were considered to be the most important.

The results of the subsequent sessions with the different Sub-Committees are incorporated in the circulated Strategic Policy Statement (document 02/1002/RCA).

B1. Business environment

IEC internal issues

1. Production of documents at low costs due to competition on a world-wide arena
2. Improve the image of documentation
3. Documents easy to read and use
4. Multimedia documentation
5. Free access to IEC database
6. Free access to working documents
7. Open the work process
8. Low-cost participation possibility
9. Make use of stage 0 (before NWIP)
10. Need for non-expert participation in the work
11. Take account of direct feed-back from users
12. Search for feed-back
13. Identify personal project leader (broader contacts)
14. Need for a project oriented approach
15. Flexibility, reaction and maintenance

External issues

1. Documentation is part of a product.

2. Documentation cost is approx. 10% of product
3. Internationally standardised codification reduces cost
4. Public access to documents via networks
5. Education of maintenance and other people is needed, and the education level raises
6. No assumption of skilled people
7. No assumption of document standards

8. Information technology changes ways of working

9. Low price access to international networks
10. Public / Consortia / Private funding
11. Working documents is not standards
12. Stronger requirements on safety documents
13. TC3 products are intended for product committees for references
14. TC3 products are intended for the general public
15. Computer exchange more and more important (computer sensible information)

16. Multidisciplinary environment

17. More precise requirements
18. Reuse of information
19. Reuse of documents

20. Integration and harmonisation of information (and documents) from different sources

21. Focus on the needs for the whole life-cycle
22. Libraries (of all kinds of modules)

23. Information technology and documentation are closely linked

24. Time to market

B.2 Market demand

1. Cost of documentation compared with cost of production loss
2. Documentation (standardised) simplifies education
3. Unknown fall-outs
4. Implementation (use) of standards in industry
5. Marketing of the use of standards

Which are the customers?

1. "man in the street"
2. Technical experts in design
3. Technically skilled persons in "industry"
4. Members of product committees
5. Educational area

Who are today active participants in standards work of TC3?

1. Technical experts in design
2. Technically skilled persons in "industry"
3. Members of product committees
4. Educational area

Who should participate more in the standards work?

1. Consumer organisations (at low cost of participation)
2. Other standardisation organisations, governments and affiliated organisations

Where are the TC3 standards used?

1. Used in Europe
2. Less used in Asian region (except Japan) and South-America
3. Even less used in North-America

Competing standards

- ANSI
 - IEEE
 - EIA
 - ISA
 - JEDEC
-

ANNEX F
List of decisions

No.	Item	Decision	Action by
1	3 a)	The work on terminology should be continued. The earlier prepared document should be updated and made available on a server.	3 Secretary
2	5	TC3 supported that the possibilities to create data bases for symbols should be investigated, and that procedures similar to those applied for data element types should be considered.	All Secretaries
3	7	The concerns about double standardisation (TC62) should be reported to the Committee of Action	3 and 3C Secretaries
4	8	Regarding the handling of bilingual documents the meeting felt that some action should be considered, but since this subject was not listed on the agenda, no final decision could be reached. In the meantime: Guidance for the handling of electronic files should be sought from the Central office. Questions related to the tasks of the Secretariats should be handled through the involved National Committees	3 Secretary
5	8	TC3 approved the proposed modification of the Scope of SC3D. It also approved the new name: Data sets for libraries.	3 Secretary, CO
6	8	TC3 approved the proposal for comments to CA/A resolution 27/96 presented in 3D(Helsinki/Secretariat)10. This proposal should then be sent to the Chairman of TC93 for approval and then sent to the CO as a joint proposal.	3D Secretary
7	10	The task and activities of IEC/TC3-ISO/TC10 JWG10 should be clarified. The list of members should be updated. The continuation of JWG will be discussed again at the next meeting.	3 Secretary
8	11	The report, document 3/489/INF should be updated and then published.	3 Secretary
9	12	The Strategic Policy Statement shall be updated based on the result of the workshop.	All Secretaries
10	13	Circulate an amendment to the document 3/495/INF with additional guidelines on ftp-mail and the use of the subject line.	3 Secretary
11	13	Give the CO information on URL and date to be included on the DDAN.	All Secretaries
12	14 b)	TC3 supports that explicit references to IEC 1082 should be introduced in IEC 204-1.	Mr. Viitanen, 3 Sec.
13	14 h)	The Secretary shall write a formal letter to the Chairman of JTC1/SC2 on our concerns.	3 Secretary
14	14 i)	A description on the role of the liaison officers should be prepared. It should be communicated to the other committees in order to get the liaison officers mutually agreed.	3 Secretary
15	15	The document on the organisation of TC3 with SC's, including the slide, should be updated and circulated.	3 Secretary
16	17 a)	TC3 recommended that the rules contained in document 3/494/INF should be tried. We are not in a position that we can order the NC's to follow the rules.	National Committees

ANNEX G
List of meeting documents

3(Helsinki/	Title	
/Secretariat)1	List of participants	
/Secretariat)2	List of documents	<i>Annex G</i>
/SC3A)3	Report from the Chairman of SC3A	<i>Annex A</i>
/SC3B)4	Report from the Chairman of SC3B	<i>Annex B</i>
/SC3C)5	Report from the Chairman of SC3C	<i>Annex C</i>
/SC3D)6	Report from the Chairman of SC3D	<i>Annex D</i>
/Secretariat)7	Additional German comments on document 3/484/INF	
/SC3B&SC3D)8	Treatment of bilingual documents	<i>3D/50/INF</i>
