Accredited Standards Committee*
X3, Information Processing Systems

X3 Doc:	X3/94-0034 O

	ACTION REQUESTED	

Date: January 13, 1994

Date Due: April 20, 1994
Reply to: Daniel Arnold
(202)626-5747

To: Mr. John Lohmeyer - **FOR TRANSMISSION TO THE MEMBERS OF X3T10**

From: Daniel Arnold, Manager of Membership Services

Subject: **CALL FOR VOLUNTEERS** - X3T10, Lower Level Interface
Chairman X3T10

Welcome to the community of Accredited Standards Committee X3, Information Processing Systems. Your new technical committee is part of the organization of X3 (organizational chart attached) and will be operating under its approved procedures. The X3 Secretariat staff will make every effort to facilitate your understanding of the procedures and to assist you in the administrative start-up activities. One of your first administrative responsibilities is to identify volunteers for the officer position listed above. These candidates must meet certain criteria and be subsequently approved by OMC.

This letter formally requests volunteers for the position of Chairman. In order to allow each member of X3T10 an opportunity to serve in this capacity, we are issuing this call for volunteers to close on **April 20, 1994.**

Any member of the X3 Subgroup is welcome to volunteer to serve. Before one considers doing so, however, the commitment in time and responsibilities should be considered. Officers must actively support the administrative structure that ensures due process to all participants, assists in reaching consensus and protects the accreditation of the entire system.

In the event of two or more individuals applying for the position, an *advisory* 30-day letter ballot will be issued to the X3T10 committee members so that they can vote on which candidate they prefer fill the position. The results of the ballot will be forwarded to OMC for consideration on the final approval ballot.

The X3/SD-2, *Organization, Rules and Procedures of X3*, generally describes officers' responsibilities (section 3.11), and a more detailed list of duties has been compiled (see attached pages from the X3/SD-8, *Officers' Reference Manual*).

Those willing to make this commitment must submit three written statements in support of their candidacy:
1. A one-page statement of experience, indicating the volunteer's expertise in the subgroup's program of work, voluntary standards efforts, committee experience and leadership abilities (to be forwarded to the X3 Subgroup for an advisory ballot if there is more than one candidate).
2. A statement of management support on **company letterhead** acknowledging the additional workload, financial resources and duties required of an officer over and above that of a technical participant.
3. A statement as to whether or not the candidate is a representative of a U.S. domiciled organization.

Any supplemental materials that you may be providing will be forwarded along with the advisory ballot to OMC which appoints all X3 Subgroup officers. The statements from candidates wishing to serve in the above referenced positions on the X3 Subgroup should be sent to the attention of Daniel Arnold no later than **April 20, 1994.**

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To: Mr. John Lohmeyer - **FOR TRANSMISSION TO THE MEMBERS OF X3T10**

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International Representative X3T10

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This letter formally requests volunteers for the position of International Representative. In order to allow each member of X3T10 an opportunity to serve in this capacity, we are issuing this call for volunteers to close on **April 20, 1994.**

Any member of the X3 Subgroup is welcome to volunteer to serve. Before one considers doing so, however, the commitment in time and responsibilities should be considered. Officers must actively support the administrative structure that ensures due process to all participants, assists in reaching consensus and protec the accreditation of the entire system.

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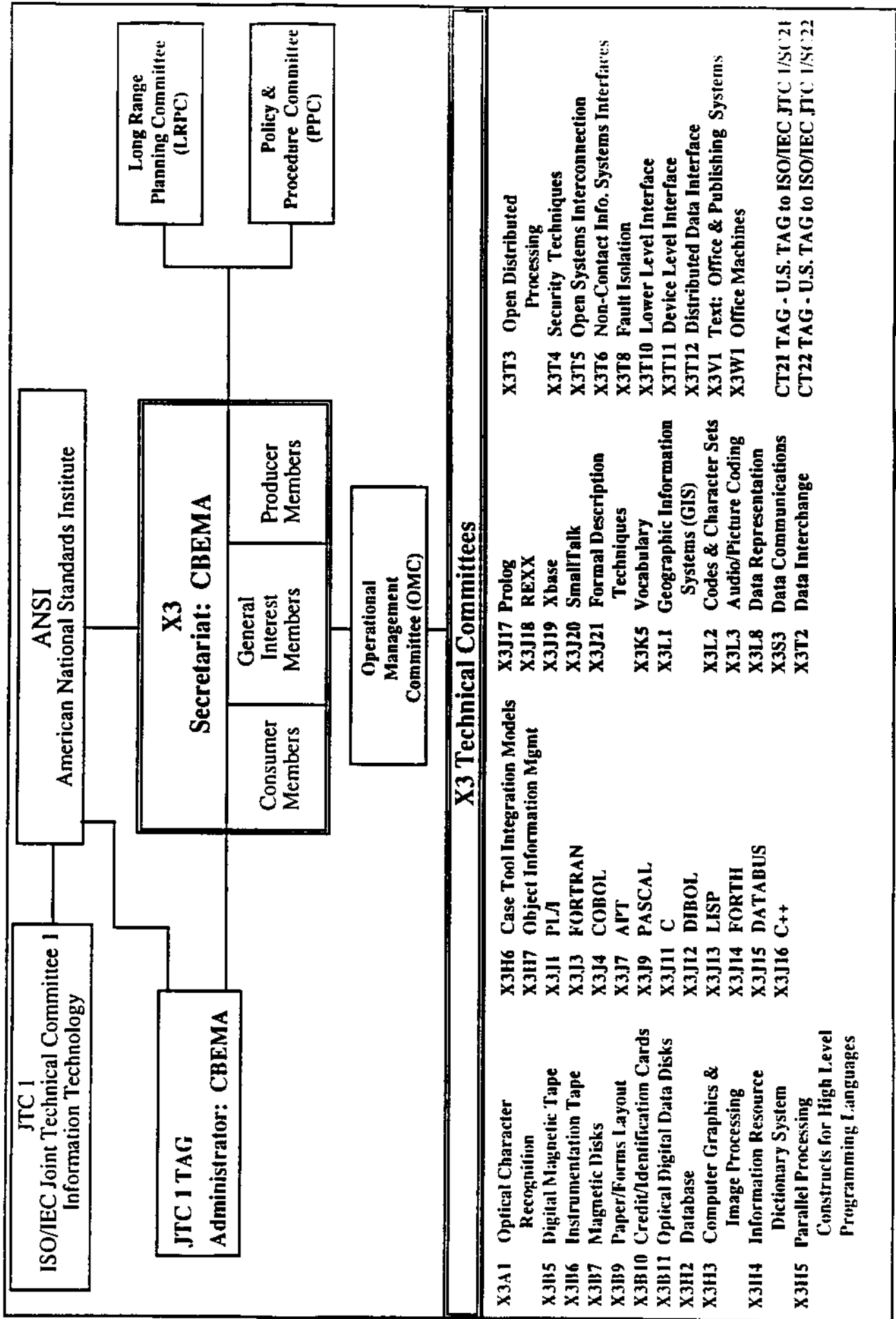
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*Operating under the procedures of the American National Standards Institute
X3 Secretariat, Computer and Business Equipment Manufacturers Association (CBEMA)
1250 Eye Street NW, Suite 200, Washington DC 20005-3922
Telephone: 202-737-8888 (Press 1 Twice) FAX 202-638-4922 or 202-628-2829

341

X3 Organizational Chart

Long Range Planning Committee (LRPC)

Policy & Procedure Committee (PPC)

ANSI
American National Standards Institute

JTC 1
ISO/IEC Joint Technical Committee 1
Information Technology

JTC 1 TAG
Administrator: CBEMA

X3
Secretariat: CBEMA

Consumer Members	General Interest Members	Producer Members

Operational Management Committee (OMC)

X3 Technical Committees

X3A1	Optical Character Recognition
X3B5	Digital Magnetic Tape
X3B6	Instrumentation Tape
X3B7	Magnetic Disks
X3B9	Paper/Forms Layout
X3B10	Credit/Identification Cards
X3B11	Optical Digital Data Disks
X3H2	Database
X3H3	Computer Graphics & Image Processing
X3H4	Information Resource Dictionary System
X3H5	Parallel Processing Constructs for High Level Programming Languages
X3H6	Case Tool Integration Models
X3H7	Object Information Mgmt
X3J1	PL/I
X3J3	FORTRAN
X3J4	COBOL
X3J7	APT
X3J9	PASCAL
X3J11	C
X3J12	DIBOL
X3J13	LISP
X3J14	FORTH
X3J15	DATABUS
X3J16	C++
X3J17	Prolog
X3J18	REXX
X3J19	Xbase
X3J20	SmallTalk
X3J21	Formal Description Techniques
X3K5	Vocabulary
X3L1	Geographic Information Systems (GIS)
X3L2	Codes & Character Sets
X3L3	Audio/Picture Coding
X3L8	Data Representation
X3S3	Data Communications
X3T2	Data Interchange
X3T3	Open Distributed Processing
X3T4	Security Techniques
X3T5	Open Systems Interconnection
X3T6	Non-Contact Info. Systems Interfaces
X3T8	Fault Isolation
X3T10	Lower Level Interface
X3T11	Device Level Interface
X3T12	Distributed Data Interface
X3V1	Text: Office & Publishing Systems
X3W1	Office Machines
CT21 TAG - U.S. TAG to ISO/IEC JTC 1/SC21
CT22 TAG - U.S. TAG to ISO/IEC JTC 1/SC22

342

1. Introduction

The X3/Standing Document-8 *Officers' Reference Manual* (X3/SD-8) provides X3 subgroup officers with information regarding their administrative duties, responsibilities and reference materials. The X3/SD-8, in conjunction with other standing documents is intended to assist X3 subgroup officers and members of the X3 community who hold international offices within JTC1 in effectively performing their duties.

Appendix D contains a list of abbreviations used in this document.

2. Purpose

The X3/SD-8 is intended for use by: prospective officers, newly elected officers, experienced officers and other X3 and X3 Subgroup members regarding the responsibilities of each office. The X3/SD-8 is intended to:

- Provide prospective officers and their management with an understanding of the duties and responsibilities associated with each office

- Provide appointed officers with a listing of their responsibilities and authority

- Provide domestic and international officers with listings of appropriate reference materials

- Provide criteria for determining effective job performance of officers

- Provide a framework to show the interrelationships between officer positions.

3. Lists of Duties

The X3/Standing Document-2, *Organization, Procedures and Rules* (X3/SD-2) contains a description of the officer positions within X3 and its subgroups. This section of the X3/SD-8 provides lists of duties associated with X3 subgroup offices described in the X3/SD-2. In addition, this section contains lists of duties associated with international (e.g., ISO/IEC JTC1) officer positions which may be held by members of X3 and its subgroups. These lists of duties are intended to advise officers of their responsibilities and to serve as criteria for determining effective job performance.

3.1   X3 Subgroup Officer Duties

Chair:

1. Preside at meetings.

2. Ensures that the "Program of Work" is carried out in a prompt, efficient and effective manner in accordance with the objectives, policies and procedures of the X3 standards program.

3. Reporting Requirements:
   a. (OMC, PPC and LRPC) Prepare and present report to X3.
   b. (TG) Prepare Task Group portion of the Annual Report.
   c. (TC, SG and CT) Prepare and present the Subgroup Annual Report to OMC.

4. Disseminate in writing the "Call for Volunteers" for officer positions for the subgroup.

5. Ensure that the Administrative Duties (shown under Vice Chair duties) are carried out.

6. Provide or arrange for tutorials to membership on procedures.

7. Forward to ANSI BSR, through the X3 Secretariat, completed "BSR Action Required Transmittal Form" together with all required documentation.

8. Send timely warning letters on endangered memberships.

9. Attend required training sessions.

10. Represent the body to other committees and organizations.

11. Prepare and forward to the X3 Secretariat press releases and other publicity material about the subgroup "Program of Work".

12. Appoint the following committee positions:
    a. Secretary
    b. Vocabulary Representative
    c. Project Editor(s) for each project, as appropriate
    d. Liaisons
    e. Head of Delegation for each international meeting
    f. Other (e.g., ad hoc group Chairs)

13. Ensure the weekly X3 mailings are reviewed for information, possible action and redistribution as appropriate.

14. Ensure the orderly transfer of subgroup documents upon appointment of new officers.

15. Schedule subgroup meetings for a full calendar year at least three months in advance; ensure administrative meeting arrangements are addressed; and notify the X3 Secretariat to update the X3/Standing Document-7, *Meeting Schedule and Calendar* (X3/SD-7).

16. Ensure that any coordinating liaison responsibilities are carried out in a timely manner.

Vice Chair:

1. In the absence of the Chair, perform the duties of the Chair.

2. With the exception of OMC act as subgroup administrator* with the following duties (unless redistributed, by agreement, among the membership):

   a. Register, control and distribute committee documents, ensuring that the original or a reproducible copy of each is sent to the X3 Secretariat staff for the X3 permanent file. A complete document register must be sent to the X3 Subgroup and to the X3 Secretariat at the end of each calendar year.

   b. Prepare and distribute meeting notices and agendas in accordance with the X3/SD-2, in consultation with the Chair.

   c. Prepare, distribute, tally and report the results of letter ballots.

   d. Maintain membership/mailing lists, record attendance and ballot responses, and notify the Chair of any individual requiring membership jeopardy notice.

   e. Prepare supporting documentation for submission of draft proposed standards to the next higher level.

   f. Prepare, for approval, status reports of the committee work as required by OMC, JTC1 TAG, X3 and ISSB.

   g. Ensure the timely distribution of mailings from X3 pertinent to the work and administration of the committee.

   h. Review documents prior to distribution for legibility, clarity, accuracy and appropriateness, and modify when appropriate.

   i. Notify the X3 Secretariat of changes in the subgroup membership.

3. Attend the required training sessions.

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* For OMC, the duties in item 2 are the responsibility of the X3 Secretariat in consultation with the Chair and Vice Chair.

For PPC and LRPC, the X3 Secretariat assigns document numbers to already prepared documents in consultation with the Chairman and Vice Chairman and distributes them to the committee.

345

Secretary:

1. Record and transcribe meeting minutes in consultation with the Chair and Vice Chair.

2. Provide minutes to the Vice Chair so that they can be distributed within four weeks of the meeting.

International Representative (IR):

1. Receive and review all documents of the related ISO/IEC JTC1 SC(s), the counterpart ECMA TC(s) and other pertinent standards groups of international, regional and foreign national organizations.

2. Ensure distribution to the subgroup of international documents, when appropriate.

3. Review ISO/IEC JTC1 meeting resolutions and documents; establish suspense control (tickler file) for required U.S. comments, technical contributions and votes.

4. Report status of international work at each meeting of the subgroup and ensure timely scheduling on the agenda of needed subgroup actions.

5. Prepare, or arrange to have prepared, all responses and contributions in the appropriate format required by the most recent revision of the ISO/IEC Directives: Procedures for the Technical Work of ISO/IEC Joint Technical Committee 1 (JTC 1) on Information Technology forward them using a completed "I.R. Instructions to JTC1 and/or SC TAG Administrator Form" in accordance with the procedures found in the X3/SD-2.

6. Obtain subgroup approval to act as correspondent on liaison issues with related ECMA TC(s) and other pertinent standards groups of international, regional and foreign national organizations.

7. Serve as Head of Delegation or advisor to the U.S. delegation to the ISO/IEC JTC1 SC when the subgroup is the U.S. TAG, and ensure that reports of meetings are submitted to ANSI, JTC1 TAG Administrator and X3 Subgroup within thirty days of the adjournment of the meeting.

8. Ensure that the subgroup forms U.S. delegations in a timely manner, considering the following:

   a. The call for delegates
   b. The sufficiency of proposed delegation with respect to the meeting agenda. i.e.:

      technical knowledge
      committee experience
      international experience
      negotiating skill
      training new people

9.   Submit to ANSI, through the X3 Secretariat, a list of recommended qualified delegates and experts to meetings of ISO/IEC JTC1/SCs, WGs and other working groups for which the subgroup has TAG responsibility.

Each list shall contain:

a.   Name, business address and contact information (telephone, FAX, telex) for each delegate
b.   Designation of HOD for SC
c.   Designation of chief spokesperson for WG or other working group

10.   Prepare for TAG Administrator's signature the letter to a delegate's management requesting the delegate's participation, when required.

11.   Ensure that U.S. offers to host international meetings comply with X3 and JTC1 TAG requirements; which include pre-approval before offering to host.

12.   Attend required training sessions.

Note: CT Chairs also assume I.R. duties.

Head of Delegation (HOD):
(To meetings of SC, WG, other working groups, HOD/C, etc.)

1.   Maintain working knowledge of international issues and U.S. positions.

2.   Introduce U.S. Delegation and serve as chief spokesperson for U.S. at international meetings.

3.   Arrange and conduct delegation caucuses as required.

4.   Direct delegation assignments during meetings.

5.   Maintain working knowledge of "JTC1 procedures" and international protocol.

6.   Develop rapport with other National Body delegations.

7.   Prepare HOD's report for ANSI, JTC1 TAG Administrator and X3 Subgroup. (For SC meetings only)

8.   In cases where the HOD is not the IR, provide to the IR copies of all meeting documents which require action and advise the IR of any subsequent communications addressed to the HOD.

Note 1:   JTC1 procedures recognize HODs only at SC or higher level. X3 extends the use of this office for all international meetings.

Note 2:   In order to avoid conflicts of interest, a U.S. Convener of a WG cannot also act as U.S. Head of Delegation or chief spokesperson to that WG or to its parent SC.

5

Project Editor:

1. Maintain document for which responsible, making timely changes as agreed by the subgroup.

2. Prepare documents according to the most recent edition of the ANSI style manual for preparation of proposed American National Standards.   (eighth edition 3/1/91).

3. Submit an electronic version of the manuscript according to the Guidelines for submitting proposed American National Standards in an electronic format.

4. Make arrangements for all art work and engineering diagrams to be prepared and submitted electronically or in camera-ready form.

5. Plan and schedule document preparation, taking into consideration lead times for document transmission, review and approval periods, meeting schedules and target dates established by the SC, WG or other working group and by the TC.

6. Maintain an awareness of the development and approval process, including required lead times.

7. Report the status of the document at each subgroup meeting.

8. Maintain contact with ANSI editors during the pre-edit and pre-publication process.

9. Attend required training sessions.

Liaison:

1. Review and select appropriate documentation from the liaison organization for distribution to the subgroup.

2. Monitor the activity of the liaison organization and report items of interest to the subgroup.

3. Attend meetings of the liaison organization when required.

Vocabulary Representative (VR):

1. Ensure that appropriate vocabulary terms from the subgroup are submitted to X3K5.

2. Receive all proposed vocabulary changes from X3K5 and distribute these changes to the subgroup membership for consideration at a subgroup meeting.

3. Prepare the subgroup response to the proposed changes and ensure that the response is forwarded to X3K5.

4. Participate. or insure participation, on behalf of the subgroup, in any meetings necessary to resolve matters arising as the result of the above coordination.

6