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**Title:** **First Draft Agenda for the 18-22 September 2006 Meeting of the JTC 1 Special Working Group on Accessibility (SWG-A) - Brussels, Belgium**

**Source:** JTC 1 SWG-A Secretariat

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**Due Dates:** **1 August 2006** - Deadline for documents raising new issues, new agenda items or documents for which a final agreement at the meeting is desired; proposed document revision from a project editor or ad hoc, which incorporates comments received prior to the meeting and which is intended to be developed further at the meeting

**18 August 2006** - Delegates' lists due to the SWG-A Secretariat ([jgarner@itic.org](mailto:jgarner@itic.org))

**30 August 2006** - Deadline for comments on documents posted to the agenda

**1 September 2006** - Final SWG-A agenda will be issued

**Requested Action:** For use by delegates to the September 2006 JTC 1 SWG-A meeting

JTC 1 SWG on Accessibility Secretariat  
ITI/INCITS  
1250 Eye Street NW, Suite 200, Washington, DC 20005  
[jgarner@itic.org](mailto:jgarner@itic.org)

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**First Draft Agenda for the Meeting of the JTC 1 Special Working Group on Accessibility  
18-22 September 2006 - Brussels, Belgium**

**Location:****CEN/CENELEC Meeting Centre**

35, rue de Stassart straat

B-1050 Brussels

Belgium

+ 32 2 519 6871 (Telephone)

+ 32 2 519 6919 (Fax)

<http://www.meetingcentre.org/languagesforMTR/EN/indexen.html>**SWG-A and Task Group Meetings Schedule:**

<b>Monday, 18 September 2006</b>	9:00 h to 12:00 h	<b>JTC 1 SWG-A Opening Plenary Session</b>
<b>Monday, 18 September 2006</b>	13:30 h to 17:00 h	<b>Task Group 2 - Accessibility Standards Inventory and Gap Analysis</b>
<b>Tuesday, 19 September 2006</b>	9:00 h to 17:00 h	<b>Task Group 2 - Accessibility Standards Inventory and Gap Analysis</b>
<b>Wednesday, 20 September 2006</b>	9:00 h to 17:00 h	<b>Task Group 1 - User Requirements</b>
<b>Thursday, 21 September 2006</b>	9:00 h to 17:00 h	<b>Task Group 1 - User Requirements</b>
<b>Friday, 22 September 2006</b>	9:00 h to 15:00 h	<b>JTC 1 SWG-A Resolutions and Closing Plenary Session</b>

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## First Draft Agenda

**JTC 1 SWG-A Session**

1. Opening of Meeting **(9:00 h - Monday, 18 September 2006)**
2. Introduction of Participants
3. Adoption of SWG-A Agenda

**Reference: SWG-A N 184**

4. Convener's Remarks **(Ms. Higginbottom)**
  - 4.1 Appointment of Drafting Committee
5. Liaison Reports
  - 5.1 ISO/TC 159 Liaison Officer **(Ms. Harker)**
  - 5.2 CEN/ISSS Workshop on Document Processing for Accessibility (CEN/ISSS WS DPA) Liaison Officer **(Mr. Crombie)**
  - 5.3 ITU-T SG 16 Liaison Officer **(Dr. Matsumoto)**
6. Regional Status Reports
  - 6.1 Asia-Pacific
  - 6.2 North America
  - 6.3 Europe
  - 6.4 Other
7. Target Organizations for External Contact  
**Reference:** [SWG-A N 133 cover](#) and [document](#)
8. Project Plan for the JTC 1 SWG on Accessibility  
**Reference:** [SWG-A N 148](#)
9. Contributions on Long Term Plans  
**Reference:** [SWG-A N 165](#) (call for contributions), [SWG-A N 176](#) (Canada), [SWG-A N 181](#) (JTC 1/SC 35)
10. JTC 1/SC 36 Contribution Concerning the SWG-A Meeting Schedule  
**Reference:** [SWG-A N 167](#)
11. Canadian Comments in Response to Resolutions from the March 2006 Meeting  
**Reference:** [SWG-A N 171](#)

**Task Group 2 Session**

12. Task Group 2 Activities **(Ms. Auber and Mr. Li)**
  - 12.1 Appointment of Task Group 2 Convener  
**Reference:** [SWG-A N 160](#) (call for candidates)
  - 12.2 Ad Hoc 1 - Gap Analysis **(Ms. Auber)**  
*Scope: Reconstituted to conduct the actions in the project plan related to the Gap Analysis that*

are to be completed by the September 2006 meeting. Ad Hoc Leader: Ms. José Auber (France). Participants: Mr. James Thurston (ITI) and Mr. Shigetoyo Nomura (Japan).

**Reference:** [SWG-A N 152](#) (reconstitution/call for additional participants), [SWG-A N 161](#) (call for comments on trial gap analysis contributions - [SWG-A N 131 cover](#) and [document](#), [SWG-A N 132](#) and [SWG-A N 136 cover](#) and [document](#)), [SWG-A N 162](#) (call for contributions - performance of trial gap analyses), [SWG-A N 172](#) (Canadian comments on SWG-A N 161), [SWG-A N 172](#) (Canadian comments on SWG-A N 162), [SWG-A N 178](#) (JTC 1/SC 35 comments on SWG-A N 161)

### 12.3 Ad Hoc 3 - Data Collection for Standards Inventory (Mr. Li)

*Scope:* Reconstituted to conduct the actions in the project plan related to the data collection and standards inventory that are to be completed by the September 2006 meeting. Ad Hoc Leader: Mr. Alex Li (US). Participants: Ms. Mary Frances Laughton (Canada) and Mr. Shigetoyo Nomura (Japan). The following lead contacts were identified for the selected domains: Mr. Alex Li (US) - Software (including application software), Ms. José Auber (France) - Communications (that relate to user interface), Ms. Mary Frances Laughton (Canada) - Public access terminals including voting machines and Mr. Shigetoyo Nomura (Japan) - Consumer Electronics (includes multimedia standards).

**Reference:** [SWG-A N 153](#) (reconstitution/call for additional participants), [SWG-A N 123 cover](#) and [document](#) (standards inventory for computer hardware domain)

## Task Group 1 Session

### 13. Task Group 1 Activities (Dr. Gill and Mr. Takemura)

#### 13.1 Ad Hoc 4 - User Needs Summary (Ms. Snow-Weaver)

*Scope:* Reconstituted to review the comments received on the revised User Needs Summary (SWG-A N 147) and prepare a revised version to be provided to Ad Hoc 1 for use in the Gap Analysis. The ad hoc will initiate a contribution on lessons learned regarding future inputs to Guide 71. Ad Hoc Leader: Ms. Andi Snow-Weaver (US). Participants: Mr. Tom Albin (US), Ms. José Auber (France), Ms. Judy Brewer (W3C/WAI), Ms. Jessica Brodey (US), Dr. Kate Grant (JTC 1/SC 29), Mr. Andy Heath (UK), Mr. Alex Li (US), Mr. Yoshihiko Nakano (Japan), Mr. Shigetoyo Nomura (Japan), Mr. Toshihiro Suzuki (Japan), Dr. Akira Terashima (Japan), Mr. Michael Takemura (US), Mr. Jim Tobias (US) and Dr. Gregg Vanderheiden (JTC 1/SC 35).

**Reference:** [SWG-A N 154](#) (reconstitution/call for additional participants), [SWG-A N 147 cover](#) and [document](#) (revised User Needs Summary - call for comments), [SWG-A N 166](#) (Gardner-Bonneau's comments on SWG-A N 147), [SWG-A N 168 cover](#) and [document](#) (Ad Hoc 4 Leader contribution - updated format for User Needs Summary), [SWG-A N 169 cover](#) and [document](#) (Japanese contribution on SWG-A N 168), [SWG-A N 170](#) (Canadian comments on SWG-A N 147), [SWG-A N 177](#) (JTC 1/SC 35 comments on SWG-A N 147), [SWG-A N 182 cover](#) and [document](#) (TG 1 Co-Convener contribution - correction to SWG-A N 168)

#### 13.2 Ad Hoc 5 - User Needs Summary Introduction and Instructions (Dr. Yamada)

*Scope:* Reconstituted to consider and resolve the comments on SWG-A N 146. Ad Hoc 5 will prepare an updated version for distribution to the SWG-A. Ad Hoc Leader: Dr. Hajime Yamada (Japan). Participants: Ms. Jessica Brodey (US), Dr. Kate Grant (JTC 1/SC 29), Mr. Andy Heath (UK), Ms. Mary Frances Laughton (Canada), Mr. Michael Takemura (US), Mr. James Thurston (ITI), Mr. Jim Tobias (US) and Dr. Gregg Vanderheiden (JTC 1/SC 35).

**Reference:** [SWG-A N 155](#) (reconstitution/call for additional participants), [SWG-A N](#)

[163](#) (call for comments on [SWG-A N 146](#) - Introduction and Instructions for the User Needs Summary), [SWG-A N 174](#) (Canadian comments), [SWG-A N 179](#) (JTC 1/SC 35 comments)

13.3 Ad Hoc 7 - Fostering User Participation and Involvement **(Mr. Thurston)**

*Scope: Reconstituted to consider and resolve the comments on SWG-A N 144. Ad Hoc 7 will produce a revised version of the document for distribution to the SWG-A. Ad Hoc Leader: Mr. James Thurston (ITI). Participants: Dr. Akira Terashima (Japan), Dr. Kate Grant (JTC 1/SC 29), Mr. Andy Heath (UK), Mr. Jim Tobias (US), Ms. Judy Brewer (W3C/WAI).*

**Reference:** [SWG-A N 156](#) (reconstitution/call for additional participants), [SWG-A N 164](#) (call for comments on [SWG-A N 144](#) - Ad Hoc 7 draft submission), [SWG-A N 175](#) (Canadian comments), [SWG-A N 180](#) (JTC 1/SC 35 comments)

13.4 Ad Hoc 8 - Outreach **(Dr. Grant)**

*Scope: Established to finalize the presentation (SWG-A N 140), produce a matrix of committees SWG members are involved with and to whom they can take the presentation (and when), find "missionary" volunteers to give presentation to groups where no SWG-A members are involved, collate feedback when response regarding the inventory (if any) is likely, whether the group will do gap analysis themselves, provide link to email support required for doing the gap analysis, provide rationale for access to text of identified clauses and educate contributors on the gap analysis methodology. Ad Hoc Leader: Dr. Kate Grant (JTC 1/SC 29). Participants: Mr. Tom Albin (US), Ms. Mary Frances Laughton (Canada) and Mr. Yoshihiko Nakano (Japan).*

**Reference:** [SWG-A N 157](#) (establishment/call for participants), [SWG-A N 140](#) (draft presentation)

## JTC 1 SWG-A Session

14. Future Meetings

*Note: Norway has tentatively offered to host the next SWG-A meeting in March 2007.*

15. Approval of Resolutions

16. Close of the Meeting **(15:00 h - Friday, 22 September 2006)**

