

ISO/IEC JTC 1/SC 17
Cards and personal identification
Secretariat: BSI

Document type: Information from SC Secretariat

Title: Business Plan - Contribution from SC17 Working Group Conveners

Status: The deadline for contributions to the SC17 Business Plan is **2010-09-10**. The SC17 Secretariat requests that all working group conveners submit their contributions by this date. This will enable the SC17 Plenary to approve the Business Plan prior to the JTC1 Plenary meeting in November.

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Committee URL: <http://isotc.iso.org/livelink/livelink/open/jtc1sc17>

Working Group Contribution to SC17 Business Plan

1. Introduction

The information requested closely follows the requirements for the Business Plan contained in the JTC1 Directives Annex G document G25.

The SC17 Secretariat would therefore request that the Work Group conveners provide a report containing the following, by the date specified in the cover note to this document:

2. Co-operation and Competition

Include here an analysis of the key players in the area pertaining to the scope of the working group, in order to highlight any possibility for co-operation with other SC17/WGs, JTC1 SCs, ISO TCs or Industry Consortia/Fora. Also indicate agreed division of work or opportunities for projects of a complimentary nature. Identification of standards initiatives or de-facto standards shall be made that may be in direct competition with any of the working group projects.

3. Period Review

Highlight project progress, special considerations and or needs, which were not met. This is where generic or specific comment from the Convenor is to be made highlighting special items requiring visibility and action. The review shall focus on the following elements:

A. Market Requirements

Identification of key market trends, needs (potential areas of standardisation or identified gaps) and determining factors for SC17's/JTC1's success in this area. Main areas and overall size of the market and any relevant quantitative market indicators should be noted.

B. Achievements

Highlight accomplishments items included in the work programme, target dates, corrective action and special circumstances.

C. Resources

Status of resource availability/commitment and the impact on projects, completion dates and priorities for the new work period. (Availability of project editors, experts etc.)

D. Participation Metrics

Indicate the active participation of National Bodies in both attendance of meetings and balloting within the WG.

4. Focus Next Work Period

An identification of the direction and focus for the new work period leading up to the next plenary session, (Oct 2009). This section shall include information on the following elements:

A. Deliverables

This shall indicate specific deliverables expected in the work period on a project level, (NP, CD, FCD FDIS.) This should be related to the target dates in the SC17 Work Programme.

B. Strategies

A statement or statements related to strategic approaches required to accomplish goals and objectives. This should include areas where SC17 Secretariat and Chairman as well as JTC1 can aid the strategic approach of the working group.

1. Risks

A definition of potential risk(s) involved with the strategy and the impact to the project or JTC1. Risk(s) shall be defined for each strategy to be employed/included.

2. Opportunities

An explanation of the related opportunity(ies) afforded by the strategy or envisioned due to trends and market developments.

5. Work Programme Priorities

Based on the scope, market needs, strategies, resource availability and status of existing projects, provide an overview of the work programme priorities in capsule form. This should be as generic as possible with rationale provided to support the determination of the group involved.