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SC17 Standing document 2

Roles and responsibilities for test methods development

1. Background and objectives of the Revision

1.1 History of Standing Document 2

Standing Document 2 (SD2) was originally written to set out the procedure for the development and maintenance of test method standards, i.e. the ISO/IEC 10373 series, and the base standards to which the different parts of ISO/IEC 10373 relate.

The revision contained in document N2169 extended SD2 to cover harmonizing similar or conflicting information contained in different SC17 standards; such inconsistencies most probably coming to light through the industry's consideration of ever more complex combinations of coexistent technologies. The scope of harmonization was confined to those of SC17's standards related to ID-1 cards and, therefore, specifically excluded Thin Flexible Cards and other potential base standards/card sizes, e.g. ID000. Given this scope, where information was agreed as common to more than one base standard SD2 defined a procedure for moving that common information over time into ISO/IEC 7810.

N2169 was, in effect, two separate sets of procedures. The first, taken directly from the previous version of SD2 (N1659), covers Test Method standards and was unchanged from N1659 in both its intent and detailed workings. The second covered harmonization for Co-existent Technologies and was derived from N1845, taking into consideration the Disposition of Comments in N1994 as per SC17 Resolution 451.

1.2 Objectives of the current revision

The current revision¹ seeks to make the procedures relating to the development of test methods more user friendly in two ways:

- by once again dividing the material related to test methods development from that related to harmonisation of base standards and placing it in a (new) separate document;
- by identifying the *responsibilities* of the key actors, rather than the specific actions required under all circumstances

Note that the scope of the current revision does not encompass the necessary redrafting and reissue of the material related to the harmonisation of base standards. That will be the subject of a separate revision resulting in a separate Standing Document.

¹ A further proposed revision is in preparation that seeks to widen the scope of SD2 to encompass thin flexible cards and "format free" objects. However, it was felt that this would be best dealt with as a separate step, not to be confused with the underlying principles of the current revision.

2. Roles and Responsibilities for Developing and Maintaining SC17 Test Method Standards

2.1 Allocation of test methods between parts of ISO/IEC 10373

SC17 publishes test methods corresponding to the requirements given in each of its various technology base standards as separate parts of ISO/IEC 10373. However, where a test method is common to more than one technology base standard, it is put into ISO/IEC 10373 Part 1 - General characteristics, at an appropriate time. The multi-part structure of ISO/IEC 10373 is given in Table 1.

Test Method Standard ISO/IEC	Technology
10373-1	Physical characteristics and common items
10373-2	Magnetic stripe
10373-3	IC cards with contacts
10373-4 (See note)	Contactless, Close-coupled cards
10373-5	Optical memory cards
10373-6	Contactless, Proximity cards
10373-7	Contactless, Vicinity cards

Note: Work on the base technology standard for Close-coupled Contactless cards was halted and, as a consequence, ISO/IEC 10373-4 was abandoned before ever being published.

Table 1: Data recoding technology distribution between the parts of ISO/IEC 10373

2.1 Working group responsibilities for development and maintenance

Two working groups bear responsibility for developing and maintaining any one particular part of the test method standard, ISO/IEC 10373, as follows:

2.1.1 The originating working group

The working group responsible for a given base standard (the originating working group) is also responsible for

- developing the associated test methods;
- editing the related part of ISO/IEC 10373 (or amendment thereof)
- submitting that part of ISO/IEC 10373 to ballot
- resolving the comments received from the ballot;
- keeping the WG1 Secretariat informed of progress.

2.1.2 Working group 1

WG1 is responsible for

- ensuring compatibility, reproducibility and consistency of all test methods included, or intended for inclusion, in ISO/IEC 10373;
- responding with comments to ballots of the parts of ISO/IEC 10373 (or amendments thereof);
- migration of test methods into Part 1 of ISO/IEC 10373.

2.2 Responsibilities of the originating working group officers

2.2.1 Convenor

The convenor of the originating working group shall ensure that new test methods and changes to test methods due to changes in the base standard are submitted for FCD ballot within a period of 18 months before or after FCD approval of the base standard (or amendment thereof) to which they are related.

Note 1: Where appropriate, informative notes in a test method may be used to warn users of pending changes to criteria in the corresponding base standard and vice versa.

Note 2: Amendments to test methods that are not associated with any change to the base standard may be introduced according to convenience and/or expedient.

2.2.2 Secretary

The Secretary of the originating working group shall include the WG1 Secretariat in the distribution of all working group documents relating to test methods development, including ballot results and dispositions of comments.

When comments are received from WG1, the Secretary of the originating working group shall ensure that these are registered as working group documents and distributed to the working group Experts in time for due consideration before discussing their disposition

2.3 Responsibilities of WG1 working group officers

2.3.1 WG1 Convenor

The WG1 Convenor shall:

- ensure that WG1 Experts have an opportunity to discuss the work in progress items sent to WG1 by the originating working group Secretary.
- ensure that WG1 Experts have an opportunity to respond with comments to the ballot of the various parts of ISO/IEC 10373 and amendments thereof.
- ensure that the WG1 Experts take account of the possibility of adapting an existing test methods (by parameterisation for example) in some other part of ISO/IEC 10373 to accommodate slightly different conditions instead of introducing a new test method.
- be responsible for negotiating the migration of (modified) tests into ISO/IEC 10373-1, where WG1 recommends this, and the suppression of the original form in its original location.
- appoint one or two observers to attend the meetings of originating working groups at which the disposition of ballot comments is discussed, if appropriate.

2.3.2 WG1 Secretary

The WG1 Secretary shall ensure that:

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- ensure that all documents relating to development and ballot of test methods received from originating working groups are registered as WG1 documents and distributed to the WG1 Experts in a timely fashion.
- ensure that comments received from the WG1 Experts are consolidated, registered and returned to the originating working group secretary within the appropriate timescale.
- arrange for an email opinion survey among the WG1 Experts where necessary to meet the timescale of the originating working group.