



ISO/IEC JTC1/SC7  
Software & System Engineering  
Secretariat: CANADA (SCC)

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**Title** WG 7 minutes. Nagoya, Japan. 14-18 May 2001

**Source** ISO/IEC JTC 1/SC 7/WG 7 Convener

**Status** Final

**Reference** ISO/IEC JTC 1/SC 7/WG 7 N0471

**Action ID** FYI or ACT

## Executive summary

- WG 7 met in Nagoya with 33 delegates from 13 National Bodies and 5 liaisons in attendance.
- **Resolutions**

ID	Resolution
1.	JTC 1/SC 7 instructs its Secretariat to send document ISO/IEC 15288 for FCD ballot once it has received a satisfactory disposition report on CD.3 comments, a satisfactorily revised document according to the Heads of Delegation and confirmation from some Member Bodies of their vote change.
2.	JTC 1/SC 7 instructs its Secretariat to send document ISO/IEC 12207 Amendment for FDAM ballot once it has received the disposition report on FPDAM comments and a revised document.
3.	JTC 1/SC 7 intends to initiate a revision of ISO/IEC 15288 and ISO/IEC 12207 for harmonization between these standards and also the replacement for ISO 9000-3 and ISO/IEC 15504 as soon as ISO/IEC 15288 and ISO/IEC 12207 AMD are published. To prepare for this work JTC 1/SC 7 instructs its WG 7 to initiate a study period once a successful FCD and FDAM ballot have been completed.

- **ISO/IEC 12207**

Objective	Progress
Disposition comments and progress to an FDAM	FDAM will be the next stage
Plan for the Revision of ISO/IEC 12207 and its Guide with a view to harmonization with ISO/IEC 15288 and the replacement for ISO 9000-3.	Strategy outlined
Revised Guide for ISO/IEC 12207 needs to specifically cater for small business in a separate sub-clause.	Noted for the Revision

- **ISO/IEC 15288**

Objective	Progress
Disposition comments and progress to a TR, FCD or cancel the project.	FCD will be the next stage. A baseline is needed as a point of reference for the SC 7 framework.
Plan for the early Revision of ISO/IEC 15288 to accommodate recent ideas and to facilitate harmonization with other SC 7 standards.	Strategy outlined
Improve the Concepts Annex to reflect the dynamics of utilizing 15288.	Various comments about improving guidance within the Standard will be incorporated either in the Standard or in the Guide.
Specific direction provided for AIP comments.	Dispositions reviewed and revised as required.
Need to include mass-production processes	Noted for the Revision

- **Guide for ISO/IEC 15288**

Objective	Progress
Disposition comments and maintain consistency with ISO/IEC 15288.	WD.3 is the next document
Ensure that the interests of small and medium size companies are taken into account.	Noted

- An Ad hoc group was established to coordinate a WG 7 perspective on ISO/IEC 9000-3 WD 4.1 Guidelines for the Application of ISO 9001:2000 to Software.
- The SC 7 study group on Systems Engineering was assigned to WG 7 with a requirement to report by 1 December 2001.
- Planning was done for a Study group for revising ISO/IEC 15288 and ISO/IEC 12207 for harmonization with other SC 7 documents.
- The next meeting will be in Moscow, Russia from 29 October to 2 November 2001. Key dates for this meeting are registration by 20 June 2001 and payment of the Facilities fee by 25 July 2001.
- The Moscow meeting will focus on comment resolution for the third Working Draft of the Guide for ISO/IEC 15288 and the FDAM ballot results for ISO/IEC 12207.
- An additional meeting has been scheduled for 7-11 January 2002 to focus on the ISO/IEC 15288 FCD comment resolution so that publication can be achieved as early as possible within the constraints of the ballot cycles.

## **1. Opening WG 7 Plenary**

### **1.1 Welcome and objectives**

#### **1.1.1 Roll call**

National Bodies were represented at the meeting as detailed in Annex A.

#### **1.1.2 WG 7 Convener report**

The Convener Mr Stan Magee welcomed WG 7 delegates and thanked Japan for hosting the meeting. He then outlined the program of work for the meeting. Refer to N0457 *Convener's report to WG 7*.

#### **1.1.3 Meeting objectives from WG 7 Heads of Delegation**

The consolidated meeting objectives and progress made are included in the Executive summary.

### **1.2 Meeting agenda and schedule**

#### **1.2.1 Agenda adoption**

The agenda was adopted as N0471 *Final agenda. WG 7 meeting, Nagoya, May 2001*

#### **1.2.2 Schedule adoption**

The schedule was adopted as N0470 *Final schedule. WG 7 meeting, Nagoya, May 2001*.

### **1.3 Membership list**

The WG 7 membership list was revised and has been distributed as N0445. A number of subsequent alterations were made based on advice received after the meeting.

### **1.4 Registration of contributed documents**

A request was made for key contribution documents that had been prepared since the previous meeting to ensure that they had been recorded. No documents were submitted for formal recording.

### **1.5 Previous minutes**

#### **1.5.1 Approval**

The minutes for the previous meeting N0395 were adopted as a true and correct record.

#### **1.5.2 Business arising**

There was no business arising from the minutes other than has been covered in other reports.

### **1.6 Reports**

#### **1.6.1 ISO/IEC 15288 Project Editor report**

Refer to N0458 *Project Editor's report - ISO/IEC 15288 CD.3*.

#### **1.6.2 ISO/IEC 12207 Project Editor report**

Due to the late ballot closure it was not possible to provide a written report prior to the meeting. A verbal report indicated that there were no major difficulties with the Amendment.

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### 1.6.3 Guide for ISO/IEC 15288 Project Editor report

Refer to N0451 *Project Editor's report - Guide for ISO/IEC 15288*.

### 1.6.4 Architect's report

Refer to N0454 *Architects comments on ISO/IEC 15288 CD.3 and Guide for ISO/IEC 15288 WD.2*.

### 1.6.5 Special projects, Hypermedia trial report

Refer to N0448 *Report on WG 7 Hypermedia trial* and N0449 *WG 7 Hypermedia trial demonstration package*. A briefing was presented to the SC 7 Advisory Group and further action will be coordinated there.

Mr Anatol Kark was thanked for his efforts by WG 7.

## 1.7 Meeting planning

### 1.7.1 Comment disposition process

Considering the volume of comments received it was agreed that comment disposition for the ISO/IEC 12207 Amendment and the Guide for ISO/IEC 15288 would be handled by small teams constituted of interested and available parties.

The comment disposition for ISO/IEC 15288 was handled using five teams working in parallel. Time was set aside for National Bodies, Liaisons, the Project Editor and Architect to review the dispositions to ensure consistency, no ambiguity and completeness.

### 1.7.2 Small business guidance for ISO/IEC 12207

The matter of specific guidance for small business for ISO/IEC 12207 had been raised in Perth. Discussion since that meeting centred on an approach that had general agreement i.e. there was no need for a document specifically targeted at small business. However, there was general agreement that there should be a specific Clause or Sub-clause in the Revised ISO/IEC TR 15271 that catered for small business.

This has relevance also for the Guide for ISO/IEC 15288.

## 2. Project 07.38 ISO/IEC 15288

### 2.1 Comment disposition process

Lessons learned from the work in Madrid and Perth were taken into account and resulted in earlier definition of the Issue categorization scheme. Work done by National Bodies prior to the meeting also contributed to a more efficient process i.e. in regard to:

- Determination of Major Issue categories and Major Issues
- Determination of go/no-go comment priorities WG 7 Nagoya 2001 minutes
- Proposed allocation of comments to Major Issues.

It was noted that it is important to review Major Issue Categories and Major Issues before finalizing allocation of comments to the issues and certainly before working on any comments. This reduces the need for reorganizing the Major Issue framework during comment disposition. Refer to N0460 *ISO/IEC 15288 CD.3 Major Issue recommendations and decisions*.

A consequence of the approach and the maturity of the document was that it was not necessary to have any votes about individual comments during the meeting. (INC-71 later appeared as the sole exception.)

There was some rework due to incorrect use of the filter templates. A quick reference guide will be produced and the need for a briefing/training session at the start of the meeting was noted, particularly for new delegates.

During the meeting it became apparent that it would be beneficial for the Working Group to have access to examples of Capability Maturity Level 1 in terms of ISO/IEC TR 15504 as there were many different understandings. It would be useful to have these examples provided in the context of ISO/IEC 15288.

### 2.1.1 Comment disposition

Disposition texts were prepared for all non-Editorial comments by 17:00 on Thursday as scheduled. These provided the basis for National Body review and the Resolution of the Working Group to progress to the FCD stage.

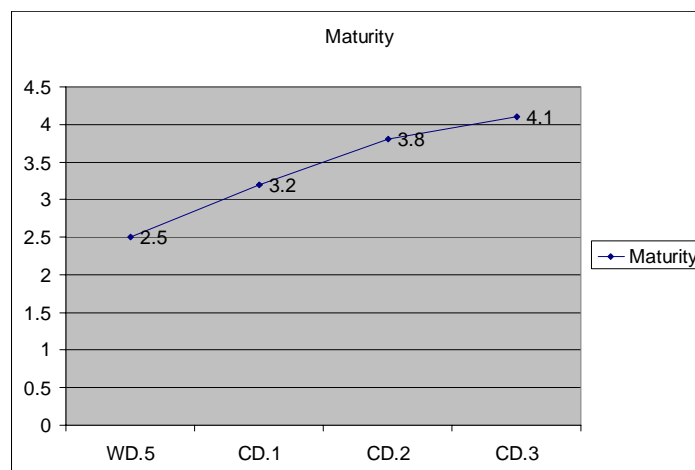
Items raised were all resolved without a vote with the later exception of INC-71. Mutually acceptable Disposition text for this comment was not finalized at the meeting. Subsequent investigation revealed inconsistent treatment of the issue over several meetings so it was decided to finalize the matter by putting it to vote within WG 7 as an e-mail ballot.

The Project Editor was tasked to incorporate the comments as defined in the comment disposition report and taking into account N0480 *Comment implementation strategy for ISO/IEC 15288 CD.3 to FCD*.

### 2.1.2 Progression to FCD

The Working Group resolved to progress ISO/IEC 15288 to the next stage of FCD. Refer to N0461 *WG 7 Resolutions - Nagoya Accord*. A strategy was discussed that involves establishing a baseline that can be made available as a standard. Following this, work on coordinated Revision projects would be started as soon as possible to facilitate harmonization between ISO/IEC 15288 and ISO/IEC 12207.

The FCD decision also took into account the maturity survey results that showed a steady increase in document quality based on feedback from Heads of Delegation. Refer to N0459 *WG 7 ISO/IEC 15288 maturity survey summary*.



**Figure 1 - Maturity survey summary****2.1.3 Update and review schedule**

The following schedule was agreed at the meeting:

**Table 1 - ISO/IEC 15288 FCD update and review schedule**

<b>Date</b>	<b>Item</b>
18 Jun 2001	Project Editor completes the updating and submits the revised document plus a report to the WG 7 Secretariat for distribution to Heads of Delegation.
19-25 Jun 2001	Heads of Delegation review the update to ensure that their National Body comments have been incorporated correctly according to the comment disposition report.
25 Jun 2001	Heads of Delegation send concerns to the WG 7 Secretariat for collation.
27 Jun 2001	WG 7 Secretariat prepares a proposed response and sends it to the WG 7 Convener for adjudication and forwarding to the Project Editor.
10-11 Jul 2001	Resolution 602 quality control review with WG 7 Secretariat (Brisbane)
14-15 Jul 2001	Project Editor and WG 7 Secretariat resolve any outstanding issues (Brisbane).
21 Jul 2001	Submit ISO/IEC 15288 ballot package to SC 7.

**3. Project 07.79 Guide for ISO/IEC 15288****3.1 Comment disposition**

A sub-group disposed all WD.2 comments. Refer to the detailed minutes provided by the sub-group in N0467 *WG 7 Nagoya minutes. Guide for ISO/IEC 15288 sub-group*.

WD.3 will be made available for Working Group review and comment by 6 August 2001.

It was noted that a stable version of ISO/IEC 15288 is required to allow completion of the Guide because the Guide for ISO/IEC 15288 follows the direction of ISO/IEC 15288 not vice-versa.

**4. Project 07.21.1 ISO/IEC 12207 Amendment****4.1 Comment disposition**

A sub-group disposed all FPDAM comments. The FDAM will be made available to the WG 7 Secretariat by 9 July 2001 for submission of the ballot package to SC 7.

**4.2 Revision of ISO/IEC 12207**

The Working Group planned to start work on a Revision of ISO/IEC 12207 as soon as possible to facilitate provision of a single document that constituted the standard as well as for purposes of harmonization with other SC 7 standards.

**5. Harmonization of standards****5.1 WG 18 joint meeting**

A brief meeting was held with WG 18 to discuss the Revision of ISO 9000-3. An updated document will be available immediately after the SC 7 Plenary with a 30 day Working Group review prior to submission to SC 7 for combined WD and CD Registration ballot.

WG 7 established an Ad hoc group of Thierry Dujardin (Leader), Robert Halligan and Garry Roedler to coordinate preparation of a WG 7 response.

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## 5.2 WG 10 liaison

Delegates from WG 10 attended sessions of WG 7, including on request, to deal with specific issues. All matters were resolved with mutual satisfaction.

WG 7 appreciates the sentiments expressed by the WG 10 Convener regarding the positive working relationship that the two groups exhibited in Nagoya.

## 6. Closing WG 7 Plenary

### 6.1 Recap of Decisions and Resolutions

The Convener summarized the discussions held during the week and the progress made. The key decisions related to the progression of documents in the three current projects and the need for early joint Revision.

### 6.2 Planning and future meetings

#### 6.2.1 Ballot schedules

The ballot schedules for WG 7 documents were reviewed and updated as N0462 *WG 7 ballot schedules*.

#### 6.2.2 Briefing session

It was agreed that a more detailed briefing about how to use the comment disposition and filter templates was required. This also needed to elaborate upon the specific codes being used at each meeting. It is intended that 30-60 minutes be set aside at the beginning of future meetings for such sessions.

#### 6.2.3 Study group on Systems Engineering

The SC 7 study group on Systems Engineering was assigned to WG 7 with an extension until 1 December 2001 to complete its work. The report will need to be reviewed and approved by WG 7 at the Moscow meeting.

#### 6.2.4 Meeting hosting

Those National Bodies and Technical experts intending to host a meeting should ensure that they are aware of the Nagoya SC 7 Resolution regarding meeting fees as well as the ISO document *Hosting meetings of an ISO technical committee or subcommittee, and of other technical groups of ISO* and the JTC 1 Procedures sub-clause 7.4 *Funding Mechanisms*.

### 6.2.5 Meeting schedule

The current schedule for future meetings of WG 7 is as follows:

**Table 2 – WG 7 meeting schedule**

Meeting	Date	Venue
WG 7 Interim	29 October – 2 November 2001	Moscow, Russia (WG 7 hosting)
WG 7 Interim	7-11 January 2002	San Diego, USA
15 <sup>th</sup> SC 7 plenary	13-17 May 2002	Gyeongju, South Korea
WG 7 Interim	4 - 8 November 2002	Cape Town, South Africa (WG 10 hosting)
16 <sup>th</sup> SC 7 plenary	May 2003	
WG 7 Interim	October 2003	Recife, Brazil (Tentative) (WG 18 hosting)
17 <sup>th</sup> SC 7 plenary	May 2004	Canada
WG 7 Interim	October 2004	WG 7 hosting
18 <sup>th</sup> SC 7 plenary	May 2005	
WG 7 Interim	October 2005	WG 10 hosting
19 <sup>th</sup> SC 7 plenary	May 2006	
WG 7 Interim	October 2006	WG 18 hosting

### 6.2.6 Interim meetings

Brazil offered an invitation for the interim meeting in October 2003 in the northern part of the country. This meeting will now need to be coordinated through WG 18.

### 6.3 Adjournment

WG 7 wishes to thank the following organizations in particular for their assistance during the extended WG 7 meeting:

- Staff from the Nagoya Congress Centre
- Japanese delegation.

Mr Magee thanked the Project Editors and Heads of Delegations for their contributions, and the delegates for their participation. He also thanked the hosts again for their hospitality during the meeting, and expressed the hope of seeing all present at the next meeting.

The Convener then adjourned the meeting of Working Group 7.

## Annex A – National Body representation

### Attendance

National Bodies were represented at the meeting as follows:

**Table 3 – Meeting attendance**

National body	Attendee	Role
Australia	Mr Terry Rout Mr Doug Thiele	Head of Delegation, WG 7 Secretariat
Brazil	Prof. Marcelo Pessoa	Head of Delegation
Denmark	Mr Keld Drube	Head of Delegation
Finland	Mr Risto Nevalainen	Head of Delegation
France	Mr Thierry Dujardin Mr Alain Faisandier Mr Jean-Philippe Lerat Mr Jean-Martin Simon	Head of Delegation
Germany	Dr Hans Daniel	Head of Delegation
Great Britain	Mr Stuart Arnold Dr Jonathan Earthy	Project Editor Project 07.38 Head of Delegation
Israel	Mr Paul Rogoway	Head of Delegation
Italy	Mr Antonio Coletta	Head of Delegation
Japan	Mr Tatsuo Kido Mr Noritoshi Murakami Mr Kenji Muronaka Mr Masayuki Nakamae Mr Tadataka Niikura Mr Nobuo Niwa Mr Hirokazu Uchiyama Mr Toshihiko Wakatsuki Mr Atushi Yamada	Head of Delegation
South Africa	Mr Alastair Walker	Head of Delegation
Sweden	Dr Harold (Bud) Lawson Mr Lennart Piper	Head of Delegation
USA	Mr Perry DeWeese Mr Mike Gayle Mr Robert Johnson Jr Dr Jerome (Jerry) G. Lake Mr Stan Magee Ms Karen Richter Mr Garry Roedler	Project Editor Project 07.21  Project Editor Project 07.79 Convener  Head of Delegation

## Annex A – National Body representation

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Liaisons were represented at the meeting as follows:

**Table 4 – Meeting attendance**

<b>Liaison body</b>	<b>Attendee</b>	<b>Role</b>
ISO/IEC JTC 1/SC 27	Dr Hans Daniel	Head of Delegation
IEC TC 65/SC 65A	Dr Hans Daniel	Head of Delegation
ISO TC 159/SC 2	Dr Jonathan Earthy	Head of Delegation
INCOSE	Mr Robert Halligan Mr Ken Crowder	Head of Delegation
NATO	Mr Stuart Arnold	Head of Delegation

## Annex B – Documents

### Documents

WG 7 document codes were allocated as follows for the meeting:

**Table 5 – Document register extract**

WG 7 code	Date	Document title
N0441	12-Feb-2001	Calling notice. WG 7 meeting, Nagoya, Japan May 2001
N0442	21-Mar-2001	Draft agenda. WG 7 meeting, Nagoya, May 2001
N0443	21-Mar-2001	Draft schedule. WG 7 meeting, Nagoya, May 2001
N0444	6-Jun-2001	WG 7 Nagoya 2001 minutes
N0445	18-May-2001	WG 7 Nagoya 2001 membership list
N0446	5-Feb-2001	SC 7 Resolution 602 conformance statement
N0447	15-Mar-2001	WG 7 comments about DIS 21827 Systems Security Engineering Capability Maturity Model (SSE-CMM)
N0448	21-Mar-2001	Report on WG 7 Hypermedia trial
N0449	21-Mar-2001	WG 7 Hypermedia trial demonstration package
N0450	23-Mar-2001	Extended schedule. WG 7 meeting, Nagoya, May 2001
N0451	17-Apr-2001	Project Editor's report - Guide for ISO/IEC 15288
N0452	24-Apr-2001	WG 7 maturity survey for ISO/IEC 15288 CD.3
N0453	26-Apr-2001	SC 7 response Re: Plans and direction for WG 7 standards
N0454	26-Apr-2001	Architects comments on ISO/IEC 15288 CD.3 and Guide for ISO/IEC 15288 WD.2
N0455	26-Apr-2001	WG 7 maturity survey for Guide for ISO/IEC 15288 WD.2
N0456	8-May-2001	Convener's report to the SC 7 Advisory Group
N0457	8-May-2001	Convener's report to WG 7
N0458	8-May-2001	Project Editor's report - ISO/IEC 15288 CD.3
N0459	13-May-2001	WG 7 ISO/IEC 15288 maturity survey summary
N0460	4-Jun-2001	ISO/IEC 15288 CD.3 Major Issue recommendations and decisions
N0461	17-May-2001	WG 7 Resolutions - Nagoya Accord
N0462	18-May-2001	WG 7 ballot schedules (Version 2)
N0463	30-May-2001	ISO/IEC 12207:1995 FPDAM - Comment disposition for SC 7 N2413
N0464	13-Jun-2001	ISO/IEC 15288 CD.3 - Comment disposition for SC 7 N2425
N0465	18-May-2001	Guide for ISO/IEC 15288 WD.2 - Comment disposition for WG 7 N0423
N0466	28-May-2001	Comment disposition quick reference guide (Version 1)
N0467	17-May-2001	WG 7 Nagoya minutes. Guide for ISO/IEC 15288 sub-group
N0468	18-May-2001	WG 7 Convener report to SC 7 Closing plenary
N0469	25-May-2001	WG 7 meeting room requirements (Version 3)
N0470	18-May-2001	Final schedule. WG 7 meeting, Nagoya, May 2001
N0471	14-May-2001	Final agenda. WG 7 meeting, Nagoya, May 2001
N0472	25-May-2001	Comment transfer template (Version 1)
N0473	9-Jul-2001	ISO/IEC 12207:1995 FDAM
N0474	21-Jul-2001	ISO/IEC 15288 FCD
N0475	6-Aug-2001	Guide for ISO/IEC 15288 WD.3
N0476	13-Jun-2001	ISO/IEC 15288 CD.3 comments flagged for the Revision
N0477	13-Jun-2001	ISO/IEC 15288 CD.3 comments flagged for transfer to the Guide
N0478	28-May-2001	Comment disposition report template (Version 2)
N0479	18-May-2001	Use of the process name Architectural Design
N0480	4-Jun-2001	Comment implementation strategy for ISO/IEC 15288 CD.3 to FCD

## Annex C – Decisions and Resolutions

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### Decisions

Decisions were made at the meeting as follows:

**Table 6 – WG 7 decisions**

ID	Decision
1.	The meeting dates for the San Diego meeting were changed to 7-11 January 2002.

Refer also to the following:

**Table 7 – Decisions in documents**

WG 7 code	Document title
N0460	ISO/IEC 15288 CD.3 Major Issue recommendations and decisions

### Resolutions

Resolutions were voted successfully at the meeting as follows:

**Table 8 – WG 7 resolutions**

ID	Resolution
4.	JTC 1/SC 7 instructs its Secretariat to send document ISO/IEC 15288 for FCD ballot once it has received a satisfactory disposition report on CD.3 comments, a satisfactorily revised document according to the Heads of Delegation and confirmation from some Member Bodies of their vote change.
5.	JTC 1/SC 7 instructs its Secretariat to send document ISO/IEC 12207 Amendment for FDAM ballot once it has received the disposition report on FPDAM comments and a revised document.
6.	JTC 1/SC 7 intends to initiate a revision of ISO/IEC 15288 and ISO/IEC 12207 for harmonization between these standards and also the replacement for ISO 9000-3 and ISO/IEC 15504 as soon as ISO/IEC 15288 and ISO/IEC 12207 AMD are published. To prepare for this work JTC 1/SC 7 instructs its WG 7 to initiate a study period once a successful FCD and FDAM ballot have been completed.