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1. Background and objectives of the Revision

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.

This revision extends 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 is confined (for now) to those of SC17’s standards related to ID-1 cards and, therefore, specifically excludes Thin Flexible Cards and other potential base standards/card sizes, e.g. ID000. Given this scope, where information is agreed as common to more than one base standard SD2 now defines a procedure for moving that common information over time into ISO/IEC 7810.

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

Originally ISO/IEC 10373 - Identification cards - Test methods, was a single part standard developed by SC17/WG1 and related only to the physical characteristics of the card. Subsequently a decision was made by SC17 to remove the test methods from the various technology standards and publish each as a separate part of ISO/IEC 10373. Where a test method was common to more than one technology standard, it would be put into ISO/IEC 10373 Part 1 - General characteristics, at an appropriate time. This process has resulted in the multi-part structure of ISO/IEC 10373 given in Table 1 which also shows the working group responsible for each part.

<table>
<thead>
<tr>
<th>Test Method Standard</th>
<th>Technology</th>
<th>Responsibility</th>
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<tr>
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<td>General characteristics</td>
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<td>10373-4 (See note)</td>
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<tr>
<td>10373-7</td>
<td>Contactless, Vicinity cards</td>
<td>WG8</td>
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</table>

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

Table 1: Test method standards and the working group responsible

The principles and procedures for developing and maintaining test method standards are as follows:

1. The working group responsible for the base standard is also responsible for the associated test methods including the balloting of the related part of ISO 10373 and resolving the comments including those from WG1.

2. WG1 is responsible for oversight of the test methods for Identification cards to ensure compatibility, reproducibility and consistency between test methods applied to the various Identification card technologies.

3. The base technology working group will draw up a schedule of tests as early as possible in their work programme. This initial schedule, together with the target dates for completion of the various stages of the base standard and its test methods, will be part of the working group work program and shall be submitted for information to SC 17. The base technology working group should, at the same time, consider copying the schedule and time table to WG1 for their information.

The control of the progress of the new test methods is under the responsibility of the SC 17 Secretariat and Chairman.
4. Test methods will generally be developed in parallel with the base standard which they support. However, the final decision on this is taken by the technology working group taking full account of the consequences that could result from developing the test methods after the main text. When balloting is not concurrent the FCD of the test method shall be balloted no more than 18 months after FCD approval of the base technology standard.

When required, test methods may be developed in the absence of corresponding specifications in the base standard. A note shall be put into the test methods standard stating a recommended estimated criteria and that the text and final criteria will be added to the technology standard at a later date supporting the particular test. The base standard will have a FCD ballot of such an amendment or revision within 18 months.

Balloting of amendments to base standards which require changes to the associated test methods will be concurrent with balloting of the associated amendment of ISO/IEC 10373.

5. Every working draft of a test method and a base standard that contains text relating to test methods will be sent by the Working Group Secretary or Project Editor to the WG1 Secretary.

6. WG1 can comment or not as appropriate on these working drafts. If there are comments, they are sent direct to the base technology working group by WG1. The base technology working group do not have to wait for comments from WG1 before continuing their work.

7. At the same time that the text is sent to the SC17 Secretariat for CD or FCD ballot, the base technology Working Group Secretary or Project Editor sends a copy of the text to the WG1 Secretary for comment by WG1.

8. In submitting a CD or FCD to the SC17 Secretariat for ballot and to WG1 for comment, the base technology working group shall take full account of the meeting schedule of WG1 and ensure, whenever possible, that WG1 will be able to address the CD or FCD text at a WG1 meeting. The base technology working group shall circulate their work plan to WG1 and shall give WG1 as much advance warning as possible that they will need to reserve time during a meeting to work on a particular test methods standard.

9. WG1 will submit their comments to the SC17 Secretariat (one co-ordinated comment) by the date of the close of ballot. Comments from WG1 will be sent out as part of the normal ballot result.
10. When notified by a technology working group that their comments on a CD or FCD are being addressed at a meeting, WG1 may nominate one or a maximum of 2 “representatives” to attend that meeting. The representative(s) shall have full power to agree or disagree with the disposition of its comments on behalf of WG1. However, it is up to the WG1 representative whether to make a decision at that time or whether to refer back to WG1 before giving a view on the revised text.

Such representatives from WG1 shall not represent their national standards body or their liaison organization at a base technology working group meeting. They are there solely to represent the interests of WG1.

11. Where WG1 have commented on a CD or FCD text, the technology working group’s agenda shall state when the Test Methods will be dealt with. The agenda shall be split into sections clearly showing which session (which day) test methods will be addressed. The agenda shall be copied by the technology working group to WG1.

12. The base technology working group shall address the WG1 comments, if any, at each relevant ballot stage, in the same manner that it addresses comments from the member-bodies whether or not WG1 send a representative to the base technology working group meeting. The result shall appear in the Disposition of Comments.

13. The working group responsible for the base standard shall send the resulting text and disposition of comments to WG1 in parallel with the transmission to the SC17 secretariat.

14. The test method “Project leader or editor” is appointed by the base technology working group. The “project leader or editor” can be either a member of the base technology working group or from outside of that working group.

15. If the WG1 representative(s) to the base technology working group meeting did not agree the disposition of comments or if WG1 were not represented at the base technology working group meeting, they may decide, after study of the text resulting from the disposition of comments, that they are not satisfied with the disposition of its major technical comments [i.e. comments may result in incompatibility and inconsistency in the SC 17 test method standards]. In this case WG1 shall immediately notify the secretariat of SC17, with a copy to the base technology working group, explaining the issue in full. This notification shall be made as soon as possible but anyway within 2 months of the receipt of the new text and of the disposition of comments during which time the two working groups are encouraged to continue a dialogue to try to resolve the issues.

16. Following such notification, the SC17 secretariat and Chairman shall give its arbitration, as soon as possible, on the conflicting items (e.g., decide that the conflict is not based on a major technical comment) or where the issue cannot be resolved by the SC17 Secretary and Chairman, it shall be decided by SC17 either by correspondence or at a plenary meeting (decision by consensus).
17. Where a test method appears in an already published part of ISO/IEC 10373 and is subsequently included in a different, as yet unpublished, part of ISO/IEC 10373 it becomes “Common” and will be withdrawn from the technology specific parts of ISO/IEC 10373 and be included in ISO/IEC 10373-1 as follows:

a) an Amendment to the “published” technology part of 10373 will be published stating that the test will be removed from that part of 10373 when it is next revised and that the test will move to ISO/IEC 10373-1 at the time of its next revision;

b) a note will appear in the “yet to be published” part of ISO/IEC 10373 stating that the test will be removed from that part of 10373 when it is next revised and that the test will move to ISO/IEC 10373-1 at the time of its next revision;

c) The text is moved to ISO/IEC 10373-1 when it is next revised.

Care needs to be exercised subsequent to the above procedure to ensure that the tests identified in a) and b) above are not removed from their respective technology standards before the common test is published in 10373-1.

18. Future revisions of common test methods will be the responsibility of the technology working group who first developed the test method. That working group may, at its own discretion, yield responsibility to any other working group.

19. Development of coexistent technology test methods will be handled on a case by case basis. The SC17 Chair and Secretary will consult with the Convenors of the working groups involved and the SC17 Chair will decide who should be responsible for the particular coexistent technology test method. The SC17 Chair and Secretary may decide at its discretion to conduct an SC17 ballot on the issue.
3. **Principles and Procedures for Harmonizing SC17’s ID-1 based Standards (e.g. because of Coexistent Technologies)**

Set out below are two detailed procedures each supporting a different aspect of harmonization across the range of SC17’s ID-1 based standards. The first covers the case where common information is placed in ISO/IEC 7810 and removed from those standards where it originally appeared. The second is where similar or conflicting information contained in different technology and/or application standards is harmonized ‘in situ’ in each of the affected standards.

Table 2 below shows the current range of SC17 standards applicable to ID-1 sized cards categorised by technology/application, their associated test methods standard and the working group responsible for those standards. (Other technologies/applications may be added in due course, e.g. finger print sensor.)

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<td>WG1</td>
<td>7810</td>
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<td></td>
<td>ICCs with contacts</td>
<td>WG4</td>
<td>7816-X</td>
<td>10373-3</td>
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<td>Contactless ICCs</td>
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<td>10536-X, 14443-X, 15693-X</td>
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<td>Optical Memory</td>
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<tr>
<td>Application specific</td>
<td>Machine Readable Travel Documents</td>
<td>WG3</td>
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<td>Financial Transaction Cards</td>
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Table 2: SC17 standards applicable to ID-1 size cards plus related test method standards

As the working group appointed by SC17 to co-ordinate activity on Co-existent Technology, WG1 is also responsible for dealing with enquiries from the market place regarding possible combinations of technologies and their particular constrains. All such enquiries received by another SC17 working group shall be passed to WG1 for an official response. The working group forwarding the request may propose a reply from its perspective to assist WG1. Any response given by WG1 shall reflect the latest stable condition regarding new technologies or aspects of new technologies under development within SC17’s standards. The response from WG1 shall be copied to the working group that forwarded the original request.
3.1 Procedure for Agreeing and Processing potentially “Common Information”

This procedure provides a process whereby any SC17 working group can take the initiative in seeking agreement to “common information” (i.e. information which it considers relevant for the coexistence of technologies and/or applicable to most or all ID-1 card technologies; either in a draft document or a published standard) with other SC17 working groups. For the purposes of this procedure the working group proposing potentially “common information” shall be known as the “Originating Working Group”.

1. The Originating Working Group shall send an “Adoption Request” to WG1, indicating the information/text and technologies concerned and formally requesting WG1 to develop a draft modification or amendment (draft common information) to ISO/IEC 7810 and, if applicable, ISO/IEC 10373-1.

2. WG1 shall submit the draft common information to all SC17 working groups via the SC17 Secretariat.

3. All working groups shall consider the text; either at their next meeting, or, where the text has been preliminarily assessed by a representative appointed to act for the working group (e.g. convenor, project editor, particularly knowledgeable expert etc.) as not applicable to that working group’s areas of responsibility, by correspondence (i.e. e-mail).

A response shall be sent to WG1 within 4 months of the date of submission of the text by WG1, classifying the draft common information as ‘valid’, ‘invalid’ or ‘not applicable’ to that working group’s particular technology/application.

4. Where a working group is not scheduled to meet during the 4 month period but needs to discuss the issues raised face-to-face, rather than electronically, the Working Group Secretary shall inform the WG1 (Task Force) Secretary of the date the response can be expected. Ordinarily, this will be based on the working group’s next meeting date although SC17 working groups may establish their own methods for dealing with such issues (e.g. a specific task force to work by e-mail). Any disputes regarding timeliness or any other issues that might arise will be arbitrated by the SC17 Chairman and Secretariat.

Given such a delay, WG1 shall postpone any further action until after the agreed date.

5. Where WG1 receives no response from a working group, WG1 is empowered to make its own decision.

6. Where the majority of working groups affected consider the draft common information valid for their technology, ISO/IEC 7810 and, if applicable, ISO/IEC 10373-1 will be amended to incorporate it. Where a working group has informed WG1 that the draft common information is invalid or specifically does not apply to its technology, the amendment shall state this. However, if the draft common
information is simply irrelevant to a working group’s technology/application this need not be stated.

7. WG1 is responsible for the final wording of any modification or amendment to ISO/IEC 7810 and, if applicable, ISO/IEC 10373-1 which shall be processed in the normal way under ISO/IEC JTC1 procedures.

8. Similarly, those working groups that have agreed to the inclusion of common information in ISO/IEC 7810 and, if applicable, ISO/IEC 10373-1 are responsible for the removal of the equivalent information from their own standards, including, if applicable, their corresponding part of ISO/IEC 10373. Again, such changes shall be processed in the normal way under ISO/IEC JTC1 procedures although care has to be exercised not to remove relevant information prior to the replacement common information becoming available in ISO/IEC 7810 and, if applicable, ISO/IEC 10373-1.

3.2 Harmonizing similar or contradictory information

This procedure provides a means of allowing a working group to take the initiative in asking other SC17 working groups to harmonize similar information in their standards (to resolve duplication of information or avoid unnecessary effort) or contradictory information in their standards (to resolve compatibility issues).

For the purpose of this procedure the working group requesting harmonization shall be known as the “Requesting Working Group”.

1. The Requesting Working Group shall send a “Harmonization Request” to the working group or working groups it has identified as responsible for standards containing similar or contradictory information indicating the “information” and the technologies concerned and formally requesting the working group(s) concerned to modify or amend their standards to replace the similar information by common information or to resolve the contradiction. The Requesting Working Group shall, where possible, include a proposal for such modification or amendment.

2. Each working group concerned shall decide promptly, and in any event no longer than two months from receipt, whether it is sensible for them to comply with the request and notifies the other working group(s) concerned accordingly.

It is for each working group to decide the method most appropriate for taking such decisions within their working group, which may well vary on a case by case basis, but since this is only an initial decision on the feasibility/suitability of harmonizing the text in question it is not expected that such a decision should be unduly delayed, e.g. waiting upon the next scheduled meeting of the working group.
3. In the event that one of the working groups decides that it cannot comply with the request, it shall provide relevant justification as to why it cannot comply to the other working groups concerned and the process ends.

4. If, however, the process is to continue, the working groups concerned need to agree between themselves a process by which to develop the “draft information” intended to replace the similar or contradictory information in their respective standards. It is left to the working groups concerned to work out the details of how this drafting is to be undertaken but in the absence of a volunteer or co-operative approach it shall fall to the Requesting Working Group so to do.

5. Each concerned working group shall consider the “draft information” at their next meeting and shall provide the working group that submitted the information with a response either accepting or rejecting the draft information as valid for its technology. This response shall be submitted no later than 4 months after the “draft information” was received.

6. Where a working group is not scheduled to meet during the 4 month period, the Working Group Secretary shall inform the secretary of the other working groups concerned of the date the response can be expected. Ordinarily, this will be based on the working group’s next meeting date although SC17 working groups may establish their own methods for dealing with such issues (e.g. a specific task force to work by e-mail).

Any disputes regarding timeliness or any other issues that might arise will be arbitrated by the SC17 Chairman and Secretariat.

7. Each working group accepting the “draft information” as valid for its technology shall amend/modify their standards accordingly which shall be processed in the normal way under ISO/IEC JTC1 procedures.

Note: In this case there is no requirement to co-ordinate the modification or amendment with any other working group’s standards.