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Information technology — User interface icons —

Part 40:
Management of icon registration

Technologies de l'information — Icônes d'interface utilisateur —

Partie 40: Gestion de l'enregistrement des icônes

Contents

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of the joint technical committee is to prepare International Standards. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

ISO/IEC 11581-40 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

ISO/IEC 11581 consists of the following parts, under the general title *Information technology — User interface icons*:

⎯ *Part 1: Introduction to and overview of icon standards* [Technical Report]

⎯ *Part 2: Object icons*

⎯ *Part 3: Pointer icons*

⎯ *Part 5: Tool icons*

⎯ *Part 6: Action icons*

⎯ *Part 10: Framework and general guidance*

⎯ *Part 40: Management of icon registration*

⎯ *Part 41: Data structure to be used by the ISO/IEC JTC 1/SC 35 icon database* [Technical Report]

Introduction

This part of ISO/IEC 11581 defines supplementary procedural information, requirements and criteria that apply to a collection of icon standards published as a web-accessible icon database. It is based on the second paragraph of Annex ST, *Procedure for the development and maintenance of standards in database format* of the *ISO/IEC Directives — Supplement — Procedures specific to ISO*. This part of ISO/IEC 11581 is not in conflict with Annex ST or the ISO/IEC Directives.

The advantages of the collection of icon standards as an electronic database include the following:

- the database represents a serious source one can rely on;

- the graphic of an icon is better shown on a display (in terms of resolution, i.e. pixels);

- downloaded icons can be immediately used for implementation in their standardized form; and

- the database can be easily maintained and updated.

Information technology — User interface icons —

Part 40:
Management of icon registration

1 Scope

This part of ISO/IEC 11581 defines supplementary procedural information, requirements and criteria that apply to a collection of icon standards published as a web-accessible icon database. They are based on Annex ST of the *ISO/IEC Directives – Supplement – Procedures Specific to ISO*. This part of ISO/IEC 11581 also defines the method of adding, changing or withdrawing icons in an electronic database of standard icons.

NOTE   Annex ST of the ISO Supplement is followed unless otherwise specified in this part of ISO/IEC 11581 for management of icon registration.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC TR 11581-41, *Information technology — User interface icons — Part 41: Data structure to be used by the ISO/IEC JTC 1/SC 35 icon database*[1])

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1
maintenance team
MT
group of experts that may be set up by a parent committee following the rules in the ISO/IEC Directives for the establishment of Working Groups

NOTE 1   The convener of the MT should be the same person as the convener of the validation team (VT).

NOTE 2   The MT may be called upon by the VT convener to provide expertise in the preparation of Change Requests or icons for evaluation or validation.

3.2
validation team
VT
permanent "executive" group of individuals appointed by and acting as delegates on behalf of their National Bodies, A-liaison organizations and committee-internal liaisons committed to execute evaluation and validation of Change Requests and vote for their release as part of a web-accessible icon database

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1)   To be published.

NOTE 1   All P-members, A-liaison organizations and committee-internal liaisons have the right to appoint one member to the team. A validation team comprises a minimum of 5 P-members. Representatives of P-members have the right to comment and vote; representatives of A-liaisons and committee-internal liaisons do not have the right to vote, but may submit comments.

NOTE 2   The described procedure asks for very short response times from the validation team members. Therefore, the National Bodies will appoint one or more deputies that can take over the task when the official member is unavailable (due to travel, business, etc.).

NOTE 3   The appointing bodies decide on the duration of an appointment. They will also organize any supporting network of experts at national level.

NOTE 4   The SC 35 secretariat manages the validation team, which is numbered and called **VT 11581** for the web-accessible icon database.

3.3
proposer
body allowed to submit a Change Request

NOTE   The proposer is the body having the right to submit the NP in terms of the ISO/IEC Directives.

3.4
web-accessible icon database
database standard
standard in database format for which a valid form of publication is a publicly accessible database, containing the standardized icons and non-normative translations (where provided by appropriate national bodies)

NOTE   The term "standards as database" may be used as a synonym.

3.5
icon
⟨database standard⟩ separately identified and managed structured object in a database, composed of a user interface symbol representing a function of the computer system, together with an internal identifier, a label, description of its function, specific instance, graphic component(s), state variation(s), specific variation(s) and reference(s)

3.6
Change Request
CR
task description for addition, withdrawal or change of one or more icons in a database standard, submitted by an authorized person or body, which will be reviewed and updated by the convener of a validation team, possibly with the support of a maintenance team, for evaluation and validation by the validation team

NOTE   It is possible that changes to the database standard resulting from several Change Requests are combined, or that a single Change Request is subdivided, at any stage in the process.

3.7
work package
set of one or more icons associated with a Change Request

4   Procedures

4.1   Overview

The procedure described in this part of ISO/IEC 11581 assumes the use of a web-accessible database and electronic communication. As far as possible, automated database functions shall be applied to ensure that the content of the database is consistent. Due care shall be taken to ensure that the content is correct especially if it is used directly by computer applications.

Depending on the difficulty of registration to the database, VT 11581 Convenor will take care of organizing MT or direct to VT 11581 will evaluate and vote on proposed changes to the web-accessible icon database.

The procedures support two main processes:

a) the maintenance process initiated by a Change Request (CR), which consists of the preliminary activities, followed by either the normal database procedure 1 or the normal database procedure 2;

b) the withdrawal process initiated by a Change Request (CR), which consists of the preliminary activities followed by the normal database procedure 1.

4.2 Preliminary activities

4.2.1 General

Any changes to the normative ISO/IEC standards information in a web-accessible icon database shall be completed with the following preliminary stages.

National bodies may propose changes involving non-normative translations in non-official ISO/IEC languages to be processed by the convener of the validation team, without the need of following these procedures described below.

4.2.2 Initiation of Change Request

A Change Request shall be submitted by a proposer and then entered by the VT 11581 convener in a web-accessible icon database.

4.2.3 Preparation for evaluation

Preparation by the VT 11581 convener to ensure that all mandatory entries of the Change Request (CR) are appropriately filled-in and that any necessary accompanying items (such as graphic images) are of a quality sufficient for evaluation.

For pragmatic or technical reasons, e.g. close relationship between items or different level of maturity, the VT 11581 convener may decide to combine items proposed under more than one CR into one work package or to separate items submitted under one CR into several work packages for processing as a unit.

NOTE 1   If required, an MT may be called out to assist the VT 11581 convener in the preparation activities.

NOTE 2   The term "maintenance team" (MT) refers to a group of experts set up by the secretariat of SC 35 to carry out the maintenance of a web-accessible icon standard.

NOTE 3   The time required for this work should normally not exceed 1 month, but might exceptionally be longer if the original proposal is not mature enough. In such a case the preparation is comparable to "stage 0" work and the time has to be counted from final agreement with the proposer.

NOTE 4   It is expected that the MT will only be established when the preparation activities make up a substantial amount of the total work required. When the standard covers a wide range of technical domains the MT may rely on domain expertise for checking and revising the content of the icon(s) associated with the Change Request(s).

4.2.4 Evaluation of the CR

Action by the VT 11581 to determine whether the Change Request is within the scope of the database standard and valid for further work, or should be rejected.

When the quality of the information provided at the preparation stage is satisfactory, the status identifier of the Change Request is changed to *for evaluation* and the members of VT 11581 is informed (with copies to the proposer and possibly other relevant TCs/SCs) and asked by the VT 11581 convener to make an evaluation and to comment. The evaluation of the Change Request should be completed within 2 months.

The commenting is equivalent to comment and vote on a CD.

4.2.5 Resolution

Observation by the VT 11581 convener on the comments and general opinions of the members of the VT 11581 followed by the conclusion whether the Change Request should be:

a)   continued with the normal database procedure 1 (procedure 1); or

b)   continued with the normal database procedure 2 (procedure 2); or

c)   improved and *re-evaluated*; or

d)   *rejected* altogether.

NOTE 1   The entry of a new icon in the database is not to be seen as "new work", but rather as part of the continuous maintenance of the existing collection of icons. Therefore, to arrive at the conclusion, a simple majority of the submitted votes can be used at the evaluation stage, applying to the choice between continuation/rejection as well as to two types of process.

NOTE 2   If the original Change Request references many items, and if some of these might be acceptable for continuation with the procedure 1 or with the procedure 2 while others are not, the original CR might be divided into two or more new CRs and processed separately. Such new CRs start at the status level already achieved.

Figure 1 provides overview of the preliminary activities in 4.2 and the normal database procedures in 4.3 and 4.4.
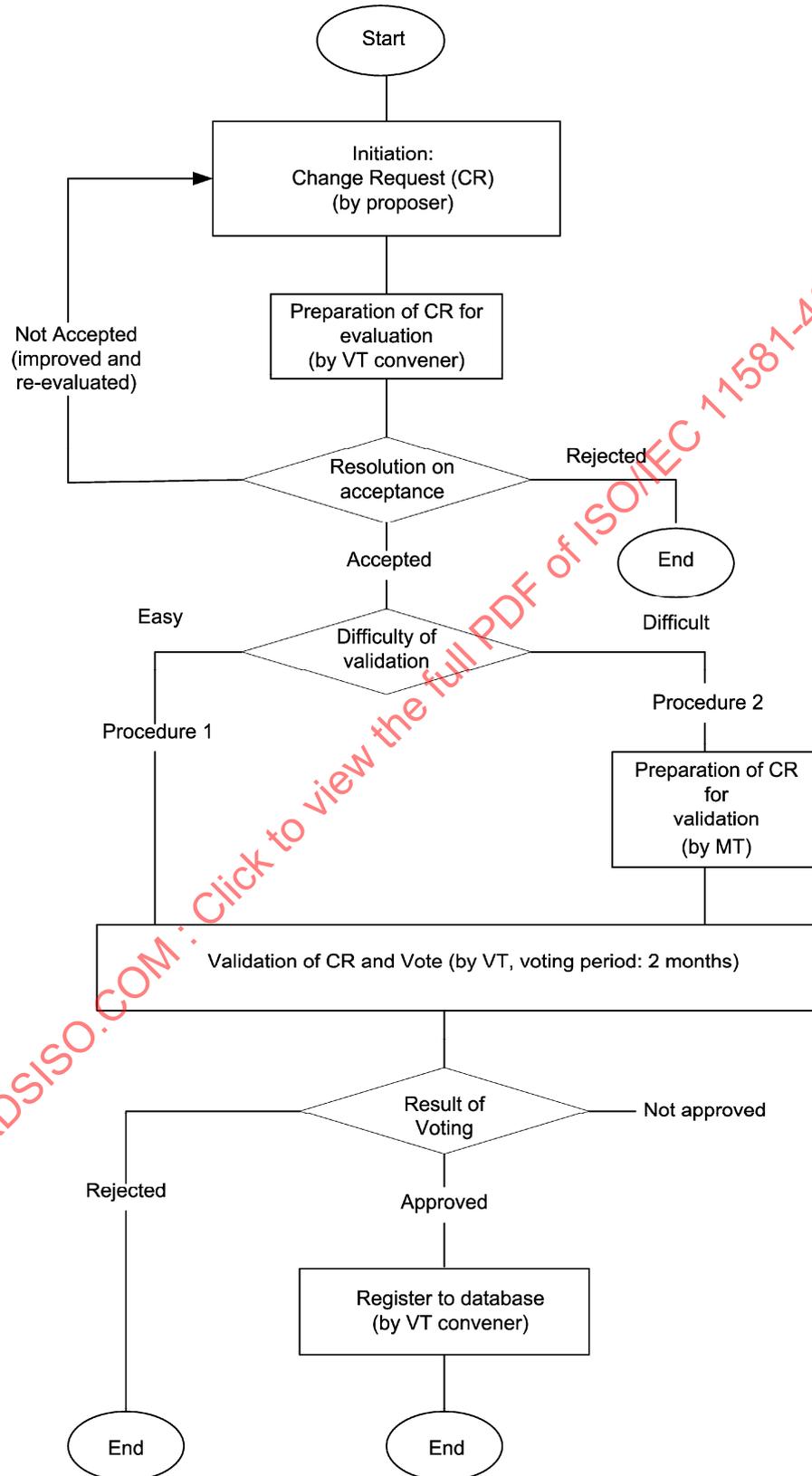

Figure 1 — Process for the icon registration

4.3   Normal database procedure 1

4.3.1   Overview

The normal database procedure 1 (procedure 1) is faster than the normal database procedure 2 (procedure 2) as described in 4.4 and relies on the use of VT 11581 acting on behalf of the National Bodies for the final voting on proposals.

The procedure 1 is typically applicable for changes or for the withdrawal of existing icons or for additions of new icons within the scope of a web-accessible icon database or in case where there is an urgent need for changes to the icon database.

4.3.2   Validation

When the quality of the information is satisfactory, the status identifier of the Change Request is changed to *for validation*, and the VT 11581 is called by the VT 11581 convener to vote, with copies to the proposer, the P-members of SC 35 and possibly other relevant TCs/SCs.

The members of the VT 11581 should have visibility of the all item(s) under validation as well as of the final vote result by the VT 11581. Voting should be completed within two months.

If the proposed icon(s) are accepted, the status identifier of the icon(s) is changed to *released.*

If they are not accepted, then the reason(s) are noted and the status identifier of the item(s) is set to *rejected.*

The criteria applied are the same as those for the voting on a normal FDIS. Abstention from voting means that the vote is not counted.

After setting the final status identifiers for the icons and noting the reasons, the status identifier of the change request is set to *resolved,* and the normal database procedure 1 is finished (in maximum of two weeks).

With the procedure 1 it is possible for proposals to be approved within approximately two months.

4.3.3   Result of voting

If the Change Request is approved, it shall be reflected to the database by changing the associated status identifier. If the Change Request is not approved, it shall be returned to the preliminary stage or rejected.

4.3.4   Report to SC 35

SC 35 secretary in consultation with VT 11581 convener shall inform its members on the result of activity of VT 11581 in the past year at the plenary.

4.4   Normal database procedure 2

4.4.1   Overview

If the VT 11581 judges during evaluation stage that the CR is difficult to validate, maintenance team (MT) is called to provide help for VT 11581 convener to carry out the preparation for validation of the CR.

4.4.2   Preparation for validation

The MT revises the proposal in line with the comments received during the evaluation stage and checks that the item(s) associated with the CR are, after possible changes, sufficiently and properly described, within the scope of the database standard and consistent with already existing items. This preparation should be carried out within one month.