|  |  |  |
| --- | --- | --- |
|  | Date2023-08-01 | ReferenceCEN/CLC/ETSI/JTB eAcc **N 652** |

|  |  |  |
| --- | --- | --- |
| **CEN/CLC/ETSI/JTB eAcc**Title"eAccessibility" |  | Requested action[ ]  For information only[ ]  Meet / for discussion at  [x]  For comments (Deadline: 2023-09-15  )[ ]  For voting (Deadline:  )[ ]  Other actionObservations: |
| Secretariat | Asociación Española de Normalización, UNE |  |
| Secretary | Mr. Fernando MACHICADOfmachicado@une.org  |  |
| Secretary support team | Mr. José Ángel ARENASe-mail: jarenas@une.org  |  |

|  |
| --- |
| Draft MINUTES of the 25th meeting of CEN/CLC/ETSI/JTB eAcc 2023-05-30(virtual meeting, zoom) |

|  |  |
| --- | --- |
| **Agenda item (N641)** | **Relevant documents** |
| 1 | N651 |
| 2 | N642 |
| 3 | N641 |
| 4 | N651, N639 |
| 5 | N633, N636, N653 |
| 6 | N637, N638, N649, N651 |
| 7 |  |
| 8 | N643 |
| 9 |  |
| 10 |  |

**Draft minutes 25th eAcc meeting**

**2023-05-30, virtual meeting**

**starting at 10:00 and finalizing at 16:30**

**(planned, actual end of the meeting approximately 12:40)**

1. **Welcoming and opening of the meeting**

The meeting started with the welcoming of participants.

Ms. Susanna Laurin (JTB Chairperson) welcomed all the attendants.

The main objective of this meeting is to update information in order to have a clear idea of where we are standing.

1. **Roll call of delegates and update of representatives**

The attendance list is given in N642.

The secretariat informed that Mr. Laurens Hernalsteen has changed his responsibilities at CEN-CENLEC Management Centre (CCMC), and the new Programme Manager assigned by CCMC to this Joint Technical Body is Ms. Christina Thorngreen. She was the person at CCMC in charge of the negotiations on the standardisation request M/587.

CEN/CLC/ETSI/JTB eAcc thanked the work of Mr. Laurens Hernalsteen and welcomed Ms. Christina Thorngreen, who introduced helself.

1. **Adoption of the agenda**

**Conclusion 1/2023** CEN/CLC/ETSI/JTB eAcc approved by unanimity the revised agenda (N641).

1. **Report of the Chair and the Secretariat of the CEN/CLC/ETSI JTB eAcc**
2. Chair´s video on how to contribute

Ms. Susanna Laurin, Chair of CEN/CLC/ETSI/JTB eAcc, showed the video she has recorded encouraging to contribute to the revision of EN 301549 and informing on how to do so ([link](https://www.youtube.com/watch?v=GCTkgcKAJP0)).

1. Workflow between the different technical bodies.

The secretariat of the JTB explained the different technical bodies involved in the works of the revision of EN 301549, as well as the workflow between them all, that has been modified due to the use of Gitlab as a way to increase the participation of all JTB participants and to speed up the consensus building process, see slides 8 to 12 of N651 (key slide: 11, on the workflow onwards).

NOTE: The errors regarding to ETSI technical bodies and processes given in former N640 have been corrected in the new N651.

A [link](https://labs.etsi.org/rep/HF/en301549/) to Gitlab has been uploaded in livelink, as well as the [Gitlab tutorial](https://docbox.etsi.org/HF/Open/GMT20230220-GitLab-EN301549-Tutorial.mp4), see the folder in livelink on the current EN 301549 revision ([link](https://sd.cen.eu/documents/ui/#!/browse/cen/cen-clc-etsi-jwg-eacc/library/5/EN%20301%20549%20v.4)).

Mr. Matthias Schneider, Chair of ETSI/TC/HF, invited all JTB participants to join Gitlab as soon as possible, mainly at the early stages.

Mr. Hans von Axelson (SIS delegation) raised the question of how will the Gilab discussions be moderated and when will the JTB receive intermediate drafts of EN 301549 revision.

ETSI Specialist Task Force (STF) 614 will be composed by the experts selected to draft the revision of EN 301549. ETSI STF 614 will also be in charge of moderating Gitlab contributions. ETSI STF 614 will check if Gitlab contributions are uncontroversial, manage the discussion of comments with submitters in Gitlab project space, finalize a proposed resolution, conclude if there is no agreement so far and integrate the resolved additions and changes in the draft. ETSI STF 614 will submit intermediate word files of EN 301549 revision to the JTB for comments and consensus building.

1. Situation of the revision of the TRs due to the outcomes of the EISMEA calls.

The secretariat of the JTB informed on the current situation of the revision of CEN/CLC/ETSI TR 101551:2014, “Guidelines on the use of accessibility award criteria suitable for public procurement of ICT products and services in Europe”, and of CEN/CLC/ETSI/TR 101 552:2014 “Guidance for the application of conformity assessment to accessibility requirements for public procurement of ICT products and services in Europe”, see slide 13 of N651.

In order to speed up the process of the revision of CEN/CLC/ETSI TR 101551and CEN/CLC/ETSI/TR 101 552, the Chair and the secretariat of the JTB proposed the creation of a new Working Group within CEN/CLC/ETSI/JTB eAcc to work on this task on a voluntary basis.

**Conclusion 2/2023** CEN/CLC/ETSI/JTB eAcc participants showed no opposition to the launching of a Committee Internal Ballot to create a new Working Group, CEN/CLC/ETSI/JTB eAcc /WG 1, “CEN/CLC/ETSI TR 101551 and CEN/CLC/ETSI/TR 101552”. The person proposed to be the Convenor is Ms. Susanna Laurin, and UNE would hold the Secretariat.

NOTE: A Committee Internal Ballot on this issue was created on 2023-08-01, its deadline is 2023-09-15.

1. Possibility of a new informative annex on accessibility overlays (N639).

Ms. Susanna Laurin, Chair of the JTB, informed on the issue of accessibility overlays and on the joint statement of the European Disability Forum (EDF) and International

Association of Accessibility Professionals (IAAP) on this issue (see N639). She also asked for a reflection on it something on this matter should be mentioned in the revision of EN 301549, as an informative context.

There was a debate on this point. Some JTB participants thought that a heads-up on the accessibility overlays could be said as a note in Clause 9, as accessibility overlays should be turned off before performing the tests. Others thought that a short text in Annex C, the one on conformance, would be appropriate. Others thought that the EN was not the best vehicle for that information, but another ETSI or CEN-CENELEC deliverable, such as a Technical Report. No decision was taken.

1. **Report of the Chair and the Secretariat of ETSI TC HF.**
2. Workplan of the ETSI HF STF for the revision of EN 301549.

Mr. Matthias Schneider, Chair of ETSI/TC /HF, informed that there is a workplan for the revision of EN 301549. ETSI has committed to the deadlines (2 years from the start of the works of the ETSI STF 614), only if funding is provided to hire experts. There might be a 4 months delay from the initial workplan, as the negotiations between ETSI an EISMEA still had not concluded. The secretariat of CEN/CLC/ETSI/JTB eAcc will distribute the tentative workplan of ETSI STF 641 for the revision of EN 301549 after the June 2023 ETSI/TC/HF meeting, see N653.

1. Outcome of the call for experts.

Mr. Matthias Schneider, Chair of ETSI/TC /HF, informed that ETSI had launched a call for experts to join ETSI STF 614. However, as the contract between ETSI and EISMEA still had not been signed, the selection was still provisional. ETSI will inform the secretariat of the JTB of the final selection of experts. The works of ETSI STF 614 will be conducted under the control of ETSI Secretariat and supervision of TC HF.

NOTE: Finally, the composition of ETSI STF 614 is the following one:

* Project leader: Michael Pluke (Castle Consulting).
* Loïc Martínez-Normand (UPM).
* Gunnar Hellström (GHAccess).
* Gregg Vanderheiden (supported by EDF).
* Agata Sawicka (supported by ITS).
* Alejandroi Rodríguez-Ascaso (UNED),
* Daniel Montalbo (W3C).
* Roberto Scano (Roberto Scano).
* Pär Lannerö (Metamatrix AB).
* Mark Jeffrey (Microsoft Europe SARL).
* Iman Gholami (LG Electronics France).
* Harri Puskar (CPTRA).
* Shadi Abou-Zahra (Amazon Web Services SARL).
* Richard Moreton (Samsung R&D Institute UK).
* James Craig (Apple).
1. General plan of the EN in order to address the essential requirements of the European Accessibility Act.

Mr. Matthias Schneider, Chair of ETSI/TC /HF, informed that, due to the short deadlines and the complexity of the document, the works of the revision of EN 301549 will mainly focus on the scope of M/587. Some subtasks have already been defined, such as restructuring, WCAG revision, services, devices, RTT and real conversation.

There clauses affected by M/587 still had not been identified. However, tentatively, it seemed that no major restructure was needed for devices, whereas major revisions were expected for services (e.g. new clauses on specific services), and RTT and total conversation were expected to suffer a major revision. In principle, the revision of EN 301549 will not be a multipart standard.

Digital Europe has asked for a specific clause on the provision of content for digital broadcasting.

1. **Liaisons.**

The following liaisons have been established from other organisations to CEN/CLC/ETSI/JTB eAcc:

* ANEC
* W3C
* ITU
* Digital Europe
* ITIC (Information Technology Industry Council)
* US Access Board: Approved on 2011-02-15 and in place. Might need to be updated.
* Canada: SCC (Standards Council of Canada)+ ASC (Accessibility Standards Canada). Approved on 2022-01-25, still not officially in place.
* CEN/CLC/JTC 11, Accessibility in the built environment (Fernando Machicado)

And there is currently a liaison in place from CEN/CLC/ETSI/JTB eAcc to CEN/CLC/JTC 11, Accessibility in the built environment (Susanna Laurin)

The secretariat proposed to establish a liaison with CEN/CLC/JTC 12, Design for all, as three of the main standards that shall be developed due to standardisation request M/587 are under the responsibility of this Technical Body:

* Harmonised standard(s) setting up requirements on the accessibility of non-digital information related to products and services
* Harmonised standard for the accessibility of support services related to products and services (help desks, call centres, technical support, relay services and training services)
* Revision of EN 17161:2019, “Design for All - Accessibility following a Design for All approach in products, goods and services - Extending the range of users”.

**Conclusion 3/2023** CEN/CLC/ETSI/JTB eAcc participants showed no opposition to the launching of a Committee Internal Ballot to establish a liaison from CEN/CLC/ETSI/JTB eAcc to CEN/CLC/JTC 12, “Design for all”. The person proposed to be the liaison officer is Mr. Hans von Axelson.

NOTE: A Committee Internal Ballot on this issue was created on 2023-08-01, its deadline is 2023-09-15.

The secretariat also proposed to establish a liaison with ETSI EMTEL, Emmergency Telecommunications. As some EMTEL members are also ETSI/TC/HF members, perhaps they could be appropriate liaison officers. In any case, ETSI, CEN and CENELEC are coordinated on the works of M/587.

Mr. Mark Jeffrey (Microsoft) proposed to establish a liaison with [DVB](https://dvb.org/about/).

1. **Next meeting.**

To be determined.

1. **Approval of the decisions.**

The secretariat drafted the document on the Decisions and conclusions of the 25th meeting of CEN/CLC/ETSI/JTB eAcc (2023-05-30) after the meeting, see N643.

1. **Any other business.**

Not addressed.

1. **Closure of the meeting.**

The meeting ended at approximately 12:40.