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ISO/TC 211 Geographic information/Geomatics

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ISO/TC 211 Secretariat
Norwegian Technology Centre
Oscars gate 20
P.O. Box 7072 Majorstuen
NO-0306 Oslo, Norway

Telephone: + 47 22 59 01 16
Telefax: + 47 22 59 01 29
E-mail: bjs@nts.no
URL: <http://www.isotc211.org/>

New structure of document notification

Decision by the ISO Technical Management Board (TMB)

The ISO Technical Management Board has decided on a structure for notification of documents, please refer document N 1289, clause 9.

As a result of this, the secretariat has made some changes to the document announcement/notification.

Title of document notifications

Availability of new documents will as before be announced via e-mail. The subject line in the e-mail will be:

ISO/TC 211 Document notification no. 211f999

NOTE The issue serial number will continue as before, the first number of the new structure being 211f210. All announcements are available as text files on the committee home page: <http://www.isotc211.org/dokreg.htm> – go to Document notifications.

Content of document notifications

The content of the ISO/TC 211 "announcement of document availability" is quite close to the requirements set up by the TMB. The changes are therefore minimal, but a new cover page is introduced and a new structure implemented from this document and forward. The secretariat has decided to keep some elements from the previous ISO/TC 211 announcements that are not among the required once from the TMB.

The changes will have consequences for those using the tab-files to import information to their own database, and the table below shows the relations to the new sequence.

The new structure of the notifications will be:

Number of element	Element	Reference to elements in previous announcements	Relation to previous tab-file
01	Document number	Document number	01
02	Document date	Document date	02
03	Replaces document	Supersedes	03
04	ISO reference number	Project number	05
05	Title	Title	04
06	Source	Source	06
07	Expected action	Required action	09
08	Due date	Target date	07
09	Type of document	(Status, required action)	(08/09)
10	Meeting date/location		none
11	Note field	(Status)	(08)
12	Hyperlink	(File names)	(11)
13	Reference	Reference	10
14	Number of pages	Number of pages	12

In accordance with the TMB decision, the fields that are empty will not be displayed in the notification.

NOTE A tab-file is issued with each notification. The tab-files are available at <http://www.isotc211.org/dokreg.htm>. For documents 001 – 1300 the tab-files are according to the old order. Tab-files for each 100 documents are also available, with direct links at the same site. They are all according to the old order. Documents N 1301 and higher will be according to the new order.

Document files

The notifications will now include a direct link to each document. For each document there is a separate directory, and the link takes you to this folder. Normally each document will be available in Word and PDF formats. The Word version may consist of several files, as linking Word-files sometimes create problems. PDF-files will always be linked and therefore only consist of one file for each document.

The normal routine for naming subfiles is:

Cover page: 211n9999c.doc

If there are more than one file for the main document, it will be named as:

211n9999_1.doc, 211n9999_2.doc and so on.

Ballot form: 211n9999b.doc

This order will also be followed with other file formats.