

Draft Minutes  
OP/TF 4 Adoption of ISO 10110 as an American National Standard

August 12<sup>th</sup>, 2011, 12:00-15:30 EDT

Held by teleconference

**1. Welcome and Introductions**

D. Aikens opened the meeting at 12:05 EDT with introductions. On the call were G. Boulton, R. Williamson, W. Royall, and R. Youngworth. R. Williamson offered to keep notes for the meeting and to review the minutes before distribution.

**2. Adoption of Agenda**

G. Boulton moved we adopt the agenda, and W. Royall seconded the motion, which carried.

**3. Approval of the Minutes of the May, 2011 Meeting**

W. Royall moved that the draft minutes be approved; G. Boulton seconded the motion, which carried.

**4. Status of official standards actions (PINS, BSRs and OP1.0110-1)**

D. Aikens reviewed the current status of all the standards, and presented the list of PINS filings per ANSI procedure, authorizing us to proceed with the development of the standards themselves. The PINS for 9211 parts 1-3 were filed under the document number OP1.9211-1 through -3. The PINS for OP1.0110 -14, -6 and -18 could not be filed yet because the published versions of the ISO standards do not yet exist. When they are published, the committee will need to decide at that time if we wish to adopt them as national standards.

D. Aikens also reviewed the status of the OP1.0110-1. After much back and forth, we do not have a digital copy of the latest version which was balloted on and approved by the committee. This will be re-created by D. Aikens and posted on the website, as well as made available to ANSI for sale through the ANSI e-store.

Action: D. Aikens to recreate the correct version of OP1.0110-1 based on the files we have, and post it on the website.

Action: D. Aikens will make OP1.0110-1 available via the ANSI online store.

**5. OP Ballot status, BSR/OEOSC 1.0110 -10, -12, and -9**

D. Aikens reviewed the ballot results of OP1.0110-10, which has been approved for publication. D. Aikens will proceed to file the BSR paperwork with ANSI for this second section.

OP1.0110-9 is ready for ballot, and will be out within a couple weeks. OP1.0110-12 requires some file conversions and editing to bring it into line with ANSI and ISO formatting requirements, but should be out for ballot by October.

G. Boulton pointed out that the headers are not always correct on -9 and -11. G. Boulton will check -10 one final time before it is to be published.

Action: G. Boulton to perform careful review of headings and notes in -10, as well as -9 and -11, and provide guidance to D. Aikens for correction prior to publication.

Action: D. Aikens to file BSR-8 and BSR-9 for OP1.0110-10 with ANSI

Action: D. Aikens to circulate OP1.0110-9 for OP ballot

Action: D. Aikens to circulate OP1.0110-12 for OP ballot

**6. TF Ballot status, ISO 9211-1 through -3**

Now that the PINS are registered, we can circulate the drafts of the OP standards. D. Aikens will proceed with these three standards as soon as -9, -11, and -12 are complete. Per G. Boulton, 9211-4 can wait until the next meeting, since it is still being revised.

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Action: D. Aikens to complete drafts of OP1.9211-1 through -3 and circulate for TF ballot.

#### **7. Review OP1.0110-11**

R. Youngworth have developed a final draft of the standard, and led us through a review of it during the meeting. It is ready for circulation to the TF for ballot, so we can get some final feedback before publishing.

Action: D. Aikens to circulate OP1.0110-11 for TF ballot.

#### **8. Draft of OP1.0110-5 and -14**

M. Dowell was not available to comment on her action item to synchronise the -5 revision to OP1.004. Part 14 is on hold.

Action: D. Aikens to follow up with M. Dowell to see if we can finish -5 and even -14 by Photonics West.

#### **9. Draft of OP1.0110-18**

Allen Krisiloff could not be available for the meeting, but he submitted a written summary of his work.

“The German and Japanese delegations have filed official comments on the draft of 10110-18. The Japanese think the draft is too wordy; even though it is about 30% the length of the combined length of the three parts that it replaces! I think they simply disagree with some of the definitions. The Germans think the draft is okay, but they don't like the extended notation to allow for direct specification of the raw material on the final-part blueprint. They also wish to see long explanations about how to select the right grade of glass.

“Peter Hartmann and I are now involved in a direct conversation about the German concerns. I have told Peter that I don't think guidance for glass selection is the proper domain of a standard. Additionally, I have told him that the standard's scope should include materials in addition to standard optical glass, such as, crystalline materials, plastics, and maybe IR materials, too. Therefore, to maintain balance and to position the standard for all niches of the optical industry, we would have to add selection guides for all the other materials, too. Of course, I don't want to do that. I am hoping to guide Peter away from his penchant to reproduce the Schott glass catalog in the standard! Besides, ISO 12123 already includes this kind of guide.”

Action Dave: Get copy to everyone in the TF to review.

#### **10. Action Items review**

##### **Action Items from last meeting**

Action: R. Youngworth to continue to work with Sven Kiontke to get the ISO version correct. We may want to use the ISO version for the ANS as well. **-complete; R. Youngworth has observed excellent cooperation and competence.**

Action: D. Aikens to clean up all PINS records **-complete**

Action: D. Aikens to do editorial corrections to OP1.0110-1 **-still in process**

Action: D. Aikens to file paperwork for -10 when ballot closes **-in process**

Action: D. Aikens to generate draft versions of -9 and -12 and circulate for OP ballot **-9 is complete, -12 is in process**

Action: D. Aikens to create committee drafts of ISO 9211-1 through -3 and circulate for TF ballot **-late**

Action: D. Aikens will get R. Youngworth a template to work from. **-complete**

Action: A. Krisiloff to distribute current draft to TF4 members via direct email. He will send out a .doc rather than a .pdf, so people can edit it and send it back to him. **-D. Aikens to do this.**

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**Action Items from this meeting**

- Action: D. Aikens to recreate the correct version of OP1.0110-1 based on the files we have, and post it on the website.
- Action: D. Aikens will make OP1.0110-1 available via the ANSI online store.
- Action: G. Boulton to perform careful review of headings and notes in -10, as well as -9 and -11, and provide guidance to D. Aikens for correction prior to publication.
- Action: D. Aikens to file BSR-8 and BSR-9 for OP1.0110-10 with ANSI
- Action: D. Aikens to circulate OP1.0110-9 for OP ballot
- Action: D. Aikens to circulate OP1.0110-12 for OP ballot
- Action: D. Aikens to complete drafts of OP1.9211-1 through -3 and circulate for TF ballot.
- Action: D. Aikens to circulate OP1.0110-11 for TF ballot.
- Action: D. Aikens to follow up with M. Dowell to see if we can finish -5 and even -14 by Photonics West.
- Action: D. Aikens to get copy of WD ISO 10110-18 to everyone in the TF to review.

**11. Time and Place of next TF 4 Meeting**

R. Youngworth moved that TF 4 meet at Photonics West. G. Boulton seconded the motion, and it carried. In the meantime, D. Aikens will set up a test call using gotomeeting or some other meeting connection, to prove out the VoIP acoustics for a conference room phone.

**12. Adjourn**

W. Royall moved to adjourn, seconded by R. Williamson, which carried. The meeting adjourned at 12:51 EDT.