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**Information technology — General
structure for the interchange of code
values —**

Part 2:
Registration of coding schemes

*Technologies de l'information — Structure générale pour l'échange de
valeurs de code —*

Partie 2: Enregistrement des systèmes de codification



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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. 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.

International Standard ISO/IEC 7826-2 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 14, *Data element principles*.

ISO/IEC 7826 consists of the following parts, under the general title *Information technology — General structure for the interchange of code values*:

- Part 1: *Identification of coding schemes*
- Part 2: *Registration of coding schemes*

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Information technology — General structure for the interchange of code values —

Part 2: Registration of coding schemes

1 Scope

This part of ISO/IEC 7826 specifies the procedure for registering coding schemes and the requirements for the administration of international coding scheme identifiers (ICSI). Any code value resulting from the application of such a coding scheme can thus be given an unambiguous meaning by association with the ICSI value.

Specification of procedures for administration of the coding schemes themselves and aspects on technical implementation in interchange, like internal procedures, file organization techniques, storage media, encoding rules, languages, etc., are outside the scope of this part of ISO/IEC 7826.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO/IEC 7826. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO/IEC 7826 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 6523:1984, *Data interchange — Structures for the identification of organizations*.

ISO/IEC 7826-1:1994, *Information technology — General structure for the interchange of code values — Part 1: Identification of coding schemes*.

ISO/IEC Directives, Procedures for the technical work of ISO/IEC JTC 1 on Information Technology, 1992.

3 Definitions

For the purposes of this part of ISO/IEC 7826, the definitions given in ISO/IEC 7826-1, together with the following definitions, apply.

3.1 issuing organization, IO: Body that assumes responsibility for the administration of a specific coding scheme.

3.2 sponsoring authority, SA: Body recognized in accordance with the requirements of this part of ISO/IEC 7826, to receive proposals from issuing organizations for the registration of coding schemes and to submit applications to the registration authority.

3.3 registration authority, RA: Body responsible for maintaining the register of coding schemes and for the issuance of international coding scheme identifiers (ICSI).

4 The registration authority (RA)

4.1 Responsibilities of the registration authority

For the purposes of this part of ISO/IEC 7826 a registration authority (RA) shall be appointed according to the rules of annex H of the ISO/IEC Directives, Procedures for the technical work of ISO/IEC JTC 1 on Information Technology, 1992.

The RA shall receive and process applications for additions and amendments to the register of coding schemes, assign international coding scheme identifiers (ICSI) and maintain the register. Its duties shall be carried out in accordance with the rules set out in the above mentioned annex H of the ISO/IEC Directives for JTC 1 and parts 1 and 2 of ISO/IEC 7826.

The RA shall determine the appropriate form(s) in which applications shall be submitted based on the required contents of the register. It shall also provide sponsoring authorities with guidance notes on the submission of applications.

The RA may allocate blocks of ICSIs for use by other organizations; see 4.6.

4.2 Evaluation criteria to be applied by the registration authority

The RA shall evaluate an application for addition or amendment of an entry in the register of coding schemes against the following criteria:

- a) the application has been endorsed by a sponsoring authority (clause 5);
- b) the application indicates that the sponsoring authority has complied with its responsibilities (see 5.2) and successfully applied the evaluation criteria in 5.3;
- c) the application includes sufficient information:
 - if a new entry, as stated in 4.4.2 and 4.4.3;
 - if an amendment, relevant items listed in 4.4.2, 4.4.3 and 4.4.5;
- d) the application does not require the amendment of an existing entry in the register in the respect of any items marked by an asterisk (*) in 4.4.2 and 4.4.4;
- e) that compliance with the application does not result in the allocation of more than one ICSI value

to the same coding scheme. This provision shall not preclude the allocation of a new ICSI value to a coding scheme which has been revised in a way that prevents its acceptance as an amendment; see criterion d) above;

- f) that, when the registration of a new coding scheme is being proposed, the application indicates that the issuing organization understands and accepts its responsibilities (clause 6).

4.3 Processing of applications

4.3.1 As soon as practicable, and in any case within 30 days of receipt of an application from a sponsoring authority (SA), the RA shall decide whether the application is acceptable or not and inform the SA dealing with the application of the outcome.

4.3.2 An acceptable application shall be progressed into the register of coding schemes as follows:

- if the application concerns a new coding scheme the RA shall allocate an ICSI value in accordance with ISO/IEC 7826-1, using characters from the character set identified by the issuing organization (IO) [see 4.4.2 c) and 6.3 a)] as the set required to express the full range of permissible code values. If in doubt, the RA may consult the IO to identify characters that are seen most appropriate for the ICSI. Based on the application and on the measures taken by the RA, a new entry is created for the coding scheme in the register; see 4.4.1 and 4.4.3;
- if the application is an amendment to an existing entry the RA shall record the amendment for that coding scheme in the register. Items marked with an asterisk (*) in 4.4 shall not be changed.

The SA shall be sent a copy of the register entry after completion and requested to check the entry and advise the RA immediately if any errors are detected.

4.3.3 If the application is not acceptable it shall be returned to the SA with a clear statement of the reasons for rejection. If possible constructive advice shall be given as to the manner in which the application could be rendered acceptable.

If the application is rejected on the grounds that acceptance would require the amendment of any of the items marked by an asterisk (*) in 4.4, the SA shall be informed that the proper procedure is to apply for

- registration of a new coding scheme, and

— amendment of the old entry with information described in 4.4.5.

The SA shall be informed that it can request the RA to refer a rejected application to the ISO/IEC committee responsible for the standard.

4.4 Contents of the register

4.4.1 The register of coding schemes shall contain the information below in respect of **each registered coding scheme**. Items marked with an asterisk (*) shall not be amended.

4.4.2 The following information shall be provided in every application for registration or for amendment of a registration entry and shall be included in the register:

- a)* the preferred name of the coding scheme as advised by the issuing organization (IO);
- b)* the format of the code values for the purposes of interchange, including
 - number of characters and their significance, if any,
 - and the identification of the check character(s), if any;
- c)* the character set required to express the full range of permissible code values;
- d)* the minimum period that may elapse between the withdrawal of a code value and its reallocation;
- e) the name, address, telephone number, facsimile number and any electronic mail address of the current IO and the name of any individual in that IO with the particular responsibility for the coding scheme;
- f) the name, address, telephone number, facsimile number and any electronic mail address of the current SA and the name of any individual in the SA with the particular responsibility for the coding scheme;
- g) the subject matter covered by the coding scheme;
- h) the standard, if applicable, specifying the coding scheme;
- i) the language(s) used in the specifications of the coding scheme.

4.4.3 The following information shall, where appropriate, be provided in an application for addition or for amendment of a registration entry and shall be included in the register, if provided:

- a) notes on the use of the coding scheme;
- b) reference to any previous versions of the coding scheme, identified by an ICSI value;
- c) any alternative names or abbreviations used to refer to the coding scheme;
- d) the name, address, telephone number, facsimile number and any electronic mail address of the original IO if this responsibility has been transferred, together with date of transfer;
- e) the name, address, telephone number, facsimile number and any electronic mail address of the original SA if this responsibility has been transferred, together with date of transfer.

4.4.4 The register shall contain the following information which shall be added or amended as appropriate by the RA:

- a)* the ICSI value assigned to the coding scheme;
- b)* the date of the issue of the ICSI value;
- c) the date of the latest amendment to the entry in the register;
- d) any additional comments made by the SA or by the RA.

4.4.5 If a coding scheme ceases to be supported, or is superseded by a new registration, the RA shall add or amend the following information about the old coding scheme in the register:

- a) the date on which the RA determines that the coding scheme is no longer being maintained in accordance with the requirements of this part of ISO/IEC 7826;
- b) the reason(s) the coding scheme ceased to be supported;
- c) the ICSI value assigned to any subsequent version of the coding scheme.

4.5 Deletion and reallocation of ICSI values

When a coding scheme ceases to be supported the registration entry shall be marked as indicated in 4.4.5. The entry itself shall be kept in the register, and the ICSI value shall not be reallocated.

4.6 Allocation of blocks of ICSI values

The RA shall identify other standards which have a registration authority to allocate identifiers to coding

schemes such as ISO 6523. The RA shall then negotiate with the other registration authorities blocks of identifiers that will be reserved for their use.

On becoming aware that organizations outside the ISO structure are operating systems to allocate coding scheme identifiers, the RA shall similarly endeavour to reach agreement on blocks of identifiers that they will use with objective of avoiding the use of duplicate coding scheme identifiers.

Where successful negotiations are concluded, blocks of identifiers reserved for use by others shall be recorded in the register with appropriate cross references to the organization that is responsible. Such a body shall undertake the full responsibility for allocation of individual ICSI values to coding schemes and the maintenance and dissemination of information about the ICSI values it administers.

If it should prove impossible to reach agreement, the matter shall be referred to ISO Central secretariat for resolution.

4.7 Availability of the register

The register shall be made available to member bodies and liaison organizations of ISO. It shall also be available to any other interested party at reasonable charge.

The register shall facilitate the retrieval of entries in order of

- international coding scheme identifier (ICSI), and
- name of the coding scheme.

If the register is maintained in one of these orders an index shall be provided for the other. If the register is not maintained in either of these orders indexes shall be provided for both of these orders.

The register and its index(es) shall be available in printed form. The register shall also be held in a form that allows copies to be produced on machine readable media, such as floppy discs. If there is evidence on demand, the register shall also be made available for access and interrogation over public international telecommunication services.

5 Sponsoring authorities (SA)

5.1 Recognition of sponsoring authorities

Application for registration of a coding scheme and allocation of an ICSI value, or for amendment of a

registration entry, shall be made by a sponsoring authority (SA). The following bodies may be recognized as SA for the purposes of part of ISO/IEC 7826:

- a) an ISO Technical Committee or Subcommittee;
- b) a Member Body of ISO;
- c) an International Organization having a liaison status with ISO or with any of its Technical Committees or Subcommittees.

A SA shall not forward an application in respect of a coding scheme of which it is also IO. In such case, the application shall be processed through another SA.

5.2 Responsibilities of a sponsoring authority

The responsibilities of a SA are to:

- a) receive applications concerning additions or amendments to coding schemes from IOs within their respective country or organizations;
- b) rationalize or coordinate these applications so that unnecessary proliferation of coding schemes within a particular field of application is minimized;
- c) satisfy itself that the IOs accept their responsibilities specified in clause 6;
- d) forward to the RA those applications that have their support;
- e) submit applications in the form requested by the RA;
- f) make known within their respective countries or organizations, the decisions transmitted to them by the RA;
- g) advise the RA should it become aware of a change in circumstances that renders incorrect any of the information shown in the register. (This includes but is not limited to receiving and forwarding appropriate applications for amendment to register entries);
- h) advise the RA should it become aware that an IO has breached any of its responsibilities or undertakings specified in clause 6, that the responsibilities for the coding scheme has been transferred, or of cessation of maintenance of the coding scheme.

5.3 Evaluation criteria to be applied by a sponsoring authority

Before forwarding an application to the RA, a SA should evaluate it against the following criteria:

- a) that a valid need exists for the coding scheme for the purposes of international information interchange;
- b) the coding scheme is in common usage within at least one country and has a widespread coverage, or satisfies a need not met satisfactorily by an existing registered coding scheme;
- c) the IO has the resources to undertake the responsibilities specified in clause 6;
- d) the information provided by the IO is complete and appropriate to the application being made (see 4.2 and 4.4).

6 Issuing organizations (IO)

6.1 Each coding scheme to which this part of ISO/IEC 7826 applies, shall have an issuing organization (IO).

6.2 The IO shall be responsible for the coding scheme, which includes:

- a) specification and documentation of the rules of the coding scheme and the administration of it;
- b) the assignment, registration, documentation and promulgation of code values, within the coding scheme;
- c) ensuring that each code value is unique within the coding scheme. This may include a rule for the

minimum period to elapse between the withdrawal of a code value and its reallocation;

- d) disseminating the ICSI value once assigned to the coding scheme by the RA to known users of the coding scheme.

6.3 In the application for registration of a coding scheme, the IO shall provide the SA dealing with the application with

- a) the information to be entered into the register about the coding scheme (for detailed specification see 4.4), in a form required by that SA;
- b) any additional information that may reasonably be required to enable the SA to perform its duties as specified in 5.2 and 5.3.

6.4 The IO shall make the details about the rules of the coding scheme, its coded set and code values, and every update version, available to

- a) the RA and the SA without charge and without request, permitting them to distribute copies to member bodies and liaison organizations of ISO, for their reference only;
- b) any other body that has a justifiable need for it at reasonable charge.

An IO may, with the agreement of the SA, restrict general access to some of the information related to the coded set on grounds of confidentiality.

6.5 The IO shall notify the SA if it decides to transfer the responsibilities for the coding scheme (see 6.2) to an other organization or if ceases to maintain the coding scheme and for that reason has to terminate these responsibilities.