

Your Ref. No:.....

Date: **2008-03-28**

Our Ref. No: **KEBS/ISO/JTC1/SC34/**.....

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

**RE: REPRESENTATION IN THE DOCUMENT.....DESCRIPTION.....AND
PROCESSING LANGUAGES TECHNICAL COMMITTEE**

The Kenya Bureau of Standards is developing standards in the area of Document Description and Processing Languages sector. We are therefore constituting a Technical Committee to develop these standards.

The following are the terms of reference for the above Technical Committee:

- (i) Collection and analysis of technical information for the drafting of the relevant standard,
- (ii) Attending Committee meetings both local and international,
- (iii) Commenting on Public Review Drafts and balloting on Draft Kenya/International Standards,
- (iv) Keeping their respective organizations/institutions well informed about current standards development projects and expressing their organization's views,
- (v) Participating in international standardization work by attending international meetings, commenting and voting on international draft standards.

The scope of the work covered by this committee shall be:

To produce standards for languages and resources for the description and processing of compound and hypermedia documents, including:

- Standard Generalized Markup Language and support facilities
- Document processing architecture and formatting for documents represented in SGML
- Final-form document architecture and Standard Page Description Language
- Font architecture, interchange format, and services
- Glyph architecture and registration procedures
- Hypermedia document structuring language and application resources
- Content architectures and content notations for document architectures defined or supported by "Document Description and Processing Languages" standards.

The constitution of the Technical Committees shall be reviewed every three years. The absence of any member in two consecutive meetings will automatically disqualify him/her membership.

Kindly nominate your representative in the Committee and urgently forward the name of your choice to us.

Enclosed herewith, please find nomination forms for you to complete and return to Kenya Bureau of Standards for the attention of **Mr. Z. I. Mwatha**.

Yours faithfully,

MWATHA Z. I
FOR: GENERAL MANAGER — STANDARDS DEVELOPMENT DIVISION