CEN/ISSS Cultural Diversity Steering Group

> **4th CEN/ISSS CDSG meeting**
> **CEN, 36 Rue de Stassart, 1050 Brussels**
> **Room Marie Curie – 5th Floor**
> **8 November 2002**
> **10.00 – 17.00**

Source: **Secretary**

Title: **Business Plan**

Agenda item: **4.2**

Document for: **Approval**

Draft Business Plan of *"Cultural Diversity Steering Group"* **(CDSG)**

1   Task description

The CDSG, reporting to the CEN/ISSS Forum, advises on coordination of activities at the technical level, for issues relating to CDICT (Cultural Diversity in ICT systems), including recommending allocation and supervision of work, either within or outside of CEN. It offers a forum for discussion and coordination.

2   Objectives

- To establish detailed proposals for an initial work programme in the area of CDICT
- To recommend lead responsibilities for proposed new work items, within CEN in TC304 or specific Workshops as appropriate;
- To recommend funding sources for any work that needs to be carried on
- To function as a focus for liaison, technology watch, and dissemination

3   Scope

The CDSG should operate as a service to CEN and its technical groups (Technical Committees and Workshops), and liaise with those and with other

bodies concerned with standards which involve CDICT, in particular with those technical groups which are active in developing standards and/or specifications in the following areas which are related to the 2005 eEurope Action Plan:

- eGovernment
- eLearning
- eHealth

and the 2002 eEurope Action Plan:

- eAccessibility
- eCommerce
- eContent
- eTransport

and in addition cover the following aspects:

- terminology work
- translation
- language identification
- speech applications
- user interface

CDSG should also ensure the final completion of work remaining from BC/CEN/97/26.

The group takes account of the market environment, economic, social, cultural, and technical factors and user requirements in its advice. It is open to continuous revision of its work programme in a rapidly changing ICT sector.

4   Membership

The Group shall be open to any CEN/ISSS Forum member entity, or their representative, and to invited additional interested parties.

Specifically, representatives from the following organizations or standards groups shall be invited:

- CEN/TC304 – European Localisation requirements
- CEN/WS EC – Electronic Commerce
- CEN/WS MMI/DC – Dublin Core
- CEN/WS LT – Learning Technologies
- CEN/WS DfA – Design for All
- Interested ICTSB members
- UNICODE
- ISO/IEC JTC1 SC35
- ISO/IEC JTC1 SC2
- ISO/IEC JTC1 SC22/WG20
- ANEC

1 Observer each from:
- European Commission
- EFTA Secretariat

Other members can be added by the agreement of the group.

5 Working methods

The Chair will be nominated by the Group and endorsed by the CEN/ISSS Forum.   The Secretariat shall be provided by a CEN National member. The Group will work on a voluntary basis.   Physical meetings may be held as required, but full electronic working facilities shall also be provided.

The CDSG should normally meet twice a year. Where necessary, and by prior agreement, decisions could be made by correspondence (email and telephone) with records as necessary.

The CDSG should operate as an advisory group drawn from standards, government and industry experts within Europe, to provide guidance on how European needs for standardization in the area of cultural diversity can best be met. It should be able to interact with existing standards committees, workshops and consortia, in ways that allow those other bodies to be able to provide CDICT provisions within their own standards and specifications.

Liaison should be active, with a range of bodies where CDICT is important, and which are likely to depend on input from CEN. CDSG should only maintain a watching brief where other bodies take the lead and where existing standards are already followed in practice, or where CDICT aspects make little impact, such as telecommunications infrastructures and connection policies, network protocols or security.

CDSG should pay attention to the European dimension, and seek to ensure that aspects relevant to this are correctly covered, through contributions to global activities, or European-specific activities as required.

Technology watch should result in the identification of new areas, as they arise, where CDICT may be an issue. It should also result in identification of superseded technologies and/or standards where appropriate, given the rapid life cycle of new technologies in ICT.

Dissemination should include the operation of a website, and also one-off workshops/conferences, in conjunction with other bodies, on CDICT issues in Europe.

CDSG should take full account of the resourcing aspects of proposed work, and propose activities only where there is sufficient support, including financial, to

enable them to take place. It should consider the availability of funding, by the European Commission/EFTA, national governments or industry sponsorship, as well as the provision of voluntary expert time and/or services.

6   Dissemination

The CDSG website/portal should arrange to work with, and to be linked to, other portals that monitor CDICT standards to any extent, e.g. the Diffuse project pages and the Cover pages.

CDSG should co-operate with the IDA programme.

CDSG should also cooperate with the DIFFUSE Projects, and with any successor arrangement, and ensure that adequate information is available on status and take-up of particular standards and specifications specific to CDICT.

CDSG should look at opportunities to create synergy with EU Framework Plan proposals and evaluation, and similar activities, to ensure that appropriate standards and specifications are taken up in projects.

7   Timescale

The Group will hold its first meeting on 8 November. The schedule for initiating the work items in the initial programme of work is as follows:

8 November 2002	Prioritize work and appoint "Champions" to draft preliminary documents (Business Plans, Technical Annexes, Forms A etc.)
Early January 2003	Initial reports from Champions
Early February 2003	First drafts of preliminary documents
Early March 2003	5th CDSG meeting to approve drafts
March/April 2003	BPs on web and proposals to CEN BT by correspondence 8 November 2002 Prioritize work and appoint "Champions" to draft preliminary documents (Business Plans, Technical Annexes, Forms A etc.)

These initial documents shall define resources, funding and proposed allocation of task.

Decisions on how to schedule the liaison, technology watch, and dissemination functions shall be taken at the first meeting.