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TERMIUM® as the Mechanism to Support the Maintenance of ISO/IEC Standard 2382

Special Meeting – May 2-4, 2005

Gatineau, Quebec, Canada

Summary

In attendance:

ISO/IEC

Mr. Roger Scowen	(SC 22) – United Kingkom	
Mr. David Kitson	(SC 7)	
Mr. David Clemis	(SC 32)	
Mr. Yves Lepage	(SC 27)	
Mr. Alain Labonté	(SC 35)	
Mrs. Janice Pereira	(CAC/SC 36)	
Mr. Gilles Gauthier	(SC 36)	
Mrs. Ulrike Pöhlmann	(German Institute for Standardization)	

Treasury Board of Canada, Secretariat

Mr. Joseph Côté
Mr. Michel Des Rochers

Translation Bureau of Canada

Mr. Gabriel Huard
Mrs. Nicole Sévigny
Mr. Roger Racine
Mrs. Sylvie Bouchard
Mrs. Rachelle Laplaine
Mrs. Natalie Ranger
Mr. Jean Vachon

DAY 1 – MAY 2, 2005

1. **Welcome**
   - SC representatives were greeted by the Canadian Team and given an Information Kit.

2. **Opening of Meeting**
   - Joseph Côté, Treasury Board of Canada Secretariat (TBS) and convenor of the meeting, opened this special meeting of the JTC1 Ad Hoc Group on the IT Vocabulary (ISO/IEC 2382).
   - He indicated that, within TBS, the Chief Information Officer Branch (responsible for IM/IT and Security Standards) and the Official Languages Branch were very interested in the project. It will help them promote Canada's official languages (English and French) in the area of information technology, through the use of the updated ISO-standardized IT Vocabulary.

- As Director of the Standards Program of the Government of Canada, and Vice-chair of the National JTC1 for Canada, Mr. Côté proposed to ISO/IEC JTC1 that TERMIUM® be used as an update and maintenance mechanism for ISO/IEC 2382.
- Mr. Côté indicated that this was not a meeting of the Ad Hoc Group but rather a preliminary meeting of "concerned" parties as a follow-up to the Berlin Plenary meeting in October 2004.
- He then introduced the host of the meeting, Gabriel Huard from the Translation Bureau of Canada.

3. Opening Remarks

Mr. Gabriel Huard, Director, Terminology Standardization Directorate (TSD), Translation Bureau, welcomed participants and provided a brief overview of the world-renowned expertise of the Bureau in the areas of translation and terminology. He stressed the following points:

- Using TERMIUM®, the linguistic database of the Government of Canada, as the mechanism to support the maintenance of the IT Vocabulary (ISO/IEC Standard 2382) provides Canada with the opportunity to pick up where it left off in 1999 when it last chaired SC1, which coordinated the initial development and publication of ISO/IEC 2382.
- With over 1,750 employees across the country, including 1,150 translators, interpreters and terminologists, the Translation Bureau is one of the largest translation service providers in the world.
- With many years of experience, terminologists in TSD are extremely well equipped to provide terminology standardization advice to clients.
- TERMIUM® is one of the world's largest linguistic databases and the standardization tool in the Canadian government.
- TSD plays a pivotal role in standardizing the terminology used in a variety of subject fields, both general and technical, and provides leadership through an array of government networks, boards and committees such as the Federal Terminology Council and the National Terminology Council. Other partners include universities and professional bodies.
- TSD plays a key role in international standardization through its work with international organizations, including ISO. TSD belongs to ISO's TC 37, mandated to produce terminology standards. The Canadian Advisory Committee, chaired by TSD, is also responsible for providing secretariat services to TC 37 Sub-Committee 2 (Terminography and Lexicography).
- TSD is also involved in international terminology activities with NATO and organizations from La Francophonie, Latin Union, Latin America and Africa.
- The Bureau will be the member of the *Réseau panlatin de terminologie* (Realiter) responsible for the French language in North America for the next three years.

Mr. Huard concluded his remarks saying that Canada was looking forward to working with JTC1 sub-committee members - who have extensive experience in the development of IT terminology - to make this project a success.

The Chair thanked Mr. Huard for his comments and introduced Mr. Jean Vachon, the logistics coordinator of the meeting.

4. Administrative Items

Mr. Vachon went over the usual administrative items and circulated an attendance sheet to collect participants' co-ordinates and business cards, so a mailing list could be created. He mentioned that all documents related to this meeting would be forwarded to JTC1 for formal distribution.

5. Roll Call of Participants

Participants introduced themselves in turn, indicating their respective titles and organizations.

6. Adoption of Agenda

Initially, the agenda was approved as is, but later on changes were made to accommodate the pace of the meeting and other issues of interest to participants. For example:
- one item – a demonstration of the *Pavel,* an on-line Terminology Tutorial created by the Translation Bureau – was added to the morning of the second day (May 3, 2005);
- SC representatives met "in caucus" for an hour on the morning of the third day (May 4, 2005) and reported back to all participants immediately afterwards; and
- it was suggested that Item 6 of the third day – "Recommendations to ISO/IEC JTC1" be renamed "Outcomes of Meeting".

Mr. David Clemis (SC 32) indicated that SC32 would be submitting questions to be added to the document entitled *Summary of Questions from Sub-Committees and Answers Provided by Canada*.

7. Project Background

The Chair, Mr. Joseph Côté, proceeded to give participants some background information concerning the Project. He mentioned the following key milestones:

- In 1999, the JTC1 SC1 (responsible for terminology and chaired until then by the Translation Bureau of Canada) was disbanded as no other National Bodies wanted to succeed Canada to lead the sub-committee.
- SC1 had developed the bilingual ISO/IEC 2382 standard (also known as the IT Vocabulary) and, in the following years, the standard quickly became obsolete.
- Some National Bodies expressed concern about not updating the standard.
- In 2003, JTC1 called for submissions to address this issue. Some proposals were presented, but somehow these fell through.
- In the fall of 2003, Canada proposed a project, but not in time to be submitted to the JTC1 plenary session.
- Canada forwarded the initial proposal to JTC1 in January 2004. The proposal was accepted and JTC1 asked SCs for nominations to the Ad Hoc Group that was to be created to update the IT Vocabulary.
- In the fall of 2004, a revised Project Proposal was submitted in Berlin and approved in principle, subject to Canada holding a special meeting to answer specific questions from SCs and to make presentations on the proposed project. The Chair indicated that this was the purpose of this three-day meeting in Gatineau.

8. Overview of Canada's Proposal

Mr. Côté then introduced Mr. Michel Des Rochers, from the Treasury Board of Canada Secretariat, inviting him to make a presentation on the revised Project Description (JTC1 N7709) that was sent to participants a few months earlier in preparation for this meeting. The revised Project Description took into account comments made and questions raised by SC representatives at the October 2004 JTC1 Plenary Meeting in Berlin.

After giving some background information on the project, Mr. Des Rochers focused on its objectives, basic assumptions, guiding principles, scope, phases, roles and responsibilities, tracking system, deliverables, benefits and next steps. He added that the Project Description would be amended based on the discussions and outcome of this meeting and that a revised copy would be circulated to JTC1 and SCs.

In the discussion that followed, main issues raised included the following:

- One participant asked in what other fields a possible expansion of the project existed? Mrs. Nicole Sévigny answered that the other fields included fields covered by TC 37, and that the experience of the project could also show other areas of ISO and IEC activities that could benefit from the project. One participant mentioned that the *Association des universités de la francophonie (AUF)* might also be interested in TERMIUM® and could be a good candidate for an eventual expansion of the Project. Mrs. Nicole Sévigny, Translation Bureau, replied that, being in Paris in August 2004 for the ISO TC 37 (Terminology) annual meeting, she used this opportunity to discuss the project with representatives from the AUF and UNESCO, and that they expressed an interest in the project. She added that a presentation of the new Terminology Tutorial (known as *The Pavel*) developed by the Translation Bureau of Canada was also made in Paris. Participants agreed that it would be very interesting to have a demo of the Tutorial, and this item was added to the Agenda for day 2 of the meeting (May 3, 2005).
- Mr. David Kitson (SC 7) suggested that the second bullet of the Roles and Responsibilities listed for the Ad Hoc Group (see slide 13 of presentation) be rephrased do read as follows: "Facilitate agreements among SCs to reduce the number of terms with alternative definitions". It was agreed that the Project Description would be amended accordingly.
- Mr. Kitson also asked that the interface between the Translation Bureau and SCs be more specifically defined. Mr. Côté replied that each SC would designate a "Rapporteur" as a single point of contact with the Translation Bureau. Rapporteurs will in fact represent their SCs on the Ad Hoc Group and be responsible for consulting with their SC members to resolve issues raised during Ad Hoc Group meetings, and then report back to the Ad Hoc Group.

9. High-Level Overview of Technical Requirements (TERMIUM® and Termicom II+)

The Chair introduced Mr. Roger Racine, Translation Bureau, inviting him to make a presentation on TERMIUM® and Termicom II+.

Mr. Racine presented the TERMIUM® "family" composed of TERMIUM® IV, the current database that allows terminology management of over three million entries in English, French and Spanish. Another component is TERMIUM Plus®, a user-friendly version available on the Internet (with a paid subscription) and on the Government of Canada Extranet (at no cost to federal employees). The last and most recent addition to the family is TERMIUM® V, which is now under development and will include additional functionalities, including the concept of compartments.

He then turned to Termicom II+, the terminology tool that SCs would use at the beginning of the Project, pending the implementation of TERMIUM® V, by the end of 2006. At that time, SCs will have access to a "compartment" of TERMIUM® V instead of using Termicom II+ to manage their respective vocabularies.

A copy of the presentation was distributed to participants and will be included in the meeting documentation package that will be forwarded to JTC1 for formal distribution.

In the discussion that ensued, the following points were raised:

- Some participants indicated that it would be necessary to make "compartments" accessible to other SCs to exchange ideas, etc. Mr. Racine replied that, with TERMIUM® V, each SC will have its own "compartment" and that access to it will be privileged-based and determined by the SC rapporteur, in consultation with the Translation Bureau. TERMIUM® V compartments will be available by the end of 2006.

- It will also be necessary to identify the various stages of the approval process for each term and definition. Mr. Racine replied that fields in TERMIUM® V will be available to accommodate this requirement.
- The Chair stressed that it must be clear that, initially, SCs will use Termicom II+ to update their respective vocabularies. The Translation Bureau will take care of the conversion to TERMIUM® V compartments when the time comes. Therefore, the migration to TERMIUM® V will not involve extra work for SCs.
- Rachelle Laplaine, Translation Bureau, mentioned that SC rapporteurs will have access to TERMIUM Plus®, which contains the current version of ISO/IEC 2382. The access issue raised some concerns and it was determined that:
  - ¸A distinction must be made between access to Termicom II+, TERMIUM® IV, TERMIUM Plus® and TERMIUM® V.
  - **Termicom II+** – a copy of this software will be made available to each SC rapporteur, who will use it to create his/her own SC-specific database. A copy of the database can easily be made and shared with other SC members, at the discretion of the rapporteur. If need be, the Translation Bureau may agree to provide additional copies of Termicom II+ to other SC members, provided that the rapporteur remains the only point of contact between the SC and the Translation Bureau to facilitate the management of the Project.
  - **TERMIUM® IV**– this is the main database of the Translation Bureau and only the terminologist (Natalie Ranger) will have access to it.
  - **TERMIUM Plus®** - this is the Web read-only version of TERMIUM®, which is available to Canadian federal civil servants and paying subscribers. It will be made accessible free of charge to SC rapporteurs only (for technical capacity and cost reasons, the Translation Bureau can not allow universal access to TERMIUM Plus®).
  - **TERMIUM® V** – SC rapporteurs will have their own "compartment" to manage their respective vocabularies. They will have free access to their compartments and determine who else can have free access, in consultation with the Translation Bureau. (See Section 10 below for more information on the updating process.)
- Participants mentioned that it would be necessary to take into account JTC1 and ISO/EIC formatting requirements for each terminology record (i.e. for source identification (bolding, underlining, etc.) and current stage in the approval process, etc.). Therefore, a "map" of ISO/IEC requirements to Termicom II+ functionalities will have to be drawn. Mr. Racine replied that there is flexibility to use the Termicom II+ existing fields and adapt them to SCs needs. In addition, three "blank fields" are available for that purpose in Termicom II+.

10. Practical Demonstration of Termicom II+ and Overview of Updating Process

The afternoon of the first day (May 2, 2005) was devoted to a detailed description of how the Project would unfold, from the perspective of both the Translation Bureau and the SCs. The Chair introduced Natalie Ranger as the terminologist in charge of the Project for the Translation Bureau and invited her to make a presentation on the proposed updating process.

Mrs. Ranger distributed a copy of her presentation, a "Quick Reference Guide" to Termicom II+ and a work flow diagram depicting the initial updating process of ISO/IEC 2382. These documents will also be part of the documentation kit that will be forwarded to JTC1 for formal distribution.

The presentation included the following components:
- A Termicom II+ demo
- A governance structure for the Project
- A step-by-step description of the proposed updating process (i.e. data conversion, identification of duplicate terms, identification of obsolete and archaic terms, research of unilingual terms and creation of the updated standard)
- Illustration by way of examples

Participants were invited to ask questions during the presentation itself, and a summary of the main points raised follows:

- The Translation Bureau will need a list of SC rapporteurs and other anticipated SC users.
- A Termicom II+ template for creating records has been prepared complete with drop-down menus.
- The template can be adapted further to meet JTC 1 (and SCs) requirements. For instance, SCs can identify and add their own domain (which will then be added by the Translation Bureau prior to the distribution of databases to SCs), the field "Source" can be used to indicate the corresponding ISO/IEC Number (identifier) of each term, etc.
- Mr. David Clemis suggested that it was necessary to assess the various vocabulary requirements to see what are the common needs. He also proposed that the JTC1 Directives for writing vocabulary be used to determine the metadata required.
- One of the requirements is to be able to use Greek symbols and other mathematical symbols. Mr. Racine mentioned that some Greek symbols and mathematical formulas are available in TERMIUM® IV and that TERMIUM® V would support UNICODE.
- Participants were of the opinion that vocabularies developed by former SCs should be kept in the updated Standard. It will still be necessary to identify in each case who developed the terms and definitions.
- Currently in Termicom II+, the definition, notes and examples are combined in the same field on the records. Separate fields may be required for each of these three elements.
- Synonyms and abbreviations will be separated by a semicolon (;)
- If the same term has 10 different definitions, depending on the context, then 10 different records will have to be created in Termicom II+.
- It was suggested that the Ad Hoc Group would have to define its own terminology for the Project (i.e. what is meant by "concept", "context", "domain", etc.).
- Each rapporteur will be able to create, modify and delete records in his own Termicom II+ database. While he/she will have access to other SC vocabularies in a "consolidated database", it will be a "read-only" access. Rapporteurs will also have an "administrator" status and thus provide access rights to their respective databases. It was emphasized that a safety feature in Termicom II+, ensures that only the author of a record can modify or delete that specific record.
- IMPORTANT. For the initial data entry into Termicom II+, SCs will have the option of entering their own data in their Termicom II+ database or send their input to the Translation Bureau in any format; the Translation Bureau will then enter SC data into Termicom II+ and send back the database to the corresponding SC.
- As a preliminary step, the Translation Bureau has agreed to enter the entire ISO/IEC 2382 terminology to create the initial "consolidated database". This consolidated database (in read-only format) will be sent to all SC rapporteurs, along with their individual databases to facilitate their research work. This presupposes that JTC1 and ISO agree that SC rapporteurs can have access to the full set of existing terms and definitions contained in the current ISO/IEC 2382 Standard.
- It will be important to take into account the interrelationship of the various terms and definitions used by different SCs. In other words, SCs must be able to keep track of what standards use what terms. It was suggested that SCs extract definitions from different standards and check them, if they decide that this responds to their specific needs. They could then create a sub-set of records and print them to file.
- Participants also wanted to know what was meant by the "Import/Export" function of Termicom II+. The Translation Bureau will develop simple procedures accordingly.
- It was suggested to develop report templates based on JTC1 directives as to what kinds of reports SCs should be able to generate.
- When SC rapporteurs get their copies of Termicom II+, they can explore the various functions available and determine their needs. The Translation Bureau will then see how these needs can be accommodated.
- Participants agreed that three things needed to be done:

- - Propose better ways of doing SC work
  - Make ISO/IEC 2382 the ultimate source
  - Develop interrelationship in developing definitions.
- In the case of "obsolete words", it will be important for SCs to manage the life-cycle of their terms. For instance SCs need a mechanism to track the use of terms within the various SCs, since "obsolete" terms for some may not be "obsolete" for others.
- It will also be important to keep track of the terminology of disbanded SCs, of the work done on that terminology by existing SCs, and of the work still to be done.
- SC representatives indicated that they would have to report back to their respective SCs on the outcome of this meeting. For example, the requirements at the SC level will have to be identified and approved, and the proposed workflow will also have to be approved.

DAY 2 – MAY 3, 2005

The Chair opened the second day of the meeting by providing a high-level review of the discussions of the previous day. He indicated that a demo of the *Pavel*, the Terminology Guide developed by the Translation Bureau, would be added to the agenda. He added that a tour of the Translation Bureau facilities and a review of questions and comments sent by SCs would complete the activities for the day.

The Chair asked if participants had any questions related to the first day of the meeting. The questions raised and the responses provided are listed below:

- Q. – One SC has published a vocabulary at the SC level. What are the implications of rejuvenating ISO/IEC 2382 on SC-specific vocabularies?
  A. – The intent is to have three types of records (subsets) in Termicom II+:
    1. The vocabulary taken from ISO/IEC 2382
    2. SC-standardized terms and definitions (the SC-specific vocabulary would be inserted here)
    3. Terms and definitions not yet standardized (work in progress)

- Q. – What is the plan to ensure coherence?
  A. – It will be JTC1's responsibility to address the issue of merging 2382 terms and definitions with SC-specific vocabularies or separate standards.

- Q. – Given the multiplicity of terms and the possible disappearance of sources, what happens with the work of a SC that disappears? Should not the Ad Hoc Group recommend that ISO/IEC 2382 be recognized as the core of SC vocabularies and that every effort be made to harmonize over a reasonable period of time, while keeping the information on the sources of the definitions?
- A. – The Chair indicated that the Canada Proposal addresses these concerns. With Termicom II+, they can either review the existing terms in ISO/IEC 2382 or create a separate vocabulary.

11. Demo of the Terminology Tutorial (*The Pavel*) of the Translation Bureau

The Chair introduced Mr. François Mouzard, from the Translation Bureau, and invited him to give a demo of the Terminology Tutorial, also called *The Pavel* after its author. Mr. Mouzard used to chair CAC/SC 1 some five or six years ago.

The menu-driven, six-lesson Tutorial was developed as a result of a request from ISO to the Translation Bureau of Canada, as ISO needed help to produce standards in the area of terminology methodology. It is based on the paper version of *The Pavel*, available in English, French, Spanish and Portuguese (Brazilian).

The Tutorial was launched at the ISO TC 37 plenary in Paris in August 2004. It is currently available in English and French at:
http://www.termium.com/didacticiel_tutorial/english/lesson1/index_e.html. A Spanish version will soon be available, and a Portuguese (Brazilian) version should be ready by September 2005. Italy also expressed interest in an Italian version of the Tutorial. It should also be noted that *The Pavel* is fully accessible to persons with disabilities.

12. Visit of Terminology Research Facilities

Mrs. Natalie Ranger and Mrs. Rachelle Laplaine led the participants through a visit of the facilities of the Terminology Standardization Directorate of the Translation Bureau of Canada.

13. Review of Comments Received on Project Description

Please refer to the attached Appendix A (*TERMIUM® as the Mechanism to Support the Maintenance of ISO/IEC Standard 2382 – Gatineau, Canada – May 2005*), which provides a list of questions raised by SCs about the revised Project Description as well as answers provided by Canada.

Prior to or during the May meeting, comments and questions were received from SC 36, SC 37, SC 32 and SC 7, SC 22 and SC 27. The JTC1 Ad Hoc Group understands that other SCs did not have any comments or questions and that they are therefore in agreement with the approval in principle of the project by JTC 1, as described in the Berlin resolution.

In addition to the information contained in the Tables mentioned above, participants made the following comments:

Appendix A

- Question 1
  - o All standards developers must have access to TERMIUM Plus® - The Chair mentioned that not all SC members have free access to ISO/IEC 2382; it would therefore be unfair to ask the Translation Bureau to open access to all.
  - o SCs do not want to have to create and maintain two separate databases.
  - o Canada's proposal is generous and appreciated.
  - o Editors may have to be "pushed" to use TERMIUM Plus®
- Question 11
  - Q. Working Group 1 of SC 36 is currently working on a vocabulary. They will not have access to TERMIUM Plus®.
  - A. WG 1 should continue their work internally and forward the outcome to the Translation Bureau (in any format, but preferably using Termicom II+)
- Question 23

  - SC 32 (and SC 36) will not « expose » their « work-in-progress » until the associated terms and definitions have been balloted.

  - For its part, SC 22 would not hesitate to expose their work-in-progress to obtain expert advice from the Translation Bureau of Canada. Working drafts are « open to the world ».

  - The Translation Bureau agrees that SCs retain the right to send them whatever terms and definitions they want and not to disclose SCs work in progress if SCs do not want to.

  - JTC 1 represents a multiplicity of jurisdictions not necessarily co-located. There are therefore remote access requirements as the work is done on-line.

  - Some participants submitted that the Ad Hoc Group should not decide for SCs what terms and definitions are to be kept and what should be eliminated.

DAY 3 – MAY 4, 2005

The Chair opened the third day of the meeting by welcoming participants and by granting a request from SC representatives to meet in caucus for an hour (from 9:00 to 10:00). After that time, Mr. David Clemis reported back to the meeting. Here are the main highlights of his debrief and the corresponding responses from the Chair:

Mr. Clemis first wanted to thank the Chair and meeting organizers for allowing SC representatives some time to ensure that they have a common understanding of the main issues, to share their impressions and to agree on the recommendations they would take back to their respective organizations (SCs).

SC representatives attending the Gatineau meeting agreed that the TERMIUM® Project should go ahead and that they would go back to their SCs and drum up their support and involvement.

Issue: Clarifications are needed concerning workload requirements: how much work is to be done by SCs and the Translation Bureau? What about ongoing work?

> Response: The Translation Bureau will do the initial data entry of existing parts of ISO/IEC 2382 into Termicom II+ and will use input from SCs in any form. It is up to the individual SCs to determine the "cut-off" for their on-going work, for the initial update.

Issue: Who decides on the split of ISO/IEC 2382?

> Response: JTC 1 has already assigned the various parts of 2382 to SCs. A formal document was distributed to SCs and National Bodies (JTC 1 N 6397) and will be appended to this summary of the Gatineau meeting proceedings. According to SCs, this document needs to be updated.

Issue: There seems to be a disparity between N7709 (online access to "all") and current proposal (limited access).

> Response: The disparity of access has been clarified (see Appendix A, Question 1).

Issue: Who owns the data (IP, rights of access, before and after the project)?

> Response: ISO owns the data.

The SC representatives also came up with the following four recommendations:

1. The process for developing terminology within JTC 1 needs to be clarified.
2. It is proposed that the 2382 series be created as and treated as a registry to help speed up the decision process. A proposal to that effect from the Ad Hoc Group to JTC 1 should be the first order of business for the Ad Hoc "end-goal" of the Project.
3. It is proposed that the 2382 series (and the registry) be made freely available to all standards developers.
4. It is proposed that JTC 1 SCs identify their terminology development needs and report them to JTC 1.

The Chair thanked the SC representatives for sharing the results of their discussion and went on to the next agenda item.

14. Discussion on the Role/Responsibilities of SC representatives

The Chair asked participants to turn to page 14 of Mr. Des Rochers's presentation on Canada's Proposal, where the roles ad responsibilities of SC representatives are described. A discussion ensued and the following comments were made:

- Each SC will have to appoint their "Rapporteur" who will be an ex-officio member of the JTC 1 Ad Hoc Group on IT Vocabulary.
- The Ad Hoc Group will work within JTC 1 procedures.
- At the first meeting of the Ad Hoc Group, SCs will have to determine a "cut-off" date for their work in progress, for inclusion in the initial update.
- As its first order of business, the Ad Hoc Group should recommend that JTC 1 consider making the 2382 series a registry rather than a standard.
- Some SC representatives do not wish to "coordinate" the work of their SC and be forced to attend meetings on different continents. The Chair responded to this concern by saying that virtual meetings and e-mail would be used as alternative ways to exchange ideas and information.
- Some SC representatives welcome the fact that the Translation Bureau is offering to help with the standardization process as well as technical aspects (terminology tools, etc.).
- Mr. Scowen mentioned that national bodies give responses and make decisions, not SCs nor working groups.

At this point, the Chair introduced again Mr. Gabriel Huard, Director of the Terminology Standardization Directorate, Translation Bureau of Canada, who wanted to take the opportunity to thank all participants in this pivotal meeting. He stressed that, while some clarification was still needed, much groundwork had been accomplished and added that he looked forward to working in cooperation with JTC1 SCs to ensure the successful completion of the Project. The participants were also informed that the TC 37 Annual Meeting would be held in Warsaw, Poland, in August 2005, and that information on this project would then be provided.

The Chair thanked Mr. Huard and moved along with the next agenda item.

15. Next Steps

After some discussion, the following next steps were identified:

1. The Translation Bureau distributed blank copies of the Termicom II+ software and indicated that another copy, complete with modified drop-down menus, will soon be forwarded to SC Rapporteurs (to be designated as soon as possible by SCs) The format for terminology records (i.e. fields) mentioned below in point 8 needs to be determined before we can forward blank copies of Termicom II+.
2. Prepare a complete report on the Gatineau meeting (including changes to existing documents, such as the Project Description), share the draft with participants, finalize and forward to JTC1 for formal distribution.
3. Hold a meeting with JTC1 International Chair, ISO, the Translation Bureau, and the Treasury Board of Canada Secretariat at the earliest possible date to obtain the final go-ahead for the Project.
4. Once this is done, start working immediately with SCs.
5. SC representatives participating in the Gatineau meeting will report back to their respective SCs.
6. SC 22 will contact the Translation Bureau to define the work to be done for a preliminary exercise. The TB will evaluate the scale of the exercise and will discuss with SC 22 time and workload restrictions, deadlines, and extent of work. The TB and SC 22 will agree on the details of the exercise, while taking into consideration the availability of the terminologist. This small-scale exercise would provide SC 22, and all other SCs, with an idea of what type of benefits the project and the TB expertise could bring to SCs, and would make the task of selling the benefits to SCs and to standards developers far easier for the SCs representatives.

7. The Translation Bureau will load ISO/IEC 2382 into Termicom II+ (first run).
8. Schedule the first official JTC1 Ad Hoc Group meeting where, among other things, the issues of creating a registry instead of a standard for the 2382 series, determining the format for terminology records – including the source identification and the mandatory fields -, and asking JTC1 to provide the Translation Bureau with access to all standards to save time and effort for SCs, will be addressed.
9. Mr. David Clemis will set up a "virtual space" on the Net where participants can share information and ideas.

16. Recommendations to ISO/IEC JTC1

SC representatives mentioned that they were attending the meeting as observers only and were not empowered to make recommendations on behalf of their respective SCs. Therefore it was suggested and agreed that the agenda item "Recommendations to ISO/IEC JTC1" be renamed "Output of the Gatineau Meeting". This output will take the form of a complete report on the meeting.

On behalf of SC representatives, Mr. Clemis thanked the Chair and the meeting organizers for a frank and open discussion, and expressed his appreciation for the support of the Translation Bureau and of the Treasury Board of Canada Secretariat, adding that we had come a long way and that he was looking forward to participating in the Project. Mr. Kitson echoed Mr. Clemis's remarks also saying that he was looking forward to working with Canada on this important project.

In turn, the Chair thanked all participants for their insightful feedback, as well as the Translation Bureau for its expertise and enthusiastic support.

17. Other Business

No additional business was added.

18. Adjournment

The Chair adjourned the meeting at 3:30 P.M.