

**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: Draft Minutes
Document for: Approval

1 Meeting arrangements

Apologies for absence were received from Mr Kolehmainen (CEN/TC304), Ms Li (CEN/WS/EC), Mr. Ksar (Unicode Consortium), Mr. Santos (CEC) and Mr Nordby (ETSI TC/HF). An attendance list is attached at Annex A.

2 Approval of draft agenda

A revised agenda (CDSG4(02)01R3) was discussed.

New documents (8, 9, and 10) were added under item 6.3 and a new item on CWA14040 was added under Any Other Business.

It was pointed out that documents were also available on the CDSG website. It was proposed that a link should be made to the CLAUI site managed by Keld Simonsen. The Chair took the action to contact Mr Simonsen.

Action CDSG 04/01	Chairman to contact Keld Simonsen concerning mutual links between CDSG and CLAUI sites.
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The agenda was approved.

3 Minutes of the last meeting

3.1 Approval of the minutes

No comments were received on the minutes (CDSG3(02)11), which were approved.

3.2 Review of Action List

The actions in CDSG3(02)11 were reviewed and it was noted that they were fulfilled except the following:

No	Responsible	Action	Status
CDSG 01			
01/02	Ms Li	to draft a paper on relevant WS/EC projects	This was supposed to be an input into the CDSG report therefore it could now be considered closed.
01/05	Mr Kolehmainen	to look into ways of obtaining the involvement of the Council of Europe.	This is ongoing at this moment. The Council of Europe has set up special group on the Romani language under a Finnish expert.
CDSG 02			
02/01	Mr Santos	to contact DGs Education and Culture and Information Society	Ongoing
02/04	Secretary and Chair	to look into how to keep the TC 304 documents available	The Secretary gave the Chair a copy of the CD with the electronic versions of the TC304 documents. Action now closed

The following actions which stemmed from the minutes were also noted:

The updated CDICT report including the changes following the CEN/ISSS Forum meeting in October should be put up on the website.

Action CDSG 04/02	Chairman and Secretary to ensure final version of CDICT report is placed on CEN site
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Following the discussion of the actions of the Council of Europe, it was agreed that CDSG should join in congratulating the Council of Europe on its initiative and expresses willingness to work with it.

Action CDSG 04/03	Chairman to send message to Council of Europe congratulating it on its Romani initiative and inviting mutual cooperation.
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John Clews also undertook to make similar contacts in OSCE (Organization for Security and Cooperation in Europe): these also have interest in minority languages in Europe (again including Romani). He noted that the ministerial group for OSCE (an intergovernmental organization) was meeting in Porto (Portugal) in December 2002, and that there was significant NGO involvement in OSCE.

Action CDSG 04/04	Mr Clews to make contact with OSCE.
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4 CSDG

4.1 Way ahead

Document CDSG4(02)02 set out the necessary steps to advance the programme of the CDICT report. Separate papers dealt with the Programme of Work, which required champions to write initial documents to kick-start each item, and the TOR of the CDSG.

In answer to a question on possible funding, the Secretary confirmed that it was likely to be funds available for support to eEurope, but it would not automatically follow that this would be available for cultural diversity standardization work. Also there were delays in negotiating such contracts as the existing contracts were currently under an assessment process and future ones could not be signed until this process was completed. This meant that it was unlikely for contracts to be signed before the middle of next year.

It was noted that in drafting proposal for funding CDICT work, it would be necessary to incorporate any evaluation criteria that may be identified. . This would be primarily the task of the new CDSG secretariat which is currently being sought

4.2 Business Plan (revised) – including new membership and Secretariat

Two documents were presented. Document CDSG4(02)03 had been copied from section 7 of the CDICT report that had been approved by the CEN/ISSS Forum. Document CDSG4(02)07 was a more concise version which was intended to become the ToR of the CDSG.

A number of changes were agreed and these are highlighted in CDSG4(02)07R1.

Existing members of the CDSG should be advised on any change in their status.
Secretary's note: This, in fact, only affects LISA, which is removed from membership but which could rejoin if it wishes an active participation.

Action CDSG 04/05	Chairman and Secretary to contact existing CDSG members about changes to membership.
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It was also proposed that IEEE could be a useful liaison partner.

Action CDSG 04/06	Chairman to contact IEEE on the possibility of liaison. Secretary's note: Can anyone provide a contact name?
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A revised schedule was agreed 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	First drafts of preliminary documents
Early March 2003	5 th CDSG meeting to approve drafts
March/April 2003	BPs on web and proposals to CEN BT by correspondence.

On the question of the CDSG Secretariat, the Secretary confirmed that an extension to the contract with the Commission meant that funds could be made available for the first six months of 2003. He also confirmed that CEN/ISSS Management Centre would cease to provide the Secretariat after the end of 2002.

CDSG members were invited to contact their National Standards Bodies to ask if one could offer a Secretariat or could subcontract it.

At the same time the Secretariat would send out a formal call to National Standards Bodies.

Action CDSG 04/07	Members and Secretary to contact CEN National Standards Bodies with the aim of finding a new Secretariat for the CDSG after 2002.
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5 Programme of Work

5.1 CDSG Programme of Work

Document CDSG4(02)04 was reviewed thoroughly with the aim of identifying Champions to take forward the work. Any items without a Champion were automatically deleted. All the actions need to be undertaken in accordance with the schedule outlined in item 4.2 above.

Annex C lists the decisions taken on the initial work programme as set up in chapter 6 of the CDICT PT report. For each item is indicated the area to which it belongs, a title, a champion or proposer, the initial action that needs to be taken and the suggested mechanism to undertake the work.

The following suggested Work Items were not being progressed, as there were no proposers prepared to undertake the initial work and would be deleted from the initial work programme:

6.2.2 – eCommerce – Standards needed for the consumer in eCommerce

6.3.5 – Speech applications – Technology watch and liaison

6 Coordination

Finnish concerns on prEN1545-1:2002 and prEN1545-2:2002

Documents CDSG4(02)06 and CDSG4(02)11 set out the original concerns from Finland and the response from TC224/WG11.

In prEN 1545-1:2002 and prEN 1545-2:2002, which covered Machine-Readable Travel Documents (flight tickets etc. with name printed on them), Finland had

expressed concern about the lack of characters beyond ISO/IEC 646 (or 7-bit ASCII), for many European languages.

Contact was proposed with this group: Wolf Arvidson and John Clews also noted that fallback to a ISO/IEC 646 repertoire, from a ISO/IEC 10646 repertoire, would also be relevant to this issue - not all computer equipment would be able to cover a wider character set.

Yves Neuville also noted that this had relevance for security.

John Clews noted that several issues related to this had also been covered in the CDICT PT report.

It was suggested that CSDSG asks the Forum to put pressure on TC224 not to artificially restrict the character set. Erkki Kolehmainen had informed the Secretariat that he would prepare a paper for consideration by CDSG to put to the Forum.

Action CDSG 04/08	Mr Kolehmainen to prepare a paper on concerns on prEN1545-1:2002 and prEN1545-2:2002 for consideration by CDSG to put to the Forum.
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7 Reports

7.1 Report from CEN/ISSS Electronic Commerce Workshop

Ms Chen reported that the last meeting of CEN/ISSS WC/EC had been on 23 October. It had been decided to refine their 10 projects into 4 projects.

CWAs have been or are being produced in the areas of :

- Architectures
- Yellow pages
- eWallet

- esignature guidance for SMEs.

The next plenary meeting will be on 19 February 2003.

7.2 Report from CEN/ISSS Learning Technologies Workshop

There was no report.

7.3 Report from JTC1 CLAUI

Documents CDSG4(02)08, CDSG4(02)09, CDSG4(02)10 were presented by Mr Neuville.

CLAUI TD had now been closed by ISO/IEC JTC1, along with other Technical Directions (TD) in ISO/IEC JTC1, mainly for reasons of problems with the TD model. However in view of the importance of Cooperation and Coordination of Cross Cultural and Linguistic Matters, another resolution was passed in JTC1 instructing its Chairman to organize a meeting of SC 2, SC 22/WG 20 and SC 35 to facilitate the cooperation and coordination of the projects within JTC 1's Program of Work relating to cross cultural and linguistic matters.

The Chair expressed the hope that ongoing work may profit from this cooperation.

In ISO/IEC JTC1/SC35, Wolf Arfvidson was now convenor of ISO/IEC JTC1/SC35/WG6 (User Interfaces for people with special special needs, including elderly and disabled).

7.4 ETSI HF Workshop on Characters Repertoires

Unfortunately Mr Nordby was not able to be present to introduce document CDSG4(02)05. It was agreed to ask him for the minutes of the Workshop.

Action CDSG 04/09	Secretary to contact Mr Nordby for information on the minutes of the ETSI HF Workshop on Characters Repertoires.
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8 Promotional issues

8.1 Dissemination of the CDICT report

In addition to putting the updated CDICT PT report on the CDSG website (action CDSG 04/02), the Chair and Secretary agreed to send information to various email lists with an interest, such as ISO/IEC JTC1/SC2, ISO/IEC JTC1/SC35 and ISO/IEC JTC1/SC22/WG20; the Unicode list, LISA lists, and the W3C-i18n list.

Action CDSG 04/10	Secretary and Chair to send information to various email lists with an interest, such as ISO/IEC JTC1/SC2, ISO/IEC JTC1/SC35 and ISO/IEC JTC1/SC22/WG20; the Unicode list, LISA lists, and the W3C-i18n list
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8.2 Design and content of the CDSG website

To discuss

The site is at <http://www.cenorm.be/iss/Projects/cdsg/> and has been recently updated. Participants are invited to comment on the current site and make suggestions for improvement.

9 Next meeting

The next meeting will be on 7 March 2003.

10 Any Other Business

10.1 CWA 14040 A Standardization Work Programme for "Learning and Training Technologies & Educational Multimedia Software"

It was noted that this CWA "Learning and Training Technologies & Educational Multimedia Software" made considerable reference to importance of CDICT and CEN/TC304, and the need for standardisation in relation to this. It would have been a very good input into Project Team.

Further contact with this group would be worthwhile: Marc Küster would liaise with CEN/WS/LT; Wolf Arfvidson also has WS/LT contacts in Sweden.

Action CDSG 04/11	Chair to liaise with CEN/WS/LT on CWA 14040
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**CEN/ISSS Cultural
Diversity Steering
Group**

CDSG4(02)11R1

J Boyd
10 April 2003
Page 9 of 19

Annex A

NAME	Phone & Fax	SIGNATURE
Chairman		
Mr Marc KÜSTER <u>kuester AT saphor DOT net</u>	Tp: +49 7472 949100 Fx: +49 7472 949114	Present
CEN/ISSS		
Mr James BOYD <u>james.boyd AT cenorm DOT be</u>	Tp : +32-2-5500933 Fx : +32-2-5500966	Present
Mr John KETCHELL <u>john.ketchell AT cenorm DOT be</u>	Tp : +32-2-5500846 Fx : +32-2-5500966	Apologies
CEN/TC 304		
Mr Wolf ARFVIDSON <u>wolf.arfvidson AT statskontoret DOT se</u>	Tp : +46-8-4544699 Fx : +46-8-4544693	Present
Mr Erkki KOLEHMAINEN <u>erkki.kolehmainen AT tieke DOT fi</u>	Tp: +358-9-47630301 Fx: +358-9-47630399	Apologies
CEN/WS EC		
Ms Man-Sze LI <u>msli AT icfocus DOT co.uk</u>	Tp: +44 208 347 7355 Fx: +44 208 347 7356	Apologies
Ms Catherine CHEN <u>cchen AT fr DOT ibm.com</u>	Tp: +01 49 05 65 61 Fx: +01 49 05 55 38	Present
CEN/WS MMI/DC		
Mr Ian CAMPBELL GRANT <u>ian.campbell-grant AT icl DOT com</u>	Tp : +44-1344-472382 Fx : +44-1344-473007	Absent
CEN/WS LT		
Mr Eric DUVAL <u>erik.duval AT cs DOT kuleuven DOT ac DOT be</u>	Tp : +32 16 32 70 66 Fx : +32 16 32 79 96	Absent
CEN/ISSS Forum		

**CEN/ISSS Cultural
Diversity Steering
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CDSG4(02)11R1

J Boyd

10 April 2003

Page 10 of 19

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ICTSB		
Mr Knut NORDBY <u>knut.nordby AT telenor DOT com</u>	Tp : + 47 900 49 903	Apologies
ISO/IEC JTC1/SC35		
Mr Yves Neuville <u>yn AT ifrance DOT com</u>	Tp :+33-1-46334060 Fx : +33-1-43255060	Present
ANEC		
Dr Gottlobe FABISCH <u>g.fabisch AT anec DOT org</u>	Tp : +32-2-7432470 Fx : +32-2-7369552	Absent
EC/DG ENTR		
Mr Cesar SANTOS <u>cesar.santos AT cec DOT eu DOT int</u>	Tp : +32 2 2951670	Apologies
EFTA		
Mr Jóhannes THORSTEINSSON <u>johannes.thorsteinsson AT efta DOT int</u>	Tp : +32-2-2861741 Fx : +32-2-2861750	Absent
UNICODE		
Mr M. KSAR <u>mikeksar AT microsoft DOT com</u>	Tp: +1 650 693-1568 Fx: +1 425 936-7329	Apologies
PT Leaders		
Mr J. CLEWS <u>European AT sesame DOT demon DOT co DOT uk</u>	Tp: +44 171 412 78 26	Present
Mr H. HJULSTAD <u>havard AT hjulstad DOT com</u>	Tp: +47 64963684	Absent

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CDSG4(02)11R1

J Boyd

10 April 2003

Page 11 of 19

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Annex B

Action List

No	Responsible	Action	Status
CDSG 01			
01/05	Mr Kolehmainen	to look into ways of obtaining the involvement of the Council of Europe.	This is ongoing at this moment. The Council of Europe has set up special group on the Romani language under a Finnish expert.
CDSG 02			
02/01	Mr Santos	to contact DGs Education and Culture and Information Society	Ongoing
CDSG 04			
04/01	Chairman	To contact Keld Simonsen concerning mutual links between CDSG and CLAUI sites	
04/02	Chairman & Secretary	To ensure final version of CDICT report is placed on CEN site	
04/03	Chairman	To send message to Council of Europe congratulating it on its Romani initiative and inviting mutual cooperation	
04/04	Mr Clews	To make contact with OSCE	

CEN/ISSS Cultural Diversity Steering Group

CDSG4(02)11R1

J Boyd

10 April 2003

Page 13 of 19

No	Responsible	Action	Status
04/05	Chairman & Secretary	To contact existing CDSG members about changes to membership	
04/06	Chairman	To contact IEEE on the possibility of liaison	
04/07	Members & Secretary	To contact CEN National Standards Bodies with the aim of finding a new Secretariat for the CDSG after 2002	
04/08	Mr Kolehmainen	To prepare a paper on concerns on prEN 1545-1:2002 and prEN 1545-2:2002 for consideration by CDSG to put to the Forum	
04/09	Secretary	To contact Mr Nordby for information on the minutes of the ETSI HF Workshop on Characters Repertoires	
04/10	Secretary & Chair	To send information to various email lists with an interest, such as ISO/IEC JTC1/SC2, ISO/IEC JTC1/SC35 and ISO/IEC JTC1/SC22/WG20; the Unicode list, LISA lists, and the W3C-i18n list	
04/11	Chair	To liaise with CEN/WS/LT on CWA 14040	

Annex C

1. eGovernment

6.1.1 - 6.1.2 - proposer: Wolf Arvidson

6.1.1 – eGovernment – Government online: electronic access to public services
(scoping) –

Technical mechanism: Project team reporting to the CDSG or to TC304 (if revived)

Action: Mr Arvidson to identify a champion who is prepared to write a technical annex
for a project.

6.1.2 – eGovernment Government online: electronic access to public services –

Technical mechanism: To be defined, likely a WS on eGovernment

Action: Mr Arvidson to identify a champion who is prepared to write BP for a WS

2. eLearning

6.1.3 - proposer: Marc Küster

6.1.3 – eLearning – Learning Object Metadata (LOM) –

Technical mechanism: Project team in the WS/LT in cooperation with the CDSG

Action: Mr Küster to contact WS/LT to identify a champion who is prepared to draft
proposed new work item for WS/LT BP

3. eHealth and eAccessibility

6.1.4 and 6.2.1 - proposer: John Clews

6.1.4 – eHealth CDICT Domain-specific assessment for CEN / TC 251 (Health informatics) –

Technical mechanism: Project team working under the auspices of CEN / TC 251 and with assistance of the CDSG

Action: Mr Clews to contact CEN/TC251 to identify a champion who is prepared to draft proposed new work item for CEN/TC251

6.2.1 – eAccessibility CDICT and eAccessibility – Assessment of common approaches –

Technical mechanism: Project team under the auspices of WS/DFA in cooperation with CDSG

Action: Mr Clews to contact WS/DFA to identify a champion who is prepared to draft proposed new work item for WS/DFA BP 1

Note: these are taken together as there are some related interests between the two in the subject domain.

4. Data elements/referential systems

6.2.3 - 6.1.5 proposer: John Clews

6.2.3 – eContent Data-elements transfer – country identifiers

Technical mechanism: Project team in the WS on Dublin Core in cooperation with the CDSG

Action: Mr Clews to contact WS/DCMMI to identify a champion who is prepared to draft proposed new work item for WS/DCMMI BP

6.2.4 – eContent – Data-elements transfer – language identifiers –

Technical mechanism: Project team reporting to CDSG

6.2.5 – eTransport – LOCODES in Intelligent Transport Systems (scoping) –

Technical mechanism: Project team under the auspices of the WS/eBES

Action: Mr Clews to write a technical annex for a project.

5. Terminology

6.3.1 - 6.3.4 proposer: Havard Hjulstad

6.3.1 – Terminology – Administrative nomenclature –

Technical mechanism: CEN/ISSS WS on Terminology

Action: Mr Hjulstad to write BP for CEN/ISSS WS on Terminology in consultation with Mr Arfvidson

6.3.2 – Terminology – Domain-related terminology (eHealth, eTransport) –

Technical mechanism: CEN/ISSS WS on Terminology in liaison with ISO / TC 37 and with ISO/IEC JTC 1 / SC 32

Action: Mr Hjulstad to write BP for CEN/ISSS WS on Terminology

6.3.3 – Translation – Technology watch and liaison –

Technical mechanism: CEN/ISSS WS on Terminology, ETSI, European Translators Platform

Action: Mr Hjulstad to write BP for CEN/ISSS WS on Terminology

6.3.4 – Language identification, terminology – Language identifiers: present situation and future development –

Technical mechanism: CEN/ISSS WS on Terminology in liaison with others including Mr Arfvidson

Action: Mr Hjulstad to write BP for CEN/ISSS WS on Terminology

6. Browsing and matching

6.3.7 - 6.3.13 proposer: Marc Küster

6.3.7 – Browsing and Matching – Legacy encoding schemes in Europe –

Technical mechanism: Project team under the auspices of a CEN Workshop on Browsing and Matching

Action: Mr Küster to write BP for CEN/ISSS WS on Browsing and Matching

6.3.8 – Browsing and Matching – Best practices report on multilingual searching in today's and tomorrow's search engines –

Technical mechanism: Project team under the auspices of a CEN Workshop on Browsing and Matching

Action: Mr Küster to write BP for CEN/ISSS WS on Browsing and Matching

6.3.9 – Browsing and Matching – Proof of concept study in the use of parallel structures in Indo-European languages for multilingual searching –

Technical mechanism: Project team under the auspices of a CEN Workshop on Browsing and Matching

Action: Mr Küster to write BP for CEN/ISSS WS on Browsing and Matching

6.3.10 –Browsing and Matching – Proof of concept study in the use of parallel structures in Finno-Ugric languages for multilingual searching –

Technical mechanism: Project team under the auspices of a CEN Workshop on Browsing and Matching

Action: Mr Küster to write BP for CEN/ISSS WS on Browsing and Matching

6.3.11 –Browsing and Matching – Efficiency of dictionary-based approaches –

Technical mechanism: Project team under the auspices of a CEN Workshop on Browsing and Matching

Action: Mr Küster to write BP for CEN/ISSS WS on Browsing and Matching

6.3.12 –Browsing and Matching – Study into the complex of linguistically aware matching –

Technical mechanism: Project team under the auspices of a CEN Workshop on Browsing and Matching

Action: Mr Küster to write BP for CEN/ISSS WS on Browsing and Matching

6.3.13 –Browsing and Matching – Internationalization strategy for implementations of the common indexing protocol –

Technical mechanism: Project team under the auspices of a CEN Workshop on Browsing and Matching and in liaison with the LDAP Service Deployment (TF-LSD) taskforce

Action: Mr Küster to write BP for CEN/ISSS WS on Browsing and Matching

7. CEN/TC304: progression of previous work

6.4.1 - 6.4.8 proposer: Wolf Arvidson

6.4.1 – Progression of previous work –
European Fallback Rules –

Technical mechanism: CEN / TC 304

Action: Mr Arfvidson to draft a new BP for reviving CEN/TC304.

6.4.2 – Progression of previous work –
European addition to OCR-B –

Technical mechanism: CEN / TC 304

Action: Mr Arfvidson to draft a new BP for reviving CEN/TC304.

6.4.3 – Progression of previous work –

European Character Repertoires: 8-bit single byte coding –

Technical mechanism: CEN / TC 304

Action: Mr Arfvidson to draft a new BP for reviving CEN/TC304.

6.4.4 – Progression of previous work –

Eurolocale –

Technical mechanism: CEN / TC 304

Action: it was assumed that no further work is required. Technical assistance from individual experts in CDSG requested in producing technical input into the required documentation.

6.4.5 – Progression of previous work –

Population of Cultural Registry –

Technical mechanism: CEN / TC 304

Action: Mr Arfvidson to draft a new BP for reviving CEN/TC304.

6.4.6 – Progression of previous work –

Support for Sami –

Technical mechanism: CEN / TC 304

Action: Mr Arfvidson to draft a new BP for reviving CEN/TC304.

6.4.7 – Progression of previous work –

Unifying two parts of European Ordering Rules –

Technical mechanism: CEN / TC 304

Action: Mr Arfvidson to draft a new BP for reviving CEN/TC304.

6.4.8 – Progression of previous work –

EN 1922:1997 –

Technical mechanism: CEN / TC 304

Action: Mr Arfvidson to draft a new BP for reviving CEN/TC304.