

7th CEN/ISSS CDSG meeting**Brussels****2003-10-24****1000–1700****Title: Minutes CDSG meeting 2003-10-24 in Brussels****Source: CDSG Secretary****Document for: Approval**

1 Meeting arrangements

Due to flight cancellation the Chairman was unable to be present at the meeting. However, he attended most of the meeting by phone. The Chairman and the CDSG express their thanks to CEN and to Centro di Ricerche Informatiche per I Beni Culturali della Scuola Normale Superiore in Pisa for making this arrangement possible.

The Chairman and the Secretary co-chaired the meeting.

Apologies had been received from Mr Erkki Kolehmainen, Ms Man-Sze Li, Ms Catherine Chen, and Mr Knut Nordby. An attendance list is attached as Annex A.

The agenda items were discussed in the following order: 1, 2, 3.1, 3.2, 4.1, 4.4, 4.5, 4.6, 4.3, 4.2, 5.1, 5.2, 6.1, 6.2, 7.1, 7.2, 8, 9. The chairman took part in the discussion except items 4.4, 4.5, and 4.6. These minutes reflect the order of items as presented in the agenda, not as discussed during the meeting.

2 Approval of draft agenda

Document CDSG-N113-R4 – The agenda was approved as presented in the document dated 2003-10-20.

3 Minutes of the previous meeting

3.1 Approval of the minutes

Document CDSG-N112 – The minutes were approved without changes.

3.2 Review of Action List

Document CDSG-SD-ActL (2003-10-23) – The notes of the review are presented in *document CDSG-SD-ActL (2003-10-25)* together with new Action Items.

During the review of the Action List the following items were discussed and new Action Items were identified:

Ad Action Item 05/04 (closed, see Action List dated 2003-05-17; the action is for Mr Yves Neuville “to identify champion for the eLearning project Learning Object Metadata (LOM)”: Mr Neuville has picked up some more information, which will be made available for the CDSG.

Ad Action Item 05/23:

Action CDSG 07/01	The Secretary to circulate again list of MEPs and contact information; <u>and</u> to produce template and form letter for CDSG members to use.
Action CDSG 07/02	Mr Yves Neuville to provide contact information <u>and</u> Chair/Secretary to contact French MEP with eAccessibility interests.

Ad Action Item 06/07: As it turned out the CDSG was not invited to attend the JTC 1 meeting in Geneva on 2003-06-02/03. That decision was made as a matter of principle, and it was not directed toward the CDSG.

4 CDSG (including Programme of work)

4.1 CDSG financing and future

The Secretary reported on the work going on in Norway to secure financing of the CDSG Secretariat. More clarification is expected during November 2003.

It was emphasized that the future of the CDSG depends highly on the work programme (with champions) and projects.

Funding proposals were submitted through CEN/ISSS for the projects discussed under agenda items 4.4 (WS/IR), 4.6 (ADNOM), and 5.2 (Electronic access). None of the projects received status as “category A” (approved). The ADNOM project received status as “category B” (further discussions needed), while the remaining two projects are “category C” (rejected).

Limited funds and many proposals are the main reasons for this situation. However, the concern that “this is a revival of CEN/TC 304” has been heard. The CDSG needs to bear this in mind.

Although it is difficult to initiate activities with no “general” funding, there was consensus that the CDSG needs to continue its work with the level of funding that we do have at any given time.

Mr James Boyd reported that funding proposals for the next step (eEurope 2005) will be picked up toward the end of this year. The ADNOM project proposal needs to be developed further by that time, including a clear time scale. Since the Commission will finance up to 50 %, it must be made plausible in the proposal how the remaining 50 % is reasonable or secured. It may be a good idea to shape the ADNOM project into a CEN/ISSS WorkShop.

CDSG Chairman and Secretary will focus on the ADNOM project (and the eMMA project, which is of a different category) for the time being, and work on other projects later.

4.2 CDSG membership and participation

The CDSG is classified by CEN as a “public interest group”, although we need to keep close contact with industrial consortia. Marketing is clearly needed, e.g. on or via the CEN web site. Information about membership should be included, in particular the option of National Member Bodies to become members of the CDSG. CEN members in Central and Eastern Europe should in particular be made aware of this option.

A “generic member” should be added on the CDSG LiveLink site (<http://www.standard.no/cdsg/>): user ID: ISSS-forum, password: cdsg.

Action CDSG 07/03	The Secretary to register a “generic member” on the CDSG LiveLink site.
Action CDSG 07/04	Mr James Boyd (with assistance of the Secretary and Chair) to draft “advertisement” for membership.
Action CDSG 07/05	The Secretary to see to it that membership information is included on web site, <u>and</u> to disseminate membership information to CEN members, in particular in Central and Eastern Europe.

There seems to be some opposition to the CDSG in the EC system, possibly based on the opinion that the CDSG is a continuation or “revival” of CEN/TC 304. This is in spite of growing interest in cultural diversity and multilingualism. There is a need to work on a political level in relation to e.g. DG Enterprise.

4.3 Review of Project List

The Project List (*document CDSG-SD-Proj*, dated 2003-05-17) was reviewed and some modifications were made. A new version of the Project List is circulated (dated 2003-10-25).

There was a new version of the Project Calls list (*document CDSG-SD-Calls*, dated 2003-10-17). No new calls of particular interest were registered. The list will be updated as needed.

4.4 WS on Information Retrieval

Document CDSG-N116 – The proposal to establish a WorkShop on IR was not approved by the Commission, and no funding will be received. The project proposal may be developed further at a later date, depending on the development of other project proposals.

4.5 Proposed project eMMA

Document CDSG-N117 – The **Secretary** presented the project proposal, which will be submitted for potential funding under FP6. The present document represents a first, anonymous step of a two-step application procedure.

The eMMA project proposal was not among those that were presented to the Commission in July 2003.

4.6 Proposed project ADNOM

Document CDSG-N118 – The **Secretary** presented the project proposal, which received “category B” status by the Commission.

Further discussions with the Commission will be needed. Since the Commission will finance up to 50 %, the remaining project financing needs to be sought elsewhere.

The opinion of the CDSG is that a CEN/ISSS WorkShop probably is a suitable structure for the project.

Mr **Wolf Arvidson** aired the concern that terminology work should be done only by the bodies that are the main users of the terminology in question. The **Secretary** underscored that this is also the understanding of those that drafted document N118 and the underlying documents.

Action CDSG 07/06 The **Secretary** and **Chair** to develop the ADNOM proposal further in close cooperation with Commission representatives and taking into account input at the CDSG meeting.

5 CEN / TC 304

5.1 New draft Business Plan

Document CDSG-N115 – CEN/TC 304 currently has one ongoing project. Once that project has been finalized, the BT resolution will make the TC dormant, which is very close to “non-existent”. The chances of establishing a new TC are very small.

Decision: The CDSG endorses CEN/TC 304 Business Plan as presented in document N115.

It is the opinion of the CDSG that the presented document represents a good Business Plan as a basis for a possible new TC or a revival of TC 304. Funding of a secretariat is possibly not the most critical issue. The important question is whether there is sufficient interest throughout Europe to participate in the work in context of a Technical Committee.

Document N115 should “rest” for now, and updated only if and when the situation makes it relevant.

5.2 Electronic access to European public services

Document CDSG-N119 – The proposal to establish an activity on Electronic access was not approved by the Commission, and no funding will be received. The project proposal may be developed further at a later date, depending on the development of other project proposals.

6 Various European projects

6.1 “CEN/ISSS report and recommendations on key eBusiness standards issues 2003–2005” & “CEN/ISSS Roadmap for addressing key eBusiness standards issues 2003–2005”

Document CDSG-N122 and document <http://www.europe-standards.org/Docs/Roadmap.pdf> – The **Chair**, who was also the editor of the documents, presented some points that are of particular interest to the CDSG. Note clause 4 of the Roadmap (“Recommendations & Proposed Actions”), in particular 4.3 (“Adaptable Solutions”): “**User interface** – *Best practices should be developed for user interface design of eBusiness applications, including the user interface of ebXML and other registries (searching, browsing through classification).* – **Cultural diversity** – *Standardization groups should be encouraged to address the multicultural dimension adequately. In particular, business process specifications should offer the necessary flexibility to accommodate regional and cultural variations. Further research into interoperable multilingual content management systems linked to standardization should be sought. Support should be given to the development of multilingual training materials on internationalization and multilinguality, as well as on eAccessibility/Design for All. These materials should be targeted specifically at SMEs and their technology providers.*”

It was underscored that the CDSG needs to view its activities in a bigger eBusiness context, and not just look at various small projects. Keywords from the Roadmap need to be included in our project proposals, etc.

Mr **James Boyd** reported that the *Interoperability Forum* is a follow-up of this report, and that this is an important group on which to “hang” future activities.

6.2 CEN/ISSS WS/eCAT

Document CDSG-N120 and *N121* – The **Secretary**, who is also member and coordinator of the WS/eCAT Project Team, reported on the activities. The WS/eCAT plenary meeting on 2003-10-10 approved a new Business Plan including also a new project relating to classification of products and services for eBusiness.

It was noted that both projects within WS/eCAT have considerable interest for the CDSG.

7 Various other projects

7.1 Unesco recommendation on the promotion and use of multilingualism

The document <http://unesdoc.unesco.org/images/0013/001304/130483e.pdf> was presented to the CDSG for information.

It was noted that some parts of this document have relevance to the CDSG.

7.2 Coordination of European positions on international projects

The background for the discussion was a need felt by some experts to ensure European coordination in relation to ISO/IEC JTC 1/SC 22/WG 20, but the discussion was held on a general level.

Mr **Yves Neuville** pointed out that there frequently is a need to do certain things collectively in Europe, and that the CDSG could assist in the coordination on an informal level.

The meeting agreed that it is desirable that CDSG members be made aware of international projects, and that such projects are discussed on the CDSG list. CEN/ISSS Forum members should be informed about the results of such discussions. This is also deemed to be of interest for the purpose of awareness about the CDSG.

Action CDSG 07/07	Mr Yves Neuville to make CDSG members aware of important activities within ISO/IEC JTC 1 that the CDSG may wish to support.
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8 Next meeting

The next meeting of the CDSG will be on **Friday 20 February 2004**. Location of the meeting will be decided later (possibly in Paris or Brussels).

In 2004 (and possibly future years) there should probably be planned for 2–3 meetings.

9 Any Other Business

Two items were briefly discussed:

- (1) Mr **Wolf Arvidson** brought the attention to the document “Internationalisation of SIF and harmonisation with other specs/standards” (CEN/ISSS WS/LT), which had been circulated in June 2003 (later version exists). The item was not discussed further.
- (2) Mr **Wolf Arvidson** brought the attention to email from Mr Knut Nordby earlier in October 2003 relating to ETSI ES 202 130. Comments have been submitted to this document.

Annex A – Participants

 See also the Standing Document *CDSG-SD-Memb.*

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