

**10th CEN/ISSS CDSG meeting
Paris
2004-10-01
1300–2000**

Title: Minutes CDSG meeting 2004-10-01 in Paris

Source: CDSG Secretary

Document for: Approval

1 Meeting arrangements

The meeting took place at the offices of the Agence universitaire de la Francophonie; 4, place de la Sorbonne; FR-75005 Paris (France).

The chairman opened the meeting at 1310. Noting that the meeting facilities would close at 1845 the participants agreed to continue the meeting in the evening at a suitable location. An ad hoc meeting in the form of a “brainstorming session” was planned for the following morning (Saturday 2004-10-02) for those who were able to attend.

Apologies had been received from Mr Erkki Kolehmainen and Mr John Clews. An attendance list is attached as Annex A.

2 Approval of draft agenda

Document CDSG-N144-R2 – The agenda was approved as presented in the document dated 2004-09-27 with the following amendments: New agenda item 6.3 was added to the agenda. There was also one item to be discussed under agenda item 10. Some of the agenda items were discussed in a different sequence to accommodate participants who were unable to attend the entire meeting.

3 Minutes of the previous meeting

3.1 Approval of the minutes

Document CDSG-N142 – The minutes were approved without changes.

3.2 Review of Action List

Document CDSG-SD-ActL (2004-09-30) – The notes of the review are presented in *document CDSG-SD-ActL (2004-10-02)* together with new Action Items. The new list of action items will be circulated independently.

The following new Action Item was identified:

Action Item 10/01	Chair to establish of a “second mailing list” for CDSG “fan club” members, and possibly other mailing lists under domain “cdsg.de”.
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4 CDSG (including Programme of work)

4.1 CDSG financing and future

The future of the CDSG depends largely on CEN/ISSS Forum, who will meet again on 2005-01-19. It is essential that the CDSG presents updated Terms of Reference and Business Plan at that meeting.

The secretary reported that there still is no formal decision as to continued support from Standards Norway for the secretariat.

4.2 CDSG membership and participation

Since the previous meeting one new member has been registered: Erlend Øverby, representing ISO/IEC JTC 1/SC 36.

CEN/ISSS WS/EC has ceased to exist. Ms Catherine Chen expressed a wish to continue as a member of the CDSG. However, it needs to be clarified who she would represent (e.g. the national member body of France). (For this meeting she was “officially” an invited guest, but remains under WS/EC in the membership list for the time being.) The same also applies to the other representative of WS/EC, Ms Man-Sze Li, who has not participated in recent CDSG meetings.

Action Item 10/02	Catherine Chen and Man-Sze Li to clarify their representation in the CDSG.
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It was noted that a good new Terms-of-Reference document was crucial for membership and meeting participation.

4.3 Review of Project List

The latest Project List is dated 2003-10-25. There was no discussion relating specifically to this item.

4.4 Updated CDSG Terms of Reference

Documents CDSG-N149, 04(2002)03, and 04(2002)07 – The need to finalize the new Terms of Reference (and also a new Business Plan, both of which may be combined into one document) is urgent. There was some discussion about various parts of the document, in particular *scope, membership categories, and appointment and term of chairman*. Also the overall structure of the document was discussed. A new version of the CDSG ToR will be written by the Chair and Secretary (with assistance from CEN/ISSS and all CDSG members). The new version needs to be finalized in time for the CEN/ISSS Forum meeting on 2005-01-19.

Action Item 10/03	Chair and Secretary to produce a draft ToR as soon as possible; James Boyd and all CDSG members to contribute to the process.
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Document N149 proposes five “membership categories”. A sixth category was added: Super-national government organizations (UN organizations, EC, EFTA, etc.). Three of the six categories are CEN/ISSS Forum members, and therefore unproblematic. The other categories need to be carefully worded. However, none of the categories were deleted from the list.

The Chair of the CDSG should be appointed for three-year periods, with the possibility to re-appoint any number of times. The CEN/ISSS Forum will appoint CDSG Chair on the basis of a nomination by the CDSG itself.

4.5 WS on Information Retrieval

There is nothing new to report regarding a potential CEN/ISSS Workshop on Information Retrieval, and the item was not discussed. However, the topic will be retained on the list of possible activities.

4.6 Proposed project eMMA

There is nothing new to report regarding the eMMA project, and the item was not discussed. However, the topic will be retained on the list of possible activities, and funding options will be assessed.

4.7 Proposed project ADNOM

Document CDSG-N145 – There are still no news about the funding proposal.

4.8 Report to CEN/ISSS Forum

Document CDSG-N151 – The Chair had delivered the report to the Forum meeting. Following the report there was considerable discussion. There were critical comments relating to TC 304, but nothing negative about the CDSG, just a desire for increased visibility.

5 CEN / TC 304

5.1 Status and future

Document CDSG-N115 – A potential revival of TC 304 depends on three factors: (1) a committed secretariat, (2) sufficient membership, (3) an attractive work programme. Without these factors there will be no support from CEN/ISSS Forum. The formal decision lies with the BT, but it is clearly inadvisable to request the BT to change the “dormancy decision” with lacking support from the Forum.

The best strategy will be to provide CEN/ISSS Forum with a best possible package to be considered at the meeting on 2005-01-19. If the Forum at that time gives its support, the BT should be approached with a request to revive TC 304.

As to committee secretariat no decision has so far been made by Standards Norway. Much will depend on the possibility to attract national funding.

An “attractive” list of Work Items for TC 304 needs to be ready in time for the Forum meeting.

Action Item 10/04	CDSG Chair and Secretary, and CEN/TC 304 Acting Chair (Wolf Arfvidson) to review TC 304 Business Plan and Work Programme in time for the next CEN/ISSS Forum meeting; all CDSG members to provide input to the Work Programme, in particular ideas for new Work Items.
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6 Various European projects and activities

6.1 CEN/ISSS WS/eCat

CWA 15045 is available for download from <http://www.cenorm.be/ftp://ftp.cenorm.be/PUBLIC/CWAs/e-Europe/eCat/CWA15045-00-2004-Jul.pdf>.

This is the first CWA from WS/eCat.

The second part of the Workshop, relating to “product description and classification for eBusiness” (ePDC), is still active.

6.2 CEN/ISSS European e-Business Interoperability Forum (eBIF)

None of the participants at the meeting attended the latest eBIF meeting, and no report was given.

6.3 eGovernment / eGovernance

This was a new agenda item.

It was noted that there is some new development in the field of eGovernment. However, none of the participants had detailed information. The topic will be followed up.

7 European coordination of international activities

7.1 ISO/TC 37 activities

Documents CDSG-N148 and N150 – It was noted with great interest that ISO/TC 37 is planning to initiate new projects within the field of cultural diversity. There are also plans to modify titles and scopes of TC 37 groups to address this issue more specifically.

The CDSG favours activities relating to cultural diversity on an international level whenever this is feasible. However, the CDSG finds nevertheless that there is a need for European (preferably pan-European) activities in the field.

7.2 ISO/IEC JTC 1/SC 2 activities

Documents CDSG-N153 and N154 – The CDSG noted with interest the content of the submitted documents.

7.1 ISO/IEC JTC 1/SC 22 activities

Document CDSG-N152 – The CDSG noted with interest the content of the submitted documents.

7.4 ISO/IEC JTC 1/SC 35 activities

Mr Yves Neuville gave a presentation at the Forum on Cultural Diversity in Barcelona in September 2004.

Action Item 10/05	Yves Neuville to provide further information and documentation relating to the meeting of the Forum on Cultural Diversity in Barcelona in September 2004.
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8 Various other projects and activities

8.1 ISO IEC ITU UN/ECE MoU/MG

Documents CDSG-N146 and N147 – CDSG activities in relation to the MoU was recognized as important. There was no further discussion about the issue at this time.

8.2 UNESCO-related activities

Due to lack of time the issue was not discussed at the meeting.

9 Next meeting(s)

An electronic meeting (telephone conference or otherwise) will be scheduled for the week starting 2005-01-10.

A topic seminar is being planned for April or May 2005; *location*: Brussels, Luxembourg or Paris; *topic*: "ADNOM related".

10 Any Other Business

10.1 Swedish character set issue

Wolf Arfvidson informed about a new national Swedish project, which may have European implications (or be developed into a European project at a later stage). A standard-like guideline document will specify character set and other issues for the rendering of non-Swedish personal names in a Swedish context, in particular by Swedish authorities.

Annex A – Participants

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

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