TERMIUM® as the Mechanism to Support the Maintenance of IT Vocabulary (ISO/IEC Standard 2382)

Revised Project Implementation Plan

Introduction

This document provides an implementation plan for a project to support the development of a maintenance mechanism and a process to ensure that ISO/IEC 2382 (IT Vocabulary) is updated and kept up to date in two of ISO's official languages, English and French. The detailed description of this project is contained in document ISO/IEC JTC1 N7862.

This draft implementation plan is being prepared in accordance with Resolution 13 of the 20th Meeting of ISO/IEC JTC1, approved in November 2005. The text of this resolution reads as follows:

" Resolution 13 - Ad Hoc Group on IT Vocabulary
JTC1 recognizes that the Canadian proposal contained in document JTC 1 N7862 offers a mechanism to support the updating of ISO/IEC 2382. JTC1 further recognizes that although this project has been officially approved by National Bodies (via default letter ballot), there is still uncertainty about this project. Therefore, in order to resolve this matter, JTC1:

- *Reconstitutes the IT Vocabulary Ad Hoc Group through the next JTC 1 Plenary meeting in November 2006 in South Africa.*
- *Asks Canada to begin implementation of the Vocabulary mechanism by convening a first meeting of the IT Vocabulary Ad Hoc Group tentatively scheduled for February or March 2006.*
- *This first meeting will: 1) address all issues raised by SCs or National Bodies, 2) prepare an MOU for signature by ISO, IEC and Canada's Translation Bureau (re: Maintenance Agency role & responsibilities, terms for access, copyright arrangements, breach of contract terms, termination of arrangement), 3) prepare a clear statement of role and responsibilities of SCs and of the Translation Bureau and 4) develop a recommendation for JTC 1 regarding the maintenance of the standard, the change process for new terms and its formal publication.*
- *Instructs its SCs to nominate a representative to the Ad Hoc Group on IT Vocabulary (nominations should be forwarded to the JTC1 Secretariat by 15 January 2006).*
- *Strongly recommends that all SCs be represented at this first meeting.*
- *Invites an expert from IEC Central Office involved with IEC's database of terms and vocabulary to this first meeting.*
- *Instructs the Convenor to prepare an implementation plan, in co-operation with SC representatives.*
- *Instructs the Ad Hoc Group to address the Vocabulary Registry issue at this first meeting.*
- *Instructs the Ad Hoc Convenor to report to JTC1 on the project implementation status by 15 June 2006 and at the November 2006 JTC1 Plenary meeting in South Africa.*

Note 1: It is understood that the product (TERMIUM®) being offered by Canada to support the updating mechanism will be free of charge. It is also understood that the

resulting single part standard (ISO/IEC 2382, and possibly others) will be free of charge to JTC1 and its SCs for standardization purposes.

Note 2: It is also understood that the proposed mechanism can be used by SCs to support SC-developed TRs on Vocabulary.

Abstain: Ireland"

This document presents a draft version of an implementation plan and is intended to be discussed at the first meeting of the ISO/IEC JTC1 Ad Hoc Group on IT Vocabulary. This *Project Implementation Plan* will be updated at least once a year or as required.

Background

English and French being two of ISO's official languages, francophone Member Bodies requested that IT terminology be standardized in both languages. To that end, a JTC 1 sub-committee (SC 1) was put in place and last chaired (until 1999) by Canada, an officially bilingual (English and French) country with extensive terminology expertise recognized globally. For various reasons, the Canadian Chair stepped down in 1999, but a replacement could not be found. Regrettably, the SC 1 was disbanded in 2000.

During its existence, SC 1 had developed a comprehensive IT Vocabulary Standard, ISO/IEC 2382[1]. As IT and IT-related terms and phrases continued to evolve quickly, this bilingual Vocabulary is now outdated. Several Member Bodies had expressed concern about this and a few of them, namely England and Japan (Japan's proposal is detailed in documents JTC 1 N 6434 and JTC 1 N 6397) developed and presented to JTC 1 specific proposals to ensure the continued updating of ISO/IEC 2382, at least with respect to English terms. Somehow, these two projects fell through, and at the end of 2003, the Canadian Member Body of JTC 1 presented a proposal to JTC 1 for the establishment of an Ad Hoc Group that would be mandated to

- develop and/or propose a process and mechanism to carry out the maintenance work on ISO/IEC 2382;
- ensure that the approach taken supports the three strategic directions of JTC 1 for standardization work, namely, portability, interoperability and cultural adaptability;
- take into account the needs of the sub-committees (SCs) in their development of vocabulary as part of their standards development.

JTC 1 approved the proposal in early 2004 and a formal project proposal, prepared jointly by officials from the Translation Bureau (Terminology Standardization Directorate) of the Government of Canada and the Treasury Board of Canada Secretariat, was submitted for discussion at the JTC 1 Plenary Session held in Berlin, Germany, in October 2004.

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[1] ISO/IEC 2382 is formally recognized by Canada as a national and government standard.

The project proposal was the object of a formal JTC 1 resolution[2] approving the project in principle, subject to a meeting of key stakeholders being organized by Canada in order to present a more detailed proposal that would address technical questions raised by SC representatives in Berlin.

The Canadian Translation Bureau held the above-mentioned meeting in Gatineau, Canada on May 2-4, 2005, as requested by JTC 1. At that meeting, a formal presentation, based on the original project description (JTC1 N7661), was made to SC representatives and other interested parties. A formal detailed summary of the meeting (JTC1 N7857) was prepared and forwarded to JTC 1 for distribution to SCs.

In October 2005, JTC1 National Bodies approved the project by means of a 60-day default letter ballot.

During its 20th Plenary meeting, in November 2005, JTC1 reconstituted the IT Vocabulary Ad Hoc Group, asked Canada to begin implementation of the Vocabulary mechanism, and instructed the Ad Hoc Convenor to prepare an implementation plan in co-operation with Sub-committee representatives.

Project Scope

The project is limited to IT Vocabulary developed by JTC1 and its subcommittees. This includes ISO/IEC 2382 multi-part standard and other vocabulary standards and Technical Reports published or in development.

Project Phases

The following project phases are documented in the approved project proposal contained in document JTC1 N7862. The proposed activities to support the development of the project are listed below with target dates.

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[2] The JTC 1Resolution 29 adopted in Berlin in October 2004 reads as follows: "JTC1 agrees, in principle, with the concepts presented in the Canadian proposal as clarified in document JTC1 N 7661, but realizes that in order to answer a number of technical questions (e.g., those provided in document JTC1 N 7662) prior to starting work on this project, a meeting of the ad hoc group on vocabulary needs to be scheduled where a representative of the Govt of Canada's Translation Bureau's Terminology Standardization Directorate and interested NBs and SCs will participate. ISO/TC 37 will also be invited to participate. Therefore, JTC 1 reconstitutes a JTC 1 Ad Hoc Group on Vocabulary and appoints Mr. Joe Cote as Convener. The above meeting will serve to answer many questions raised by JTC1 SC's and to discuss technical details about the project. Canada is invited to schedule such a meeting in early 2005 between the Translation Bureau and the JTC1 ad hoc group representatives. An expanded Project Plan, based on JTC1 N 7661 and N 7662, will be provided by Canada 60 days prior to the early 2005 meeting so that it can be used as a basis for discussion at the meeting. The results of the meeting, including a detailed Project Plan, will be circulated to JTC1 National Bodies for letter ballot concerning the implementation of the vocabulary project." *(Source: ISO/IEC JTC 1 N 7665)*

Phase I – Project Launch

October 2004: When the project was presented to JTC1 National Bodies, in October 2004, a number of issues and technical questions were raised.

May 2005: The JTC1 Ad Hoc Group held a preliminary meeting to address these technical issues. As a result of this meeting, a revised project proposal (JTC1 N7862) was prepared and presented to JTC1 National Bodies for approval.

October 2005: JTC1 National Bodies officially approved the IT Vocabulary project.

December 2005: Development of the IT Vocabulary project is initiated.
1. The convenor of the IT Vocabulary AD Hoc Group will prepare a draft project implementation plan.
2. Canada's Translation Bureau will prepare a high-level draft of a Memorandum of Understanding (MOU) to support the provision of technical support required by the project.
3. The first meeting of the IT Vocabulary Ad Hoc Group will be scheduled and a preliminary agenda will be submitted to the JTC1 Secretariat for distribution.
4. A meeting between ISO, IEC and the Translation Bureau representative will be scheduled to discuss the content and the format of the MOU.

January 2006:
1. The Notice of Meeting and Preliminary agenda for the first meeting of the Ad Hoc Group will be distributed to JTC1 National Bodies and SCs.
2. A draft version of the Project Implementation Plan (this document) will be distributed to JTC1 SCs, ISO and IEC representatives and ISO TC37 Secretariat.

February 2006:
1. Representatives from ISO, IEC and Canada's Translation Bureau will meet to discuss the MOU.

March 2006:
1. The first meeting of the JTC1 Ad Hoc Group on IT Vocabulary will be held.
2. The Convenor will prepare a report of the meeting and distribute it as appropriate.

Phase II – Developing ISO/IEC 2382 Update Mechanism

December 2005 – March 2006:
1. Terminologists from Canada's Translation Bureau will begin the conversion of the existing version of ISO/IEC 2382 multi-part standards.
2. The converted file records for approximately 3200 entries will be loaded into the TERMIUM® databank.

3. A report will be prepared and presented at the first meeting of the JTC1 Ad Hoc Group on IT Vocabulary.

March 2006 – October 2006:
1. The Translation Bureau will complete the conversion of the existing version of ISO/IEC 2382 multi-part standards.
2. The Translation Bureau will finish loading the entries into the TERMIUM® databank.
3. The Translation Bureau will provide each SC with a "Work Area" for SC-internal terminology development activities.
4. The Translation Bureau will provide training for the databank as well as a template for the creation of records in the databank.
5. The Translation Bureau will provide read-only access, by all SCs, to the common database area used for storing the new version of ISO/IEC 2382.
6. SCs will provide the Translation Bureau with terminology created and completed since the last update of ISO/IEC 2382 (i.e., new parts of the standard either published, to be published or in development) by May 2006. Phase II will be limited to these parts as well as to the existing parts of ISO/IEC 2382.
7. ISO/IEC will make sure there are no copyright infringements for the use of terminology created by organisations other than ISO.

8. All duplicate terms, at the SC level, will be identified and submitted by the Translation Bureau to the appropriate SC representatives for decision.
9. SCs will communicate decisions to the Translation Bureau as soon as their report is completed.
10. All obsolete terms, at the SC level, will be identified by the SC and submitted to the Ad Hoc Group for decision.
11. The TERMIUM® databank will be updated as appropriate.
12. The Translation Bureau will assume the responsibility for those parts of ISO/IEC 2382 developed by SCs that have since been disbanded or for parts assigned to an SC for which the SC has not designated a rapporteur to the Ad Hoc Group (conversion and loading of entries, duplicate terms report, obsolete terms report, research as needed).
13. The Translation Bureau terminologist will begin research for unilingual terms from newest parts and will provide recommendations to the appropriate SC representatives for decision.
14. The Translation Bureau terminologist will recommend, as required, changes to English or French definitions in conformity with the principles and methods of terminology work stated in ISO 704 and will submit a report to the appropriate SC representative for decision.

October 2006 – June 2007:
1. The Translation Bureau will identify duplicate terms for all parts of ISO/IEC 2382 and generate a report.

2. The Ad Hoc Group will make a decision regarding the reports of obsolete and duplicate terms and communicate decision to the Translation Bureau. (this will require an additional Ad Hoc Group meeting)
3. The Translation Bureau terminologist will carry out research for unilingual entries, and recommend a French equivalent to the appropriate SC representatives for decision.
4. The terminologist will recommend, as required, changes to English or French definitions in conformity with the principles and methods of terminology work stated in ISO 704 and submit a report to the appropriate SC representatives for decision.
5. SCs will communicate all decisions to the Translation Bureau.
6. The Translation Bureau will generate a final report for consultation by all SCs and members of the Ad Hoc Group.
7. The Ad Hoc Group will coordinate a review of the report and will recommend actions as appropriate.
8. The Translation Bureau will update TERMIUM® in accordance with recommendations of the Ad Hoc Group.
9. An updated version of the ISO/IEC 2382 standard in alphabetical order will be shared with all JTC1 SCs.

Phase III – Publication of an Updated Version of ISO/IEC 2382

June 2007 – October 2007:
1. The Translation Bureau will prepare an electronic version of the revised ISO/IEC 2382 standard in alphabetical order and will forward it to the JTC1 Ad Hoc Group on IT Vocabulary.
2. The JTC1 Ad Hoc Group will forward this electronic version of the revised ISO/IEC 2382 to JTC1 for ballot as appropriate in accordance with normal JTC1 balloting procedures.

October2007 – January 2008:
1. Any comments received during the balloting period will be submitted to the JTC1 Ad Hoc Group on IT Vocabulary for disposition, in accordance with JTC1 Directives.
2. The Translation Bureau will carry out updates to the TERMIUM® databank as directed by the JTC1 Ad Hoc Group, and in consultation with SCs as appropriate.
3. An electronic copy of the revised version of ISO/IEC 2382 will be forwarded to JTC1 and to ISO for publication.

Phase IV – Project Review

February 2008:
1. The JTC1 IT Vocabulary Ad Hoc Group will conduct a review of the project identifying successes and areas of improvement.
2. The Ad Hoc Group will prepare a report and submit it to ISO/IEC JTC1.

Phase V – Regular Updating of ISO/IEC 2382

<u>February 2008 – ongoing:</u>
1. SCs will proceed with terminology development, using their TERMIUM® work area. (As discussed at the first meeting of the JTC1 Ad Hoc on IT Vocabulary (March 2006), SCs will be free to use the Termium® working space to manage their own vocabulary exercises.)
2. When instructed by the SC representatives, the Translation Bureau will transfer the new terminology from the SC work area to a common work area. The common work area will be accessible, by all SCs, on a read-only basis.
3. When instructed by SC representatives and/or JTC1, the Translation Bureau, as the Vocabulary Maintenance Agency, will submit the content of the common work area to JTC1 for official ballot, as per ISO/IEC JTC1 Directives.
4. Resolution of comments received during the balloting period will be processed by the Translation Bureau, as instructed by SC representatives.
5. Future updates to ISO/IEC 2382 and to other relevant Vocabulary standards will be carried out by Canada's Translation Bureau as the Maintenance Agency for these standards, as instructed by SC representatives and JTC1.
6. New versions of ISO/IEC 2382 and other Vocabulary standards will be published as determined in the MOU.

Note: The regular updating of ISO/IEC 2382 (Phase V) could begin as early as Summer 2006 and proceed in parallel with Phase II described earlier in this Implementation Plan. The Translation Bureau will work in tandem with SCs as IT terms and definitions from standards published or in development (other than the ISO/IEC 2382 multi-part standard) are added to TERMIUM®.