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**Report of the First IT Vocabulary Maintenance Team (ITV MT) Meeting held in
Ottawa, Ontario, Canada from June 2-4 2008**

Participants

ISO/IEC

Côté, Joseph	Interim Convener
Desharnais, Jean-Marc (JTC1/SC7)	via teleconference
Farance, Frank (USNB)	as of June 3 rd
Ranger, Natalie (CANB)	future convener
Scowen, Roger (UK)	
Wayman, James (UK)	

Translation Bureau of Canada (TB)

Rondeau, Karine

1. Opening of the Meeting

2. Introduction of Participants

The Convener welcomed participants and asked them to introduce themselves.

3. Adoption of the Agenda

The agenda was adopted. Note: Any item discussed out of the planned order or revisited during the meeting was reinserted in its proper category for ease of reference.

4. Terms of Reference for IT Vocabulary Maintenance Team

The Convener expanded upon the following status report statements:

- ISO/IEC JTC 1 Ad Hoc Group was created in 2005 and disbanded in October 2007;
- JTC 1 IT Vocabulary Maintenance Team (MT) was created at 22nd Plenary of ISO/IEC JTC 1 in October 2007;
- Mandate: Develop a mechanism to support the updating of IT Vocabulary;
- Government of Canada offered use of TERMIUM[®] to support this work;
- Canada holds Convenership of MT;
- Participating National Bodies: Canada, China, France, Japan, UK, USA;
- Development in accordance with ISO Procedure for "Standards as Databases";
- Using all IT Vocabulary standards developed by JTC 1;
- Target date: completion of 1st version = Fall 2009.

After a group discussion, terms of reference for the MT were tentatively agreed upon:

- to review, update and consolidate international vocabulary standards published by JTC 1, as approved by the validation group composed of participating National Bodies. This may include elimination or consolidation of some terms and definitions, and editorial revision;
- to work with SCs developing vocabulary and to assist them in integrating their vocabulary into the JTC 1 corpus;
- to work with ISO in providing regular updates to the ISO Concept Database;

The development of new vocabulary and concept maps is not within the initial scope of the MT.

**5. Discussion of Procedures for the Work of Maintenance Team
(Annex ST, *Procedure for the development and maintenance of standards in database format*, of the ISO supplement to the ISO/IEC Directives)**

The Convener presented the use of databases and "Standards as databases" procedures (especially the Normal Database Procedure) for the maintenance of the IT Vocabulary. This seemed promising to most participants in order to achieve an updated standard in a shorter length of time.

However, JTC 1 N8804 Resolution 32 which established the Maintenance Team did not explicitly state the use by the Maintenance Team of Annex ST, *Procedures for the development and maintenance of standards in database format*, ISO supplement to the ISO/IEC Directives.

Hence, no consensus was reached on this matter (refer to Recommendations).

6. Discussion of Roles and Responsibilities of IT Vocabulary Maintenance Team

7. Discussion of Roles and Responsibilities of IT Vocabulary Validation Team

The Convener broached items six and seven in the same presentation.

The MT's roles and responsibilities as compared to the Validation Team's were discussed. The fact was reiterated that experts are members of the MT while nominated representatives of the NBs are members of the Validation Team. As the meeting involved the MT, it was felt that several issues such as the proposed alphabetical ordering of the published standard and the creation of a registration authority were beyond the scope of the Team.

8. Discussion of Revised Project Description and Proposed Schedule of Work

The Revised Project Description and Proposed Schedule of Work were modified to reflect historical facts and to integrate participants' suggestions. The newly revised document will be sent to JTC 1 for approval (refer to Recommendations).

For the initial update of the ISO/IEC 2382 standard, it was recommended that validation occur only once at the end of the work dealing with duplicate entries, terms' acceptability rating, editorial changes and unilingual entries.

The updated standard will be published in alphabetical order, including remaining duplicate, obsolete and inconsistent entries, regardless of the stage of development at that time. Each term will be noted as within the remit of an existing SC. Any problems noted upon publication of the corpus will be referred to the relevant SC for resolution.

9. Allocation of Work

- 3908 entries in 31 parts of ISO/IEC 2382 and five parts of ISO/IEC 19762

All participants were asked to review the identified duplicate terms (236 sets) before the next meeting of the MT.

Three scenarios, where entries were divided into approximately five groups of 800 entries with each of the 5 original NBs reviewing a group, were proposed (Note: with China joining the MT, this division of work may need to be revised.) No formal plan resulted from the discussion.

Participants discussed possibilities regarding the translation of the five parts of ISO/IEC 19762.

10. Presentation of Work Tools (*TERMIUM Plus*[®], forum, etc.)

A demo was given to participants on querying the *TERMIUM Plus*[®] data bank. Questions were asked about access, availability, supported languages, functionalities, authority of content and migration of data into ISO Concept Database.

Explanations were also given on how to use SiteScape forum. At the request of participants, meeting documents were posted as needed. Indeed, SiteScape forum will be used to post pertinent project documentation and to send reminders prior to due dates.

11. Discussion of Methodology

Terminology standards (such as 704 and 10241, etc.) were confirmed as beneficial for the work of the MT.

The following values for the vocabulary maintenance effort were proposed, but must be tested in practice. These internal values (or principles) were not meant to be taken in any official capacity.

- 1) Terminology should be within the scope of JTC 1 IT Vocabulary.
- 2) Terminology should be internally consistent.
- 3) Avoid redundancy and verbosity; clear and concise.

- 4) Older terms will not be superseded by newer terms.
- 5) External consistency will have lower priority, but will be noted.
- 6) Adherence to ISO vocabulary development standards initially will be given low priority, but may become high priority later.
- 7) Source of the definition must be considered. Some terms are more closely aligned with the terms of reference of some SCs than of others.

MT members recognize that they are not subject matter experts in all of the technical areas covered by the existing terms. If they cannot convince each other regarding entries, they will opt for status quo. When in doubt, they will defer any changes to relevant SCs.

Participants indicated that there must be an obvious distinction between standardized entries and non-standardized entries (from TRs for example) in a database; possible solutions included parameters and sources.

12. Report on Duplicate Terms: Review of Comments and Decision

The report on perfect duplicate terms (entries from different parts in which the terms, definitions and/or notes are exactly the same) was not looked at by participants. Merging the entries, especially keeping all entry numbers, was recommended.

The MT examined a few sets of duplicate entries (not perfect duplicates) to test some of the principles discussed above and to detect problems that could arise. Participants did not complete a review of all 236 sets.

13. Next Steps

Another face-to-face meeting was suggested to examine the duplicate entries. Teleconferencing would be available for those unable to attend in person. A three-month notification of meetings was recommended. Participants suggested the meeting should take place in October in Europe (possibly Paris – to facilitate participation of French experts and to further discuss plans for the provision of French definitions for the ISO/IEC 19762 terminology). To be confirmed.

Immediate activities were agreed upon by participants:

- creating a log to track changes made to ISO/IEC 2382 entries (TB);
- making editorial changes such as adding the part name in < >, removing article, capitalized first letter and period in definitions and modifying the spelling of "datatype" (one word) (TB);
- reviewing the identified duplicate terms (236 sets) before the next meeting (NB experts);
- adding standard number to entry number in data bank, for example, 2382.01.01.01 or 01.01.01 (2382) (TB);
- merging perfect duplicate entries (TB).

14. Recommendations of Maintenance Team to ISO/IEC JTC 1

- 1) The ISO/IEC JTC 1 ITV MT reviewed and revised the Project Description contained in N013 and recommends that JTC 1 approves it.
Approved (US disapproves)
- 2) The ISO/IEC JTC 1 ITV MT has prepared and requests JTC 1's approval of the following terms of reference:
 - a) to review, update and consolidate international vocabulary standards published by JTC 1, as approved by the Validation Team composed of participating National Bodies (NBs). This may include elimination or consolidation of some terms and definitions, and editorial revision;
 - b) to work with SCs developing vocabulary and to assist them in integrating their vocabulary into the JTC 1 corpus;
 - c) to work with ISO in providing regular updates to the ISO Concept Database.Development of new vocabulary and concept maps is not within the initial scope of the MT.
Approved
- 3) The ISO/IEC JTC 1 ITV MT notes that it intends to develop the IT Vocabulary project according to the "Standards as Database" procedures as documented in STD_DBsN52 (approved by ISO TMB) and requests JTC 1's confirmation of the appropriateness.
Approved (US disapproves)
- 4) The ISO/IEC JTC 1 ITV MT recognizes the following standards that might provide guidance:
 1. Management should be in accordance with ISO 15188.
 2. Terminology maintenance should be consistent with ISO 704.
 3. Terminology used about terminology should be from ISO 1087-1.
 4. Harmonization in accordance with ISO 860.
 5. ISO 2788 (Guidelines for Monolingual Thesauri).
 6. ISO 5964 (Guidelines for Multilingual Thesauri).
 7. ISO 10241 for standards presentation.
 8. ISO 12620 for IT representation of definitions.*Approved*
- 5) The ISO/IEC JTC 1 ITV MT notes that the outcome of its work will be a single-part alphabetized international standard in accordance with the previously JTC 1-adopted project plan and requests JTC 1 to reconfirm.
Approved (US disapproves)
- 6) The ISO/IEC JTC 1 ITV MT invites contributions and participation from all JTC 1 NBs, SCs and liaison organizations.
Approved

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- 7) The ISO/IEC JTC 1 ITV MT notes that new IT terminology as developed by JTC 1 SCs should be submitted to the MT for uploading into ISO Concept Database.
Approved (US abstains)
- 8) The ISO/IEC JTC 1 ITV MT plans to submit the standard resulting from the IT Vocabulary project to be published as a database and requests JTC 1 to confirm this plan. It will be up to JTC 1 to determine in what form the document will be disseminated in accordance with all applicable ISO/IEC directives.
Approved
- 9) The ISO/IEC JTC 1 ITV MT requests the Translation Bureau to liaise with ISO and experiment the transfer of information from TERMIUM® into the ISO Concept Database.
Approved
- 10) The ISO/IEC JTC 1 ITV MT will make best efforts to include a variety of communication modes including face-to-face meetings, teleconferencing and electronic collaboration.
Approved
- 11) The ISO/IEC JTC 1 ITV MT thanks all participants of this first meeting for their constructive contributions, the SCC for hosting this meeting and the Translation Bureau of Canada for the reception and its staff for all their work on the IT Vocabulary project.
Approved

15. Other Business

None.

16. Adjournment

Meeting was adjourned June 4th at noon.