ISO/IEC JTC 1 N7859   2005-07-22

ISO/IEC JTC 1
Information Technology

Document Type: other (defined)

Document Title: Summary of Questions from Sub-Committees and Answers Provided by Canada
Gatineau, Canada – May 2005

Document Source: National Body of Canada

Project Number:

Document Status: This document is circulated to JTC 1 National Bodies for information. It will be posted to the
agenda for the November 2005 JTC 1 meeting in Banff.

Action ID: FYI

Due Date:

Distribution:

Medium:

Disk Serial No:

No. of Pages: 12

TERMIUM® as the Mechanism to Support the Maintenance of ISO/IEC Standard 2382

Summary of Questions from Sub-Committees and Answers Provided by Canada *Gatineau, Canada – May 2005*	
Questions/Comments from Sub-Committees	**Answers from Canada (As finalized at the May 2-4, 2005 Meeting)**
SC-36 – Information Technology for Learning, Education and Training	
1. Licensing: what models are proposed for which usage scenarios?	1. Each SC will designate a "Rapporteur" who will be an ex-officio member of the JTC1 Ad Hoc Group on IT Vocabulary. Rapporteurs will also act as the unique point of contact between their SC and the Translation Bureau of Canada. During the initial ISO/IEC 2382 updating phase, Rapporteurs will use, free of charge, a terminology tool called Termicom II+, to store and manage their respective terminology, pending the implementation of TERMIUM® V at which time SCs will use "compartments" instead of Termicom II+. During the initial updating process, Rapporteurs will also have free access to TERMIUM Plus® as a research tool. For technical and cost reasons, free access to TERMIUM Plus® must be limited to Rapporteurs (one per SC). However, with TERMIUM® V, if other SC members need access, the Translation Bureau is ready to examine the request on a case-by-case basis. Additional comments/questions from participants: • All standards developers must have access to TERMIUM Plus® - The Chair mentioned that not all SC members have free access to ISO/IEC 2382; it would therefore be unfair to ask the Translation Bureau to open access to all. • SCs do not want to have to create and maintain two separate databases. • Canada's proposal is generous and appreciated. • Editors may have to be "pushed" to use TERMIUM Plus®
2. Persistence: what commitment is made to persistence of data?	2. Persistence of data (i.e. permanence of data) will be ensured both with TERMIUM® IV – which includes a "protected record code" and with TERMIUM® V when SCs will have full control of their respective "compartments". With TERMIUM® V, it will be possible to track all changes made to a record.

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3. Unique identification: what model is proposed for identification of terms?	3. The Translation Bureau can support any Unique Identification Protocol as determined by SCs or JTC1.
4. What is the maintenance cost of the system?	4. The maintenance cost of the system is borne entirely by the Government of Canada.
5. What is the cost of access to the system?	5. (This question is similar to Question 1 – See above) Access to Termicom II+ is free of charge for SC Rapporteurs. As indicated above, they will also have free access to TERMIUM Plus®. The Translation Bureau will decide access by other SC members on a case-by-case basis.
6. What commitment does the Canadian government give to longevity of support?	6. Canada will support SCs and their work as long as the maintenance agency agreement is in force.
7. Should an international organization (e.g. JTC1) administer rather than national body?	7. Canada does not administer the project. JTC1 administers the project for ISO/IEC. The Translation Bureau acts as a maintenance agency for the regular updating of the IT Vocabulary.
8. Does Termium® support use of multilingual registers (such as Arabic, Chinese, Japanese and Korean)?	8. While this issue is not applicable to the current project, which deals with the English and French languages only, it will be revisited should ISO accept to extend the project to other languages in the future.
9. Which terminology development methodologies and maintenance methodologies will be used?	9. The terminology development methodologies will be those currently used by SCs, and terminology research methodology used by the Translation Bureau will be based on and compliant with ISO 704 Standard, *Terminology work – Principles and Methods*.
10. What are the criteria for identifying duplicate terms?	10. Identical terms, regardless of their attributes (noun, verb, singular, plural) will be identified as "doubles" and sent to SCs for their consideration and decision.

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11. What are the criteria for identifying obsolete terms?	11. The Translation Bureau will provide a definition of "obsolete term" and "archaic term", and the exclusive authority to identify and to make a final decision regarding these terms will rest with SCs. Additional comments/questions from participants: Q. Working Group 1 of SC 36 is currently working on a vocabulary. They will not have access to TERMIUM Plus®. A. WG 1 should continue their work internally and forward the outcome to the Translation Bureau (in any format).
SC 37 – Biometrics	

12. Project Assumptions:
 12.1 First bullet: SC 37 is concerned that the terms will be available on a term-for-term basis
  12.1.1 What are the search mechanisms available to the subscribers?
  12.1.2 Will it allow a "thesaurus" style access – for example the term authentication might be used in several different ways
  12.1.3 Will the term be able to be searched on a term-by-term, subject field etc. This is mentioned later on, but is not clear in the assumptions document
 12.2 Third bullet point (pg 3): Which version of the database will SCs be trained on and when will v5 be released?
	12.1 First bullet
	  12.1.1 Search functionalities in TERMIUM Plus® include: Simple Search (English Term, French Term, All Terms) that searches term, synonym and abbreviation fields and Advance Search capabilities such as Words in English or French Entry Terms, Words in English or French Textual Support, English or French records and All Records.
	  12.1.2 No. Thesaurus-style access is not available in TERMIUM® IV if by "thesaurus" SC 37 means "the vocabulary of a controlled indexing language, formally organized so that the *a priori* relationships between concepts are made explicit" [ISO 2788-1986 (E)]. In TERMIUM® terms are classified according to a three-tiered subject-field structure and follow the single concept principle.
	  12.1.2 In TERMIUM® IV, terms can be searched term-by-term, but not by subject field for most users. The TB terminologists are the only users that have the privilege of searching by subject field. TERMIUM® V will have privilege-based access and search options. The Translation Bureau (TB) will share its Subject-

Appendix A

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	Field Index with SCs in order to establish a subject-field guide relevant to the project. Termicom II+ does not use the Subject-Field Guide used in TERMIUM®. If an SC requests any other subject field, the TB will then modify its drop-down menu in Termicom II+ accordingly. 12.2 Third bullet: SC Rapporteurs will be trained on Termicom II+. Version V of TERMIUM® will be released by the end of 2006.

Appendix A

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<tr><th colspan="2" align="center">Summary of Questions from Sub-Committees and Answers Provided by Canada
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13. Guiding principles

13.1   The JTC1 sub committees retain exclusive authority to standardize and update English terms and definitions. However, there is a question about the French terms.

      13.1.1   What if a French speaking country defines a word in French at the SC level – does the Translation Bureau defer to the SC on the French definition as well?

      13.1.2   What if there is a conflict between an SC French provided word, and the Translation Bureau?

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13.1.1   SCs retain exclusive authority to standardize and update both English and French terms and definitions. The Translation Bureau will make recommendations concerning French equivalents when necessary, but the final decisions rest with SCs.

13.1.2   Again, the final decision will be made by SCs.

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14.   Project Scope

    14.1   Phase II: SC 37 believes that the third and forth bullets need to be worked on – these include Identify duplicate terms and Identify obsolete terms. The SC 37 concerns will be discussed later in this document

    14.2   Phase III: This indicates that the Translation Bureau will publish the updated vocabulary
      o   Will this go through ISO/IEC JTC 1 for approval of the French terms prior to publication?

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14.1   Phase II – See our answers below.

14.2   Phase III – Of course, no English or French terms or definitions will be entered into TERMIUM$^®$ unless they have been duly standardized as per ISO/IEC JTC1 established procedures.

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15.   Project Activities

    15.1   Under the methodology section the document says "during the initial updating process and continually afterward" --- earlier in the document there is a 3-month cancellation notice to discontinue the service from either party.

      15.1.1   What happens if funding is not permanent – who gets access to the database afterwards, and who maintains it?

      15.1.2   Does the Translation Bureau provide technical support free of charge to the Termium database?

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15.1.1   Should either party cancel the project, this issue would be dealt with by the Translation Bureau and ISO, as per the maintenance agreement.

15.1.2   The Translation Bureau will provide technical support free of charge to the TERMIUM$^®$ database for the duration of the project.

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16. Project Initiation
16.1   SC 37 is concerned that under the third paragraph in section 1 Project Initiation (page 6); the Translation Standardize Directorate will assume the responsibility for an SC that has not designated a representative.
   16.1.1   What happens if the SC does not have a vocabulary activity, or has one that doesn't want to participate at this level – i.e. their document may not be completed?
   16.1.2   At what stage does the SC place words in the Termium database – once the words are included in a published standard, or when the words are harmonized within the SC?
	16.1.1 All standardized terminology of parts is included in Termicom II+ even if the SC responsible for a part does not want to participate. If a SC does not give us recent terminology work, it won't be loaded into Termicom II+.
	16.1.2 Once the terms are standardized and the initial project is concluded, TSD will load the contents of Termicom II+ (consolidated database) into TERMIUM$^{®}$.

16.2   The forth paragraph indicates that the SCs have direct responsibility for English terms but not the French terms.
   16.2.1   Again, What if a French speaking country defines a word in French at the SC level – does the Translation Bureau defer to the SC on the French definition as well?
   16.2.2   What if there is a conflict between an SC French provided word, and the Translation Bureau?
	16.2 SCs have the responsibility for French terms and definitions.
	   16.2.1 As indicated above, the Translation Bureau will only make recommendations on French terms and/or definitions, but it will be up to the SCs to make a final decision on definitions as well.
	   16.2.2 Consultation will take place between SCs and TSD, but in all cases, SCs will have the final say.

16.3 It is stated that the revised version of the document will be published as a single part standard o Why would the document not be published as a multi-part standard?	16.3 The publication format will be decided by ISO/JTC1.
16.4 The first paragraph - Page 7 is unclear as to the updating mechanism. The document doesn't seem to be complete.	16.4 A detailed presentation was made at the Gatineau meeting in May, explaining the updating process, and a copy will be circulated to all SCs. The Project Description will be updated based on the outcome of the May meeting and a copy will also be circulated to all SCs.
16.5 The second paragraph – Page 7 – "TSD will provide	16.5.1 Contact information for the help desk appears on the Quick

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instructions on how to install TERMICOM®, as well as training and a help desk" 16.5.1 When is the help desk open 16.5.2 How is this being charged – or is it free of charge? 16.5.3 What is the mechanism for getting support? 16.6 What is the difference between the two versions described?	Reference sheet for Termicom II+. The help desk is usually open from 08:00 to 16:00 Eastern (North American Time). 16.5.2 Help Desk service is free of charge. 16.5.3 Mechanisms for getting support include: phone, e-mail (help files in Termicom II+ program) 16.6 A detailed presentation on this subject (at the Gatineau meeting in May) explained clearly the differences between the two versions. A copy of the presentation will be circulated to all SCs. The Project Description will be updated based on the outcome of the May meeting and a copy will also be circulated to all SCs.
16.7 SC 37 believes that the third paragraph needs clarification – in the first sentence it states that "SC's should first review their respective existing standard terminology while keeping in mind steps 4 and 6. It needs to be clarified that steps 4 and 6 are described later in the document.	16.7 A detailed presentation was made at the Gatineau meeting in May, explaining the updating process, and a copy will be circulated to all SCs. The Project Description will be updated based on the outcome of the May meeting and a copy will also be circulated to all SCs.
16.8 If the database is essentially a compendium of standardized vocabulary terms, why is there a need to add any terms that SCs deem appropriate but have not yet been standardized?	16.8 The initial project will include three types of records (subsets): • standardized terms in 2382; • standardized terms not in 2382 but from other standards; • terms not yet standardized and considered "work in progress".
16.9 In the forth paragraph – the TSD will send a new file to the SCs affected by changes so that each one can replace the content of their database with an updated version 16.9.1 What if the SC disagrees with the TSD update – what is the resolution process? 16.9.2 Who in the SC is going to do this?	16.9.1 The TSD makes the changes that the SC decides on. 16.9.2 The SC Rapporteur will replace the database with an updated version.

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17. Data Conversion
    17.1 Do the SC's get to say what type of fields are to be included?
    17.2 Is the TSD going to follow the ISO vocabulary guidelines?
    17.3 If the SC is to ask the TSD to update and maintain their vocabulary, is there going to be an extra charge for this?
	17.1 To be discussed. The Translation Bureau will develop a Termicom II+ template in consultation with SC rapporteurs.
	17.2 Yes.
	17.3 No. The goal of the project is to update and maintain the terminology.
	NOTE. The Translation Bureau has also offered to receive SC input in any format and to convert the data into a Termicom II+ database for the SCs involved.

18. Identification of Duplicate Terms (SC Level)
    18.1 An SC will only be able to review its own duplicate terms.
        18.1.1 When TSD is identifying duplicate terms, are they doing so by simply a run of the database to show duplicate terms, or are they working off a major concept map that covers all the SC's concept maps?
        18.1.2 TSD should not make any determination of duplicate terms without the consent of the SC. Furthermore, this was meant to be a translation exercise, not a data redundancy exercise
    18.2 In the Responsibility Section of Option 2 (Page 8), the TSD will offer recommendations and identify / report duplicate terms.
        18.2.1 How can they if they are not the subject-matter experts.
	18.1.1 Run of the database to show duplicate terms. TSD identifies identical terms regardless of attributes (i.e. nouns, verb, singular, plural, etc.) and does not work with concept maps.
	18.1.2 Again, all final decisions will be made by SCs. Also, the project was never meant to be a translation exercise but rather the development of an updating/maintenance mechanism for ISO/IEC standardized IT Vocabulary.
	18.2.1 TSD has carried out research in multiple subject fields in collaboration with subject matter experts. TSD manages one of the largest linguistic databanks in the world and has published over 300 Terminology Bulletins. TSD also consults with many experts on a day-to-day basis and has access to an extensive documentation centre. In addition to the technical tools (Termicom II+, TERMIUM Plus®, TERMIUM® V Compartments) to be used in the course of this Project, the Translation Bureau will provide terminology expertise and advice to SCs upon request.

19. Identification of duplicate terms (Global Level)
    19.1 What are the voting parameters of the Ad Hoc for those terms duplicated in an SC where an SC doesn't attend the Ad Hoc meeting?
        19.1.1 Are these terms set aside, or disposed off?
 	
    19.2 How are the logistics going to work with duplicate terms
	19.1.1 Although a term might have been rejected by the Ad Hoc, SCs not attending the meetings still get to keep and manage their terminology in their individual databases.
	
	19.2 Logistics: This was explained in the presentation on the

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across SC's; additionally, are terms not in the same subject field or concept map defined as duplicates by the TSD? 19.3 Section 5 – second paragraph – "this option is not recommended however, since it would lengthen considerably the time needed to complete this stage" SC 37 believes that the TSD is unaware of the complications associated with vocabulary and that this is going to be a lengthy process. 19.4 Section 5 – last paragraph - "once all the duplicate terms have been eliminated" – 19.4.1 SC 37 believes that there needs to be something in the document that states that duplicate terms are not in themselves a bad idea. The document seems to want to purge these terms from the database as a matter of rights. SC 37 believes that the TSD should stick to the idea of translating terms as outlined in the beginning stages of the document – this will be challenging enough, without getting involved in the vocabulary activities of the respective SCs.	updating process that was made at the Gatineau meeting and a copy of that presentation will be circulated to all SCs. The Project Description will be updated based on the outcome of the May meeting and a copy will also be circulated to all SCs. 19.3 On the contrary, TSD is well aware of the complications associated with the process and this is exactly why it is not recommending an option that would take more time. 19.4.1 Duplicates are identical terms sharing the same concept. That being said, TSD only produces a list of duplicates. The Ad Hoc Group decides whether to keep a term or not. Also, besides occasionally offering suggestions/comments on terms at various stages of the project, the only vocabulary activity the TSD will be involved in is the terminology research for unilingual terms and definitions and, again, the JTC1 SCs always retain exclusive authority to make the final decisions. .

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20. Identification of obsolete terms
20.1   In the first paragraph – page 9 - the document states "SC's will identify obsolete terms within their standardized terminology and provide the Ad Hoc with a list." The document defines an obsolete term as "a term that designates a concept that no longer exists".
      20.1.1   SC 37 believes that this should be part of the normal SC activity when updating the vocabulary in conjunction with the continued development of standards. The SC, not the Ad Hoc, should recommend change.
 	
20.2   On page 10 - "remove terms from the individual and consolidated TERMICOM databases unless the Ad Hoc Group or SCs have approved or requested the change"
      20.2.1   SC 37 does not believe that the Ad Hoc should have the power to determine anything about a particular SC's vocabulary, and should be used as a liaison between SCs on conflicting terms only.
 	
20.3   Third paragraph – "When entries overlap in fields for which no SC is responsible, the TSD terminologist will recommend a course of action to the Ad hoc Group".
      20.3.1   SC 37 believes that this should then be passed to the respective SC regardless of whether the SC has participation in the Ad Hoc.
	20.1.1 The Translation Bureau has no objection.
	
	20.2.1 This issue was addressed in detail at the Gatineau meeting and will be reflected in the summary of proceedings to be distributed to SCs. The Project Description will be updated based on the outcome of the May meeting and a copy will also be circulated to all SCs.
	
	20.3.1 This would not be possible since this refers to a scenario in which there exists no SC responsible for that particular field.

21. Research on unilingual terms and definitions
  21.1 Page 11 –
      21.1.1   What happens if an existing French term is not deemed accurate by the TSD, but has been in common use in the French speaking countries?
      21.1.2   What happens if the TSD approves a word whose definition is the same as another word – i.e. the definition (not the word) is duplicated?
	21.1.1 SCs retain exclusive authority.
	
	21.1.2 The TSD does not approve words, they only recommend. There will be a complete review at the end of the initial phase of the project. Duplicated definitions should be caught at that point. An entry consists of a term that has

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	one concept. If a term has more than one concept there will be more than one entry.

22. Standardization of terms
   22.1   Under the standardization of terms – there is some inconsistencies with the terms –
      22.1.1   Does JTC1 ballot individual terms? What is the procedure?
      22.1.2   Who handles the comment resolutions?
      22.1.3   Surely the terms should not need balloting – only the translations should, correct?
	22. Standardization procedures will be determined by ISO/IEC JTC1. TSD plays no role in that respect.

SC 32 - Data Management and Interchange (Comments tabled at the Gatineau meeting)	
23. ISO/IEC JTC 1/SC 32 would support the project under the following conditions: 23.1 All the terms and definitions from ISO/IEC JTC1 standards database are freely available, especially to standards developers. 23.2 The content of the vocabulary database of the standards is freely distributable. 23.3 The vocabulary database that contains the content of these standards will permit user bulk download in whole or part of the vocabulary. 23.4 The terms and definitions in the database are to reflect existing JTC 1 standards. The individual term-definition pairs are the responsibility of the committee in which the standard resides.	23.1 For technical and cost reasons, free access to TERMIUM Plus® must be limited to Rapporteurs (one per SC). However, with TERMIUM V®, if other SC members need access, the Translation Bureau is ready to examine the request on a case-by-case basis. 23.2 This is a ISO/JTC 1 decision. 23.3 Within the context of SC 32, the Translation Bureau agrees. 23.4 The Translation Bureau agrees.