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*Canada's Proposal*  
***TERMIUM® as the Mechanism to Support the Maintenance of IT Vocabulary***  
***(ISO/IEC Standard 2382)***

***Draft Project Description<sup>1</sup>***

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***Introduction***

This document provides a detailed description of the proposal made by the Canadian Member Body of ISO/IEC JTC 1 to establish a maintenance mechanism and process to ensure that the ISO/IEC Standard 2382 (IT Vocabulary) is updated and kept up to date in English and French, two of ISO's official languages<sup>2</sup>.

A comprehensive background explaining the rationale for the project will be followed by a series of headings detailing the project objectives, assumptions, guiding principles, scope, phases, activities, roles and responsibilities, tracking system, deliverables, communications plan, benefits, cost considerations, and next steps.

This document takes into account comments made and questions raised by Sub-Committee representatives at the October 2004 JTC 1 Plenary Meeting in Berlin as well as the results of the discussions that took place at the special meeting held in Gatineau, Canada, on May 2-4, 2005.

***Background***

Information technologies have been evolving rapidly over the last few decades, particularly since the advent of desktop computing and more recently, the Internet as a global communications tool. International standardization organizations, such as ISO and IEC, play a critical role in ensuring that new technologies are developed in an organized, structured way and that the related terminology describing the various information and technology systems and processes is standardized in order to be understandable by all stakeholders.

To meet this requirement, ISO and IEC have joined forces to create a Joint Technical Committee (JTC 1) to develop IT standards in all related fields, and established technical sub-committees responsible for standardizing the terminology used to describe the many components of each IT sub-field, as part of their standards development activities.

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

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<sup>1</sup> This document is an expanded version of Document ISO/IEC JTC 1 N7580R, dated 2004-09-24 discussed at the October 2004 JTC 1 Plenary Meeting in Berlin.

<sup>2</sup> Russian is the other ISO official language.

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<sup>3</sup>. 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.

The project proposal was the object of a formal JTC 1 resolution<sup>4</sup> 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,

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<sup>3</sup> ISO/IEC 2382 is formally recognized by Canada as a national and government standard.

<sup>4</sup> The JTC 1 Resolution 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 rapporteurs. 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*)

based on this document, was made to SC representatives as well as officials from Treasury Board of Canada Secretariat, and other interested parties. A formal detailed summary of the meeting was prepared and forwarded to JTC 1 for distribution to SCs.

### ***Project Objectives***

The objectives of the project are as follows:

For ISO/IEC

- Establish a formal mechanism to bring ISO/IEC 2382 (IT Vocabulary) up to date, and to support its regular updating, dissemination and publication in English and French, two of ISO's official languages.
- Put in place a mechanism to support online access to the Vocabulary by JTC 1 Sub-Committee representatives and their delegates or collaborators, as they deem appropriate, with the prior knowledge and concurrence of the Translation Bureau of the Government of Canada.

For Canada

- Make TERMIUM Plus<sup>®5</sup>, Termicom II+<sup>6</sup> and Canadian terminology expertise available to ISO/IEC JTC 1 to enable the initial updating and subsequent regular maintenance of ISO/IEC 2382.
- Promote the use of ISO standardized IT terms and phrases in Canada's two official languages, English and French, across the Canadian federal public service and other TERMIUM<sup>®</sup> subscribers.

### ***Project Assumptions***

It is assumed, in the context of the proposed project, that

- ISO agrees that the terms and definitions contained in ISO/IEC 2382 will be loaded into TERMIUM Plus<sup>®</sup> and, therefore, accessible, on a term-by-term basis, by all federal public servants and approximately 5 000 TERMIUM<sup>®</sup> subscribers;
- ISO also agrees that lists of terms and definitions or portions of ISO/IEC 2382 will be accessible from TERMIUM Plus<sup>®</sup> (to be negotiated);
- initially, Version IV of TERMIUM<sup>®</sup> will be used and eventually replaced by a newer, more functional version (Version V) when it becomes operational. The detailed updating process described under "Project Activities" below will then be amended accordingly;

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<sup>5</sup> TERMIUM Plus<sup>®</sup> is the linguistic database of the Government of Canada, contains about 3.5 million terms, and is accessible via the Government of Canada's intranet sites, as well as on the Internet.

<sup>6</sup> Termicom II+ is a Translation Bureau (Terminology Standardization Directorate) in-house software in which terminological records can be stored, but also created, modified or deleted. Records will be extracted from Termicom II+ and loaded into TERMIUM<sup>®</sup> for public access once ISO/IEC 2382 is updated and ready for publication.

- the Translation Bureau will submit a formal request to the Treasury Board of Canada Secretariat to secure seed funding for the initial phases of the Project. Funding for subsequent regular maintenance of ISO/IEC 2382 will be part of the Translation Bureau's annual operational plan. (Note – Treasury Board of Canada has approved the funding of the project)
- The proposed Project timeline may vary according to resource availability and unforeseen technical issues (e.g. additional time required to schedule meetings or to complete research work, etc.).
- Either party may terminate the formal maintenance agreement with three months' notice.

### ***Guiding Principles***

This project will unfold based on the following guiding principles:

- JTC 1 Sub-Committees retain exclusive authority to standardize and update English terms and definitions within their respective areas of responsibility.
- French equivalents, when not already provided by JTC 1, will be proposed/recommended by the Translation Bureau of the Government of Canada, but will have to be vetted by JTC 1 Sub-Committees (particularly by French-speaking Member Bodies).

### ***Project Scope***

This project is limited to IT vocabulary (ISO/IEC 2382) in English and French, but, subject to mutual agreement by all parties, said project could be extended to other ISO/IEC standardized vocabularies in other fields and/or languages.

### ***Project Phases***

Phase I – Project Launch (by spring 2005)

- Finalize negotiations between Canada (Translation Bureau) and JTC 1 (ISO/IEC) concerning the details of the modus operandi (special meeting to be held in spring 2005).
- Finalize project-planning activities.
- Define roles and responsibilities of all key stakeholders (ISO/IEC (ITTF), JTC 1 Secretariat, Ad Hoc Group, Sub-Committees, the Translation Bureau, Treasury Board of Canada Secretariat, ISO TC37, external specialists).

Phase II – Developing ISO/IEC 2382 Update Mechanism (Spring 2005 – March 2006)

- Convert data so it can be integrated into Termicom II+.
- Identify duplicate terms.
- Identify obsolete and archaic terms.
- Research unilingual terms.
- Create an updated ISO/IEC 2382.

- Implement communications plan.

Phase III – Publication of an Updated Version of ISO/IEC 2382 (April 2006 – July 2006)

- Publish and distribute the updated ISO/IEC IT Vocabulary.

Phase IV – Project Review (July 2006 – September 2006)

- Review the project to identify successes and areas of improvement.
- Develop a formal agreement between ISO/IEC and the Translation Bureau for the subsequent regular maintenance of the IT Vocabulary.

Phase V – Regular Updating of ISO/IEC 2382 (IT Vocabulary) (from September 2006 on)

- Maintain the new IT Vocabulary on an on-going basis.
- Make changes as required to the process in the context of continuous improvement.

Phase VI – Possible Project Expansion

- Determine whether the project should be extended to other ISO fields and/or languages.

### ***Project Activities***

#### **Methodology**

The Treasury Board of Canada Secretariat would lead the ISO/IEC JTC 1 Ad Hoc Group on IT Vocabulary. The Terminology Standardization Directorate (TSD) of the Government of Canada's Translation Bureau, as a member of the Ad Hoc Group, would provide the required terminology expertise and research. As described in more detail below, the Translation Bureau would also provide access to its terminology database (TERMIUM<sup>®</sup>) during the initial updating process and continuously afterwards. The Termicom II+ tool will also be made available to SCs. Technical support would be set up as required. Each SC will choose a rapporteur to become a member of the Ad Hoc Group.

#### **Procedure**

The project would consist of the following activities.

#### **Project initiation**

The project was presented at the 19<sup>th</sup> Plenary Meeting of ISO/IEC JTC 1, in October 2004. Representatives from eight of the eighteen Sub-Committees (SCs) and from nine

Member Countries from ISO and the JTC 1 Secretariat took part in the project's workshop.

ISO has authorized Canada's Translation Bureau to store the updated IT terminology in its TERMIUM<sup>®</sup> database and give access to it on a "term-by-term" basis. In order for the project to move forward, ISO must also authorize the dissemination of its updated standard on a "whole-document" basis. This will be the subject of further discussions between ISO and Canada. It is agreed that there will be no cost for JTC 1 MB (Member Bodies) organizations, JTC 1 SCs and JTC 1 experts to access the TERMIUM<sup>®</sup> database during the initial updating process and continuously afterwards, provided that ISO accepts the conditions mentioned above. Before proceeding with stage 2, a decision is required from ISO/IEC JTC 1.

In March 2001, JTC 1 assigned responsibility for the various parts of ISO/IEC 2382 to SCs<sup>7</sup>. However, for those parts 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, the Terminology Standardization Directorate (TSD) of the Translation Bureau of Canada can assume this responsibility. However, participants in the Gatineau meeting felt that JTC 1 must revisit the distribution of parts of ISO/IEC 2382 (see JTC 1 N 6397).

The Ad Hoc Group will be comprised of representatives from SCs, TSD and the Treasury Board of Canada Secretariat. The Ad Hoc Group will be responsible for the coordination of the project. SCs retain exclusive authority to standardize and update English terms and definitions within their respective areas of responsibility. In cases where terms were assigned to TSD because of disbanded SCs or because an SC has not designated a rapporteur, TSD will be responsible for proposing updates. These would subsequently have to be vetted by JTC 1 Sub-Committees. TSD retains exclusive authority concerning TERMIUM<sup>®</sup> and Termicom II+.

Each SC is encouraged to enter into appropriate arrangements for liaison and coordination with other organizations to facilitate uptake of their vocabulary by the international community. On-going SC vocabulary projects will continue under the management of the SC. Existing agreements between SCs and liaison organizations shall be honoured.

It is recommended that the revised version of ISO/IEC 2382 be published as a single-part standard. As mentioned earlier, publication and dissemination of the revised version of ISO/IEC 2382 will be the subject of discussion between representatives of ISO and of Canada.

## **Developing ISO/IEC 2382 Update Mechanism**

### **1. Data conversion**

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<sup>7</sup> See document JTC 1 N 6397.

TSD will provide every SC with a copy of its in-house software called Termicom II+ free of charge. This software allows users to create a terminology database in which they can add, modify or delete any number of records. It is very user-friendly and since it contains only a limited number of entry fields, it is easy to learn. TSD will provide instructions on how to install Termicom II+, as well as training and a help desk. Termicom II+ is a working database from which the nomenclature for the updated ISO/IEC 2382 will eventually be extracted and loaded into TERMIUM<sup>®</sup> for access via the Government of Canada's Intranet sites and the Internet.

For the initial project, TSD's first step will be to load the standardized terminology from ISO/IEC 2382 into its in-house software. The SCs' first step will be to gather terminology that they have created and completed since the last update of ISO/IEC 2382. This terminology would include terms and definitions found in standards other than ISO/IEC 2382 and "work in progress" terms and definitions that are in an advanced stage of completion. There are two options available to SCs for loading their terminology into Termicom II+.

Option 1: Each SC will load records in Termicom II+ for the terms found in standards other than ISO/IEC 2382 and the "work in progress" terms mentioned above. SCs will review the records while keeping in mind the steps for identification of duplicate terms, obsolete terms and archaic terms. SC rapporteurs will then send their individual databases to the TSD terminologist. TSD will combine this terminology with the individual database that it had previously created which contains the vocabulary from the parts of ISO/IEC 2382 assigned to respective SCs. TSD would send back a copy of the whole individual databases to SC rapporteurs. Once a number of steps have been completed for each SC's individual database, a consolidated database comprised of all the individual databases will be created in Termicom II+. A copy of the consolidated database will then be sent to every SC.

Option 2: SCs can choose to delegate the conversion of their data to TSD. In this case, TSD would load the terminology from various file formats used by SCs into their individual databases in Termicom II+. The TSD terminologist would add to the individual databases the vocabulary from the parts of ISO/IEC 2382 assigned to respective SCs. The TSD terminologist will then send a copy of the individual database to each SC to be installed in Termicom II+. SCs will review the records while keeping in mind the steps for identification of duplicate terms, obsolete terms and archaic terms. Once a number of steps have been completed for each SC's individual database, a consolidated database comprised of all the individual databases will be created in Termicom II+. A copy of the consolidated database will then be sent to every SC. For those parts developed by SCs that have since been disbanded or for parts assigned to an SC but the SC has not designated a rapporteur to the Ad Hoc Group, TSD can assume the responsibility of converting the data and creating a database.

As terms and definitions are added, modified or deleted throughout the project, TSD will update its copy of each SC's individual database as well as its consolidated database.

Once a step is completed, TSD will send a new file to each SC affected by changes so that each one can replace the content of their database with an up-to-date version.

**Responsibility: Terminology Standardization Directorate** (provide Termicom II+; provide Termicom II+ training and help desk; load ISO/IEC 2382 standard into Termicom II+; possibly load other SC terminology in individual database; merge ISO/IEC 2382 parts with other SC terminology in individual database; send individual databases to SCs; create and send a consolidated database; manage data conversion for disbanded SCs or SCs without a rapporteur) **and SCs** (gather terminology; install copy of Termicom II+; enter data in Termicom II+ or send data to TSD for data entry; review terminology in individual database; download Termicom II+ files sent by TSD into their individual databases)

## 2. Identification of duplicate terms (SC level)

Option 1: As SCs review the terminology in their individual databases in step 1, they will identify duplicate terms. The SC rapporteur will report his findings to TSD. The decision to remove, modify or accept duplicate terms at the SC level will be made, at that time, by each SC. SCs will apprise TSD of their decisions concerning the duplicate terms so that TSD can update the records in the individual databases. TSD will send updated Termicom II+ files to SCs that have been affected by changes so that they can replace the previous versions.

Option 2 (recommended): TSD will identify duplicate terms within each SC's individual database using Termicom II+. TSD will report its findings to the SC rapporteur. A decision to remove, modify or accept duplicate terms at the SC level will be made by SCs themselves. TSD can offer recommendations. SCs will apprise TSD of its decisions concerning the duplicate terms so that TSD can update the records in the individual databases. TSD will send updated Termicom II+ files to SCs that have been affected by changes so that they can replace the previous versions.

**Responsibility: Terminology Standardization Directorate** (Option 1: receive decisions from SCs, update records in individual database, send back copy of updated individual database; Option 2: identify and report duplicate terms, offer recommendations, receive decisions from SCs, update records in individual databases, send back copy of updated individual database) **and SCs** (Option 1: identify duplicate terms, take action, send decisions to TSD, load updated individual database; Option 2: receive report of duplicate terms, take action, send decisions to TSD, load updated individual database)

## 3. Identification of duplicate terms (Global level)

Once all terminology has been received from SCs and duplicate terms at the SC level have been dealt with, the individual databases are merged into a consolidated database in Termicom II+. At this time, a report identifying duplicate entries for all SC terminology will be generated. This report will be submitted to the Ad Hoc Group for review and decision. TSD can offer recommendations, but any decision to remove, modify or accept

duplicate entries at the global level will be made by the Ad Hoc Group with the agreement of the SCs involved. The Ad Hoc Group will facilitate agreement among SCs by coordinating this stage of the project. The Ad Hoc Group would apprise TSD of its decisions concerning duplicate entries so that TSD can update the records in the individual and consolidated Termicom II+ databases.

Alternatively, SCs could coordinate this particular stage. In this case, when more than one SC is responsible for terms within related fields, SCs would directly resolve the disposition of duplicate terms. Agreements made by SCs would then be communicated to the Ad Hoc Group or directly to the TSD terminologist. This option is not recommended however, since it would lengthen considerably the time needed to complete this stage.

When an entry from a part not attributed to a SC overlaps a field for which there is a responsible SC, TSD will consult either the Ad Hoc Group or relevant SCs and will assist in the decision-making. When duplicate entries overlap in fields for which no SC is responsible, the TSD terminologist will recommend a course of action to the Ad Hoc Group.

Once all duplicate terms have been dealt with at the global level, the TSD terminologist will send an updated copy of the consolidated database to SC rapporteurs.

**Responsibility: Terminology Standardization Directorate** (generate report; offer recommendations; update records in the individual and consolidated Termicom II+ databases; manage duplicates for disbanded SCs or SCs without a rapporteur; send updated consolidated database to SCs) **and Ad Hoc Group** (review duplicate entries; facilitate agreement between SCs responsible for terms in related fields; send final decisions to TSD)

#### 4. Identification of obsolete and archaic terms

SCs will identify obsolete terms<sup>8</sup> within their terminology at the data conversion stage and provide the Ad Hoc Group with a list. The Ad Hoc Group will study the terms and prepare a consolidated list of terms to which a parameter will be added to indicate its obsolete status. TSD can offer recommendations, but will not add a parameter to the terms from the individual and consolidated Termicom II+ databases unless the Ad Hoc Group or SCs have approved or requested the change.

If SCs identify archaic terms<sup>9</sup> at the data conversion stage, the TSD terminologist will add a parameter to that effect in the individual and consolidated databases. SCs will follow the same process as for the identification of obsolete terms.

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<sup>8</sup> *Obsolete term*: a term widely used in the past to designate a given concept and still comprehensible today which is no longer used ordinarily.

<sup>9</sup> *Archaic term*: a term that has become incomprehensible or nearly incomprehensible today and that is no longer used in everyday written or spoken language, except for effect.

When an entry from a part not attributed to a SC overlaps a field for which there is a responsible SC, TSD will consult either the Ad Hoc Group or relevant SCs and will assist in the decision-making. 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.

Once all obsolete and archaic terms have been processed, the TSD terminologist will send an updated copy of the consolidated database to SC rapporteurs.

**Responsibility: Terminology Standardization Directorate** (add parameter for obsolete or archaic terms in the consolidated Termicom II+ database; offer recommendations; manage terms for disbanded SCs and SCs without rapporteurs; send updated consolidated database to SCs) **and Ad Hoc Group** (compile lists from SCs; submit final list to TSD) **and SCs** (identify their obsolete and archaic terms; provide Ad Hoc Group with list)

## **5. Research on unilingual terms and definitions**

If an English term has a definition in that language only, TSD will carry out research and suggest an equivalent term and definition in French. If the English term does not have a definition, TSD will carry out research for the English term and suggest an English definition as well as an equivalent term and definition in French. If the English term has a definition and a French equivalent, TSD will carry out research and suggest a French definition. If the English term is not defined but has a French equivalent, TSD will carry out research and suggest definitions in both English and French.

While researching French terms and definitions, TSD will contact specialized organizations such as the *Office québécois de la langue française* for feedback if necessary.

TSD will send their recommendations to the Ad Hoc Group. The Ad Hoc Group will distribute the information to relevant SCs for their consideration. A decision to accept a term or definition in the missing language (as proposed by TSD) will be made by SCs, based on their respective areas of responsibility. The resulting decision will be submitted to the TSD terminologist who will update the individual and consolidated Termicom II+ databases accordingly.

Existing English terms submitted by SCs will not be changed by TSD although TSD can offer recommendations.

The TSD terminologist will not modify the content of the individual and consolidated Termicom II+ databases unless the Ad Hoc Group or SCs have approved or requested the change. TSD will send an updated copy of the consolidated database to SC rapporteurs.

**Responsibility: Terminology Standardization Directorate** (research; suggest equivalent terms and definitions; offer recommendations; update databases) **and Ad Hoc**

**Group** (receive recommendations; distribute to SCs) **and SCs** (consider TSD recommendations; send decisions to TSD)

## **6. Standardization of terms**

Following a complete round of terminology updating as well as a final review of all terminology in the consolidated database, TSD will submit a comprehensive report (updated version of ISO/IEC 2382) to the Ad Hoc Group. The Ad Hoc Group will discuss and vet the results. The updated version of ISO/IEC 2382 will then be submitted to ISO/IEC JTC 1 for normal balloting procedures (i.e. CD, FCD, FDIS) and approval.

**Responsibility: Terminology Standardization Directorate** (generate report) **and Ad Hoc Group** (discuss report; submit to ISO/IEC JTC 1) **and ISO/IEC JTC 1** (proceed to normal balloting procedures)

### **Publication of revised version of ISO/IEC 2382**

ISO/IEC JTC 1, in consultation with ISO, will need to decide on the publication format. The Standard could be published by ISO on paper, CD or via its Web site. Canada's Translation Bureau would disseminate the terminology through the TERMIUM<sup>®</sup> database or via its Web site. Access to the standardized terminology in TERMIUM<sup>®</sup> would be on a term-by-term basis and possibly as a whole document (to be discussed).

A JTC 1 standing document as a means of publication is possible.

ISO/IEC JTC 1 could occasionally publish a Technical Report (TR) containing a compendium of vocabularies. The compendium would gather the standard vocabularies of the various SCs. Alternative definitions for the same term would be published without deprecation.

SCs who have ongoing projects shall be free to publish a compendium of terms under their responsibilities as a distinct TR that is a subset of ISO/IEC 2382 or a standing document of a Standard.

**Responsibility: Translation Bureau** (use TERMIUM<sup>®</sup> or Web site to publish ISO/IEC 2382) ; **ISO/IEC JTC 1 / ISO Central Office** (decide on format); **Ad Hoc Group** (publish Technical Reports) **and SCs** (publish compendiums, as required)

### **Automatic updating of ISO/IEC 2382**

TSD will offer SCs tools such as Internet access to compartments of TERMIUM V through which they will be able to directly update their terminology on an on-going basis following the initial update.

Revised versions of ISO/IEC 2382 could be made available by the Translation Bureau as requested by JTC 1.

**Responsibility: Terminology Standardization Directorate** (offer updating tools; update terminology; make revised versions available) **and SCs** (send information for update in TERMIUM<sup>®</sup>) **and JTC 1** (request revised versions of ISO/IEC 2382)

### *Roles and Responsibilities*

In addition to the specific responsibilities described above, each stakeholder will assume the following general roles and responsibilities:

#### ISO/IEC Information Technology Task Force (ITTF)

- Consult with TMB (Technical Management Board) regarding publication of revised ISO/IEC 2382.
- Obtain agreement (from TMB) to publish ISO/IEC 2382 “free of charge”.
- Meet with TSD and TBS representatives to finalise working relationship (cost, access and dissemination of terminology).
- Obtain, from TMB, recognition of TSD as a “Maintenance Agency” for ISO/IEC 2382.

#### JTC 1 Secretariat

- Provide support and assistance to Ad Hoc Group.
- Ensure work of Ad Hoc Group is carried out in accordance with ISO/IEC Directives.
- Carry out balloting process for revised version of ISO/IEC 2382.
- Report to JTC 1 Member Bodies.

#### Ad Hoc Group

- Develop mechanism to support updating and dissemination of ISO/IEC 2382.
- Facilitate agreement among SCs to reduce the number of terms with alternative definitions.
- Prepare revised version of ISO/IEC 2382.
- Submit revised version of ISO/IEC 2382 to JTC 1 Secretariat for balloting.
- Report to ISO/IEC JTC 1.
- Recommend to ISO/IEC JTC 1 when Ad Hoc Group should be disbanded.

#### JTC 1 Sub-Committees (Rapporteurs)

- Coordinate consultation within his or her SC.
- Prepare SC contribution to Ad Hoc Group.
- Submit SC input to terminology database (TSD).
- Represent SC position in Ad Hoc Group discussions.
- Disseminate IT Vocabulary within SC.
- Ensure coordination of ISO/IEC 2382 maintenance with TSD once initial update has been completed.

#### Translation Bureau (Terminology Standardization Directorate)

- Through TERMIUM<sup>®</sup>, promote the use of standardized English and French IT terminology in the Canadian federal public service, the general public and specialists in the field.
- Offer Canadian expertise in terminology standardization.
- Offer software and specialized IT resources (e.g., training, help desk, personnel for data conversion and capture, etc.) for easy implementation and use.
- Coordinate all steps of the initial updating process with special emphasis on the efficient dissemination of information and data to all interested parties.
- Assume responsibility for all disbanded or non-represented SCs.
- Between official updates of ISO/IEC 2382, TSD will upkeep the database on a continuous basis using information provided by SCs.

Treasury Board of Canada Secretariat (Chief Information Officer Branch)

- Promote the use of standardized English and French IT terminology within the Canadian federal public service and in the context of the renewal of the Government of Canada's Standards Program
- Endorse revised version of ISO/IEC 2382 as Government of Canada standard (update TBITS-23)
- Ensure liaison between JTC 1 and the Translation Bureau.
- Monitor progress from the point of view of benefits for the federal Official Languages Program of Canada.

ISO TC37 (This portion of the project description will be completed after an initial technical meeting.)

External Specialists (consulted by JTC 1 SC chairs or the Translation Bureau, as required)

***Tracking System***

The project will use Microsoft Project<sup>™</sup> Software to track the different phases of the project. Monthly reports will be presented to officials concerned at ISO/IEC JTC 1, Translation Bureau, and Treasury Board of Canada Secretariat. Special meetings may be convened to address any issues submitted by the Project Team.

***Project Deliverables***

The Project will include the following deliverables:

- A detailed Project Plan
- A Project Communication Plan
- A fully-documented initial updating process for ISO/IEC 2382
- A fully-documented regular maintenance process for ISO/IEC 2382
- A preliminary list of IT terms and phrases.

- A final list of IT terms and phrases (as developed jointly by JTC 1 Ad Hoc Group and Translation Bureau)
- Regular progress reports during the initial updating process
- Entry of standardized IT terms and phrases into TERMIUM®
- An updated ISO/IEC 2382 Standard
- A formal agreement between ISO/IEC and the Translation Bureau for the subsequent regular maintenance of the IT Vocabulary
- Regular updates of ISO/IEC 2382
- Final report on the project (presented to ISO/IEC JTC 1, Translation Bureau, and Treasury Board of Canada Secretariat)

***Communications Plan (To be developed by PWGSC's Communications Directorate)***

Target audiences:

Key messages:

Timeline:

***Benefits***

For ISO/IEC ITTF

- Responsibility for maintenance of ISO/IEC 2382 is delegated to TSD (Maintenance Agency).
- Possible reduction in cost of publication of ISO/IEC 2382.
- Potential for sharing/expanding scope of project (recognition of expertise).

For JTC 1

- Mechanism for automatic updating of ISO/IEC 2382.
- Standardized and uniform terminology being used by all SCs in their standards, in two languages.
- Availability of TSD expertise.

For Sub-committees

- Consolidated list of relevant terminology for each SC.
- Standardized terminology for all IT areas.
- Easier access to standardized terminology.
- Improved mechanism for inputting and updating their terminology.
- Availability of wide range of terminology expertise (TSD).
- Relevant terminology available in two of ISO's official languages (English and French).

For Ad Hoc Group

- IT vocabulary is developed in the same fashion by all SCs.

- Reduction in number of duplicate entries (IT terms).
- Reduction in overall cost of terminology development (for JTC 1).

For the Translation Bureau (TB)

- Promotion of global reach.
- Transfer of Canadian knowledge and expertise.
- Support of French on the Internet in accordance with the Commissioner of Official Languages' recommendations.
- Fulfilment of TB's standardization mandate.
- TB's visibility is extended to the IT community.

*Next Steps*

- Obtain required approvals to go ahead.
- Carry out the project (initial update of ISO/IEC 2382).
- Assess the project after the initial update and provide a final report.
- Have a formal agreement signed between ISO/IEC and the Translation Bureau for the subsequent regular maintenance of the IT Vocabulary.
- Determine the feasibility of expanding the project to other ISO/IEC fields and/or languages.