

Business Plan for a CEN/ISSS Workshop on Functional Multilingual Extensions to European Keyboard Layouts

(CEN/ISSS WS/MEEK)

1 Status of this Business Plan

Approved by the Workshop Plenary.

2 Workshop proposers

The establishment of the Workshop is the result of consensus recommendations of an open session on keyboards organized under the auspices of the CEN/ISSS Cultural Diversity Focus Group (CDFG) on June 12th, 2007 in Brussels. The participants of this meeting were the following individuals:

Marc Wilhelm Küster, University of Applied Sciences Worms and CDFG chair

John Murphy, Microsoft European Development Centre

Karl Ivar Larsson, Independent

Erkki I. Kolehmainen, Independent

Karl Pentzlin, Europatastatur

Daniel Mailman, MindStride

Markus Kuhn, University of Cambridge

The CDFG has in its Helsinki meeting on 8 October, 2007 formally endorsed the recommendations of the open session.

The targeted participants of the Workshop will be user organizations, Public Authorities, implementers, keyboard manufacturers and other stakeholders. .

3 Workshop Objectives

The CEN/ISSS Workshop is aimed to assist in the preparation of functional multilingual extensions to European keyboard layouts. The functional multilingual extensions will be aimed to allow "ordinary users" and Public Authorities to input primarily Latin-script characters, especially in light of current and potential future legal and common educational requirements. It will build on existing implementations of common official and de facto standards for national and regional computer keyboard layouts and related input methods. Based on this the Workshop will prepare recommendations and give guidance on handling multilingual data entry requirements, taking account of existing international standards in the field.

Since the European single market allows for free movement of people and goods, one should be able to correctly enter the names of people, places, products and companies in a consistent, easily comprehensible manner, which implies that the capability should exist in all kinds of applications, including those based on open source software that are traditionally based on freely available information.

The Workshop has no intention to define any specific, let alone a Pan-European keyboard layout. Liaison will be sought with ISO/IEC JTC1/SC35 to minimize the risk of further divergence between actual implementations and formal standards (ISO/IEC 9995 series and other relevant standards).

Since clear guidance is necessary, it is envisaged that free availability of the resulting CWA would be beneficial subject to the necessary funding being provided.

4 Workshop's Work Programme

The CWA will be drafted and published in English only. Workshop procedures will be in English.

4.1 CWA contents

The Workshop will prepare a single-part CWA covering at least the following areas:

- a list of aspects to be taken into consideration when designing functions for regional multilingual keyboards and related input methods (technical, legal and relating to usability),
- specific recommendations and guidance related to the above aspects,
- considerations and possibly guidance for publicly available terminals, e.g., in Internet Cafes, for travellers, etc.

As noted above, the Workshop will not define any national or language-specific keyboard layouts. Some such layouts may be used as examples.

The CWA will be in support of public policy interest of national and pan-European administrations.

4.2 Work plan

2008-01-25	Kick-Off meeting in Brussels (tentative). Election of Chair and Secretariat, Establishment of a Project Team and a Steering Group
2008-01-28	Project start
2008-04-11	First interim draft followed by a Workshop meeting (date and location to be determined)
2008-07-11	Final draft ready, Start of the Workshop commenting phase

2008-10-11	Pre-final CWA with Workshop consensus
2008-10-12 to 2008-12-12	Public consultation period
2009-01-15 (tentative)	Final Workshop meeting and comment resolution
2009-01-31	Final CWA ready for publication

5 Consensus Process

Decisions in the Workshop are subject to the general CEN/ISSS rules. In particular, the Workshop aims for consensus – general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests – on the central tenets of the CWA under development. To achieve this goal the Project Team will invite and handle comments on the CWA in the most transparent method possible. In particular, the project team will encourage comments and provide full dispositions of those comments in public on the web during each of the draft phases.

Membership of CEN Workshops is open to all interested parties without geographic restriction. Registration can either be done electronically to CEN/ISSS or (once selected) to the workshop secretariat.

The physical participation in the meetings of the Workshop is not obligatory; the Workshop works using electronic tools. Comments made by members not able to be present in physical meetings shall be taken into account in the consensus process.

6 Workshop Organization

The Workshop will appoint at the Kick-Off meeting a Chair and Secretariat, together with a voluntary Project Team and a Steering Group. It is expected to have two additional plenary meetings including one to validate the comments received during the public consultation phase.

The responsibility of the Workshop Chair is the following:

- To preside at Workshop Plenary Meetings,
- To ensure that the Workshop delivers in line with its Business Plan,
- To manage the consensus building process,
- To interface with the Workshop Steering Group,
- To interface with the CEN/CMC regarding strategic directions,
- To manage external liaisons.

The role of the Secretariat is to co-ordinate the administrative duties involved in the organisation and implementation of the Workshop including:

Maintaining the meeting schedules and arranging the physical meeting locations,
Distribution of agenda and materials for
the Plenary Meetings .

Recording Minutes of the Plenary Meetings,

Maintaining a Web Site for posting work materials,

Final production (formatting according to CEN Style Guide) of the final CWA.

The role of the Steering Group is to make preliminary assessments of inputs and comments made on the Workshop material and to advise the plenary accordingly. It will assist the Workshop Chair in the supervision of the business plan and recommends on future directions for the work.

Individuals and organizations can register with the Workshop secretariat for membership. All costs related to the participation of interested parties in the Workshop's activities and meetings have to be borne by themselves..The Workshop draft material will be open to any interested party, irrespective of whether they are a registered participant or not. The Workshop is free to establish working groups and to advise the project team on the direction of its work, subject to confirmation by the Workshop plenary. Participation is also possible through electronic channels, e.g. via email lists, wikis and websites.

The Workshop validates the draft stages of the CWA and approves the CWA prior to further validation by the open consultation process.

7 Resources

7.1 Workshop Chairman

The Chairman will be appointed by the Kick-Off meeting. This is a voluntary function, estimated at 10–15 man-days. A nominee will be put forward by the proposers.

7.2 Workshop Secretariat

A CEN member takes the responsibility for the Workshop Secretariat.

The Finnish Standards Association SFS proposes to hold the Secretariat, subject to the confirmation of the Kick-Off meeting. SFS proposes to delegate the actual work to the Kotoistus initiative at CSC, the Finnish IT Centre for Science. The Finnish Ministry of Education will sponsor the Secretariat.

7.3 Project Team

A Project Team consisting of three to five members will be appointed by the Workshop. Terms of Reference and PT selection and appointment will be in accordance with CEN/ISSS rules. Contributions are voluntary. However, prospective Project Team members are requested to commit resources to the completion of the project goals on being appointed to that position.

The total effort needed for the completion of the CWA is estimated at 60 days.

7.4 Workshop Members

Workshop members may participate in the discussion and validation of the CWA and send in technical contributions. All costs related to the participation of interested parties in the Workshop's activities and meetings have to be borne by themselves.

8 Related activities

Liaisons will be sought at least with the following activities:

ETSI TC HF (Human Factors)

ISO/IEC JTC1/SC35 (User Interfaces)

LISA (Localization Industry Standards Association)

The Unicode Consortium

9 Contact points

The final contact points are the chair and secretariat of the Workshop as determined by the kick-off meeting.

The contact points are:

Chairman

Mr Erkki I. Kolehmainen,

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Secretariat

SFS

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CEN Management Centre

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