

CEN/ISSS WS MEEK kick-off meeting 25.1.2008, CEN, Brussels

List of attendees:

Tero Aalto, CSC - Scientific Computing Ltd
Evgeniya Banishka-Zhegova, Bulgarian Institute for Standardisation
Luis Busquets, European Commission - ENTR/D4
Nikolay Dilov, Ministry of State Administration and Administrative Reform
Denis Jacquerye, Africanization
Bernd Kappenberg, European Commission
John Ketchell, CEN/NOPS
Erkki Kolehmainen, independent
Troy Korjuslommi, Tksoft Inc.
Marc Küster, UAS Worms
Minka Laridan, CEN/NOPS
Gaïd Le Gall, CEN/NOPS
Yves Neuville, Ministry of Education, France
Michael Pluke, Castle Consulting Ltd
Maria Stambolieva, New Bulgarian University
Hillevi Vuori, Finnish Standards Association SFS

1) Opening the meeting

John Ketchell opened the meeting at 10.13.

2) Roll call of participants

Brief introduction by each participant.

3) Adoption of the draft agenda

The agenda was adopted with a revision.

4) Introduction to CEN and to the Workshop concept

Gaïd Le Gall conducted the introduction. The secretary will distribute the presentation. Organization of the workshop meetings was discussed. It was agreed that the amount of physical meetings be minimized to control the expenses for the participants.

5) Background of the Workshop

Marc Küster gave a presentation. The inclusion of the Hebrew script was questioned. The goals of the workshop were discussed. Yves Neuville voiced concern for the impact of the workshop on users and manufacturers, the expertise of the participants and conflicts with the ISO/IEC 9995 standards. John Ketchell assured the workshop would aim at maximal synergy and benefit. He further brought up the absence of public comments during the appropriate period. Marc Küster clarified the technical properties of the process.

6) Discussion and approval of the draft Workshop Business Plan

John Ketchell presented the Business Plan for approval. The name of the workshop was refined into Functional Multilingual Extensions to European Keyboard Layouts. Updating the acronym was proposed but refuted. The targeted participants were discussed and the list was revised. Special appreciation was expressed towards the Finnish Ministry of Education for financing the secretariat. The involvement of Microsoft as an observer was encouraged. The objectives were appended with a reference to relevant standards. The schedule was postponed by a month for the first and the final draft. Changes to the organisation section were reviewed. Eventually, the Business Plan was adopted.

7) Appointment of Workshop Chair and Secretariat

Erkki Kolehmainen, who had been nominated for the position of the Chair, elaborated on the motives behind his candidacy and the workshop in general. There were no other nominees or objections. The secretariat was appointed to Tero Aalto from CSC, the Finnish IT Centre for Science, with a mandate from Finnish Standards Association SFS. The steering group was designed to consist of Marc Küster, Håvard Hjulstad, Michael Pluke and Yves Neuville. Erkki Kolehmainen assumed the position of the chairperson of the meeting.

8) Project Team - Discussion of Terms of Reference and selection process

Erkki Kolehmainen announced that volunteers for the Project Team had already come up. He proposed the workshop to agree that an adapted version of the CEN basic template be used for the Terms of Reference. He especially invited the Bulgarian representatives to participate in the Project Team.

9) Next steps - Future actions and their assignment

Erkki Kolehmainen suggested that he and the secretary compile the material for the first draft of the CWA according to the input from the workshop participants. The material will be available on the website and the participants will be informed of the new items. External comments from non-registered participants would also be accepted and would be given a response. He further described the background of the keyboard extensions in Finland. Scheduling the future meetings was deemed too early.

10) Any other business

Yves Neuville encouraged the participants to inspect the ISO/IEC 9995 standards documents. He also mentioned that two of the SC35 standards (UCS Input Methods and 9995-3) needed updating and hoped the workshop would provide the necessary material. Access to standards documentation was discussed. The Project Team was projected to be appointed in three weeks.

11) Closure of the meeting

Erkki Kolehmainen closed the meeting at 15.50.