

CEN/ISS Workshop on  
**Functional Multilingual Extensions  
to European Keyboard Layouts**  
(CEN/ISS WS MEEK)

Terms of Reference for the Project Team

Date: 11 February 2008

Source: CEN NOPS and proposers

Status: for approval at the Project Group preliminary meeting

## 1 Subject and scope

This document contains the Terms of Reference for the appointment of a Project Team for the CEN/ISSS Workshop on Functional Multilingual Extensions to European Keyboard Layouts.

## 2 Objectives

The workshop is aimed to assist in the preparation of multilingual extensions to European keyboard layouts. The 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.

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 regional multilingual keyboards and related input methods (both technical, legal and relating to usability);
- specific recommendation and guidance related to the above aspects;
- considerations and possibly guidance for publicly available terminals, e.g. in Internet cafés, for travellers, etc.

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.

### 3 Work plan

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2008-01-25	Kick-off meeting in Brussels <ul style="list-style-type: none"><li>• Election of Chair and Secretariat</li><li>• Establishment of the Steering Group</li></ul>
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 <ul style="list-style-type: none"><li>• Start of the Workshop commenting phase</li></ul>
2008-10-11	Pre-final CWA with Workshop consensus
2008-10-12 – 2008-12-12	Public consultation period
2009-01-15	Final Workshop meeting and comment resolution
2009-01-31	Final CWA ready for publication

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### 4 Organization

The Project Team will consist 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.

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.

## 5 Contact points

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