



From: Founding members of an ISG on Localisation Industry Standards (LIS)
To: ETSI Director General
Subject: Terms of Reference Localisation Industry Standards

1 Decision/action requested

<p><i>The Director-General is requested to approve the creation, Terms of Reference, and Membership Agreement for an ISG Localisation Industry Standards; and to appoint Janaina Wittner (WhP) as Convenor for the first meeting.</i></p>

2 References

TWP clause 3	Operation of Industry Specification Groups
TWP clause 3.2	Creation and Termination of an Industry Specification Group
TWP Annex D 3	Requirements for an Industry Specification Group

3 Rationale

To avoid any ambiguity the term Localisation used in this document is related to Translation and cultural adaptation. Localisation is not restricted to software

In March 2011, we could read on-line at <http://www.lisa.org>: "As of 2011 February 28, the "Localization Industry Standards Association" (LISA) is insolvent. In spite of the financial constraints LISA faces as an organization, we are exploring ways to continue the association's good works for the industry".

Today the common LISA and ETSI members are founding the ETSI ISG on "Localisation Industry Standards".

WhP, an ETSI Member, is willing to actively participate at the highest level in the creation and development of the ISG "Localisation Industry Standards". All common members of LISA and ETSI (WhP, HP, Huawei, Alcatel-Lucent, Adobe, Cisco, Lionbridge, Siemens AG, Sony, Nokia, Intel, European Commission DGT,...) are committed and will ensure that the transfer of standardisation activities will be done successfully, in full respect of each organization's policy and spirit. With the power of ETSI, the ISG LIS will go further than the formal recreation and maintenance of existing LISA standards. It will become the proactive forum where the localisation industry identifies future standards and collaborative actions aiming at ensuring the interoperability of their products and services.

Because of existing ETSI work on "Script Language" ("Study of user context dependent multilingual communications for interactive applications",) conducted by the ETSI Technical Committee (TC) HF (Human Factors), ETSI was in the process of establishing a MoU with LISA, LISA ceased its activities during ETSI-LISA cooperation negotiations and knew that the work relating to LISA standards couldn't be maintained in LISA. Because of ongoing localisation work in ETSI and the requirement to grant access to non-ETSI Members involved in LISA, common and important ETSI and LISA members decided to found the ISG LIS as a platform for potential future localisation standards and for recreating and maintaining former LISA standards.

4 Terms of Reference for ETSI ISG LIS [TWP D.3, Part Aa]

In the following, deviations from the applicable ETSI TWP (Technical Working Procedures) as agreed by the members of ISG LIS, including deviations to the ETSI TWP made in the ISG Membership Agreement, are stipulated.

4.1 Scope

The ISG on "Localisation Industry Standards" (LIS) formed by common ETSI and LISA Members will elaborate ETSI ISG LIS Group Specifications (GS) in accordance with the ETSI Directives, in order to recreate and maintain the localisation standards of LISA and offer a platform for future localisation standards. Relevant localisation standards from other standards bodies will duly be taken into account by the ISG LIS using ETSI's extended cooperation agreement portfolio.

4.2 Membership

Membership in ISG LIS is restricted in accordance with Clause 3.4 of the ETSI Technical Working Procedures to ETSI members and applicants for membership who have signed the ISG agreement.

Observers and non-members of ETSI may not become members of the ISG but may participate in the ISG according to the rules as described in the ISG Participant Agreement. Participation of non-members of ETSI is subject to acceptance of the ISG Participant Agreement and payment of a per-meeting participation fee as described in the ISG Participant Agreement.

4.3 Dues

Dues for membership and operation are fixed on an annual basis by the members, based on the costs the members anticipate to incur.

For the initial year of operation of the ISG, no costs are anticipated therefore there are no membership fees for the initial year.

Observers and non-members of ETSI are required to pay a per-meeting participation fee as described in the ISG Participant Agreement. This per-meeting fee is set initially at €100 (excluding taxes) per person per meeting day. These fees may be modified by a decision of the members of the ISG.

The decision to set initially the ISG LIS participants fee at €100 (excluding taxes) per person per meeting day is based on a minimum of three face-to-face ETSI ISG LIS meetings per year. If in the course of the first year, if the ISG Chairman realize that this face-to-face meeting fees needs to be revised and/or if operational cost need to be envisaged then the ISG terms of reference and agreements will be modified accordingly in due time.

4.4 Duties and Rights of Members

Members have the duty to constructively cooperate on the development of ISG Group Specifications. Members have the right to cast their vote on the approval of a specification when necessary, and in other instances when decisions by the members are required. Members have the right to appeal directly to the ETSI Board to challenge a Chairman's decision.

Voting is on a one-member one-vote basis, and voting rights are dependent on regular participation in the ISG: members are required to have participated in at least one of the three meetings (face-to-face meetings, virtual meetings or Audio Conference Calls) preceding any vote in order to have the right to vote.

4.5 Term of office of chairman, vice-chairmen and working group chairmen

The chairman, vice-chairmen and working group chairmen of ISG LIS are appointed for a period of 2 years. After each period they may be re-appointed.

4.6 Preparation of Group Specifications

Group specifications are prepared within the ISG or within specific working groups. Working groups are chaired by working group chairs, who are appointed according to the rules of operation of the ISG. All draft specifications must be approved by the ISG members using the decision making process detailed in the rules of operation of the ISG. If a specification is prepared in a working group and fails to be approved by the members, it is referred back to the working group.

4.7 Detailed deviations from the ETSI Technical Working Procedures (TWP)

In the following, deviations from the applicable ETSI TWP as agreed by the members of ISG LIS, including deviations to the ETSI TWP made in the ISG Membership Agreement, are stipulated.

Section 4.7 is included in these Terms of Reference only for information as the prevailing document in respect of changes to the TWP is the ISG LIS Membership Agreement.

4.7.1 Participation in the work of the Industry Specification Group (extension of TWP 3.4)

Observers or non-members of ETSI must agree to the ISG Participant Agreement in order to be authorized to participate. The Participant Agreement will be terminated if the participant has not participated in at least *one* meeting (face-to-face meetings, virtual meeting or Audio Conference) of the ISG in a *12 month* period. A revocation notice under article 9.1 (c) of the ISG Participant Agreement is sent to the participant in this case. The ISG Chairman will periodically review the participation record of authorized Participants.

4.7.2 Convening an ISG meeting (TWP 3.5)

4.7.2.1 Invitation to an Industry Specification Group meeting (TWP 1.5.1)

The invitation to an Industry Specification Group meeting and the necessary logistical information shall be disseminated by the hosting organization at least 30 days before the meeting to all on the Industry Specification Group membership list (see clause 1.5.5).

The first meeting of a new Industry Specification Group will be announced in a Collective Letter, with at least 30 days notice, by the ETSI Secretariat.

4.7.2.2 Agenda for an Industry Specification Group meeting (TWP 1.5.2)

The draft agenda shall be disseminated by the responsible Chairman to all on the Industry Specification Group membership list at least 30 days before a meeting. The draft agenda shall include details of draft ETSI deliverables for approval and officials for appointment. Any other subject matters where voting may be required shall also be included and indicated in the draft agenda.

The draft agenda for the first meeting of a new Industry Specification Group will be announced in a Collective Letter, with at least 30 days notice, by the ETSI Secretariat.

4.7.2.3 Documentation for an Industry Specification Group meeting (TWP 1.5.3)

Documents shall be numbered as shown in the following example:

ETSI/TB(nn)x (e.g. ETSI/LIS(11)01)

This numbering system has four logical elements:

- 1) **ETSI:** to indicate that it is an ETSI document;
- 2) **/TB:** the name of the Technical Body or Working Group;
- 3) **(nn):** to indicate the year, e.g. (98);
- 4) **x:** to indicate any additional information concerning the unique number of the document or its status, etc.

The fourth item (x) can be used in any way that an individual Industry Specification Group sees fit.

4.7.2.4 Registration for an Industry Specification Group meeting (TWP 1.5.4)

Every Attendee shall register on arrival at each meeting. Each Attendee who represents an ETSI full or associate member shall declare the precise name of that member. An Attendee may only represent one ETSI full member or one ETSI associate member.

4.7.2.5 Maintaining an Industry Specification Group membership list (TWP 1.5.5)

The LIS Industry Specification Group shall maintain a membership list within an email exploder list established specifically for that purpose. Any individual may join this email exploder list if he/she is a representative of an ETSI member that has signed the "LIS Industry Specification Group agreement" and has an ETSI server user account, and those who join this email exploder list will be considered as being on the Industry Specification Group membership list. Failure to reconfirm the intention to remain on the email exploder list at regular intervals (lists are normally reviewed every six months) will result in removal from this email exploder list and thus from the Industry Specification Group membership list.

The Industry Specification Group membership list shall be used for the dissemination of information and for decision making within the Industry Specification Group.

4.7.3 Decision making (TWP 1.7 and TWP 3.7)**4.7.3.1 Principles of decision making (TWP 1.7.1)**

An Industry Specification Group shall endeavour to reach Consensus on all issues, including the approval of draft ETSI deliverables and the adoption of Group Specifications. If Consensus cannot be achieved, the Chairman can decide to take a vote which may be performed by a secret ballot. A vote may be conducted during an Industry Specification Group meeting or by correspondence.

Where voting is used, vote results shall be evaluated by the Chairman on the basis of one ISG member, one vote. ISG participants do not have the right to vote.

Decisions concerning (i) the ISG Budget under Article 3.1(b) of the ISG LIS Agreement, (ii) Additional Costs under Article 3.1(c) of the ISG LIS Agreement, and (iii) the allocation of costs among members of the ISG under Article 3.2 of the ISG LIS Agreement, require unanimous support. Otherwise, a proposal shall be deemed to be approved if 71 % of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

For interpreting the result of an election for an official of the Industry Specification Group, a simple majority of the votes cast shall be used (see 6.1.3 below).

4.7.3.1.1 Voting during a Technical Body meeting (TWP 1.7.1.1)

The following procedures apply for voting during an Industry Specification Group meeting:

- before voting, a clear definition of the issues shall be provided by the chairman;
- voting members shall only be entitled to one vote per member;

- if a voting member has more than one representative present, only one representative may vote;
- if manual voting procedures are used, each voting member may only cast the vote once; if electronic voting procedures are used, votes may be changed prior to the closure of the vote;
- ISG members are only eligible for voting (voting members), if they have been present during at least one out of the previous 3 meetings;
- voting by proxy is not permitted;
- there are no quorum requirements;
- the voting weight shall be 1 per voting member;
- the result of the vote shall be recorded in the meeting report.

4.7.3.1.2 Voting by correspondence (TWP 1.7.1.2)

The following procedures apply for voting by correspondence:

- before voting, a clear definition of the issues shall be provided by the Chairman and disseminated to all on the ISG membership list;
- the voting period shall be defined by the ISG Chairman and communicated to all on the Industry Specification Group membership list;
- ISG members are only eligible for voting (voting members), if they have been present during at least one out of the previous 3 meetings;
- voting members shall only be entitled to one vote per member;
- electronic voting only shall be used for voting by correspondence;
- votes may be changed prior to the closure of the vote;
- the voting weight shall be 1 per voting member;
- there are no quorum requirements;
- at the end of the voting period the Chairman shall count the votes as described in clause 1.7.1;
- the result of the vote should be disseminated to everybody on the ISG membership list within 15 days.

4.7.3.1.3 Voting for the election of a Technical Body official (TWP 1.7.1.3)

For the purpose of electing any Industry Specification Group official the procedures given in clauses 4.7.3.1, 4.7.3.1.1 and 4.7.3.1.2 shall apply.

In the case where there is more than one candidate, a secret ballot shall be used. For interpreting the result of an election for an Industry Specification Group official the following procedure shall apply: the candidate obtaining the highest number of votes in the ballot is elected.

The Industry Specification Group Chairman shall be responsible for the voting process and shall ensure that confidentiality is maintained.

If the vote is conducted during an Industry Specification Group meeting only the final result shall be recorded in the meeting report.

If the vote is conducted by correspondence only the final result of the vote shall be disseminated.

4.7.3.2 Appealing against a Chairman's decision (TWP 1.7.2)

Any member of ETSI who is against the Chairman's ruling on a vote may submit its case to the Board for decision. In such cases the member shall also inform the Industry Specification Group Chairman.

When the Industry Specification Group Chairman has made a ruling, his decision shall be taken as the basis for future operations, unless overturned by the Board.

5 ETSI field of interest [TWP D.3, Part Ab)]

In light of February 2011 LISA's (Localization Industry Standard Association <http://www.lisa.org>) insolvency, there was considerable interest in the fate of the LISA OSCAR standards portfolio and where either a part or all of the works will reside going forward. It is important to understand that in order for any of the LISA standards to continue, members must become active by participating regularly to help define the deliverables and support the development work. There are very qualified and highly experienced organizations, which were willing to carry-on the work forward by placing a focus on localisation industry standards, They have the opportunity to work together in ETSI ISG LIS. All former LISA Members are encouraged to become participants and active supporters of this ETSI ISG LIS.

In addition to ETSI and LISA common members founding ETSI ISG LIS, this creation has been preferred and supported by LISA former President and former LISA officials

The European Commission Directorate-General for Translation (DGT) who is an ETSI Counsellor and willing to participate in ETSI ISG LIS activities

6 Why any overlapping or complementary elements (with reference to existing work or Terms of Reference of any existing Technical Committee or Project) is regarded as desirable [TWP D.3, Part Ac])

There is no known overlapping with any ongoing work in ETSI.

7 Time plan [TWP D.3, Part Ad])

Initial duration of ISG, and other timing issues if any.

The ISG is expected to remain open for at least 2 years. It may remain in activity for longer, or it may be absorbed into formal standardization in an ETSI Technical Body.

8 Chairmanship [TWP D.3, Part Ae])

Janaina Wittner (WhP) has accepted to stand as convenor for the first meetings. The Collective Letter announcing the first meeting will include a call for candidates for the Chairmanship. If it is not possible to appoint a permanent Chairman at the first meeting then the meeting shall appoint a convenor for the second meeting.

9 Resource requirements [TWP D.3, Part Af])

No resource requirements, beyond the "basic administrative support" provided by the ETSI Secretariat to ISGs, have been identified. Further resource requirements may be identified from time to time by the ISG members, who will decide on the funding arrangements as required.

10 ETSI Secretariat resources [TWP D.3, Part Ag])

"Basic administrative support" will be provided by the ETSI Secretariat, e.g. :

- info/meeting/document handling area on the ETSI Portal.
- document storage area on the ETSI DOCBOX server.
- e-mail lists provision
- entry of the Work Items into the Work Program Management (WPM) database (provided by ETSI Standardization Projects (ESP) Department of the ETSI Secretariat).
- processing/publication of ETSI Deliverables (providing they have respected the ETSI Drafting Rules).
- a support officer will be allocated to provide guidance and assistance to the ISG.

Support for meetings will be provided when the meeting is held at the ETSI Headquarters, e.g.:

- meeting rooms in ETSI premises.

- meeting support for invitations, badges, etc in ETSI premises.
- tea/coffee in ETSI premises.

Meetings held outside of the ETSI Headquarters shall be supported by the hosting member organization.

11 ISG membership agreement [TWP D.3, Part Ah]

See the Annex of this document.

12 ETSI full and/or associate members having declared their willingness to provide resources [TWP D.3, Part Ba]

The following members have indicated that they are willing to support the ISG (at least four required):

- o WhP International SAS,
- o Hewlett-Packard,
- o HUAWEI TECHNOLOGIES Co. Ltd.,
- o Alcatel-Lucent,
- o Adobe Systems,
- o Lionbridge (Applicant),
- o Cisco Systems Belgium,
- o IBM EUROPE

13 Planned deliverables and their delivery dates shall be identified [TWP D.3, Part Bb]

The ISG LIS will elaborate and maintain ETSI Group Specifications (GS) in accordance with the ETSI Directives. Some of them will be based on the former work of LISA, such as LISA OSCAR SIG (Open Standards for Container/content Allowing Reuse Special Interest Group) standards:

- o LISA TMX Translation Memory eXchange
- o LISA SRX Segmentation Rules eXchange
- o LISA TBX Term-Base eXchange
- o LISA XML Text Memory (xml:tm)
- o LISA GMX Global Information Management Metrics eXchange
- o LISA Term Links (proposed) is an XML namespace that enables XML elements to be linked to termbases

14 Internal organization [TWP D.3, Part Bc]

No internal organization or Working Groups have yet been identified. This will depend on the results of the initial work of the ISG.

15 Any committee/project-external ETSI resources required (i.e. outside those provided by the Industry Specification Group participants) shall be specified [TWP D.3, Part Bd]

No external ETSI resources are required.

16 Maintenance arrangements for deliverables shall be specified [TWP D.3, Part Be)]

The maintenance of any deliverables will be assured by the ISG. At the end of the work the ISG shall define the follow-on responsibility for any required maintenance.

17 The relationship with ETSI Technical Organisation shall be specified (i.e. list the interfaces between the ISG and ETSI TBs) [TWP D.3, Part Bf)]

Identify any ETSI TBs or Working Groups with which liaison needs to be made.

ETSI Technical Committees (TC) Human Factors (HF) and Media Content Distribution (MCD)

- TC HF/ "Study of user context dependent multilingual communications for interactive applications"
- TC MCD/ "Subtitles distribution" involved in localisation related standards.

Also identify any non-ETSI groups, including 3GPP.

- TAUS
- GALA
- 3GPP Mobile standards
- OASIS XLIFF OAXAL
- ISO TC 37 : LISA TBX became an ISO standard ISO 30042, LISA SRX is in the process of being adopted and published by ISO TC37 (SC4)
- W3C
- Unicode Consortium