

**FIT REGIONAL CENTRE EUROPE (RCE)  
STEERING COMMITTEE MEETING No. 1, 2002  
Berlin, 2-3 March 2002**

**MINUTES**

The RCE Steering Committee for the period 2002–2005 held its first meeting immediately after the RCE General Assembly on 2 March 2002 was adjourned, and continued the meeting the following day.

The Steering Committee for 2002–2005 is:

Anne Verbeke (AV), SFÖ; Chairperson

João Esteves-Ferreira (JEF), ASTTI

Reiner Heard (RH), ATIKOM

Sheryl Hinkkanen (SH), SKTL

Birgitte Jensen (BJ), ESF

Terence Oliver (TO), ADÜ Nord

The Steering Committee decided not to appoint a Secretary, as no one can guarantee attendance at all meetings. Instead, the person to act as secretary will be agreed separately at each meeting.

**Items Discussed**

SH will be the secretary for this first meeting.

The SFÖ has kindly offered to house the RCE Secretariat and to handle its financial affairs. BJ and SV will work together to ensure smooth transfer of the RCE Secretariat and financial affairs from the ESF to the SFÖ.

The Steering Committee expressed its gratitude to the ESF for having handled the RCE Secretariat and financial affairs for the past nine years.

AV will create a mailing list at the Yahoo Groups Web site, to be used by the Steering Committee to exchange information via E-mail.

Steering Committee members shall strive to make active use of this mailing list and to keep each other abreast of any and all relevant developments.

The issue of translation standards was discussed at the RCE seminar held on the morning of 2 March (see separate document).

Therefore:

The Steering Committee *strongly* urges RCE members to contact their national standardisation associations *immediately* about this initiative, in order: 1) to ensure that each national standardisation association casts a vote in favour of this resolution; and 2) to express the translators' association's willingness to participate in formulating the standard at national level, in co-operation with the national standards association and the national EUATC member association (in countries where there is an EUATC member association).

The Steering Committee will follow developments concerning this initiative to work out a European quality standard for translation services, and will keep the RCE members up-to-date.

BJ will E-mail the Steering Committee a list of all RCE member associations within about a week's time of the Berlin meetings.

JEF will contact Eliane Mau with a view to launching the RCE Web site as soon as possible. Eliane Mau, a former member of the previous Steering Committee, did much ground work and preparation of RCE home pages.

The Steering Committee wishes to forge stronger links between FIT/RCE and our colleagues in Eastern European countries.

The Steering Committee will meet again, at the latest, during the FIT Statutory Congress in Vancouver in August 2002.

An informal meeting of the RCE will be held during the FIT Open Congress in Vancouver.

Recorded by SH on 8 March 2002