

**Draft Minutes of Steering Committee meeting held
at the Rembrandt Hotel in London
during the ITI Conference on 21 April 2007**

The meeting started at 2.05 p.m.

1. Opening, attendance and apologies

The meeting was opened by JEF, who welcomed the Steering Committee and observers.

Present: João Esteves-Ferreira (JEF), Chair
Terence Oliver (TO), Secretary
Andrew Evans (AE)
Reiner Heard (RH)
Javier Sancho (JS)
Per Lindegaard Hjorth (PLH)

Apologies were received from Sandro Corradini (SC), who was unable to attend due to a late flight cancellation. Birgitte Jensen (BIJ) was unable to attend, but sent Per Lindegaard Hjorth to represent her. In the absence of clear rules on this point for the Steering Committee, the FIT-World rules were applied and Per Lindegaard Hjorth was accepted as proxy.

2. Observers

The following were admitted to the SC meeting as observers:

Chris Durban (SFT)
Clare Keller (ASTTI)
Natália Rószka (VÜD)
Anni Therkelsen (Danish Association of State Authorised Translators)

3. Approval of the Agenda

The Agenda was unanimously approved.

4. Minutes of previous meeting (Bern, 30 September 2006)

The minutes were unanimously approved with the addition of Chris Durban to the list of observers and two minor alterations to the projects listed in Item 5. The final version is attached.

5. Reports on activities and meetings since last Steering Committee meeting

JEF gave a summary of his activities as FIT Europe representative as follows:

- European Masters' in Translation kickoff meeting in October 2006
 - EU DGT wish to have links with European translation associations through FIT-Europe: EU paid all expenses resulting from attendance at the meeting
 - Problems arose during talks with EU executives, caused by lack of information about FIT-World visit to EU (FIT-Europe had not at all been informed of such visit)
- FIT Regional Centre North America meeting in New Orleans on November 2006: JEF reported on his talks with North American leaders and FIT President about FIT Europe projects and achievements

- Paris, December 2006, informal meeting with European associations (invitation from SFT), on the fringes of the SFT Conference, together with AE. Main items: lack of communication from FIT headquarters to the European associations
- CIUTI Meeting, Geneva, late January 2007: UN project for an International Masters in Translation. JEF advocated the need for continuous education for all translators, rather than a Masters devoted only to UN requirements.
- Brussels: Informal meeting of European associations on 3 February 2007 (invitation from CBTIP). JEF, AE, TO and SC attended. Topics covered: Standards for translators (new European, future ISO); Standard for interpreters (future ISO); EU plans for database of interpreters (including recordings); Admission criteria of European associations; Codes of ethics/conduct of European associations; Need to improve communication between associations.
- March 2007: Lecture in Montevideo on new European standard, with the attendance of association leaders (CTPU), academics, standardization institute, certification experts and professional translators. Received invitation to give similar lecture to FIT Regional Centre Latin America in Mexico, in November 2007
- JIAMCATT 2007 meeting early April with heads of translation and terminology departments of European institutions and other international organizations (UN, FAO, UNESCO, WIPO, etc.)

AE reported that he had been in Lisbon in January during the meeting there of the European chapter of AIIC, and had been invited to attend their conference dinner. He stressed the benefits of fostering relations with the European conference interpreting community.

TO reported that his work had been mainly diffuse behind-the-scenes administration, apart from coordinating and aggregating the results of the working group on certification (see Item 7).

6. Update on projects approved in Bern on 30 September 2006

JEF reported the successful setting up of the new www.fit-europe.org **website** and its contribution to the dissemination of European activities and projects.

TO reported on the efforts made to disseminate information through general **mailings** to all European member associations

RH reported that some **codes of ethics/conduct** had been received and were being analysed, but more were needed before any meaningful synthesis could be attempted with a view to drafting a basic European code. The codes received had been uploaded to the FIT-Europe website.

JS reported similar results for the “**bad payers**” project and drew attention to the information already on the FIT-Europe website.

TO, on behalf of Natascha Dalügge-Momme, reported that the **admission criteria** project was making good progress, but more contributions were needed.

7. Working group on certification under EN 15038

At the informal meeting in the morning, John Graham (ITI/Aticom) had given a brief introduction to the development of the new European standard for translation service providers (TSPs) and outlined the issue of conformity and certification. He explained the purpose of the working group’s recommendations on certification criteria, which were handed out to the members present. The recommendations were submitted to FIT-Europe Steering Committee and would shortly be distributed to all European associations and placed on the FIT-Europe website. European associations were strongly urged to ensure broad dissemination of the document.

The participants had warmly thanked the working group members (John Graham, ATICOM (Germany), Jackie Reuss, SFT (France) and Eva Leitner, Universitas (Austria) for their work.

Volunteers had been requested for the task of translating the English recommendations into French (ASTTI, CBTIP, SFT ?). Chris Durban said she would investigate the possibilities within SFT.

There having been no objections to the draft recommendations circulated by e-mail to the Steering Committee, the recommendations were approved unanimously. It was decided that they would be sent to the member associations in the next few days and placed on the FIT-Europe website, initially in English, with a French version to follow later.

JEF expressly thanked the working group for their efforts and will send a formal letter to the group.

8. Contacts with FIT EC and Council

The Committee members had all received Peter Krawutschke's letter and message to JEF and AE, AE's brief reply and JEF's draft of a reply by the Steering Committee. The content of the reply was unanimously approved and it was agreed that this reply be sent to Peter Krawutschke with copies to the FIT Council.

9. Mission statement

The proposed mission statement had been circulated to the Committee members by e-mail. JEF reported that SC had asked for a mention of interpreters and interpreting issues to be included. The draft mission statement was approved with this addition. JEF recalled that European associations present at the informal meeting that morning had received a copy of the draft and been invited to comment before the summer.

10. Working group on structures

Following up on concerns by member associations, JEF proposed the formation of a small working group on structures. The Committee approved the formation of a group consisting of JEF, BIJ, AE to examine the means, powers, authority and resources needed to implement the content of the mission statement. After receiving input from member associations by the summer, the group would produce its output by the end of 2007.

11. Financial matters

JEF reported that FIT-Europe's cash in hand stood at 2360 EUR (25,000 Danish Krone). He proposed that FIT-Europe guarantee help (if needed) for funding the planned Barcelona event on TM copyright, and that FIT-World be asked for funds once a budget was available in May.

12. New projects: feasibility and decision

Interpreters WG	headed by SC	approved. Catia Lattanzi (AITI), Natália Rószka (VÜD), Annette Schiller (ITIA)
Arbitration Rules	headed by TO	approved. Mail to members, liaison with Chris Durban, place material on website once 4-5 documents available
Copyright seminar	headed by JS	decision to be taken by e-mail when more information available in May

13. Future activities

Finalise mission statement

Make proposals on structures

Continue with ongoing projects

14. Next meetings, including General Assembly 2008

After some discussion of the pros and cons of holding the statutory European General Assembly before or after the World Congress in Shanghai, all 6 members present voted to hold it afterwards, probably in October 2008.

It was decided that the preparatory meeting of the Steering Committee would probably be held in Italy in May 2008, unless it had to be held earlier in order to prepare motions for Shanghai.

15. Any other business

A request for observer status in FIT-Europe had been received from VZV (Vereniging Zelfstandige Vertalers – a Netherlands association of self-employed translators), represented by Kath Starsmore. This was unanimously approved.

The meeting closed at 3.40 p.m.

01.05.2007

Terence Oliver, Secretary