French Translation Project Group – April 20, 2020 call

Participants : Rory Davidson, **Linda** Parisien (meeting host), Isabelle Cloutier, Marjolaine Gagnon, Valérie Desbois-Pelissier, **François** Macary, Olivier Boux, **Claire** Béguin

NOTE : Action items identified by participant's bolded name

Proposed agenda:

1. Access to TermSpace PROD environment:
   a. https://cf-prod-main.termspace.com/
   b. OK: Olivier, Valérie, **Linda**, Marjolaine, Isabelle
   c. If you need access and don't have it, please connect with us on Slack so Guillermo and team can grant you access.
   d. **Claire** does not have a login – will ask David

2. Plan for the next Release publication: August 31
   a. **Linda** to present proposal
      i. It was accepted the the next release date will be August 31
   b. We will need to determine the availability of resources to plan capacity for July and August
   c. Confirm RACI – for July and August

3. Content to:
   a. Translate (new translation)
      i. Canada – potential – to be confirmed
         1. Dietitians (+800 EN terms)
         2. Terminology Gateway Subsets (priority to determine)
         3. GPS related concepts (subsets)
         4. COVID-19 related concepts (subsets)
         5. **Linda** will confirm Canada's plan at next meeting
      ii. PHAST – A lot of translation is planned
         1. Drug repository - Référentiel du médicament

        2. Biology repository - Référentiel de biologie

        3. **François** will provide PHAST's plan at next meeting

    iii. Belgium

        1. Pneumology – work in progress, will be finalized in June

        2. Anatomical terms

        3. **Claire** will confirm Belgium's plan at next meeting

  b. Review (existing translation)

  c. Validate conformance to Editorial Guidelines or "directives de traduction"

  d. New content to import in TS? If so when?

4. Evolution of the translation guidelines

  a. **François** suggests using SI Confluence site

    i. Create a discussion for each topic to discuss

    ii. Integrate the final decision in a register which eventually will be added to the editorial guidelines

    iii. When required, ensure follow-up on additional activities are performed. Identify RACI.

    iv. When required discuss and approve the more difficult topics in our remote group sessions

5. Process to validate if existing content exists

  a. How to achieve this?

  b. To measure level of effort required

  c. **Linda** will ask Guillermo

  d. **François** will check if he can get this information from his FHIR server.

Next meeting, in two weeks : May 4, 9h00 ET