

**BUREAU FOR INTERNATIONAL LANGUAGE CO-ORDINATION
BUREAU DE COORDINATION LINGUISTIQUE INTERNATIONALE**



**VILNIUS, LITHUANIA
Minutes of the Steering Committee
9-13 May 2011**

IN ATTENDANCE

Belgium	Dr. Marc Isselé
Bulgaria	Ms. Emilija Nesheva
Canada	Lt. Col. Marie-Claire Gosselin-Patterson
Croatia	Mr. Djemal Kadric
Czech Republic	Col. Ladislav Chaloupsky
Denmark	Lt Col. Steen Bornholdt Andersen
Estonia	Ms. Epp Leete
France	Maj. Bertrand Ramon
Germany	Dr. Christopher Hüllen
Hungary	Maj. Anikò Safar Gyuriczane
Italy	Cdr Luigi Tricarico
Latvia	Ms. Inese Kaive
Lithuania	Ms. Irena Katauskiene
Netherlands	Mr. Gerard Seinhorst
Norway	Mr. Ola Johan Berntsen
Poland	Mr. Aleksandar Skrzypek
Portugal	Lt (N) , Marta da Conceição dos Santos Gabriel
Spain	Lt. Col. José M. Lamela Herrera
Turkey	Lt. Col. Resul Baltaci
United Kingdom	Lt. Col. Justin Dominic Lewis
United States	Dr. Donald C. Fischer

OBSERVERS

Austria	BGen. Horst Walther
Bosnia and Herzegovina	Maj. Bajo Rogan
Finland	Mr. Risto Kuokkanen
Georgia	Ms. Nato Jiadze
Jordan	Col. Adnan Dawaghren
Montenegro	Lt. Col. Dragan Bacic
Serbia	Lt. Col. Zikica Milinkovic
Sweden	Ms. Catrine Modig
NATO HQ (IMS)	Mr. Philip Turner
NATO SHAPE	Mr. Mike Adubato

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BILC SECRETARIAT

Chair	Dr. Richard D. Monaghan
Secretary	Ms. Julie Dubeau
Deputy Secretary	Ms. Jana Vasilj-Begovic
Associate Secretary	Ms. Peggy Garza
Associate Secretary	Mr. Keith Wert

MONDAY, MAY 9, 2011

Item 1: Opening Remarks

- i.** Introductions and recognition of the new heads of delegations

Introductions were made and the Chairman (CM) welcomed the new heads of delegations. CM also commented briefly on the conference programme.

- ii.** Approval of Final Minutes from the Istanbul Conference (approved by silent procedures 1 Sep 10)

CM introduced the item and stated that the Minutes had been approved by silent procedure in September 2010.

- iii.** Approval of agenda

CM asked for the approval of agenda. Approval was moved by Belgium and seconded by Germany. Agenda was approved.

- iv.** Additions to agenda

CM asked if there were any additions to the agenda. As there were no additions, approval of the agenda was moved by the USA and seconded by the Czech R.

Item 2: Information & Acknowledgements

- i.** NTG Re-structuring / Reporting

CM informed the Steering Committee members of the reorganization of the NTG. In the final restructuring stages, Maj. Gen. Viereck, the DCOS JFT at the SACT, suggested that BILC report directly to him. The new organizational chart can be found on the BILC Website. CM continued by stating that BILC was expected to produce new TORs as one of the requirements of the new reporting structure. As BILC's scope of work is complex, one of the tasks over the course of the conference would be to elaborate, within a designated Study Group, on BILC's strategic direction in order to incorporate it into the TORs. CM also stressed that the TORs were important because if BILC were to be in a Chain of Command with well defined TORs, any financial assistance associated with BILC conferences would be more easily secured. In addition

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to the strategic direction, BILC's Rules of Procedure would contribute to the TORs. Moreover, the SC voting procedures would have to be revised in order to reflect more closely those currently in use at ACT.

National Reports – Follow-up.

The Secretary informed the plenary that this year fewer national reports were received in comparison to the number received in the previous year. Last year, a SG looked at the relevance of national reports and concluded that some information in the reports was quite useful. As a suggestion for the national report template, the Secretariat offered a one-page report that contained a few headings only. The Secretary also mentioned that Denmark had offered to create a database into which nations could enter appropriate information.

ii. BAT new price. BAT Support – follow-up.

The Secretary informed the plenary that ACTFL had agreed to lower the original BAT price of \$200.00 to \$120.00 for a battery of four-skill tests. This new price has allowed more countries to engage in the benchmarking process. Nations interested in purchasing the BAT should contact ACTFL, (as instructed on the BILC website).

iii. Acknowledgment of Italy's contribution to Macedonia's testing system.

The Deputy Secretary informed the plenary of Italy's significant contribution to Macedonia's testing system by providing the Macedonian testing team with the opportunity to pilot its test items in Perugia.

iv. Acknowledgment of Germany's contribution to the website archives and records

The Secretary acknowledged Germany's contribution to the website archives and records. To accomplish this task, Germany had to scan a large number of documents going back to 1967.

v. Acknowledgement of the help of IS and IMS staff, and national engagement, in supporting the relocation of BILC.

CM acknowledged the help of IS and IMS staff, as well as the national engagement in supporting the relocation of BILC.

Item 3: Action items from last conference

i. STANAG wording re plusses – Request from Spain for amendment, SC supported in Istanbul

STATUS: *This task was accomplished. NSA promulgated NATO STANAG 6001 Ed 4, 12 October 2010.*

CM stated that last year, the SC supported Spain's request for a change in the STANAG 6001 document related to the plus level use. The Secretary explained that this change was intended to be of administrative nature that would not require a new edition of the STANAG 6001; however,

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a new edition was promulgated by the NSA in October 2010. The new wording states that plus ratings may be used not only for evaluation purposes but also for recording and reporting.

The German delegate noticed that the paragraph numbering was incorrect in the new STANAG 6001 version. The Secretary will review and notify NSA if needed.

ii. NTG w/ BILC is tasked to instigate a LNA of SLP levels in NATO Job Descriptions.

IAW with discussions entered into at JSSG Spring meeting March 2010, BILC is to make recommendation to ACT who will advise IMS on feasibility and parameters of analysis, after this conference. Tasking to be completed NLT June 2011.

STATUS: *This task is in progress: A Scoping Report is being produced for the IMS which will be submitted before the deadline.*

CM introduced the item on language needs analysis of SLP levels in NATO JDs. The Secretary provided the background by recapitulating the results of the CE posts' analysis conducted earlier. A new tasking, given by IMS through ACT, has been to continue the study. In Istanbul, the SC voted to look into the PE posts at NATO HQ. Commencing this new analysis was accompanied by some challenges, one of which was to identify the appropriate stakeholders in order to obtain their buy-in. A scoping report is being produced by the Secretary; its aim is to define the objective in detail. The essence of recommendations is to look at level 4 positions first to ascertain if language proficiency at level 4 is required, then to assess the level 3 requirements.

iii. Testing at Level 4 issue: The secretariat was tasked by the SC in Istanbul to stand up a working group on level 4 testing.

STATUS: This task was accomplished. A working group headed by the Deputy Secretary (in collaboration with the USA delegate Mr Dirgin) was stood up and the first meeting held during the STANAG 6001 Conference on Speaking, in Sarajevo in Sept 2010. The second meeting will be held during the Vilnius conference. A draft document analyzing level 4- proficiency has been prepared and will be elaborated during the WG meetings this conference.

TUESDAY, MAY 10, 2011

iv. Letter to IS regarding plus levels in Targets (former Force Goals)

STATUS: Not completed.

CM introduced the item and stated that the status was incomplete. He provided the background of this item by saying that last year in Istanbul, CM was asked to write a letter to IS indicating that the IS recommendations that plus levels be used to assess NCM language proficiency was incompatible with STANAG that indicates that plusses are optional. The letter drafted by the CM received comments that it was not clear enough. Therefore, CM requested that those nations that were uncomfortable with the use of plus levels meet him separately so that a way forward could be formulated and recommended to the IS.

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v. Database of programs and services

CM provided the background behind this item by saying that during the BILC conference in Texas it was concluded that it would be beneficial to create a database of programmes and services. Denmark initiated the process, but the officer in charge was transferred. CM added that this database could be built quickly with the information extracted from national reports. This long-term project would be helpful both to the BILC community as well as the NATO community at large by providing an overview of available products and services.

Item 5: Future Conferences and Seminars

2012 conference: Czech Rep. dates TBC

2013 conference: Georgia *To be confirmed*

2014 conference: Belgium *To be confirmed*

2015 conference: Croatia *To be confirmed*

2011 seminar: United States – (DLIFLC in Monterey, California – Oct 16-21, 2011)

2012 seminar: Slovenia *confirmed*

2013 seminar: Sweden *confirmed*

2014 seminar: Germany *confirmed*

The Secretary listed the above confirmed conferences and seminars. The Secretary asked if there were bidders for the hosting of the 2013 conference. The Georgian delegate made a tentative bid. Sweden confirmed that it would host the 2013 seminar. Belgium made a tentative offer to host the 2014 conference, while Croatia bid to host the 2015 conference. No bids were forthcoming for the 2015 seminar.

Item 4. New Business

i. Approval of recommendations of STUDY Groups:

CM introduced the item and stated that the SG recommendations would be discussed on the last day of the conference. He adjourned the meetings until Thursday, May 12.

THURSDAY, MAY 12, 2011

CM commenced the meeting with a follow up on Item 2.ii-National reports and called on Mr. Mathiesen from Denmark. Mr. Mathiesen presented the idea to create a webpage, with drop-down menus, located on the BILC website. The webpage would contain the most important information about the courses open to other nations' students. Responsibility for guardianship of the webpage would be rotated among nations annually. Denmark expressed readiness to develop an Alpha version of this template.

CM asks for this proposal to be moved for acceptance. Approval is moved by Belgium and seconded by Norway. ACTION: Denmark to produce the template.

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CM revisited the letter to the IS regarding plus levels and the concern expressed that the plus levels were identified as force targets, whereas the STANAG 6001 explicitly indicated that their use was optional. CM recommended that he write to the IS indicating that BILC saw potential difficulties with their requiring plus levels in force targets when they were not acknowledged by all nations. The approval of the CM's recommendation is moved by the Netherlands and seconded by Denmark. ACTION: CM to write the above letter.

CM stated that Item 3.v had been addressed in the discussion concerning Item 2 ii.

CM presented the recommendations of the SGs.

SG 1- Guidelines for native English speakers. CM asked the SC to endorse the SG recommendations and mentioned that it has been identified several times over the past years that communication was impeded because native speakers did not tailor language appropriately. The Secretary added that a Word document was to be produced and that this product would be forwarded to the appropriate NTG authorities, and posted on the BILC website. Endorsement of the recommendations was moved by Italy and seconded by UK. ACTION: Secretariat to submit the recommendations to the appropriate NTG authorities.

SG 2- Strategic guidance for BILC. CM suggested that the first action item would be to accept a reworded mission statement. If that recommendation were to be endorsed, the second action item could be for all nations to deliver a copy of the proposed Concept of Operations to their representatives at the IMC. CM asked if the SC was willing to endorse the produced document. After discussions, the SC members agreed that the CM be given the mandate to use the draft document in his meetings with ACT. In the meantime, nations are to discuss the Concept of Operations developed by the Study Group internally. Silent procedures, as with the rest of the minutes, will apply. The proposal for approval was moved by Germany and seconded by the USA. ACTION: to distribute Concept of Operations document with the SC Minutes for Silent Procedure; for CM to use the draft document in his meeting with ACT.

SG3 - Military Terminology and Translation: it was recommended that a working group be formed and a BILC Wiki be established for the purposes of mounting an initial bank of English and French terminology. Then nations would be able to draw from that bank and contribute translations into national languages. The approval for the recommendation is moved by USA and seconded by Italy. ACTION: Secretariat to initiate the forming of a Working Group.

SG4- Future BILC Themes: during the course of the conference, the Study Group collected input from delegates on the topics of interest for discussion at future BILC events. The list produced was comprehensive and indicated a wide range of subject areas to be covered during the future conferences and seminars. CM asked if the SC endorsed the findings of the SG. Approval for endorsement was moved by the Czech Republic and seconded by Hungary. NO ACTION REQUIRED.

SG 5: STANAG for Non-Specialists- CM restated the recommendations of this SG that a working group be formed with the objective of developing and publishing a guide on STANAG 6001, Ed 4 intended for non-specialists. A template and procedures were proposed by the SG. The Danish delegate suggested that the plus levels not be included in this guide. The Secretary added that a disclaimer should be included in such a guide to indicate that it was not to be used

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for testing or training purposes. Approval of the recommendations was moved by the UK and seconded by Belgium. ACTION: Secretariat will initiate the forming of the Working Group.

WG on Level 4- CM stated that the WG had found the issue too complex to resolve in a couple of meetings and recommended that this work be continued. Deputy Secretary reiterated the background of level four-analysis and its purpose, and added that the WG proposed that the members hold their next meeting before the Stockholm Conference on Writing, in September this year and work on standardization. The Associate Secretary, Mr. Wert added that as SHAPE was in the process of contracting out test development at level 4 and as any company might claim it had defined the construct and had a product that tests level 4 proficiency, BILC should write a letter to SHAPE expressing its official concern over this matter. The NATO delegate supported this proposal. CM asked the plenary if they approved of the recommendation for the working group to continue its work. Approval of the recommendation was moved by Canada and seconded by the Czech Republic. ACTION: Deputy Secretary will organize the next meeting of the Working Group and prepare the agenda of work. BILC Secretariat will write a letter to SHAPE re. concerns expressed.

CM wrapped up the meetings and recapitulated decisions regarding the SG recommendations.

Item 6: Thanks to the host nation.

CM expressed appreciation for the collaboration and dedication of the members of the Steering Committee, and gratitude for the generosity, hospitality, commitment and professionalism of the hosts.

Julie J. Dubeau, BILC Secretary

Jana Vasilj-Begovic, D/Secretary

26 May 2011