**Notes from the XLIFF Briefing Meeting**

23rd March 2016 (webex)

Present: Chris Cox (Chair SC 5, BSI), Bettina Seitl (Secretariat SC 5, ASI), Monika Popiolek (Chair PKN TC 256, Poland & EUATC Liaison Representative), David Filip (Secretary XLIFF TC OASIS), Jamie Clark (General Counsel, OASIS), Chet Ensign (Director of Standards, OASIS), Peter Reynolds (ISO TC 37 OASIS Liaison Representative & NSAI expert, Ireland).

**1/ Introduction**

Peter chaired the meeting. The meetings started with the attendees introducing themselves.

**2/ OASIS and ISO**

Jamie outlined the agreement and relationship between OASIS and ISO, and pointed out there were a number of standards which are developed at OASIS but have also become ISO standards. He also mentioned that OASIS had similar relationships with some other standards bodies.

Jamie mentioned that prior to an OASIS standard being submitted to another standards body, such as ISO, it must be an approved and published as an OASIS standard.

In practice, the agreement under which XLIFF is being processes as an ISO standard will require the experts at SC 5 to approve it also as an ISO standard without the possibility of editing it or modifying it. If there are any suggestions or comments they will be submitted by SC 5 to the XLIFF TC at OASIS who will then consider these as feedback to be taken account for future versions of the standard.

Jamie also pointed out that the agreement provides that if the XLIFF TC at OASIS stops working on the standard in the future, the ISO TC37/SC5 will be able to continue developing it.

**3/ ISO Fast Track Process**

Bettina outlined the fast track process under the ISO procedures. Bettina has previously also forwarded a note from Mercè (CS) on this. She mentioned that under the fast track there would typically be a DIS and an FDIS vote. However, if the DIS was unanimous or near unanimous the committee could decide to publish the standard immediately afterwards.

**4/ XLIFF 2.0 overview**

XLIFF (XML Localisation Interchange File Format) is designed to allow for the interchange of localizable/translatable data. David Filip introduced XLIFF 2.0, comprehensibly described exactly what the standard was, what it was intended for and what is its practical impact on the translation and localisation industry for the past decade. He also described the development process and the changes that were introduced in v. 2.0 which was published in 2014.. He highlighted the fact that the XLIFF 2.0 Core is a requirement and that it ensures perfect interoperability, and that there were other optional modules and extensions provided for more customized implementations. David’s presentation shall be made available to SC 5 members.

**5/ Action points and agreed next steps**

The XLIFF TC shall convert the the XLIFF 2.0 standard into a Microsoft Word DOCX format and submit this to Bettina after Easter at the latest. Peter will co-ordinate this.

Bettina shall then launch an XLIFF DIS ballot for SC 5 by mid-April at the latest.

There will also be a briefing presentation organised by the OASIS experts for the SC 5 experts during the TC 37 Meeting in Copenhagen (June 2015).