



TBILISI, GEORGIA
Minutes of the Steering Committee
6 – 9 May 2013

IN ATTENDANCE

Albania	<i>Absent</i>
Belgium	<i>Absent</i>
Bulgaria	Ms. Emilija Nesheva
Canada	<i>Absent</i>
Croatia	Mr. Djemal Kadric
Czech Republic	Col. Ladislav Chaloupsky
Denmark	LTC Nicolas Teodors Veichert
Estonia	<i>Absent</i>
France	Maj. Christophe Trigodet
Germany	Dr. Christopher Huellen
Greece	<i>Absent</i>
Hungary	Dr. Gabriella Kiss
Italy	Maj. Francesco Gratton
Latvia	Ms. Inese Kaive
Lithuania	Ms. Ausra Narbutiene
Netherlands	drs. Gerard Seinhorst
Norway	Mr. Oliver Tomac
Poland	Col Jaroslaw Markowski
Portugal	Lt (N) Estela Magalhaes Parreira
Romania	<i>Absent</i>
Slovakia	LTC Patrik Adamec
Slovenia	Ms. Dubravka Zupanec
Spain	Capt (N) Carlos C. Scharfhausen
Turkey	Maj Mehmet Caratay
United Kingdom	Ms. Jean Meakin
USA	Mr. Keith Wert

OBSERVERS

Austria	Brig. Gen. Horst Walther
Georgia	Ms.Nato Jiadze
Finland	Ms. Laura Murto-Linden
Macedonia	Ms. Biljana Popovska
Sweden	Ms. Ingrida Leimanis
Ukraine	Col. Serhii Nevhad
NATO HQ (IMS)	Mr. Philip Turner
NATO SHAPE	Mr. Mike Adubato
NATO ACT	Cdr Volodymyr Khilkevych

Chair	Ms. Julie Dubeau
Secretary	Ms. Jana Vasilj-Begovic
Associate Secretary	Mr. Keith Wert
Associate Secretary	Ms. Peggy Garza

Monday, May 6, 2013

Item 1: Opening Remarks

- i. Introductions and recognition of the new heads of delegations and observers*
Chair called roll call, introduced herself and asked the delegates to introduce themselves.
- ii. Approval of final minutes from the Prague Conference*
Chair stated that the Minutes from Prague were approved by silent procedure on 30 July 12 and that the Minutes from these meetings would be available in a month's time. The same silent procedure would apply for their approval.
- iii. Approval of agenda*
Chair inquired if there were any proposals for changes or additions to the agenda, and as there were none, the agenda was approved.

Item 2: Information & Acknowledgements

- i. Extension of Canadian Secretariat to 2014*
Chair stated that an official communiqué had been sent a few weeks ago advising nations that Canada would be retaining BILC Chair until May 2014. She invited nations to indicate their interest in assuming the BILC Chair in 2014. The German delegate expressed his nation's interest, and stated that MoD approval would still be necessary. An official confirmation could take two-three months.
- ii. Addition of STANAG Testing Conference to EPRIME*
Chair announced that this conference has been added to EPRIME, NATO's database of events/courses available to PfP nations.
- iii. New seminar: Language Standards and Assessment Seminar (LSAS)*
Associate Secretary for Testing Programmes, Peggy Garza provided information on the new seminar stating it was intended for language teachers and programme managers as familiarization with the assessment of students IAW the STANAG 6001. The first serial will be delivered in July 2013, in Garmisch-Partenkirchen, Germany.
- iv. BILC Website.*
Chair explained that the Canadian Government, in its effort to restrict the use of Internet for Government sites, removed the BILC website from its server. To resolve the issue, a commercial domain was purchased for a three year term, and the BILC files are in the process of being uploaded. As soon as the website is operational, nations will be notified.
- i. STANAG for non-specialists-table.*
Chair stated that the one page document is intended as a quick reference tool for non-specialists who need some basic understanding of what the STANAG levels mean. Chair also added that the Table would be piloted during the LNA that is to be conducted at ACT before it is distributed among other NATO HR units.
- ii. BILC letter on equivalency tables*
Chair mentioned that some nations have been asked to recognize test results obtained on non-STANAG based tests and that they are aware that NATO IS has produced a table of

comparisons between various language scales. In addition, NATO IS has its own testing system and language scale. Some military members have questioned the practice of being tested by two different systems, and these concerns have reached the Secretariat. Last year, the former Chairman wrote to the IS expressing BILC's surprise that a NATO body was not using the NATO STANAG 6001, and the official reply from the IS indicated that this organization had no intention of changing its testing procedures. BILC Secretariat produced a letter stating its position on the issue and would like the nations to review it and forward their comments to the Secretariat. She also mentioned that there have been many efforts to draw equivalencies between scales and that there was another conference this year focusing on the same objective. The Spanish delegate emphasized that standards should be more rigorously applied in the military system than in the civilian one due to security and defence aspects.

iii. Partner funding

Chair announced that Partner funding issue had been resolved in time for this event; however it has been a recurring issue.

iv. Report from BILC WG on LA

Secretary reported that the Working Group completed its task and produced a Framework document providing a more comprehensive interpretation of level 4 descriptors and discussing testing implications. The document is intended primarily for test developers, but it may also serve as a tool during the LNAs. Chair adjourned meeting.

Tuesday, May 7, 2013

Item 3: Action Items from Last Conference

i. BILC Meeting with ACT

ii. English Language Strategic Training & Education Plan (STEP)

iii. LNA NATO HQ - SACT

Chair called meeting to order and introduced the first three items and stated they were interrelated. She mentioned that the EL STEP was introduced last year at the conference, and that the SC moved that the Secretariat continue exploring this plan with ACT, especially the English test that was a part of it. Chair mentioned that during the recent meetings she and the former BILC Chair had at ACT, one of the discussion points was to conduct an LNA at ACT. Another important discussion point was ACT's wish to have BILC assume the Department Head (DH) role, which would elevate BILC's responsibility. Chair asked Cdr. Khilkovych to provide more information on this topic. He explained that he realized that NATO training policies, that is, the EL STEP could not apply to language training as this training falls under the national responsibility scope. However, national input and advice on how to improve language training would be appreciated. He added that if BILC were to assume the DH role, it could help clarify language training opportunities and recommend which institutions should conduct this training. He recognized that LNA would be an important element in this process. The Spanish delegate stated that SLPs were not appropriately designated in the new force targets because the outdated STANAG 6001 had been used. The outcome of this has been an artificial inflation of SLPs. Level 4, in particular was not a realistic requirement. Spain agreed wholeheartedly with BILC's proposal on how to define target goals. The IMS delegate stated that the LNA analysis of CE posts proved there was a problem with SLP designations, and BILC should conduct the same analysis with PE posts. He also added

that the reason it is challenging to organize LNAs was that NATO entities have different and fragmented interests. Chair thanked the delegate for his input and emphasized that BILC has tried many times to set up LNAs within NATO HQs but without success. The delegate offered to help with this issue. Chair also emphasized that many nations have been applying STANAG 6001 Ed. 4 rigorously and that has resulted in fewer candidates attaining high proficiency scores, and that it was now NATO's turn to revisit position requirements and assign more objective SLPs. The IMS delegate added that the STANAG for Non-specialists document would be useful as simplified guidance for SLP designations.

Associate Secretary, Ms. Garza raised the question of military terminology courses and asked Cdr. Khilkovych for more information. He mentioned that there were several such courses listed in EPRIME and delivered in Hungary, Turkey and in Greece. He suggested BILC get involved with them and evaluate their quality. The German delegate stressed that BILC rested on voluntary national contributions and could not commit to the roles of either the Requirement Authority (RA) or that of the DH because of unknown implications, but he was in favour of pursuing the LNA. The Turkish delegate added that more centralization would mean less effectiveness. Chair summed up discussion by saying that status quo on that issue would remain. She added that BILC's DH role should only be discussed in terms of military terminology courses and adjourned the meeting.

Wednesday, May 8, 2013

i. Report from BILC WG-Military Terminology and Translation

Chair stated that meeting was in session. She provided background on the above working group (WG) and reported that phase one of the work, supplementing definitions in the ATP 3.2.1, Ed 0.9 was completed. The second phase of the work, supplementing definitions in the AVP-1 should be completed before the end of the year. The completed file was sent to the Canadian and UK terminology offices for definition review and validation; however, neither office could complete the task as they were too backlogged, but more importantly because they had no authority to validate or override NSA terminology. The Canadian office suggested that the WG seek clarification from NSA directly. The document can still be used for internal purposes as a reference tool. The Austrian delegate and WG leader stated that he would ask the US and British Attachés in Austria for support.

ii. Report from BILC WG – Terms of Reference (ToR).

Chair introduced the topic and the German delegate explained that his WG had compiled all available documents, separated them into two parts, one part that is stable and the other that needs annual updating, such as adding new seminars etc. The document contains few changes and one of them is that the Steering Committee would no longer have to decide whether to accept observers every year. Another change is the introduction of virtual Steering Committee meetings and voting via e-mails, if required. The WG also proposed that 2/3 majority be considered sufficient to uphold votes on decisions. The delegate suggested that the document his WG produced be attached to the minutes for feedback. Chair stated that until the document has been reviewed there cannot be any major comments except for the virtual voting process, as she believes that only those present in the meetings should have the right to vote, especially in light of the fact that certain nations have not attended BILC for years and that certain PoCs are only mailboxes and that they also frequently change. The Dutch delegate pointed out that in

virtual settings there were no heads of delegations. Chair stated that the proposal to have a journal has been eliminated.

iii. Russia / BILC collaboration

Chair provided background for this collaboration explaining that BILC had been approached by ACT two years ago to start a collaborative relationship on language training issues with Russia under the auspices of NATO/Russia Council. To date, there have been two visits to the Linguistic Centre of the Military University in Moscow. Secretary added that the next visit consisting of discussions on how to implement STANAG 6001 to training and testing would take place in June. The Bulgarian delegate added that her country would also be receiving a Russian delegation in September with the objective of showing them the Bulgarian language training system. Chair adjourned meeting.

Thursday May 9, 2013

Item 4: New Business

Chair announced that the meeting was in session and began discussion recapitulating pending issues and recommendations.

- i. Extension of Canadian Secretariat until May 2014:** Chair stated that Germany has been the only nation expressing interest in taking over this duty; however, a period of one month would be given to allow all nations to conduct international consultations on their eventual interest in assuming the BILC chair. The Secretariat will subsequently establish a course of action on how to proceed in case several nations advise the Secretariat of their interest in accepting the mandate.
- ii. BILC WG on Military Translation and Terminology:** Chair reiterated the Austrian delegate's intent to find a body that would evaluate his WG's work and to seek assistance from the US and UK military attachés in Austria.
- iii. LNA of NATO positions:** over the next couple of months, the Secretariat will continue to engage ACT and IMS on finding ways to set up an LNA process.
- iv. BILC WG on ToR:** the ToR document will be attached to the Minutes for comments via NATO silent procedure. The comments are to be forwarded to the Secretariat by July 29, 2013.
- v. BILC Letter on equivalency tables:** Chair asked delegates to submit their comments on the letter by June 15. The letter will be attached to the Minutes along with the STANAG for Non-specialists document that also needs to be commented on by the same deadline. Corrections will be made to the latter document. The Secretariat will also be collaborating with IMS on this document to see if guidelines should accompany it.

SG recommendations:

- i. SG1- What is NATOSpeak** recommended that BILC continue to collaborate with ACT in order to explore its involvement with new terminology courses. The Secretariat will keep member nations informed of new developments on this topic.
- ii. SG2- Cross-Cultural Communication** provided concrete pointers as to how cultural awareness training is to be integrated into language training placing emphasis on the required teacher training. The SG leaders will produce a paper outlining recommendations for cultural awareness training. This document will be posted as a reference tool on the BILC website.

- iii. *SG3- On-line Language Maintenance* produced a table of useful on-line training resources that will be uploaded on the BILC website. The Slovenian delegate accepted to maintain this list. A recommendation was put forward to compile, at the next conference a similar list of online military resources linked to testing and training.
- iv. *SG4-STANAG across FLs* recommended that a paper be produced elaborating on how STANAG 6001 can be applied to languages other than English. Once completed, the paper will be posted on the BILC website.
- v. *SG5-Q on Deployment LL* recommended that the questionnaire they developed be piloted in nations and feedback be sent to the SG leader, Christopher Huellen. The recommendation was to revisit the topic at the next conference and evaluate how the questionnaire was applied and what kind of information was captured.

Item 5: Future

Chair stated that Belgium would host the 2014 conference, and that Poland would host the 2015 seminar instead of the conference due to significant changes in its armed forces. Chair asked delegates to express interest in hosting the 2015 BILC conference. The Slovakian delegate expressed interest, but did not want this to be recorded at this time. Chair stated that the Secretariat had a checklist outlining all considerations linked to conference hosting and would distribute it separately as a reference tool for nations considering hosting one of the two events.

Conferences	Seminars
2014 conference: Belgium - Confirmed	2013 seminar: 13-18 October, Stockholm, Sweden: Confirmed
2015 conference: TBC	2014 seminar: Germany 12-17 October, Ellwangen: Confirmed
2016 conference: Latvia : TBC	2015 seminar: Poland : TBC 2016 seminar: Finland : TBC

Item 6: Acknowledgments

Before adjourning the meeting, Chair thanked the SC for the productive meetings and mentioned that two members of BILC, BG Horst Walther and Col. Ladislav Chaloupsky were retiring, and she acknowledged their invaluable contributions to the community.

FOR THE CHAIR

Respectfully,

Jana Vasilj-Begovic
BILC Secretary