



BRUGES, BELGIUM
Minutes of the Steering Committee
5 – 9 May 2014

Voting Members in Attendance

Belgium	Mr. Jean Paul van den Heede
Bulgaria	Mr. Trayko Stoykov
Czech Republic	Dr. Zdenek Soltys
Denmark	Mr. Claus Mathiesen
Estonia	Ms. Triinu Soomere
France	Maj. Christophe Trigodet
Germany	Ms. Gesche Susanna Sutter
Hungary	Dr. Gabriella Kiss
Italy	LTC Vanni Fontani
Latvia	Ms. Inese Kaive
Lithuania	Ms. Ausra Narbutiene
Netherlands	Mr. Gerard Seinhorst
Norway	Ms. Birgitte Grande
Poland	Maj. Dairusz Ćwierzona
Portugal	Lt (N) Estela Magalhaes Parreira
Slovakia	Maj. Stefan Blahusiak
Slovenia	Ms. Dubravka Zupanec
Spain	Capt (N) Carlos C. Scharfhausen
Turkey	Maj. Hakan Odabasi
United Kingdom	Mr. Jeremy Nowers
USA	Mr. Keith Wert and Ms. Faith Cartwright

Non-Voting Members in Attendance

Armenia	Mr. Haratyan Amirkhanyan
Austria	Col. Josef Ernst
Bosnia and Herzegovina	Maj. Dražen Malešević
Jordan	BGen. Adnan Dawaghrer
Sweden	Ms. Mariamma Thomas
NATO HQ (IMS)	Mr. Philip Turner
NATO SHAPE	Mr. Mike Adubato
NATO HQ SACT	Capt (N) Volodymyr Khilkevych

BILC SECRETARIAT

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

Monday, 5 May 2014

Item 1: Opening Remarks

- i. Introductions and Recognition of the New Heads of Delegations and Observers*
Chair welcomed the delegates, introduced herself and the Secretary and asked the delegates to introduce themselves.
- ii. Approval of Final Minutes from the Tbilisi Conference*
Chair stated that the Minutes from Tbilisi were approved by silent procedure on 20 August 2013 and were therefore considered adopted.
- 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. Request to Nations to Accept Secretariat in May 2014*
Chair stated that the Canadian Secretariat mandate was planned to end in May 2015; however, the Canadian authorities decided to end the mandate as of May 2014. At the last BILC Conference (Tbilisi, Georgia), Germany expressed interest in taking over the Secretariat; however, it had to withdraw the offer due to personnel changes. An official communication was sent out by the Chair requesting that nations interested in taking over the Secretariat express their interest NLT 30 January 2014. Several nations wrote to state the reasons why they could not accept this function, and the USA was the only nation offering to take over the Secretariat.
- ii. Proposed New Secretariat-Vote*
Chair asked if any nation objected to this nomination. As there were no objections, the Chair put a motion to accept the USA offer, and the vote was unanimous with the exception of Hungary's abstention from voting. Chair congratulated the new Secretariat, composed of the new Chair, Mr. Keith Wert and the Secretary, Ms. Peggy Garza.

Item 3: Action Items from Last Conference

- i. BILC Letter on Equivalency Table/IS website*
Chair provided background on the IS chart of equivalencies between STANAG 6001 and other testing frameworks, such as TOEIC, the result of which have been unrealistically high STANAG scores. Several nations had raised their concern with the Secretariat over the problems arising when military members tested by IS requested that their test scores on the IS scale be automatically converted to STANAG scores. In the fall of 2013, the Secretariat met with the IS at the NATO HQ in Brussels, explained the issue and requested that STANAG 6001 be removed from the chart. The IS complied.

ii. STANAG for Non-Specialists

Chair informed the participants that this document was in its final draft version; however, a page providing guidance on how it is to be used still needs to be produced. The Spanish and the Lithuanian delegates stated that the draft document was very useful. Chair added that the document would be first piloted within an LNA framework before it gets widely distributed. In that context, Chair expressed her gratitude to Mr. Phil Turner from IMS for organizing a meeting between her and the manpower stakeholders last September at NATO HQ during which the possibility of conducting a review of job descriptions was discussed in order to ensure that SLPs were not assigned arbitrarily. This endeavour is also linked to the recently published SACEUR's Annual Guidance on NATO Education, Training, Exercise and Evaluation (SAGE 2014), document, in which English language shortfalls have been identified, as well as the need for their mitigation. A part of the mitigation process would be to conduct LNAs. Chair affirmed that she would continue to organize an LNA within NATO HQs.

iii. Update on L4 Working Group (WG) - Chapter in book

The Secretary informed the SC that a WG that was formed at the 2010 BILC conference with the goal of researching level 4 proficiency developed a conceptual framework of this proficiency level. The paper the WG produced is available on the BILC website. Based on that document, the WG wrote an article that will be published in 2014 as chapter 10 of the book, "Language in uniform: language analysis and training for defence and policing purposes", by Cambridge Scholars. The Secretary took the opportunity to thank the WG members from Bulgaria, Denmark, Germany, Netherlands, Sweden, USA and SHAPE for their contributions.

Tuesday, 6 May 2014

iv. BILC-Russia Collaboration Update

Chair informed the SC members that the collaboration with Russia has been suspended due to the current political situation. She added that in June 2013, BILC delivered a STANAG 6001 training workshop in Moscow; however, the other planned activities have been put on hold.

v. Military Terminology and Translation Update

Col Josef Ernst from Austria informed the SC of the status of the WG he has led. He explained that the goal of this WG was to produce a document containing aligned definitions of military terms that teachers and translators could use as a tool in their work. The document contains 800 terms that need to be proofread before the document can be distributed and posted on the BILC website. Chair mentioned that the Secretariat's efforts to find a terminology office to validate the terms were unsuccessful; however, she felt confident that the document would still be a very useful tool within the BILC community. Col Ernst added that the list the WG compiled would be reviewed by two BILC members.

vi. Language Needs Analysis - Intro SAGE

Chair reiterated that the LNA would be further pursued with HQ SACT in conjunction with the SAGE document, which has a multiple year cycle. Chair adjourned the meeting.

Wednesday, May 7 2014

vii. BILC ToR-Follow up

The delegate from the Netherlands informed the SC that a WG had been formed to review and update the Terms of Reference (ToR) following the repositioning of BILC within the NATO structure. The new ToR reflects the fact that BILC moved from a tactical to a more strategic level reporting to Joint Force Trainer (JFT). This required that the ToR be updated in order to align it with the Memorandum of Cooperation (MOC). The delegate highlighted some of the points in the updated document, such as the independent nature of BILC, the percentage constituting the majority of votes (67%); elaboration of an annual work plan etc. The Spanish delegate congratulated the WG on the excellent work and suggested that some changes be made to the document, for example that the acronym SME be expanded, that the word testing be added to training as testing is closely linked to interoperability, and that the order of BILC activities in support of interoperability be modified to reflect the order of importance. After discussions, agreement on the changes was reached and the changes were entered. The Secretary stated that a new copy would be available on the same day so that voting could take place the following day.

viii. Study Group (SG) – Follow up

Chair explained that the SC recommendations on the SG products have not been followed systematically resulting in the products not being delivered in some cases. For that reason, Chair wanted to open discussion on whether the SC should preserve the same format of accepting SG recommendations or should they be submitted to the Secretariat for acceptance through silent procedure. The UK delegate expressed an opinion that because there was no follow up, there was also no point in SC coming back to discuss recommendations, and that he would suggest that the SC revert to the old procedures and form WGs that would formalize the products. The Associate Secretary for Language Testing Programs said she still believed it was useful for the SC to hear the recommendations and recognize that projects can continue. The Spanish delegate agreed with this position. The SC members agreed that the new format would be not to vote on recommendations unless WGs are formed to deliver the product in question. The agenda and the schedule of SC meetings would remain the same. All members were in favour of this approach.

Item 4: New Business

i. NATO STANAG 6001 Ed 5 + Task Authorization

Chair explained that STANAG 6001 would be issued as edition 5; however the content would remain unchanged. The formatting of this document is still underway.

ii. Inclusion of non-NATO Affiliated Nations

Chair stated that Canada had many bi-lateral agreements with Latin American countries that have not been identified as NATO partners. One of them is Mexico, which the Canadian Defence Academy, including the BILC Chair and Secretary visited in March of this year in order to establish collaboration. During the meetings at the Mexican School of Languages, the Mexican representatives expressed an interest in using the STANAG 6001 and attending BILC. Chair made inquiries with the IS and the response was that there were no prohibitions; therefore, an official approval from the NAC was not required, especially in light of the fact that BILC is an independent body and may invite guests upon approval of the SC. Chair inquired whether any nation would object to Mexico's attendance of BILC as a guest. No one expressed any objections. The Spanish delegate stated that Mexico and other nations took part in UN operations and that it would be helpful to have a common standard for interoperability reasons. The German delegate stated that Germany also had many bi-lateral agreements and asked where BILC would draw the line as to how many delegates it could accept. The Associate Secretary for Language Training Assessments said that the hosts' ability to provide venues was limited; therefore some structure ought to be in place in order to limit attendance in order not to overburden hosts' capacity. After further discussion, it was decided that guest nations would be invited by the BILC Secretariat and their attendance would be accepted contingent on the host nation capacity. The Spanish delegate stated that Spain would welcome Mexico as a guest at the 2015 BILC Conference. Chair adjourned the meeting.

Thursday, 8 May 2014

i. ToR- Amended Version- Vote

Chair recapitulated the modifications made in the ToR and asked if there were more comments. Since there were no additional comments, Chair put the document to vote and it was accepted by all nations except Hungary, which abstained from voting.

ii. Report from Study Groups/Workshop

Chair summarized the conclusions reached by the SG and Workshop participants and thanked everyone for their excellent work. There were no recommendations that required approval. The SG/Workshop discussions are captured on the slides that would be placed under a separate heading on the BILC website in order to enable easier access to them.

iii. Review of Action Items

No action items arose from these proceedings.

Item 5: Future Events

Chair stated that Poland had to withdraw from hosting the 2015 seminar. The Secretariat approached Finland to inquire if this nation could move up its hosting of the fall seminar from 2016 to 2015. The Finnish delegate said she would confirm with her authorities and inform the new Secretariat within a month. Chair asked other nations to inquire with their authorities if they would be able to host the 2016 seminar in case Finland is unable to do so. The 2016 Conference in Latvia was confirmed and the Lithuanian delegate stated that her nation offered to host the 2015 STANAG Testing Workshop adding that she would verify this with her authorities.

Conferences	Seminars
2015 Conference: Madrid, Spain - Confirmed	2014 Seminar: 12-17 October, Ellwangen, Germany - Confirmed
2016 Conference: Latvia - Confirmed	2015 seminar: Finland to confirm
2017 Conference: Austria, Norway and Portugal expressed interest to host: TBC	2016 seminar: Finland to confirm TBC

Item 6: Acknowledgments

Before adjourning the meeting, Chair thanked the SC for the productive meetings and thanked the Secretary for her support during the Canadian mandate. On behalf of the SC members, the Latvian delegate expressed deep gratitude for all the contributions the Canadian Secretariat had made to the BILC community.

FOR THE CHAIR

Respectfully,

Jana Vasilj-Begovic
Former BILC Secretary