

**BUREAU FOR INTERNATIONAL LANGUAGE COORDINATION
BUREAU DE COORDINATION LINGUISTIQUE INTERNATIONALE**

X

**MINUTES OF THE STEERING COMMITTEE MEETINGS
Vienna, Austria
15-18 May 2017**

NATO COUNTRIES

ATTENDANCE

Albania	<i>Absent</i>
Belgium	Sr. Capt. K. Heylen
Bulgaria	Ms. T. Ivanova
Canada	Ms. J. Dubeau
Croatia	Ms. I. Prpic-Djuric
Czech Republic	Dr. J. Picka
Denmark	Dr. A. Juhl Kristensen
Estonia	Ms. M. Boltovsky
France	Capt. C. Carreras
Germany	Ms. G. Sutter
Greece	<i>Absent</i>
Hungary	Col. Z. Mikusi
Iceland	<i>Absent</i>
Italy	Col. S. Gensini
Latvia	Ms. G. Lauda-Treide
Lithuania	Ms. I. Katauskiene
Luxembourg	<i>Absent</i>
Netherlands	Dr. G. Seinhorst
Norway	Ms. B. Grande
Poland	LTC. D. Ćwierzona
Portugal	LTCMDR M. Gabriel Conceicao
Romania	<i>Absent</i>
Slovakia	Lt. Col. S. Blahusiak
Slovenia	Ms. B. Petek
Spain	Capt (N). C. Scharfhausen
Turkey	<i>Absent</i>
United Kingdom	Col. C. Mullen
United States	Lt. Col. K. Logeman

PARTNERS/OBSERVERS IN ATTENDANCE

Australia	Cdr. D. Goble
Austria	Col. T. Fronck
BIH	Capt. J. Ljubanic
Finland	Ms. B. Fortelius-Tuomi
the former Yugoslav Republic of Macedonia ¹	Ms. S. Stojanovska

¹ Turkey recognizes the Republic of Macedonia with its constitutional name.



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Georgia
Ireland
Mongolia
Serbia
Sweden
Ukraine

Capt. (Res). Nato Jiadze
Capt. D. Roache
Ms. D. Oyuntsetseg
Lt. Col..Z. Milenkovic
Ms. M. Martin
Col. M. Hrebeniuk

NATO BODIES:

NATO HQ (IMS)
SHAPE
NATO SACT

Mr. Philip Turner
Mr. M. Adubato
Col. V. Churkin

BILC SECRETARIAT

Chair
Acting Chair
Secretary

Absent
Col. P. Petkov
Ms. E. Nesheva

Associate Secretary
Associate Secretary
Associate Secretary
Associate Secretary

Ms. P. Garza
Mr. K. Wert
Ms. J. Dubeau
Ms. J. Vasilj-Begovic



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Monday, May 15, 2017

Item 1: Opening Remarks

i. Introductions and recognition of the new heads of delegations and observers

Acting Chair addressed the Steering Committee members and welcomed them on behalf of the absent Chair. He asked them to introduce themselves.

ii. Approval of agenda

Acting Chair called for approval of the agenda asking if there were any objections or proposed additions. The agenda was unanimously approved.

Item 2: Information & Acknowledgements

i. Report by BILC Secretariat on attendance at NATO meetings (SGNTG and TSC)

Acting Chair informed the delegates that Chair had attended the NTG meeting in 2016. He mentioned the subjects raised by ACT regarding the integration of language and military training, as well as the portability of STANAG certificates into the civilian contexts/professions. He stated that these topics would be addressed later. With regard to the language integration topic, the input provided by Sweden was very valuable, and this report was sent to JFT.

The NATO Training Synchronization Conference was held in Sofia, Bulgaria and four members of the BILC Secretariat took part in it.

Acting Chair added that in June of this year, the NTG meeting would be held in Budapest, Hungary.

ii. Report by BILC Secretariat on the BILC visits in the period May 2016 – May 2017:

- Azerbaijan, May, October, 2016
- Mongolia, May 2016
- Georgia, October 2016
- Ukraine, November 2016
- Tunisia, March 2017

Secretary mentioned BILC's visits to the above nations, and said that she would provide more details on these events during her plenary updates.



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iii. BILC POC list.

Secretary continued by stating how challenging it was last year to compile the lists of the national POCs and the testing centers. She said that she would pass around the compiled lists for verification of information accuracy. Acting Chair added that these lists would not be published on the BILC website in order to prevent commercial organizations from contacting the POCs.

Item 3: Action Items from Last Conference

i. Report by BILC Secretariat on the final LNA report

Ms. Dubeau, an Associate Secretary from Canada explained the background of the Language Needs Analysis (LNA) conducted at the Allied Transformation Command (ACT) in 2015. The main goal of the study was to ascertain whether the Standardized Language Profiles (SLPs) were set accurately. She reminded the delegates of the initial LNA of Critical Establishment (CE) posts that was performed in 2009, and referred them to her presentation delivered at the BILC Conference in Madrid in 2015. She explained that the study conducted at ACT was comprised of an analysis of the job descriptions and work samples of the study participants, interviews with the incumbents of the analyzed posts and their supervisors, as well as the administration of the BAT to a number of study participants. She added that all delegates would get the final report as part of the conference proceedings, but the report itself would not be published on the BILC website. She also mentioned that the original goal had been to conduct the same study across the three NATO HQs and to report findings without identifying the HQ; however, NATO International Military Staff (IMS) felt no such study was necessary as the number of posts requiring Level-4 SLP across the skills was significantly reduced. Because of logistical constraints and belief that the ACT findings could be extrapolated and applied to the Supreme Headquarters Allied Partners Europe (SHAPE), a study at this HQ was also abandoned. The Associate Secretary expressed her gratitude to JFT and Capt. (N) V. Khilkevych, the POC at ACT at the time of the study, for their assistance. She added that more details on the LNA would be given as part of the BILC plenary updates.

ii. BILC WG on portability of STANAG 6001 SLP to other scales

- a. Report by BILC Secretariat on the Bled meeting of the WG
- b. New documents on the BILC site coined by the group
- c. BAT test

Acting Chair asked K. Wert, an Associate BILC Secretary to report on the STANAG 6001 certificate portability issue. The Associate Secretary stated that the issue of



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equating STANAG 6001 to other scales kept reemerging even though there was no clear or perfect solution to it. A sub-working group has been tackling this topic, and a recommendation should be forthcoming.

The Spanish delegate stated he was looking forward to such recommendation as more and more military are transitioning into civilian life and private enterprises in which STANAG 6001 certificates have little meaning.

On the topic of the BAT, the Associate Secretary stated it was an excellent idea to have nations calibrate their national test scores against those attained on the BAT. Partner Language Training Center Europe (PLTCE) would be funding this project. Twenty nations had expressed interest, and each would be allotted 10 BATs. One condition was that the results be released to the BILC Secretariat.

The Associate Secretary also briefly discussed other points from the WG meeting in Bled, such as the longevity of STANAG certificates, essential information that should be shown on the certificates, as well as the issue of whether nations should accept STANAG certificates produced by commercial enterprises and universities. More details would be provided during the plenary presentation.

Acting Chair adjourned the meeting after proposing it resume on Wednesday, May 17.

Wednesday, May 17, 2017

iii. Report by BILC Secretariat on L4 WG work and the reading test finalization and validation.

Ms. J. Vasilj-Begovic, the other Associate Secretary from Canada informed the Committee on the background of the work accomplished on level-4 proficiency, the products the WG developed, and the reading test that was piloted at NATO HQ-IMS and SHAPE, and that was currently undergoing validation. She stated that a familiarization workshop on testing level-4 reading skill would be offered in Garmisch-Partenkirchen later this year, and participants would only be responsible for transportation costs. The participants would receive the test and would be able to use it for official purposes under controlled conditions.

iv. Report by BILC Secretariat on IRT Workshop at PLTCE

The Associate Secretary Ms Garza informed the Committee on the Item Response Theory (IRT) workshop taking place in June in Garmisch-Partenkirchen. She highlighted the value of using this statistical analysis method especially for computer-delivered tests.

v. Report by BILC Secretariat on Seminar “Applied Consecutive Interpretation Techniques for English Teachers” at PLTCE



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The Associate Secretary Mr. Wert informed the delegates of the effort to offer a course on consecutive interpretation skills in order to meet a long-standing demand of teachers, who are often asked to assume the role of interpreters without having had any kind of relevant training. The course will be trialed in August this year.

Item 4: New Business

i. Secretary introduced the topic mentioning that DEEP funded many BILC visits to requesting nations, and because of this close and productive cooperation, DEEP representatives, as well as those representing NATO language schools (PTEC) should be invited to BILC events. She proposed voting, and Acting Chair called for a vote. The proposal was unanimously accepted.

ii. Consider updating the tri-service language list files on the BILC web side.

Currently in tri-section list:

- Czech - English - French
- Finnish - English - French
- German - English - French
- Greek - English - French
- Latvian - English - French
- Spanish - English – French

Ms. Dubeau informed the delegates of having received an inquiry regarding the tri-service glossary lists and, in particular, if such a list would be available in Portuguese. Portugal volunteered to produce that document.

Ms. Dubeau added that many more languages could be added as these lists were consulted by many people.

iii. Approval of recommendations of Study Groups

Acting Chair announced that no recommendations needed approval.

Ms. Garza mentioned that many nations engaged in regional bi-lateral or multi-lateral cooperative projects. Examples of successful cooperation could be found in the Balkans, Baltic and Scandinavian countries. BILC wants to encourage such efforts and would suggest that findings and outcomes of these types of cooperation be publicized on the BILC website. The best way to do it would be to contact Acting Chair or the Secretary, who would devote a sub-page to this type of information. Several delegates mentioned the types of collaborative arrangements they enjoyed, such as piloting items, offering assistance with the OPI administration, organizing seminars, conducting tester norming sessions, collaborating on security-related glossary platforms, etc. They all agreed that such work should be publicized.



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Item 5: Request to nations to take the presidency of the BILC Secretariat after May 2019.

Acting Chair announced that next year silence procedure would take place in order to elect a nation that would assume the duties of the BILC Secretariat as of May 2019. To date, only one nation expressed interest. If more nations come forward, one will be selected by following a process. At the 2018 May conference, proposals will be discussed.

Item 6: Future Events

Acting Chair went over the list of future events and hosts. The Portuguese delegate confirmed the hosting of the 2018 BILC Conference. The US delegate mentioned that the 2019 Conference might take place in a location different from Monterey, and options with locations and costs would be provided to the Secretary in order for her to canvass nations for preferred option.

Acting Chair asked if there were any nations interested in hosting the 2020 Conference, and the Norwegian delegate stated she had approvals from her authorities to confirm Norway would host the event.

Conferences

- 2018 conference: Portugal- confirmed
- 2019 conference: *USA, location TBC*
- 2020 conference: *Norway*

Seminars

- 2017 seminar: Georgia confirmed
- 2018 seminar: Croatia confirmed
- 2019 seminar:
- 2020 seminar:

The Georgian delegate confirmed the 2017 Professional Seminar hosting and the Croatian delegate confirmed the hosting of the same event in 2018. The Danish delegate made a tentative offer to host the 2019 BILC Seminar. There was an offer from Norway to host the Conference in 2020.

Workshops

- 2017 Workshop: the former Yugoslav Republic of Macedonia ²
- 2018 Workshop: *Slovenia*

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Acting Chair mentioned that the STANAG 6001 workshop would be held in Skopje and asked if there were volunteers for the 2018 event. Slovenia tentatively offered to host.

Item 6: Acknowledgments

Acting Chair thanked all delegates for their contributions and the Secretaries for their work. He thanked the host nation for the extraordinary hospitality and impeccable organization of the event, and closed the meeting.

Prepared by J. Vasilj-Begovic, Associate BILC Secretary, Canada, May 2017
Reviewed by, J. Dubeau, Associate BILC Secretary, Canada, May 2017