



MEETING of the EXECUTIVE COMMITTEE (EC) 2014, September 22, Paris time 13h00 – 15h00

– Via GoToMeeting –

MINUTES

Topic		SubjectBackground	Who	Dead-line
Attendance		Present: Henry Liu, Reiner Heard, Sabine Colombe, Jeannette Ørstedt, Reina de Bettenburg, Silvana Marchetti Apologies: Terence Oliver Observers: Maria Mousafiri, Kevin Quirk, Eva Malkki, Alison Rodriguez, Alan Melby, Sandra Bertolini, Kevin Quirk, Robert Ensor		
1.	Approval of agenda	Approved		
2.	Approval of last meeting minutes	Nothing to approve as there was no EC meeting in Berlin; all previous minutes have been approved. Future EC minutes are to be sent to the EC ideally within 36 hours, but definitely in 48 hours, for approval. Reason: the minutes are the basis of the action items and should be approved urgently after the meeting. Jeannette will send her notes to Sabine who writes the minutes and sends them to the EC		
3.	Matters arising from the Congress and Council minutes			
3.1	Congress	The bylaws and rules of procedure have been updated accordingly to in accordance with the Statutory Congress decisions and sent to Sabine for final verification. The French version needs to be checked for language tidiness. Then both documents are to be published in standard form on the website.	Sabine	Oct 6th
		- Update of the Council member list and member pages on the website: Actioned recently by Eva Malkki, Alan Melby and Sabine Colombe. - Publishing Publication on the website of the Congress resolution for the protection of translators in conflict zones. To be actioned shortly The next message to the members will include a list of the new Council with a group photo, a list of the honorary advisors as well as the FIT Flash and the Congress resolution to protect conflict zone translators. Trademark FIT logo: JOE to locate the contract for the Trademark monitoring.	Eva and Alan Jeannette Jeannette	September September

3.2	Issues of the Council meeting of August 1st	<p>E-group for all FIT member associations: Council members, committee chairs, task forces and regional centres are to be included.</p> <p>Jeannette is in contact with Marion: The Guidelines are have been drafted and will be sent to the Council this week</p> <p>Eva volunteers to be owner of the e-group. She and JOE to split the task of moderating the group discussions and updating of addresses. The group will run for 12 months and will then be re-evaluated.</p>	Jeannette Eva	Sept 28
3.3		<p>Crowdsourcing paper of Henry (http://www.fit-ift.org/wp-content/uploads/2014/07/Crowdsourcing2.doc). The Council decided on the August 1st to finalise and to distribute the paper.</p> <p>EC decides that the paper will be sent to the council Council for comments and then published. Following steps:</p> <ol style="list-style-type: none"> 1. Document to be tidied up (HL to provide sources and references) and then sent out to Council with a deadline for comments within two weeks. This version to be translated. 2. Document then to be sent out to members in a consultative process taking into account critical remarks. Deadline for sending in comments is two months from the date of dispatch. 3. Final dissemination then after three months. <p>Intelligence Research Unit</p> <p>Following a request of the Statutory Congress 2011, FIT is to take an active role to state the point of view of the translators in position papers; the Crowdsourcing paper is only one issue. To draft, research, edit and disseminate this type of documents to key stakeholders, FIT needs a dedicated structure. This will be the role of the new "intelligence research unit"; chaired by Reiner Heard. Appointed members are Alan Melby and Reina de Bettendorf. They are entitled to consult experts on relevant issues (i.a. MT, post-editing, transcreation etc.).</p> <p>Reiner will give a name to this unit.</p> <p>The unit will work in co-operation with the editor group for Translatio and the website.</p> <p>The creation of a Communications Committee including both has been was discussed.</p>	Henry Jeannette Reiner	
		<p>Secretariat restructuring: JOE was asked to prepare a proposal in detail after the Congress including a proper job description and technology needed for more efficient administration. There is a job description in the contract. What needs to be changed?</p> <p>Jeannette will study this. FIT documents should be made available to the Council. She asked the EC for a longer deadline till November (6 weeks) because her upcoming priority is on ITD and the pPoster competition.</p>	Jeannette	Novem ber 3rd
		<p>International Translation Day:</p> <p>ITD 2014: Henry will send a "Letter from the President" to member associations</p> <p>ITD 2015: "The changing face of translation, interpreting and technology". Draft received from Marion, Henry will send it to the Council next Friday.</p> <p>Sabine proposes to enhance the effect and visibility of the ITD -poster competition by distributing it in print to associations and key stakeholders as well as for more ITD publicity: There is an offer of € 835-€ for printing and sending 200 pPosters (100 to Europe and 100 worldwide). Reina will take into</p>	Henry Reina	End of Sept Friday Sept 26

		<p>account the amount in the FIT budget 2015.</p> <p>Alan has a contact in Taus and can find out if it is possible to have a dedicated trtranslation logo for Google on ITD.</p> <p>Objection of one Council member regarding Google Translation practices.</p> <p>Decision: Alan is authoriseded to investigate the feasibility and the implications of such a Google logo.</p>	Alan	
Issues of the Council meeting of August 4th		<p>Update of the Induction Manual and electronic version.</p> <p>Jeannette will do thisit with Alan, Eva and Jeannette. Most of the documents are already in the Council space onof the website. A new short manual with links to them is sufficient. Sabine to finalizes-finalise the update of the bylaws & RoP by Oct 6th</p> <p>It will not be translated into French as the Council decided on-at the meeting of on August 1st to use only English for all internal communication. Most documents already have a French version.</p>	Jeannette, Eva, Alan	
		<p>Council e-group handover: Jeannette reports on the problems and issues relating to the prolonged handover from Marion to Jeannette, which has not been completed yet.</p> <p>Jeannette will meet"have a virtual meeting with Marion on-next Tuesday next week onand discuss how to proceed</p>	Jeannette	Sept 30th
		<p>Next EC -meeting:</p> <p>No physical EC meeting in 2014 necessary.</p> <p>FIT should focus on areas where the EC/C has not been in the last mandates.</p> <p>Preferably to co-ordinateThe EC and Council meetings should preferably be co-ordinated in 2015.</p> <p>Invitations have been received from CIUTI (January, but HL cannot be there), Azerbaijan (March 2015), and the upcoming Legal Ccommittee forum in Peru for FIT EC or Council.</p> <p>Other options:</p> <ul style="list-style-type: none"> • next UNESCO conference in November 2015- • Malaysia, but it is not a member, not even Observer-an observer as of end of this year • Xian 2016 Asian Translators' Forum- <p>HL will set-outdraw up a list of options and encourages wider discussion.</p>		
		<p>Archives for important documents consultable-forthat can be consulted by Council members: On the website, in the Council member space, are currently most of the working documents and minutes of the recent Council meetings and the Congress. Sabine proposes to use this space and to develop a scheme to add important documents, such as-as, for example, the introduction-Induction Manual, internal procedures (financial rules, guidelines for website...) and contracts with external providers-parties (Jeannette, Bookkeeper, Auditor, Babel, pPartnership agreements...). All these documents are very important for the Council for reference and to take decisionsdecision-making.</p> <p>AOB: Legal advice: In the discussion about contracts, Sabine presented a French association (www.benevolat.org) offering support in legal advice-matters and insurances, including Board members' liability insurance for French associations. The annual fee is very small. She will make a report and submit the decision to the Council via the e-group.</p> <p>▲</p>	<p>▲ Eva, Alan</p> <p>Sabine</p>	End Sept

		Tasks for Council members: Henry has nearly finished his one-to-one talks with all Council members. He will finalise the list of tasks <u>and</u> portfolios and send it to the Council.		
4.	XXth FIT World Congress 2014	Any positive or negative observations to report? This to take note <u>These are to be noted</u> for the next Congress. An evaluation has been sent out by BDÜ, but it addresses to individuals, not to <u>and not</u> FIT. Henry will write a letter to BDÜ to thank and congratulate it for the successful Congress with <u>a</u> copy to the Council. No financial results available yet. In progress.	Henry	
5.	Statutory Congress 2014	Any positive or negative observations to report? This to take note <u>These are to be noted</u> for the next Congress. Jeannette has five or six questions about this and will send the questions to the Council. Then <u>she will</u> set up a surveymonkey and send it out to the delegates in <u>at</u> the Statutory Congress	Jeannette	Oct 6th
6.	Meeting plan for EC and Council	For the moment, maintain the regular EC meetings and have Council discussions and business as far as possible via the Council e-group. From now on, Sabine will draft <u>the</u> agenda for the next Council meeting in cooperation with Jeannette and <u>amend-within</u> include additional items not dealt with via the e-group.	Sabine, Jeannette	Continuously
7.	Financial matters	Reina gave a short report and will send the financial statements (books of account) by mid-October. The treasury currently prepares financial statements on a monthly basis. It will revert to a quarterly presentation beginning next year.	Reina	Mid October
8.	Projects	Getting it Right (Updates): A FIT contact person <u>is</u> to work with Chris Durban. Sandra will consider the position.		
9.	FIT Publications	HL circulated amongst EC a strategic plan in relation to FIT publications. EC is to make comments by COB September 29. HL is to incorporate those comments and circulate the revised plan to Council for consideration. <u>Translatio</u> : HL reports that there has been preliminary discussion with ITI Bulletin chief editor, Rachel Malcolm, to be chief editor of Translatio too. She is not a volunteer. Additional information on her remuneration is needed and will be presented for consideration. <u>Babel</u> : René has agreed to become the honorary editor with Frans as the editor in chief. This <u>is</u> with immediate effect.	All	Next Monday (Sept 29)
	AOB: points after sending out the agenda			