

French Translation Project Group
Report of Paris meeting – November 28th, 2019, 9:30 – 16:00

Document history

Version	Date	Author	Actions
V1	28/11/2019	FM	Draft report
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Links:

1. TermSpace environment: <https://testing.termspace.com/> (currently tuned for testing)
2. Slack collaborative environment : <https://snomedintl.slack.com> (stream [snomed-en-francais](#))

1 Participants

Nom/Name	Organisation	Courrier électronique / email	Country	Presence
Ingrid Mertens	Santé Publique	ingrid.mertens@gezondheid.belgie.be	NRC Belgium	copy
Claire Beguin	UCL	Claire.beguin@uclouvain.be	Belgium	copy
David Op de Beeck	Santé Publique	david.opdebeeck@health.fgov.be	NRC Belgium	copy
Katrien Scheerlinck	Santé Publique	Katrien.Scheerlinck@gezondheid.belgie.be	Belgium	copy
Samuel Danhardt	Agence eSanté	Samuel.danhardt@agence-esante.lu	Luxembourg	copy
Heiko Zimmermann	Agence eSanté	heiko.zimmermann@agence-esante.lu	Luxembourg	copy
Raffaella Vaccaroli	Agence eSanté	Raffaella.VACCAROLI@agence-esante.lu	Luxembourg	copy
Anais Mottaz	HEG Genève	Anais.mottaz@hesge.ch	Suisse	copy
Juerg Bleuer	e-health Suisse	juerg.bleuer@e-health-suisse.ch	Suisse	copy
Pero Grgic	e-health Suisse	pero.grgic@e-health-suisse.ch	Suisse	copy
Christophe Gaudet-Blavignac	HUG	Christophe.Gaudet-Blavignac@hcuge.ch	Suisse	present
Christian Lovis	HUG	Christian.Lovis@hcuge.ch	Suisse	copy
Luc Mottin	HES.SO Genève	luc.mottin@hesge.ch	Suisse	present
Linda Parisien	Health Infoway	lparisien@infoway-inforoute.ca	NRC Canada	present
Andrea McLean	Health Infoway	amaclean@infoway-inforoute.ca	NRC Canada	copy
Rory Davidson	SNOMED	rda@snomed.org	International	present
Charles Gutteridge	SNOMED	cgu@snomed.org	International	copy
Ian Green	SNOMED	igr@snomed.org	International	copy
Guillermo Reynoso	Term Med		-	On slack
Valérie Desbois-Pelissier	Phast	valerie.desbois@phast.fr	France	present
Olivier Boux	Phast	olivier.boux@phast.fr	France	present
François Macary	Phast	francois.macary@phast.fr	France	chair

2 Meeting outcomes

The meeting focused on process, hands-on termSpace, roadmap and timeline.

Preliminary statement (Linda):

The expectations of Health Infoway and of Term Med are to provide support to the project of common French translation, but also to minimize their own overload of work. Therefore, it is expected that every participant to the translation team become quickly autonomous with the termSpace project environment.

Linda will share momentarily with the group training material that she has consolidated overtime. Documentation and videos are also directly available from termSpace.

A conf call will be organized on editorial rules integration into the tool.

In addition, Slack is used to support coordination of the team. The slack channel is “snomed-en-francais”.

Preliminary statement (Linda):

During the preceding days, each country had provided its current translated subset to Guillermo. The global consolidation amounts to some 76,000 concepts with more than 97,000 French descriptions. The task ahead is to validate this content against the common editorial guidelines for French translation (produced by the group and shared in version 04 on November 7th)

The technical integration will resolve duplicate terms across the pieces, applying this priority order:

1. Canadian subset
2. Belgian subset
3. Starter set (HUG, Switzerland)
4. French subset (PHAST)
5. Swiss additional subset(s) to be provided by Swiss NRC at some convenient time.

Once this technical integration is done, the workflow for existing translation will be applied. Mainly, conformity check with the French editorial guidelines, plus management of acceptability (preferred/acceptable) at the global level, and then at each national level (preferred/acceptable/excluded).

Reminders on the common rules already approved:

- The common French translation applies to concepts from the core edition, not to concepts created by national extensions.
- The common French translation contains all the French terms for concepts from the core edition, available for the francophone space. National editions or extensions do not add any descriptions, they only adjust acceptability, possibly excluding some unwanted synonyms.
- Approved French terms for concepts from the core edition necessarily belong to the global French translation.
- No French FSN (see vote during November 7 conf call)
- Default case management unanimously chosen (see London meeting last April) is “*entire term case insensitive*”.
- Only national editions or extensions will be published, within the countries of the francophone space. The global French translation will not be published at this stage. This is an open discussion to be taken to the General Assembly, which might request SNOMED International to take this role.
- In any case the global French translation is indispensable and beneficial to the translation process itself. It’s the protection against redundant efforts and divergent French meanings across our countries.

Additional rules proposed today by the meeting participants:

- **Governance:** At any level of the process, where issues are raised and need to be solved by a decision. The decision will seek unanimity of the N countries, members of the group, and at the minimum will need a majority of N-1. Up to now, N = 5. But our number may increase in the future.

Definition of roles discussed today (will be consolidated on slides to be shared soon by Linda):

- **Editorial committee (comité éditorial).** Maintains the editorial French translation guidelines and makes decisions on any issues raised by the roles regarding current translations. For starting the process, this role is currently played by our French translation project group. The composition of this editorial committee may evolve in the future, if needed.
- **Translator (traducteur).** Creates French synonyms on concepts to be translated, in the frame of the editorial guidelines.
- **Reviewer (réviseur).** Checks appropriateness of the translation and its conformity to editorial guidelines.
- **Clinician (clinicien).** Checks clinical appropriateness of the translation. May comment on the translation but cannot update it.
- **Acceptor (approbateur).** Final acceptance of the translation and setting of acceptability at the global level.

All roles may provide comments on a current translation.

Draft definition of our workflows:

We need two different kinds of workflows:

1) Validation of subsets translated elsewhere

This workflow is useful now in the initial phase, which merges existing pieces from the 5 countries. It will also be useful later for integration of translations produced locally in an external environment.

- a) Import the subset into termSpace
- b) **Reviewers** perform the editorial conformity check.
- c) **Editorial committee** arbitrates open issues
- d) **Acceptors** accept the translations, finalizing the acceptability setting for the global level.

2) New translations for concepts from the core edition

- a) **Translators** create the new French descriptions.
- b) **Reviewers** perform the editorial conformity check.
- c) **Clinicians** evaluate the clinical conformity of the terms, and comment where needed.
- d) **Editorial committee** arbitrates open issues.
- e) **Acceptors** accept the translations, finalizing the acceptability setting for the global level.

Initialization within termSpace:

Each country (NRC) provides to Guillermo the list of persons who will participate to the workflows in one or more roles, with name and email address for each. Each person will have an account created in termSpace, and needs also to create their own account on Slack.

Each country NRC provides to termed its own rule of by default derivation of the global acceptability to the national acceptability.

Canada and France (currently PHAST) confirm today that they adopt by default the global acceptability.

Luxemburg, Swiss and Belgium are requested to send their own rule asap.

Each country names one administrator to Guillermo, for the country environment.

- Canada: Linda
- France: François
- Luxemburg:
- Switzerland:
- Belgium:

Worklists:

- Worklists will be sized with a maximum of 200 concepts per worklist, so that they can be easily managed.
- A worklist is scoped by one hierarchy, to make translation process more efficient.
- New translations are brought by use cases from the countries. The worklists for a new subset of translations are created by the administrator of the country backing this subset.
- Any worklist should have its translations reviewed by at least two countries.

Timeline and priorities for version 1 of the global French translation:

The scope is all the pieces loaded in termSpace, listed above.

Version 1 will be determined as the concept translations having reached the “accepted” status by end of February.

The priority will be set on the Clinical finding top hierarchy.

It is possible for countries who have top priorities, to insert new concepts to be translated during this period, in which case they will staff the human resources to take care of these additions.