

French Translation Project Group – October 19, 2020 call



Leading healthcare
terminology, worldwide



Participants: Linda Parisien (meeting host), François Macary, Rory Davidson, Valérie Desbois-Pelissier, Claire Beguin, Olivier Boux, Isabelle Cloutier, Marjolaine Gagnon

Agenda and minutes:

(in red, activities to achieve)

1. Preparation of version 2 of editorial guidelines:
 - a. Proposal of the review process (FM)
 - i. There are 28 rules in the document awaiting approval
 - ii. Schedule a dedicated meeting (all)
 1. 2 novembre, 9h00 EDT – **Invite sent**
2. September publication for the Common French Version 2
 - a. What worked well?
 - i. Divided review to reconcile new duplicated FSN/PT
 1. Collaboration between François and Linda (no delegation to our team mates)
 - ii. Closure of DB = September 18, i.e. 2 weeks before publication was ok
 - b. What did not work so well?
 - i. **How to increase collaboration with the other countries, especially from Switzerland and Belgium?**
 - ii. **To discuss further at the next meeting**
 - c. Anything to remember for next release?
 - i. Not at this moment
3. Need attention
 - a. The worklist “Broader translation to validation” was assigned to PHAST to fix the thumb down terms = Since all terms are new translation, the thumb down terms should be inactivated as well as the related FSN created. Only the proper terms must be kept... the FSN will autogenerate.
 - b. Introduction of new duplicated FSN with new translation.
 - c. A reminder to assign the proper Case sensitivity status to all terms
 - d. Remember to add references to new translations

- i. In case of translation donations, it will be very appreciated to add a comment that will include the common references
4. Batch changes required
 - a. The known issues related to capitalized terms or “uppercase from French terms”.
 - i. Linda asked TermMed (TM) to provide the list – Done
 - ii. François suggested that we select only the terms that start with one (1) caps. This will eliminate the terms that are acronyms or abbreviations
 - iii. Then we will split the list between CA, BE and PHAST to review
 - iv. We will flag the concepts that the cap must be kept
 - v. TermMed will then do a batch fix on the other concepts
5. TermSpace – front page News
 - a. What should we be posting? The frequency of posts?
 - i. François does not seem to have access to the rights. Will ask Guillermo to grant rights.
 - ii. François suggests to post operational matters as needed during the process, such as: “content frozen for preparation of release N. Translators, abstain until XX/XX/XX”.
 - iii. To be discussed at the next meeting
6. Proposal for conflict resolution
 - a. The problem :
 - i. We have spent too much time on searching and building the arguments
 - ii. Decreased translation time
 - b. The proposal :
 - i. Review the process and transfer the burden for providing the arguments to another resource than the translator
 - ii. « Tag »the concept when there is a conflict
 - iii. Document the reason of conflict and add international references to support the arguments
 - iv. The translator will spend a max of 20 min. of a “difficult” concept
 - v. If more time is required, it will be sent for Discussion
 - vi. We will add the concept to the Permanent Agenda Item for a group discussion
 - vii. Each team/person should get prepared before the meeting and be able to propose a solution
 - viii. Discussion for consensus, if no consensus reached, the concept will be assigned to a clinical resource
 - ix. NOTE that a minimum of references should be added to the Comment field, for each translation
 - c. The proposal is well received
 - i. The next step may also be that a request for change needs to be done for correcting the English version (SCT International)

- ii. It will be important to be prepared to discuss the issues added in the “Discussion” Section
 - 1. We will try to publish the agenda one week prior to the meeting
 - 2. François and Linda to set a reminder

- 7. Discussion
 - a. Chest X-Ray translation:
 - i. Radiographie thoracique or radiographie pulmonaire?
 - b. Verb tense
 - i. Deteriorating vs Deterioration vs Deteriorated
 - c. To be discussed at the next meeting

- 8. Fast track Process
 - a. Add : A validation an alignment on existing translation MUST be done
 - i. When there is a new pattern to be translated, ensure to leverage any existing

- 9. Consider other Groups Work
 - a. Marie-Alexandra Lambot from BE – Translation templates
 - i. Is the group interested to have MA present the presentation on the templates?
 - 1. Yes
 - ii. Linda to schedule a session

 - b. SI Translation User Group – Add to the Tracker and to the discussion
 - i. Rory suggests that we add any translation issues on the Tracker and SI could then confirm the issue is really starting with the English term/concept.
 - ii. To be discussed at the next meeting

Next meetings:

- Editorial rules: November 2, 9h00 EDT
- Translation: November 23, 9h00 EDT