



## **D1.2.1: REPORT ON INTERNAL AND EXTERNAL COMMUNICATION TOOLS**

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## 1. EXECUTIVE SUMMARY

This report summarizes the communication means set up for the LT-Web project. Internal and external communication means must be discussed in context as the standardization effort steered from the project takes place in a public World Wide Web (W3C) Working Group (WG), MultilingualWeb-LT.

Although the Description of Work (DOW) sets the dissemination level as Consortium Internal, the report does not contain confidential information that could not be shared publicly and in fact public usage (at least among W3C membership) is to be encouraged to ensure that the relationship between LT-Web and MultilingualWeb-LT remains transparent for the not funded members of the WG.

In general all mailing lists and most of the other communication tools – public, W3C restricted, and LT-Web restricted – are set up on W3C infrastructure. All standardization work is conducted strictly on the public W3C infrastructure, including publicly exposed mailing list archives , IRC based minutes, and WG wiki page. The action item tracker is currently restricted for WG access only but public disclosure is being considered to make all work as transparent as possible.

## 2. INTRODUCTION

The communication set up is described in sections grouped by tool type. Each of the tool types can exist in up to three variations regarding the intended dissemination level: LT-Web Consortium Internal, W3C/WG Internal, and Public.

The following Permission Matrix gives the overview of how access levels are orthogonal to tool types.

To describe the general permission levels, we are using the following User Types (a more fine grained superset of the three dissemination levels):

Public (PU), W3C Member (M), W3C Advisory Committee Member (AC), WG Co-Chair (CC), WG Member (WG), LT-Web Consortium partner (CO). N/A is used in case the option is not accessible. Typically this is because persistent W3C archives prevent deleting to ensure transparent record.

Tool	Create	Read	Update	Delete
LT-Web Mailing List	CO	CO	CO	N/A
WG Administrative Mailing List	WG	PU	WG	N/A
WG Public Mailing List	PU	PU	PU	N/A
WG Comment Mailing List and Bugzilla	PU	PU	PU	N/A
Meetings	CC	WG	CC	CC
Meeting Minutes	WG	PU	CC	N/A
WG Action Items and Issue Tracking	WG	WG	CC	N/A
LT-Web wiki	CO	CO	CO	CO
WG Wiki	WG	PU	WG	WG
WG Webpage	CC	PU	CC	N/A
MultilingualWeb Webpage	CO	PU	CO	CO

AC user type is not used in the above matrix. AC level users had reviewed the Charter by which the WG has been established, have joined and can continue joining the WG on behalf of W3C member organizations; have nominated and can continue nominating their respective organizations' employees for WG membership.

## 3. THE COMMUNICATION SET UP

### 3.1. Mailing Lists

On the project three W3C mailing lists are used for regular communication; all of them persistently archived on W3C Infrastructure in order to keep transparent record.

WG members and LT-Web partners are obliged to use the following ontology to facilitate e-mail parsing by other users:

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## EMAIL COMMUNICATION TAGS

- [all] Of general interest to all.
- [issue-X] A specific numbered issue that needs to be resolved to move our standard's draft, implementations etc. forward. See the list of open issues at <https://www.w3.org/International/multilingualweb/lt/track/issues/open>  
This can be used without number if the Issue has not yet been officially raised at the above URL with a specific number.
- [action] Something needs to be done, answered, usually with deadline. See the list of open actions at <https://www.w3.org/International/multilingualweb/lt/track/actions/open>
- [wpleaders] For all Work Package leaders.
- [wpX] - Work package Number X, Related to Work package X (X=1-6).
- [mgmt] – Management, Management announcements or questions.
- [qa] - Quality assurance Related to the quality assurance process of deliverables and documentation.
- [report] – Reporting, Related to the reporting.
- [diss] - Dissemination Workshops, tutorials, fairs, and all the other things we do for dissemination.
- [pub] – Publication, A paper that was submitted or accepted. Please clearly indicate the status of the paper.
- [ot] - off topic You can safely skip these, but they can be useful for socializing.
- [fyi] - for your interest Links to resources that are interesting to the topic of the project, should be skimmed, and can be put on the Website as well, since they relate to the project and keep the website alive.
- [action-XX] - Action Item, Represents an email responding to a specific numbered action item.

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## LT-WEB MAILING LIST

[multilingualweb-lt-partners](mailto:multilingualweb-lt-partners): for administrative matters related to the underlying EU project LT-Web (EU project specific meetings, EC funded reference implementations etc.).

This list is being persistently archived at:

<http://lists.w3.org/Archives/Team/multilingualweb-lt-partners/>

The archive has restricted access for LT-Web partners only.

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## WG ADMINISTRATIVE MAILING LIST

[member-multilingualweb-lt@w3.org](mailto:member-multilingualweb-lt@w3.org): for administrative matters related to the Working Group.

This list is being persistently archived at:

<https://lists.w3.org/Archives/Member/member-multilingualweb-lt>

The archive has restricted access for WG members only.

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## WG PUBLIC MAILING LIST

[public-multilingualweb-lt@w3.org](mailto:public-multilingualweb-lt@w3.org)

This list is being used for all standardization related technical communication. This is the only list being tracked by the IRC [Trackbot](#), so that it is important and convenient to communicate all Issues and Action Items (including the ones connected to implementations) via this list rather than the above two restricted mailing lists.

This list is being publicly and persistently archived at:

<http://lists.w3.org/Archives/Public/public-multilingualweb-lt/>

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## WG PUBLIC COMMENT LIST

[public-multilingualweb-lt-comments@w3.org](mailto:public-multilingualweb-lt-comments@w3.org)

This list is being publicly and persistently archived at:

<http://lists.w3.org/Archives/Public/public-multilingualweb-lt-comments/>

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## LISTS INHERITED FROM THE MULTILINGUALWEB PROJECT

- List for general announcements to wider community: <http://lists.w3.org/Archives/Public/public-mlw-announce/>
- List for announcements of wider community workshops: <http://lists.w3.org/Archives/Public/public-mlw-workshop/>
- Legacy general discussion list: <http://lists.w3.org/Archives/Public/public-multilingualweb/>
- Following the last MultilingualWeb workshop in Luxembourg, a new community group (Multilingual Web Sites Community Group) has been formed; this is the group's public contribution mailing list: <http://lists.w3.org/Archives/Public/public-mws/>

### 3.2. Teleconferences and Face to Face Meetings

Teleconferences and Face to face meetings are being scheduled on W3C infrastructure. General information on WG meeting set up is here:

<http://www.w3.org/International/multilingualweb/lt/wiki/TeleConfInfo>

Zakim bridge could not have been used as the voice conference solution because of insurmountable voice quality issues, so that

Face to face meetings are being planned well in advance in conformance with W3C procedure to give WG members ample time for planning to attend the meetings.

All meetings are scribed on IRC channel #mlw-lt at <http://irc.w3.org/> by rotating scribes (the scribing duty rotates over all WG members). The respective scribe generates draft minutes from the IRC log. The scribe on duty also has to ensure that the relevant IRC and tracking bots are invited to the channel to facilitate scribing and keeping record of action items and issues.

### 3.3. Action Item and Issue Tracking

URIs to identify items in communications streams play a crucial role in the communication setup of W3C. IRC Bots like RRSAgent and trackbot create URIs automatically to identify Action Items and discussion topics ("Issues").

As described above each meeting is being scribed at IRC. And the bots automatically record all resulting action items as numbered items with URIs.

Action Items and Issue are being monitored by all WG members and regularly updated by Co-Chairs based on work in progress documented in discussions on the public mailing list to keep track of work progress.

Summary of Issues and action Items with handy report links can be found here. The access is currently restricted for WG Members only: <https://www.w3.org/International/multilingualweb/lt/track/>

### 3.4. Wikies

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#### LT-WEB WIKI

This wiki had been used mainly during the initial three months of the project, as the WG was in the W3C review process and could not have a public space. All relevant work items (except for confidential LT-Web administrative and financial matters) have been moved are being worked on the publicly readable WG Wiki (next subsection).

LT-Web participant login is required in order to edit the WG wiki. It is a vanilla [MediaWiki](#) with version history, so that all edits are trackable.

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#### WG WIKI

MultilingualWeb-LT Working Group wiki is publicly accessible at:  
[https://www.w3.org/International/multilingualweb/lt/wiki/Main\\_Page](https://www.w3.org/International/multilingualweb/lt/wiki/Main_Page)

WG member login is required in order to edit the WG wiki. It is a vanilla [MediaWiki](#) with version history, so that all edits are trackable.

Most important documents that are currently being developed on the WG Wiki include:

- Requirements Document:  
<http://www.w3.org/International/multilingualweb/lt/wiki/Requirements#Introduction>
- Metadata Standard Draft:  
<http://www.w3.org/International/multilingualweb/lt/wiki/MetadataStandardDraft>



## 3.5. Webpages

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### WG WEBPAGE

Public homepage of the MultilingualWeb- LT Working group is located here, nested within the Internationalization (I18n) Activity:

<http://www.w3.org/International/multilingualweb/lt/>

This webpage links all important public and membership restricted resources including

- Charter: <http://www.w3.org/2011/12/mlw-lt-charter>
- Link for Joining the group: <https://www.w3.org/2004/01/pp-impl/53116/join>
- WG wiki [http://www.w3.org/International/multilingualweb/lt/wiki/Main\\_Page](http://www.w3.org/International/multilingualweb/lt/wiki/Main_Page)

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### MULTILINGUALWEB WEBPAGE

<http://www.multilingualweb.eu/>

This web page has elaborate social media set up including twitter stream (@multilingweb) and facebook page

<http://www.facebook.com/pages/Multilingual-Web/130129063691288>

It also points to the related blog, e.g. <http://www.w3.org/blog/International/2012/03/07/w3c-launches-work-to-simplify-creation-of-content-in-worlds-languages/>.

Set up described in this section was inherited from the heritage MultilingualWeb project. It is being maintained as part of the continued brand building.