AL-FARABI KAZAKH NATIONAL UNIVERSITY

International Relations Department

Chair of Diplomatic Translation

**Translation business in the field of international and legal relations**

**“Practice of Simultaneous Interpreting ”**

2024-2025 academic year fall semester

**Lecture 6**

**Formats and protocols of official meetings**

In this section a formalization of the organization of a meeting is presented:organizational structure (Section 2.1), dynamic properties for the overall process(Section 2.2.1), and a protocol for role interactions (Section 2.2.2).2.1 Organizational StructureConsider a typical meeting that contains a chairperson, a secretary, and a number ofparticipants. A common form to structure meetings is the following. A Chairpersonchairs every meeting. The Secretary takes minutes of the meeting. Taking minutesmeans writing down the arguments presented by the Participants of the meeting, aswell as the decisions made. Chairing a meeting means opening and closing a meeting,making sure that people are talking one at a time, and that only the current issue isdiscussed. The decision process differs according to the customs and/or agreements inthe group. Common decision procedures are decision by consensus, decision bymajority, and decision by the Chairperson. A question to be addressed is howdynamic properties describing such a protocol can be identified.  
2.2.1 Organizational Behavior PropertiesFor the organisation of a meeting a number of organization properties can beidentified. As an example the following property expresses that no two participantsspeak at the same time. In this and the following properties, communicates\_from\_to(p, q, x, y) denotes that p communicates to q the communicative act x with thecontent y. For this paper, we consider two types of communicative acts, mainlyinform and declare. Only when the communicative act x is a “declare” act, then thereceiver q is dropped meaning that the message is sent to everyone. For the sake ofsimplicity, we assume that messages always reach their destination. For anexplanation of the formal language TTL used, see [3,4].Organizational Property 1 (OP1)InformalDuring the meeting only one Participant is speaking at a time.SemiformalAt any point in time,if any participant is speaking,then all other participants are not speakingFormal∀t, p, p’ :PARTICIPANT, q, q’ :ROLE, x, x’, y, y’p ≠ p’ & state(γ, t, output(p)) |= communicates\_from\_to(p, q, x, y) ⇒state(γ, t, output(p’)) |≠ communicates\_from\_to(p’, q’, x’, y’)To express the properties the following abstractions have been introduced for agendaitem, current agenda item and addressed agenda item.  
*(2) (PDF) Formal Analysis of Meeting Protocols*. Available from: <https://www.researchgate.net/publication/225611091_Formal_Analysis_of_Meeting_Protocols> [accessed Oct 04 2024].

**REFERENCES**

1. Arutyunova, N. D. «Diskurs [Discourse].» *Lingvisticheskiy entsiklopedicheskiy slovar’*, gl. red. V. N. Yartseva (1990): 136-137 (In Russ).
2. Deyk T. A. van. «Analiz novostey kak diskursa [Analysis of news as a discourse].» *Yazyk. Poznaniye. Kommunikatsiya* (2000): 111-160 (In Russ).
3. Vinogradov, V. V. «Itogi obsuzhdeniya voprosov stilistiki [Results of discussion of questions of stylistics].» *Voprosy yazykoznaniya* 1 (1955): 60-87 (In Russ).
4. Gayda, S. «Aktual’nyye zadachi stilistiki [Actual problems of stylistics].» *Aktual’nyye problemy stilistiki* 1 (2015): 11-21 (In Russ).