**Charge for the CTP/CJM Joint Working Group on the ALA-LC Japanese Romanization Table**

1. The CTP/CJM Joint Working Group represents the CEAL community and works closely in consultation with them on matters concerning revisions and updates to the ALA-LC Japanese Romanization Table (RT).   
     
   Specifically, the Working Group:

* Informs the CEAL community of its activities, including any proposed changes to the RT
* Seeks the CEAL community’s feedback on the impact of any proposed changes
* Shares with the CEAL community feedback from other stake holders
* Communicates with LC, OCLC, ALA, ISO and the ISSN Centers on behalf of the CEAL community

1. Upon the release of LC’s upcoming revised ALA-LC Japanese Romanization Table (RT), the Working Group will:

* Facilitate and seek feedback from the CEAL community on the new RT
* Coordinate database cleanup necessitated by the RT, as needed

1. Always aware of future needs and cleanup issues, the Working Group will consider ideas for RT revision based on:

* The feedback and concerns of the CEAL community and other stakeholders
* Issues identified by the CTP/CJM Joint Task Force on the LC Proposal for Japanese Romanization.   
  (See the TF documentation on the web:  
  <http://www.eastasianlib.org/ctp/index.htm>)
* LC documentation, such as:
  + “Procedural Guidelines for Proposed New or Revised Romanization Tables” (<http://www.loc.gov/catdir/cpso/romguid_2010.html>)
  + “Romanization Landscape” (http://www.loc.gov/catdir/cpso/romlandscape\_Oct2011.html),
* The goal of coordination with International standards and the groups that create them, such as:
  + The International Standards Organization, and the German group working on a revision of the ISO Japanese Romanization standard ISO 3602: draft revision
  + ISSN Centers

1. The term of the Working Group will be September 2013-August 2015. If needed, the CTP/CJM chairs may request an extension to this term, which would require the approval of the CEAL Executive Board.
2. Membership  
   * Members shall be selected in consideration of geographical location, specialty/research interests, size of East Asian collections, and length of membership in CEAL.
   * At least one representative from public services.
   * Invite representatives from LC, OCLC, and Japanese linguistics scholar to serve as advisors