DG TRAD
TERMINOLOGY
COORDINATION

TERMS, OUR NECTAR

European Parliament

NOTICE

This brochure is produced by the Terminology Coordination Unit of the Directorate-General for Translation of the European Parliament.

This brochure is for information purposes only. Find the contact details at the end of this brochure.

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Frequently used abbreviations

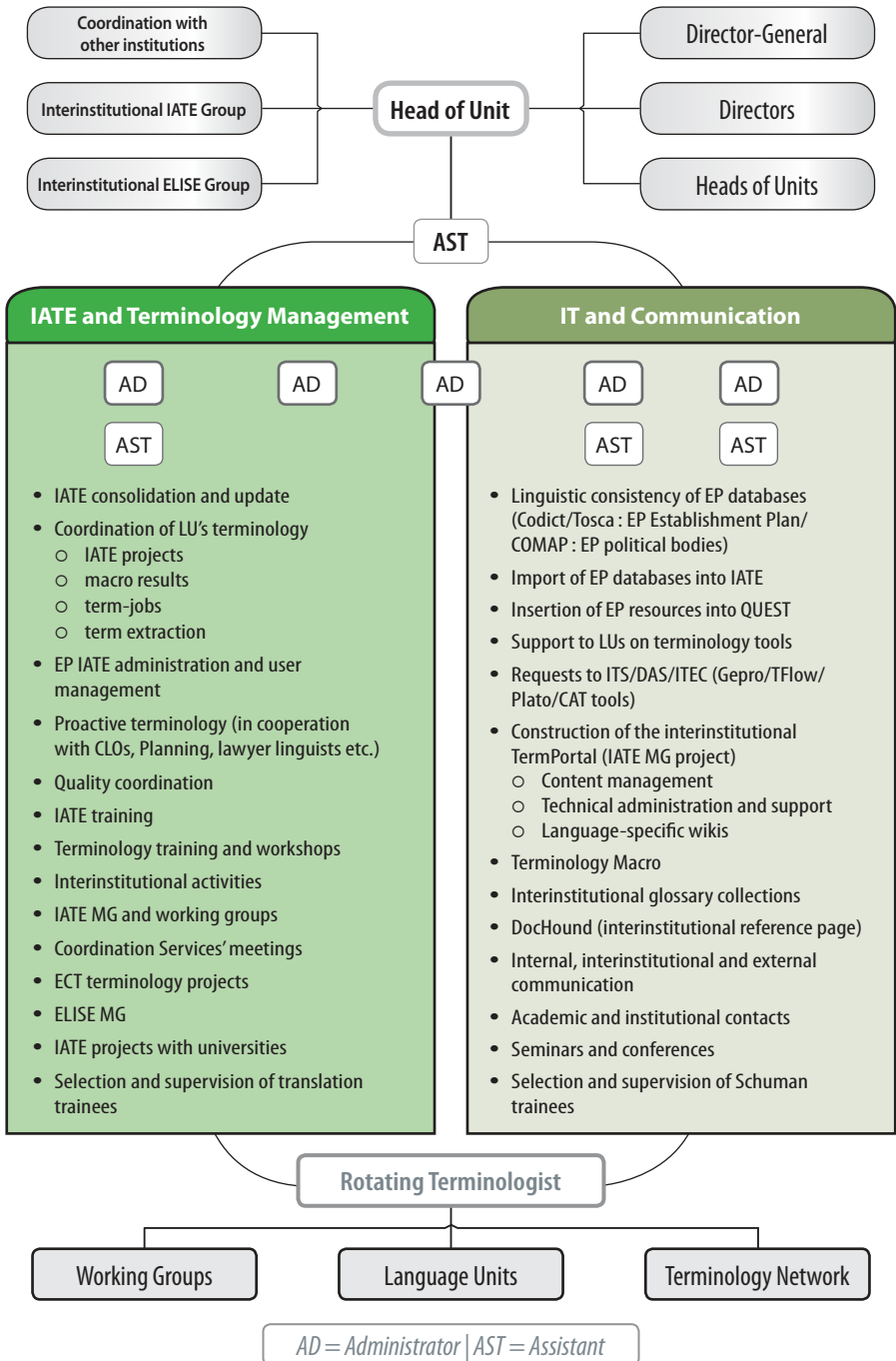|	
DG	Directorate-General
DG TRAD	Directorate-General for Translation
ELISE	European Institutions Linguistic Information Storage and Exchange
EP	European Parliament
HoU	Head of Unit
IATE	InterActive Terminology for Europe
TermCoord	Terminology Coordination Unit

Introduction

The Terminology Coordination Unit (TermCoord) of the Directorate-General for Translation of the European Parliament has created this booklet to present its activities to external parties, individuals and organisations that are active in a related field and wish to collaborate with us or simply want to find out more about the work we do.

Who we are — background and history

Today European Union legislation is drafted in 24 official languages, with each language version considered authentic. Thus, translation is an integral part in the process of drafting and adopting legal acts. The European Institutions employ many hundreds of translators to cover the major part of these translation needs and the 552 language combinations. The translation system must be regularly brought into line with constantly evolving legislative procedures and technology.

For this reason, the importance of terminology has become increasingly clear. Back when the European Parliament worked with less than ten official languages a Terminology Division was created with the aim of collecting glossaries and other terminology material. Later on, this division was combined with the IT service, resulting in the creation of the Euterpe database (European Terminology for the European Parliament).

Alongside the development of interinstitutional translation memory systems (Euramis), previously separate resources such as the Commission's Eurodicautom and Parliament's Euterpe, were merged into the common interinstitutional terminology database IATE (InterActive Terminology for Europe), which has been used by the EU's translation services since summer 2004. IATE was made available to the general public in June 2007. Today the database contains roughly 8.5 million terms and receives on average 3500 queries per hour from all over the world.

Coordination with other institutions

Interinstitutional IATE Group

Interinstitutional ELISE Group

Head of Unit

Director-General

Directors

Heads of Units

AST

IATE and Terminology Management

AD   AD   AD

AST

- IATE consolidation and update
- Coordination of LU's terminology
  - ○ IATE projects
  - ○ macro results
  - ○ term-jobs
  - ○ term extraction
- EP IATE administration and user management
- Proactive terminology (in cooperation with CLOs, Planning, lawyer linguists etc.)
- Quality coordination
- IATE training
- Terminology training and workshops
- Interinstitutional activities
- IATE MG and working groups
- Coordination Services' meetings
- ECT terminology projects
- ELISE MG
- IATE projects with universities
- Selection and supervision of translation trainees

IT and Communication

AD   AD

AST   AST

- Linguistic consistency of EP databases (Codict/Tosca : EP Establishment Plan/ COMAP : EP political bodies)
- Import of EP databases into IATE
- Insertion of EP resources into QUEST
- Support to LUs on terminology tools
- Requests to ITS/DAS/ITEC (Gepro/TFlow/ Plato/CAT tools)
- Construction of the interinstitutional TermPortal (IATE MG project)
  - ○ Content management
  - ○ Technical administration and support
  - ○ Language-specific wikis
- Terminology Macro
- Interinstitutional glossary collections
- DocHound (interinstitutional reference page)
- Internal, interinstitutional and external communication
- Academic and institutional contacts
- Seminars and conferences
- Selection and supervision of Schuman trainees

Rotating Terminologist

Working Groups

Language Units

Terminology Network

AD = Administrator | AST = Assistant

In 2008, Parliament decided to set up a service to coordinate all issues related to the IATE database and the terminology work carried out in the translation units.

At the start, the service was staffed by three permanent officials. The officials who were later recruited by the unit through internal competitions have been assigned specific tasks under the establishment plan presented in the above image.

Permanent staff is assisted by both graduate and undergraduate trainees, who contribute to the achievements of the unit by using their specialised knowledge and skills during a traineeship period of one to six months.

Terminology coordination involves constant cooperation with a network of about 100 terminologists responsible for terminology matters in their translation units and carrying out terminology assignments set by TermCoord as well as own projects; volunteer groups working on dedicated projects; and rotating terminologists seconded to the unit for three months. The rotating terminologists' main responsibilities include participating in TermCoord's work on IATE, in particular doing updates in their native language, and liaising with the translation units to identify best practices.
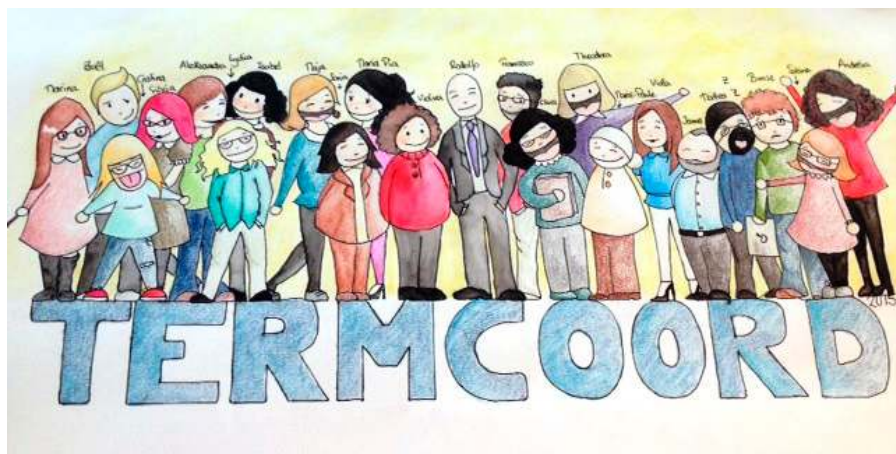
What we do

The main objectives of TermCoord are to facilitate terminology research and management in the translation units, and to increase the European Parliament's interinstitutional contribution to the EU terminology database IATE.
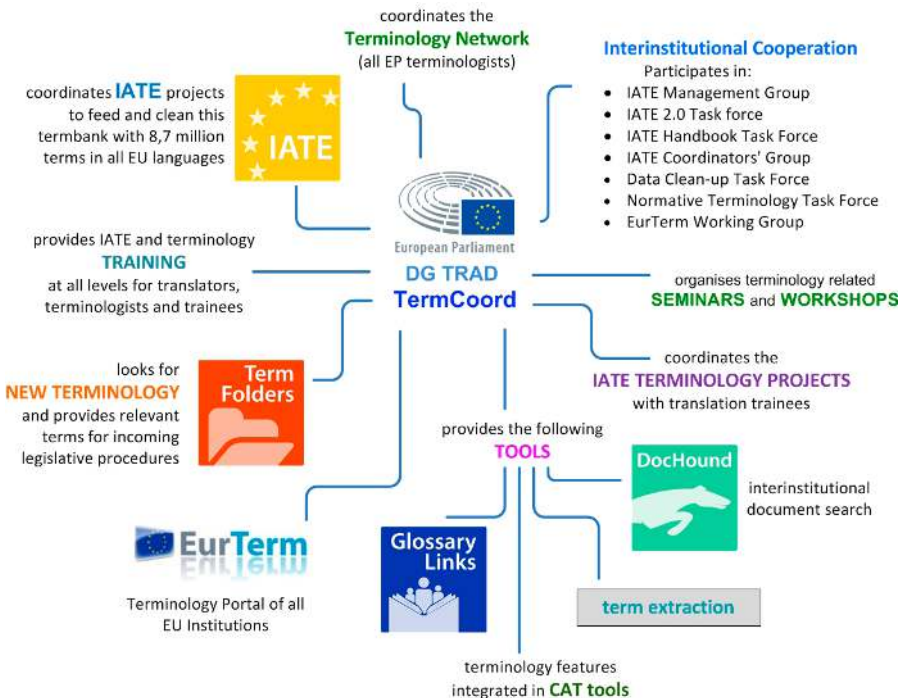
IATE

General coordination

The Terminology Coordination Unit is principally concerned with Parliament's contribution to the IATE database. This involves the preparation of various terminology projects and coordinating their accomplishments in all official languages. .Such projects are prepared in the central coordination in the main source language English; on that basis the terminologists of the language units add or update their own language in IATE.

Some of our main project types are proactive terminology projects (see details below), projects based on term suggestions of translators, trainees' terminology projects (see details below), other projects such as the terminology of the EP's Rules of Procedure or IATE cleaning projects.

All these projects always involve consolidation work as well, which means the elimination of redundancies by merging and deleting duplicates and cleaning up any mistakes and inconsistencies. Such systematic project work is complemented by ad hoc IATE updates on the request of our translators and terminologists as well as colleagues from other institutions.

Proactive terminology
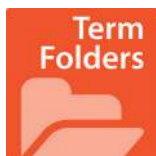
With the help of the various services involved in the legislative process, TermCoord provides proactive terminology support for high-priority procedures in which the EP is responsible for verifying the legal language and translating the final agreed text to be published in the Official Journal, as well as for some selected, important projects, or on the request of clients. In order to assist translators with the

complex terminology in such important procedures, we prepare subject-based files in advance, so-called TermFolders.

The preparation of these TermFolders involves collecting related texts in English, extracting relevant terms from them, and adding these terms to or updating them in IATE, providing reliable sources and cleaning up any inconsistencies in the database. The updates are done directly in IATE and the list of entries are published on the TermFolder's page. The list of entries are then sent out to the terminologists of the language units for completion in all the other languages. These key terms are then available for the translators when texts related to these procedures arrive.

Terminology on demand

TermCoord responds with specific terminology projects to requests of EP committees, working groups or individual Members of the EP. This is the case when there is a need to preempt or clearly set and define terminology for EU purposes. In such cases TermCoord cooperates closely with the requesting client or service to establish a project list of terms which subsequently are processed like any other IATE project with the aim to have complete multilingual entries in IATE for the relevant topic.

TermCoord keeps in constant contacts with the quality coordination and other relevant services in the framework of better legislation and improvement of legislative texts (originals as well as translations).

Trainees' projects

As of July 2010, participating in a terminology project has become an integral part of translation traineeships in order to give trainees the opportunity to develop their terminology skills. All trainees work either on one of the ongoing thematic projects prepared and coordinated by TermCoord staff and trainees, or on a language-specific project run by the translation units'

terminologists. Trainees are helped by their unit's terminologists, who revise and validate their results, which are then inserted into IATE.

Our terminology projects encompass a wide range of topics which are constantly being adapted depending on current needs. So far, we have carried out projects in areas such as human rights, finance, LGBT (Lesbian, Gay, Bisexual and Transgender) basic terms, IT and social media, disability, trade and external policy and neologisms. The final results of all these projects allow us to enrich the IATE database with new and updated terminology.

Linguistic quality of EP databases

In our efforts to ensure linguistic quality and consistent terminology in all EP databases, we work closely with other directorates-general within the EP. We are involved from the very first stages in creating new names of political and administrative entities within the Parliament, liaising between the creators of new names for EP entities and the DG TRAD linguists. Once the translation process is finished, all the relevant data are imported into IATE.

IATE and CAT tools

The integrated terminology features, such as automatic term recognition, of CAT tools allow quick and easy terminology lookup for translators within the translation environment. In our context the question is how to select and provide the relevant contents from IATE, our major terminological resource, as well as how to improve the contents of IATE in order to benefit from these terminology features to the maximum. The answers to these questions are sought for in the framework of interinstitutional cooperation, but with each institution also making the necessary adaptations to their specific workflow and technical environment. In DG TRAD coordinated tests started in 2015 aiming to identify the most optimal ways of using these terminology features in order to facilitate translators' work.

Terminology and documentation resources

Besides IATE, many other resources are made available to help translators.

Glossary Links and DocHound

Glossary Links enable users to search in our collection of glossaries by keyword, language, source or category.

The database contains links to about 3000 multilingual, bilingual and monolingual glossaries and dictionaries publicly available online. The glossaries are categorised according to the various domains featured in parliamentary texts.

DocHound is a one-stop reference page with links to various document types used in EU institutions or their respective search pages, where translators can find all kinds of reference documents they might need for their translations.

EurTerm, the interinstitutional terminology portal
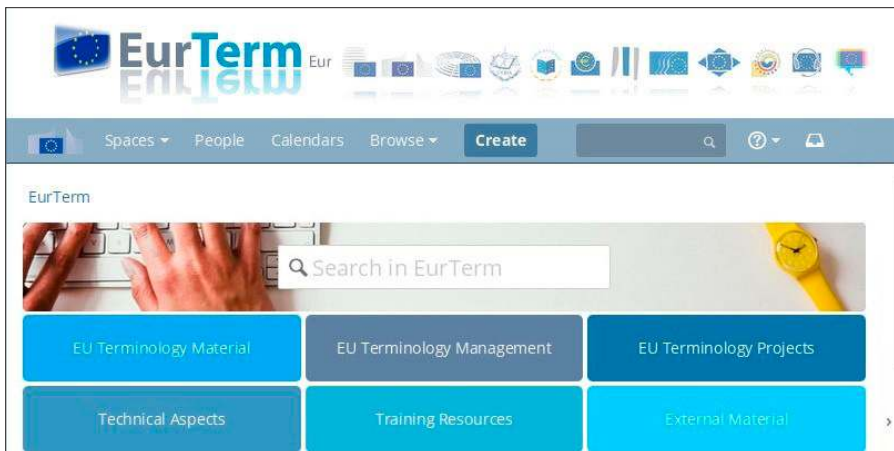
EurTerm is the interinstitutional terminology portal offering cooperation on terminology and cooperation on language level through parallel wikis.

EurTerm, a project of the IATE Management Group, was created to collect contributions on terminology from all EU institutions and to provide support and resources in the field. The website offers language wikis where translators can discuss terminology, contacts for terminologists and other experts, a calendar for all institutional and external events concerning terminology, and a vast collection of institutional and external resources, such as links to terminology-focused websites, online training, databases and more. EurTerm also contains videos, e-books and news from around the world on terminology.

Currently the portal is for internal use only (EU institutions staff members).

Seminars and training

TermCoord Seminars

We regularly organise terminology-related seminars for translators and terminologists, which offer the opportunity to learn from institutional or external experts. These events regularly attract a large audience to the historic setting of the original European Parliament Chamber in Luxembourg. These seminars have so far dealt with terminology in legislative procedures, computer-assisted translation, terminology management, lexicography and e-lexicography, neologisms in the digital age, legal terminology and terminology in academia.

DG TRAD also hosts on the initiative of TermCoord important international terminology events like the EAFT Summit foreseen for 2016.

Training and workshops

TermCoord also regularly organises various kinds of workshops and training courses for translators and terminologists, including comprehensive terminology and IATE training sessions on a basic level for newly recruited translators and on an advanced level for terminologists, as well as more customised IATE and terminology workshops for terminologists about various practical questions related to terminology research and terminology management with internal or external trainers..

In addition, four times a year, we hold an IATE training course, as well as a briefing for new trainees, where we present our activities, the terminology projects in which the trainees of all translation units are to be involved, and an introduction into theoretical and practical aspects of terminology work in general.

Institutional cooperation

Cooperation within the Parliament

Since terminology work within the EP heavily relies on the contribution of the terminologists and translators of the translation units, we meet the terminologists of all units twice a year at the Terminology Network meetings in order to discuss the most important issues related to terminology, and we invite each unit to more informal so-called TerminoCafés, where we can focus on particular questions relevant to each unit. On request we also organise "guided tours" for the translation units in order to give them a brief overview of the available terminology resources, tools and services, or we demonstrate any tool in more details to interested colleagues.

We also cooperate with the relevant services of other directorates-general on request or if a particular area of mutual interest is identified. For instance, we have established such cooperation with the Directorate-General for Interpretation, including training and access to each other's websites and resources.

TermCoord's resources are also available to all directorates-general through the EP Intranet. All EP colleagues can access a wide range of databases, tools and material related to terminology and documentation which can be particularly useful for Members of the European Parliament and their assistants when they draft legislation.

Cooperation with other institutions

The Terminology Coordination Unit represents the European Parliament in the two committees managing the interinstitutional tools IATE (InterActive Terminology for Europe) and ELISE (European Institutions Linguistic

Information Storage and Exchange tool): the IATE and the ELISE Management Groups.

The IATE database receives support and funding from the three legislative institutions (Commission, Council and Parliament), the European Economic and Social Committee, the Committee of the Regions, the Court of Auditors and the Translation Centre. The European Court of Justice, the European Investment Bank and the European Central Bank are also involved in providing specialised terminology, which is in some cases compiled in cooperation with national authorities. Finally, the contribution of all EU agencies, coordinated by the Translation Centre, is also extremely valuable.

The IATE database is managed by an interinstitutional team chaired in turn by one of the institutions contributing to IATE and its funding. It is currently chaired by the Translation Centre, which caters to all the Commission's agencies and also houses the team responsible for the technical maintenance and improvement of the database. TermCoord represents the Parliament in the IATE Management Group. The latter puts in place task forces and working groups in order to constantly improve the content, interface and functions of IATE.

TermCoord also organises regular videoconferences with the Terminology Coordination services of all the European Institutions in order to discuss terminology issues of common interest, to exchange best practices of terminology work and organizational aspects. We also encourage and help with the organisation of interinstitutional videoconferences among terminologists from specific language communities.

External contacts and presentations

Terminology is a dynamically evolving discipline of our age that has gained more and more importance over the last few decades.

TermCoord believes that it is very important to stay up-to-date with the evolution of terminology science and practice, and to connect with the actors of this discipline in order to exchange valuable expertise and terminology material, which can be shared with our translators. For this purpose we keep in contact with a large number of universities, terminology bodies and experts through our public website (*www.termcoord.eu*) as well as through our memberships in important associations, such as the European Association for Terminology (EAFT), the International Information Centre for Terminology (Infoterm) and the International Network for Terminology (TermNet) and RaDT (the Council for German-Language Terminology).

Thanks to our academic contacts, we have received different groups of university students and lecturers for one-day visits, as well as researchers and students for longer Erasmus and study visits.

In the framework of our academic cooperation TermCoord team members give a series of presentations integrated in the Master course "Learning and Communication in Multilingual and Multicultural Contexts" at the University of Luxembourg.

Furthermore, TermCoord has participated in several conferences and has given presentations on different aspects of terminology and IATE work carried out within the EP and the other EU institutions.

Among others, we gave presentations at the last several JIAMCATT conferences; other important participations were the presentation about terminology work at the European Parliament at the 8th International Conference of the Greek Society on Terminology in Athens, a talk about the terminology and information sharing tools used in EU institutions, at the Terminology and Knowledge Engineering Conferences TEK in Madrid and

Berlin, the Riga Summit on the Multilingual Digital Single Market, the NATO Conference on Terminology Management and many other.

Communication

Internal and public websites

Both to keep the terminologists and translators of Parliament up to date and to facilitate the cooperation within the EP and between the Institutions mentioned above, TermCoord uses various means of communication. Besides e-mail exchanges and meetings (both in person and through videoconferences), the internal websites are used extensively as important channels of communication. The need for a public website arose from our wide-ranging contacts with universities and terminology bodies worldwide, since the EU institutional websites are only accessible on internal networks.

We regularly publish posts on current issues related to terminology and provide a wide range of useful information, material and resources related to terminology and translation in order to facilitate our translators' and terminologists' work. We use both websites for publishing material from seminars, workshops and training sessions, as well as links to important terminology databanks and other terminology-related sites. Furthermore, our websites contain a number of other interesting items such as terminology and translation book reviews, information about international linguistics conferences, information about traineeships and study visits within the Parliament and theses on terminology.

Awareness campaigns and newsletters

Over the years, we have launched campaigns to raise awareness among translators about the importance of and latest developments in terminology.

We publish an outline of our principal activities in a quarterly newsletter (TermNews) for the information of our colleagues in the Parliament and in the other EU Institutions. We have also compiled a brochure, published by DG TRAD, which promotes the IATE database and the significance of terminological consistency for accurate legislative drafting and good quality translations by presenting a selection of terms from the human rights domain, which is the responsibility of the European Parliament within IATE. Our most recent publication is the 'Terminology for parliamentary work', which is a glossary that helps Members, their assistants and EP staff find explanations of terms commonly used in Parliament.

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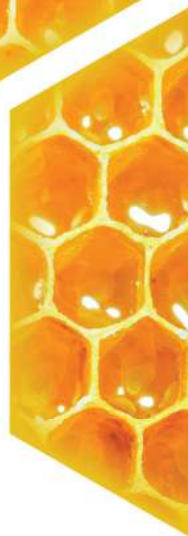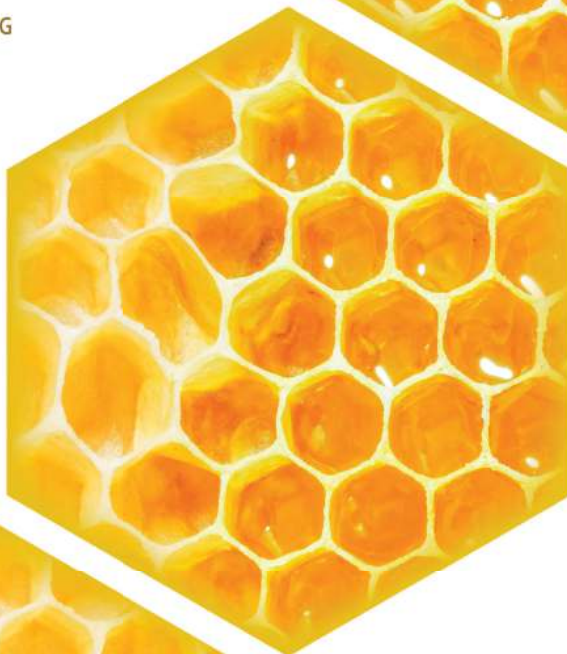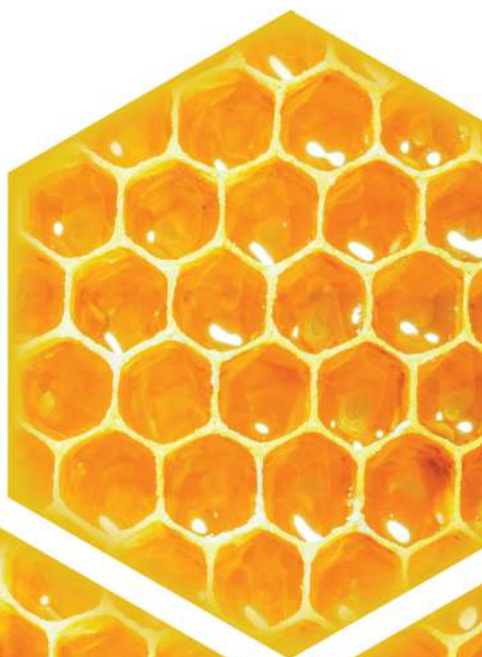
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