



TERMCOORD



**WELCOME
TO THE
UNIT**



INFORMATION ABOUT YOUR TRAINEESHIP

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Vision:

The TermCoord team's main role is to assist translators with their day-to-day tasks and facilitate terminology research and terminology management in the translation units, as well as to increase the EP's contribution to the EU terminology database IATE.

Mission:

- Coordination and preparation of terminology projects for IATE (the European Terminology Database, containing around 8 million terms)
- Providing translators with different terminology and documentation tools and resources.
- Searching new terminology, glossaries and testing terminology tools.
- Helping in the organisation of various training sessions and workshops, as well as larger academic seminars.
- Cooperation with relevant services and management groups both within the Parliament and on an interinstitutional level.
- Establish or maintain contact with universities, in order to share knowledge, experience and material.



TERMINOLOGY UNIT



WORKING WITH US

Terminology Trainees:

Trainees' work range from the implementation of intra-institutional terminology tasks to the coordination of a number of extra-institutional terminology projects. They work in English, the main working language of the Unit, and they help preparing and coordinating the terminology projects for the trainees of Translation units. They carry out thorough terminological researches, in order to collect all the necessary information to create new entries in IATE.

In addition, they work on the project "Terminology without Borders" for which they collect corpora, carry out semi-automatic terminology extraction and develop multilingual glossaries about specific topics (culture, education, fisheries, medicine and women's rights) in collaboration with universities from all over Europe.

WORKING WITH US

Communication Trainees:

Trainees work closely to the head of the Unit and the communication team in order to create the appropriate communication messages for the target audience (public, EP and Universities). They will manage the website termcoord.eu (creating and uploading content, and taking care of the site). In addition, they monitor and maintain activities on the different Social Media profiles of the Unit and they prepare visual content according to Unit's needs. All activities are planned and confirmed during a weekly meeting of the communication team, part of which they will be.

The Unit provides trainees with tools and guidelines in order to keep a high professional level. We encourage them to talk and ask questions about processes and tasks given by their supervisors. Please, read carefully the VADEMECUM, because it has all the basic information for you to understand what tools, how and why you should use in each case.

DG TRAD



The Terminology Coordination Unit is part of the Directorate-General for Translation. This DG is the one of the biggest "human translation machines" in the world. It consists of 24 Translation Units (one for each official EU language) and some supporting and administrative units. It ensures that Parliament's documents are available in all the official languages of the European Union, thus enabling Parliament to meet its commitment to the policy of multilingualism.

Key services:

- Translating documents out of and into all the official languages of the European Union, thus providing all EU citizens with immediate access to European texts in their own language and the opportunity to communicate with the institutions in their own language.
- Supplying a translation service, which ensures both quality and efficiency, keeping costs at an acceptable level.
- Developing the appropriate IT tools and terminology databases to aid translators and integrating them into the workflow.
- Revising drafts for translation and documents externally translated, monitoring their quality.

You can visit the EP website and have an overlook about the multilingualism and translation in the European Parliament.

FINDING A HOME

The KAD building (Konrad Adenauer) hosts the welcome desk and soon, also our new offices. These are located in the area of Kirchberg (see map). If you are looking for an apartment close to the offices then you should search in these quarters: Limpertsberg, Bonnevoie, Belair, Hollerich, Pafendall.

Some previews trainees had rent an apartment in these quarters: Strassen, Contern, Bereldange. Please, keep in mind that the closer to the city centre the higher the rent is.

You can check for rents: athome.lu, immotop.lu, luxfriends.eu, furnished.lu and you can join some Facebook groups (Colocation Luxembourg etc.)

The traineeship contract will be given to you a week after you start the traineeship, thus you can use the confirmation email as a proof.



MOVING AROUND

(PUBLIC TRANSPORT-FREE AS FROM 1ST OF MARCH 2020)



Luxembourg by... :

Bus - mobiliteit.lu (application) for public transportation. The closest stop to European Parliament is Roud Breck-Pafendall (10 min. on foot or 2 min. by tram). From Friday until Sunday, there are some night busses too!

Tram - mobiliteit.lu (application) for public transportation. The closest stop to our offices is "European Parliament" (0 min. on foot)

Train - The closest stop to European Parliament is Rout Breck Pafendall (10 min. on foot or 2 min. by tram)

Bicycle - Outside of the KAD building you can find a parking area for your bicycle. Luxembourg is a bike-friendly city.

Car - Huge traffic during rush hour. You must find a parking place. Parking fees: 0.5-1.5 € / hour.

Infinity mall: Here you can find a Proxy supermarket (serves fresh, cold and hot dishes for lunch) and some cute cafes and restaurants (Cocottes.Paul etc).
Avenue John F. Kennedy, 1499 Luxembourg

Auchan Kirchberg: In this shopping mall, you can do groceries shopping at the Auchan supermarket and some fashion shopping. Easy to reach by tram in 7 minutes.
5 Rue Alphonse Weicker, 2721 Luxembourg

Belle Etoile: is one of the biggest malls of Luxembourg. It is located in a distance of 5 km from city centre. Inside the mall, you can find a Cactus hypermarket and plenty of fashion shops, restaurants and beauty institutes.
Route d'Arlon, 8050 Bertrange

Supermarket Adenauer (KAD): Here you can find some basic products from your grocery list. You can also find some original products from all European countries. The wine list here is very impressive.
KAD building (-1 floor)

Other supermarkets you can find in Luxembourg are Delhaize, Lidl and Aldi. If you are interested for some furniture and household articles shopping, in the Action and the Roller is where you can find towels, bedsheets and small goodies in good prices. In the city centre, do not miss the chance to walk around the streets near Place d'Armes. There you can find some high fashion brands, local shops, bookstores, bakeries. Every Wednesday and Saturday, an open-air market invites you to buy some fresh fruits and vegetables, flowers, spices, fresh goat cheese and homemade jam (Place Guillaume II). The Gare neighbourhood is another place with shops and restaurants for everybody.



SHOPPING

WHERE TO GO FOR FOOD & DRINK

Lunch break:

European Parliament employees in Luxembourg can eat and buy their lunch in two canteens, the one at the **KAD building** and the other at the **Schuman building**. Prices: 2 € for starters, 4-10 € for main dishes, 4 € for desserts. In the canteens, you can find some microwave ovens to heat up your home made food. With your EP badge, you can also visit the canteen of the **Court of Justice** or the **European Convention Centre**.

Dinner:

Luxembourg has become one of the largest gastronomic destinations in Europe. It has more than ten Michelin star restaurants. Except from these restaurants, in the centre you can find some nice restaurants, some of them with affordable prices and some others for special occasions.

Some recommendations: **Beet, Mamacita, Yamas, Kitchenette, Mr Mai Pho & Sushi, Bagelstein, Bazzar, Table du pain, Chiche, Osteria del gusto, Food box persian, Max & Moritz, Brasserie Kennedy**.

During Christmas, the **Christmas markets** welcome the people of Luxembourg and serve them hot sausages and gluhwein. Don't miss it!

Drink:

Cafés: First stop at the **Kaale Kaffi**, a lovely, dark antique shop serving coffee and home-made desserts. Next stop at the **Konrad Kaffe** for freddo espresso or cappuccino and a piece of cheesecake. **The Ready?** and the **Cocottes** also serve a nice coffee.

Bar: **Go Ten** is the place for gin lovers. Amazing cocktails you will drink at the **Tailors concept, Paname** and **Bazaar**. Some all time classic bars and pubs are the **Scott's Pub, Hitch, Oscar's Bar, The Office, Brauhaus, De Gudde Wëllen, Shamrock, La reserve, Stuff**.

WELLNESS



Luxembourg has many sports centres. You will surely find your favourite. Furthermore, the building of the Court of Justice has a gym and some of our colleagues play volleyball, basket or practice ballet, yoga etc. In order to join some of these services you have to pay a very small amount of money.

One of the most famous sports clubs is the CK Sports Centre in Kockelscheuer. Several climbing walls are proposed in Luxembourg, among others at La Coque, Echternach youth hostel, Dudelange Hartmann sports centre or the Red Rock Climbing Centre Soleuvre.

In addition, many people run, in the morning, during lunch break and in the evening. Luxembourg's forests, parks and routs are ideal for that kind of sport. Very nice swimming pools exist in Luxembourg. Some privates like Coque and Les Thermes, and some municipal, like the Badanstalt Aquatic Center and the Municipal swimming pool of Bonnevoie. If you haven't decided yet, check the Mindbody app and find offers and other sports you may interested in.

Using the salonkee.lu you can book your next hairdresser, beauty salon or massage appointment in Luxembourg in a couple of clicks online.

When it comes to culture Luxembourg has many things to offer: it's numerous exhibitions and museums, its fabulous architecture, its castles and fortifications, variety of fascinating art places. We hope that the following list will help you to explore the culture of Luxembourg.

Things to do/visit:

-Walk around the old quarters and fortifications. You can try the Circular walk "Vauban Luxembourg".

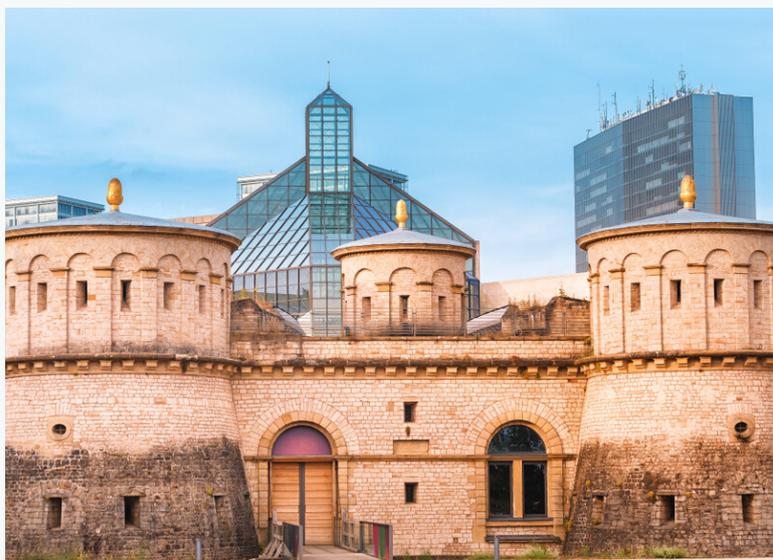
-Visit these museums: Villa Vauban, Casino Luxembourg - Forum d'art contemporain, Lëtzebuerg City Museum, National Museum of History and Art, National Museum of Natural History, Museum Dräi Eechelen, MUDAM.

-Visit these castles: Beaufort Castle, Castle of Vianden, The Former Castle of the Counts of Luxembourg, Larochette Castle, Clervaux Castle, Esch-sur-Sûre Castle, Grand Ducal Palace.

-Participate in an architectural tours in Luxembourg.

-See a movie at Kinopolis (4D hall), Utopia (European movies), Cinémathèque de la Ville de Luxembourg.

-Attend a concert : Philharmonie, Rockhal, Luxexpo - The box, Rotondes, Conservatoire de Musique, Den Atelier.



CULTURE

Links:

Terminology Coordination Unit

IATE: <https://iate.europa.eu/home>

Terminology Coordination Unit website: <https://termcoord.eu/>

Terminology Without Borders: <https://yourterm.org/>

DG Translation

Translation | European Parliament:

<https://www.europarl.europa.eu/translation/en/introduction/introduction.html>

General map:

https://drive.google.com/open?id=13LlucZ5UraTvB_WO0ARR7AzDDQ7lWo15&usp=sharing

Finding a home

At home: <https://www.athome.lu/>

Immotop: https://www.immotop.lu/en/?gclid=CjwKCAiA-vLyBRBWEiwAzOkGVMePk-ft3mCDxmDW84arodaNefN9ftTrxmALLj-9KgwqXLS3bFqnLhoCSq4QAvD_BwE

Luxfriends: <https://www.luxfriends.eu/en/>

Furnished: <https://www.furnished.lu/>

Moving Around

Mobiliteit (App available for android and IOS phones): <https://www.mobiliteit.lu/en/>

For bicycles : <https://www.vdl.lu/en/getting-around/bike-or-foot/bike-rental-and-other-services/veloh>

Shopping:

Infinity mall: <https://www.infinityluxembourg.lu/shopping/en/index.php>

Auchan Kirchberg: <https://www.auchan.lu/en/retail/auchan-kirchberg>

Belle Etoile: <https://www.belle-etoile.lu/>

Delhaize: <https://www.delhaize.lu/fr/nos-magasins>

Lidl: <https://www.lidl.lu/information/magasins-heures-d-ouverture>

Aldi: <https://www.aldi.com/>

Action: <https://www.action.com/fr-lu/>

Roller : <http://www.roller.lu/>

Wellness:

Well-being activities in Luxembourg: <https://epintranet.in.ep.europa.eu/home/browse-as/human-resources/medical-service-wellbeing/wellbeing-at-work/wellbeing-activities/wellbeing-lux.html>

Kockelscheuer Sport Centre: <https://ck-sportfitness.lu/en/>

Coque Sport Center: <https://www.coque.lu/en>

Youth Hostel: <https://youthhostels.lu/en/groups/youth-hostels-for-sport-groups/sport-echternach>

René Hartmann Sports Center: <https://www.dudelange.lu/fr/Pages/Centre-sportif-Rene-Hartmann.aspx>

RedRock Climbing Center: <http://redrock-climbingcenter.lu/>

Les Thermes: <https://www.lesthermes.net/en>

Aquatic Relaxation Center (Badanstalt): <https://www.vdl.lu/en/visiting/sport-and-leisure/sporting-facilities/swimming-pools/badanstalt>

Piscine Municipale de Bonnevoie: <https://www.vdl.lu/en/visiting/sport-and-leisure/sporting-facilities/swimming-pools/bonnevoie-pool>

Mindbody (App available for android and IOS phones): <https://mindbody.io/>

Salonkee: <https://salonkee.lu/>

Culture:

Circular walk "Vauban Luxembourg":

<https://www.visitluxembourg.com/en/place/misc/circular-walk-vauban-luxembourg>

Museums in Luxembourg: <https://www.visitluxembourg.com/en/what-to-do/arts-culture/museums>

Castles in Luxembourg: <https://www.visitluxembourg.com/en/what-to-do/arts-culture/castles-fortifications>

Architectural tour at the city centre of Luxembourg:

<https://www.visitluxembourg.com/en/place/misc/circular-walk-architecture-luxembourg-city>

Kinopolis Kirchberg: <https://kinopolis.lu/en/>

Ciné Utopia: <https://kinopolis.lu/en/cinemas/cin%C3%A9-utopia?main-section=presales>

Buy tickets: <https://www.atelier.lu/>, <https://www.rockhal.lu/featured/>,

<https://www.philharmonie.lu/en/>, <https://www.luxembourg-ticket.lu/en/1/start,0/calledByCmsSiteContent,1/home.html>

Luxembourg Media: <https://www.justarrived.lu/en/practical-information/medias-luxembourg/>