

# « Terminology for Translation »

## Profile of a Council Terminologist

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## WHY TERMINOLOGY ?

Terminology is an integral, essential part of the translation product.

## Terminology

- increases quality,
- increases productivity,
- increases flexibility in the workforce available,
- avoids duplication of effort.

## How is terminology work organised?

1. Multilingual terminology work
2. Language-specific terminology work
3. Contributions by translators

- 1. Multilingual terminology work
  - organised at central level (T&D) for all languages
  - 2 Permanent terminologists
  - 4 Rota terminologists
  - 1 Assistant
  - 2 Secretaries

○ 2. Language-specific terminology work

- 20 language units (soon 23)
- 1 FTE main terminologist
- rota terminologists depending on workload

- 3. How do translators contribute to the development and maintenance of terminology ?
  - Propose new terms for entry in IATE
  - Do research themselves and submit the result for entry in IATE
  - Choose to become a « rota » terminologist after a period of training

## TASK PACKAGE

1. At unit level
2. At central level



# Tasks at unit level

## 1. Research

- \* Helpdesk
- \* Term validation

## Tasks at unit level

### 2. IATE

- \* Input
- \* Monitoring and Maintenance
  - \* Corrections and updates
  - \* Merges and deletions
  - \* Consolidation
- \* Pro-active terminology

# Tasks at unit level

## 3. PUBLISHING RESULTS

- \* Terminology notes
- \* Glossaries

# Tasks at unit level

## 4. DOCUMENTATION

- \* Unit websites, public servers
- \* Libraries and archives

# Tasks at unit level

## 5. PLANNING AND ADMINISTRATION

- \* Distribution of work
- \* Meetings
- \* Work evaluation

## Tasks at unit level

### 6. TRAINING

- \* IATE training for consultation
- \* IATE training for terminologists
- [ Training by Staff training Department]

# Tasks at central level

## 1. Permanent terminologists

### General tasks

- \* Unit management and supervision of work by rota staff
- \* Coordination of work in general
- \* Intranet page
- \* Internal and external training

## Tasks at central level

1. Permanent terminologists  
Specific tasks
  - \* Interinstitutional responsibilities (project management and technical development)
  - \* Helpdesk for all Council users + user management
  - \* Internal and external IATE training
  - \* Coordination and management of Council entries in IATE
  - \* Integration of new language divisions



## Tasks at central level

### Rota terminologists

- \* Verify newly created entries (duplicates, Added Terminological Value, respect of Best Practice and Writing Rules)
- \* Deal with ad hoc questions from the unit terminology offices
- \* Prepare pro-active terminology projects
- \* Prepare and ensure follow-up of consolidation projects
- \* Ensure the daily follow-up of work resulting from interinstitutional cooperation (e.g. work on specific domains of terminology work assigned to the Council, duplicate detection, etc.)

# QUALIFICATION REQUIREMENTS

## Preliminary Comments

- Terminologists are always recruited from the linguists of the language units.
- This experience as a translator is essential, given our policy that terminology is developed as an integral part of the translation product !

## General requirements

- University degree
- Sufficient knowledge of EN and FR
- Knowledge of other official languages is an advantage
- Excellent mother-tongue command of one of the official languages (esp. for « local » terminologists)

## Requirements for main terminologists

- \* excellent knowledge of documentary resources
- \* excellent knowledge of IATE
- \* good knowledge of the workings of the General Secretariat of the Council
- \* good general IT skills (Internet !)
- \* good organisational and teamwork skills
- \* sense of initiative
- \* be able to work autonomously
- \* be able to prioritise work
- \* be able to work under stress and meet deadlines
- \* be able to motivate a team
- \* deliver a constantly high level of quality

# REQUIRED EXPERIENCE

## Rota terminologists at local level

- No previous experience is required.
- Hands-on training is provided the by main terminologist.
- General terminology training is offered by the Staff Training Department.

## Rota terminologists at central level

- Some terminology background is required (but not necessarily a long one).
- T&D creates teams of rota terminologists in which experienced and less experienced colleagues (in particular from new languages) can work together.



## Main terminologists

### **EU-15**

- Main terminologists must have at least 2 years' experience as a terminologist.

### **EU-10**

- Recruitment on the basis of terminology experience in a previous career or on a voluntary basis.

**THANK YOU FOR YOUR ATTENTION**