

« 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