TermCoord provides terminology and documentation services for translation by feeding and maintaining IATE, providing important reference documentation, training for translators and terminologists and tools and resources for terminology work.

All this we do in a very friendly, cooperative and inspirational atmosphere characterized by great team spirit, mutual respect, transparency and the full involvement of our trainees. Excellent teamwork is the key to the accomplishment of our diverse tasks and projects, where initiative is much appreciated and all opinions are welcome. But not all is work...from time to time we like to surprise our colleagues with home-made goodies and to meet outside of the office walls, to enjoy together a nice lunch or dinner, coffee, picnic or dance.

IATE - The terminology database of the EU

The biggest terminology database, containing over 8,5 million terms, is the main source for reliable EU terminology. TermCoord streamlines and coordinates the terminology work in the translation units to effectively feed and maintain the terminology in IATE. With various projects involving linguists, terminologists and trainees the content in IATE is constantly improved and consolidated.

Documentation, Tools, Resources

Reference documents and terminology research are often an essential part of the translation process. Providing relevant documentation for a particular topic has become one of our regular activities.

TermFolders

- prepared for selected important legislative procedures,
- compilations of topic-related reference documents from EU and national legislation to subject-specific glossaries
recently launched new types of TermFolders for 1st reading agreements where the EP is the *chef de file*, focusing on providing definitions or context for difficult terminology which is not yet in IATE.

**Terminology Macro**

- enabling translators to collect terms as they translate, and for terminology or documentation research
- allow one-click IATE search

**Glossary Links**

- search tool for a fast and convenient search within our huge collection of specialized glossaries
- allows search by category, keyword and languages

**DocHound**

- one-stop webpage for researching reference documents
- contains links to documents and search engines of all EU institutions.

**Training, seminars and workshops**

TermCoord provides IATE training in basic courses for trainees and new/newcomer translators, administrators and assistants, and in advanced courses for terminologists. Ad-hoc training for the introduction and use of the new developments related to our search and documentation tools and on specific requests from units and services complete the range of training we offer. In the framework of TermCoords yearly awareness-raising campaigns tailor-made training was the motto of this year's campaign focusing on specialised training for translators, terminologists and trainees in the terminology domain.

TermCoord regularly organises workshops and seminars on terminology related topics:

- Workshops are intended to shed light on specific aspects of terminology and IATE work and to offer the opportunity for terminologists and translators to deepen their terminology knowledge and to discuss problematic questions.
- Our larger-scale seminars – held in the Schuman Chamber with the involvement of speakers from the academic world and the language industry, as well as from the EP and other institutions – provide a more comprehensive overview of the recent developments of different disciplinary fields related to terminology, examined in the context of the changing world of translation.
Cooperation within the EP

TermCoord, in its various fields of activity, works closely together with the other units of DG TRAD, particularly with the translation units, DAS, the Planning Unit, the Training and Traineeship Unit and the Multilingualism Unit. Besides, we cooperate also with other directorates-general in areas of mutual interest. Some examples of such cooperation:

- Coordination between DG PRES, DG PERS, DG ITEC and DG TRAD in connection with the EP Establishment Plan, with the purpose of ensuring the linguistic quality and consistency of EP databases.

- Our internal website has been made available this summer through EP Intranet to all DGs, as well as MEPs and their assistants, who can now access a wide range of tools and resources related to terminology and documentation.

- TermCoord has recently established cooperation with the Directorate-General for Interpretation, including mutual access to websites and resources, access for interpreters to internal IATE and training. Furthermore, EP interpreters are also represented now in the IATE Management Group.

Inter-institutional cooperation

The Terminology Coordination Unit represents the EP in the inter-institutional cooperation on terminology. All participating parties can benefit much from pooling resources, sharing experience and discussing topics of common concern.
The most important examples of our activities and initiatives in this field are the following:

- TermCoord represents the European Parliament in the inter-institutional IATE and ELISE management groups.
- On our initiative annual meetings are held with the terminology coordination units of the other institutions.
- TermCoord initiated the creation of an inter-institutional terminology portal to make available at one place all terminology-related tools and material that can be useful for translators, interpreters, drafters and other colleagues of all EU institutions. This is now an official project of the IATE Management Group.
- We participate in the inter-institutional Language Technology Watch Group, where we are responsible for evaluating and testing automatic term-extraction tools.

External relations

Terminology is a dynamically evolving discipline of our age that has gained more and more importance over the past decades. The rapid technological developments, the constantly increasing specialisation of knowledge, globalisation and the ever growing importance of communication have all contributed to this.

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 external website, counting now about 90,000 visitors, as well as through our memberships in important associations, such as the European Association for Terminology (EAFT) and the International Network for Terminology (TermNet).

As part of our external networking and cooperation activity, we have participated at several conferences and we have welcomed visiting groups from universities, and presented DGTRAD terminology work. Some examples:
- presentation at JIAMCATT in Turin and Luxembourg
- presentation at the 8th International Conference on Terminology in Athens
- presentation at the terminology department of FAO in Rome
- presentation at the Terminology and Knowledge Engineering conference (TEK 2012) in Madrid
- visit from the University of Magdeburg, Saarbrücken, Heidelberg, Zadar, the TERMISTI research centre and the UN Department for Translation and Terminology.