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总秘书处（SG）

2023年11月17日，日内瓦

文号：　　　　**CL-23/45**　　　　　　　　致：
联系人：　　　蔡国雷先生　　　　　　　　国际电联各成员国
电子邮件：　　terminology@itu.int

事由：　　　　**征集 – 与国际电联总秘书处就信息通信技术（ICT）和电信相关术语开展合作**

尊敬的先生/女士，

　　国际电联高兴地邀请各成员国推荐合适的实体，就以国际电联六种正式语文呈现的ICT和电信相关术语开展合作。选定的实体（"术语合作伙伴"）将能够对现有术语提出建议，并提出新的概念，添加到国际电联秘书处大会和出版部（C&P）维护的术语数据库中。

　　这一举措是在全权代表大会关于在同等地位上使用六种语文的第154号决议（2022年，布加勒斯特，修订版）修改后提出的，该决议责成总秘书处继续与感兴趣的成员国协作，并在可行的情况下，完善所有六种正式语文的术语和定义的翻译。它旨在建立一个全球合作伙伴网络，在快速发展的ICT领域合作提供最新、高质量和相关的术语。该举措的全部细节请见CWG-LANG-13/2号文件的附件，该文件已于2023年10月由理事会使用国际电联六种正式语文工作组（CWG-LANG）批准。

　　受推荐实体可以是精通英语且母语为其他五种正式语文之一的研究所、大学或学术机构。它们的主要研究或工作范围应该是术语、翻译、计算机科学、工程或与ICT、电信或一般技术相关的任何其他领域。请成员国填写此超级链接表格，并在2024年1月31日前提交建议。C&P将审查所有建议，核实这些实体的资格，并作出相应答复。

　　如有其他问题，请联系terminology@itu.int。

顺致敬意，

[原件已签]

多琳·伯格丹-马丁

附件：术语合作详细工作流程草案

ANNEX
DRAFT DETAILED WORKFLOW FOR COLLABORATION ON TERMINOLOGY

Following the proposal to CWG-LANG on collaboration on terminology (Annex of document CWG-LANG-13/2), this document presents an initial draft workflow for each type of collaboration (subject to change).

Entities looking to collaborate with C&P on terminology are kindly informed that the selected terminology partners will be collaborating with C&P on a pro bono basis. They are also invited to consider the following workflows. Detailed guidelines on contributing to terminology within UNTERM (the United Nations terminology database) will also be provided to terminology partners.

• **Proposing equivalents for terms and commenting on existing equivalents**
C&P endeavours to provide terminology entries in all six official languages as far as possible. A list of entries without translations in one or more languages can be provided to entities interested in working on providing missing equivalents (translations). Comments on existing translations of entries may also be provided.

- o C&P periodically provides a list of entries missing a specific language.
- o Terminology partners propose equivalents in their respective working languages, adding suggestions directly into UNTERM in line with the guidelines. The source of the equivalents proposed must be included.
- o C&P language sections review the proposed equivalent and integrates it into UNTERM.
- o The terminology partner is informed by e-mail when the proposal has been processed.
- o Terminology partners may also comment on existing terminology in their working language in accordance with the guidelines.
- o Suggestions appear in the relevant language queue in UNTERM and are reviewed by C&P language sections.
- o The terminology partner is informed by email when their suggestion has been reviewed.

• **Proposing new concepts to be added**
C&P aims to stay up to date with emerging technologies. The field of ICTs and telecommunications moves very fast and translation sections need to be able to propose equivalents in their respective working language. C&P welcomes proposals for new terms to be included in UNTERM. All proposals must be at least bilingual (English and another official language) with a definition and sources.

- o Terminology partners send C&P suggestions for new concepts in accordance with the guidelines. All suggestions must be at least bilingual (English and another official language), include a source and, where possible, a definition and its source.
- o Suggestions are reviewed by the terminology coordinator and forwarded to language sections for validation and completion.

• **Proposing definitions for concepts where they are missing**
Definitions are very important, providing a better understanding and enabling translators to translate the correct concept. Many entries in UNTERM do not currently have definitions. C&P welcomes the help of interested entities in providing definitions with sources.

- o C&P will share on request a list of entries missing definitions.
- o Terminology partners can propose a definition with its source via the suggestion process in the guidelines.
- o Proposed definitions will appear directly in the relevant language queue in UNTERM and be reviewed by C&P language sections.

• Helping with the translation of terms and definitions coming from the ITU Coordination Committee for Technology (CCT)

C&P is mandated to provide CCT with the translation of terms and definitions which it has validated in English. Interested entities can help by proposing equivalents and translations of definitions in their respective working languages. The inputs will be sent to C&P language sections for revision and then proposed to CCT for final validation.

- o C&P receives a list of terms and definitions which have been validated in English by CCT and which need to be translated into the five other official languages of the Union.
- o C&P sends an Excel or Word file to terminology partners for them to complete with the relevant translations.
- o Proposals are revised by C&P language sections and presented to CCT for final validation.
- o Terms and definitions are then included in UNTERM.

Suggestions from terminology partners will be reviewed by C&P language sections and the terminology coordinator according to the workload and the capacity of each section. Priority will be given to the work related to CCT in line with deadlines.

C&P also welcomes any suggestions and ideas on new ways to collaborate, such as sharing terminology databases and linguistic resources, or information helpful for translation and terminology work such as specific multilingual resources, useful websites for tracking emerging technologies, multilingual glossaries etc.

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