



## General Secretariat (SG)

Geneva, 17 November 2023

Ref: **CL-23/45**  
Contact: Mr CAI Guolei  
E-mail: [terminology@itu.int](mailto:terminology@itu.int)

To:  
ITU Member States

Subject: **Call for interest – Collaboration with ITU General Secretariat on terminology related to information and communication technologies (ICTs) and telecommunications**

Dear Madam, Sir,

ITU is pleased to invite Member States to recommend suitable entities to collaborate on terminology related to ICTs and telecommunications in the six official languages of the Union. Selected entities (“terminology partners”) will be able to provide suggestions on existing terminology and propose new concepts to be added to the terminology database maintained by the ITU Secretariat’s Conferences & Publications Department (C&P).

This initiative follows the modification of [Resolution 154 \(Rev. Bucharest, 2022\)](#) of the Plenipotentiary Conference on the use of the six languages on an equal footing, which instructs the General Secretariat to continue to collaborate with interested Member States and, to the extent practicable, to refine the translation of terminology and definitions in all six languages. It aims to build a global network of partners working collaboratively to provide up-to-date, high-quality, and relevant terminology in the fast-evolving field of ICTs. Full details of the initiative are set out in the [Annex to document CWG-LANG-13/2](#), as approved by the Council Working Group on the Use of the Six Official Languages of the Union (CWG-LANG) in October 2023.

Recommended entities may be institutes, universities, or academia with an advanced knowledge of English and one of the other five official languages as their mother tongue. Their main area of study or work should be terminology, translation, computer science, engineering or any other field related to ICTs, telecommunications or technology in general. Member States are invited to fill in the [hyperlinked form](#) to submit recommendations by 31 January 2024. C&P will review all recommendations, verify the qualifications of the entities and reply accordingly.

Should you have any questions, please do contact [terminology@itu.int](mailto:terminology@itu.int).

Yours faithfully,

*(signed)*

Doreen Bogdan-Martin  
Secretary-General

**Annex:** Draft detailed workflow for collaboration on terminology

## 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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