Genève, le 17 novembre 2023

Référence:	**CL-23/45**
Contact:	M. Guolei CAI
Courriel:	terminology@itu.int

Aux États Membres de l'UIT

Objet: **Appel à manifestation d'intérêt – Collaboration avec le Secrétariat général de l'UIT dans le cadre de travaux terminologiques relatifs aux technologies de l'information et de la communication (TIC) et aux télécommunications**

Madame, Monsieur,

L'UIT a l'honneur d'inviter les États Membres à recommander des entités avec lesquelles pouvoir collaborer dans le cadre de travaux terminologiques relatifs aux TIC et aux télécommunications dans les six langues officielles de l'Union. Les entités sélectionnées (appelées "partenaires terminologiques") pourront formuler des suggestions sur la terminologie existante et proposer de nouveaux concepts à ajouter à la base de données terminologique tenue à jour par le Département des conférences et des publications du Secrétariat de l'UIT.

Cette initiative fait suite à la modification de la Résolution 154 (Rév. Bucarest, 2022) de la Conférence de plénipotentiaires, intitulée "Utilisation des six langues officielles de l'Union sur un pied d'égalité", aux termes de laquelle le Secrétariat général est chargé de continuer de collaborer avec les États Membres intéressés et, dans la mesure du possible, de parfaire la traduction de la terminologie et des définitions dans les six langues officielles. L'objectif vise à créer un réseau mondial de partenaires, travaillant en collaboration pour fournir une terminologie actualisée, de qualité élevée et pertinente dans le domaine des TIC, qui évolue rapidement. Les détails de cette initiative sont présentés dans l'Annexe au Document CWG-LANG-13/2, tel qu'il a été approuvé par le Groupe de travail du Conseil sur l'utilisation des six langues officielles de l'Union (GTC-LANG) en octobre 2023.

Les entités recommandées peuvent être des instituts, des universités ou des établissements universitaires dont les représentants disposent d'une excellente connaissance de l'anglais et ont comme langue maternelle l'une des cinq autres langues officielles. Leurs principaux domaines d'étude ou de travail devraient porter sur la terminologie, la traduction, l'informatique, l'ingénierie ou tout autre domaine lié aux TIC, aux télécommunications ou aux technologies en général. Les États Membres sont invités à remplir le formulaire ci-joint en vue de soumettre des propositions d'ici au 31 janvier 2024.

Si vous avez des questions, n'hésitez pas à contacter terminology@itu.int.

Veuillez agréer, Madame, Monsieur, l'assurance de ma haute considération.

(signé)

Doreen Bogdan-Martin
Secrétaire générale

Annexe: Projet de flux de travail détaillé pour la collaboration dans le cadre de travaux terminologiques

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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