

User's Handbook

Last updated on 16.07.2024

IATE Handbook

This handbook sets out the purpose and principles of IATE and can be used as a step-by-step guide to using the tool.

The content evolves in line with new developments in IATE, and is regularly revised by the IATE Handbook Task Force.

Questions and feedback are welcome and should be sent by email to <u>iate@cdt.europa.eu</u>.

Release notes

Version 03.02.2023: non-EU languages in 'User preferences', sorting of bookmarks lists, 'Collection type' filter in 'Advanced search' (LIL, LL, TL), index in 'Table view' print function, TPM reassignment mechanism, TRM standalone, statistics for TRM live, tutorials page.

Version 09.06.2023: enhanced search by URL, possibility to set LLs and TLs as pre-IATE or non-validated (individually or in batch) from full entry view, TEM candidate management, improved progress monitoring in Terminology Projects Module, IATE search widget.

Version 22.08.2023: Online Help for external users, notification system for the TPM external forum, validation status update in bulk (at LIL and at LL), public exports enriched with new metadata, origin added to TRM outputs and dumps, cross-references added to full exports in Excel, batch import of cross-references, default recipient for marks created by terminologists, possibility to include a login parameter to invite users to login via an IATE URL.

Version 04.12.2023: table view optimisation and migration of table view documentation in the Online Help, cascading ownership from LL, TPM: 'my assigned entries' sorting by type of task, shortcut for an LL mark for update, experimental features for Admins (support fordrafting definitions, support for completing terms in missing languages, machine translation of existing definitions and notes for information purposes, EUR-Lex context retrieval), and OLP post-adoption POC.

Version 08.04.2024: opening of data from EU agencies in certain non EU-languages, EUR-Lex search by title, composite field confidentiality, additional global statistics (including qualitative metrics without pre-IATE data), enriched user preferences with option to filter by collection type, additional details on collections, monolingual TRM, option in TRM to include results only available in source language but not in selected target language, new criteria in advanced search to filter by cross-references, various improvements to TPM, small changes to experimental features.

Version 08.07.2024: automatic bidirectional cross-references, additional features in TPM internal and external forums (updates in IATE Online Help), notifications for TPM assignments and forums with a subscription mechanism (updates in IATE Online Help), new filter in Marks by institution of the author, improvements in experimental features: switch to

Mistral LLM and new features to support definition drafting (general prompt updated following feedback, user input to prompt now allowed, option to revise inserted text, merge various selected definitions and/or select creativity level), switch to eTranslation for machine translation of textual fields (including marks), domain suggestion, improvements in context retrieval and search by title from EUR-Lex (updates in IATE Online Help), improved module for post-adoption checks (updates in IATE Online Help), additional global statistics for language coverage and term coverage without preIATE.

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1. INTRODUCTION

IATE (Interactive Terminology for Europe) is a dynamic terminology database designed to support the multilingual drafting of EU texts, and legal texts in particular.

It aims to provide relevant, reliable, easily accessible data which represent a distinct added value compared with other sources of lexical information (e.g. translation memories, the internet, electronic archives).

For IATE to be usable with translation aid software, the database must be managed with rigour: such software is able to retrieve information from IATE, but, unlike translators, it is not able to detect discrepancies between language versions.

The fact that IATE is available to the public gives language professionals, academics, national experts, public administrations, policy advisers, private sector companies and the general public access to validated terminology. It allows EU terminologists to make a greater contribution to the EU policy of encouraging multilingualism and making EU legislation more transparent to the citizen. It also allows EU terminologists to receive feedback from external users.

The suggested citation style for an IATE entry is as follows:

European Union, 'ordinary legislative procedure', *IATE terminology database*, accessed on 20 November 2020, <u>https://iate.europa.eu/entry/result/930970</u>

The URL should be the permalink displayed at the bottom left of the full entry display:

https://iate.europa.eu/entry/result/930970

Click on the URL to copy it to your clipboard, or hover your cursor over it and click on [Forward by email] to forward it by email.

1.1 **Browser compatibility**

IATE has been thoroughly tested with the latest versions of Edge, Edge Chromium, Chrome and Firefox. Tests have also been performed with various versions of Safari and issues have been detected with old versions of the browser.

As Internet Explorer has been discontinued by Microsoft, it has not been included in the thorough tests.

1.2 First login and synchronisation with IATE 1 account

Internal IATE users should follow this login procedure:

Log	on with EU Login
Log on v	vith a generic accour
Synchr	onise IATE1 account

If you have an IATE 1 account, you must synchronise it with your EU Login account following the instructions on the IATE login menu. All the data linked to your IATE 1 account (username, institution, division, working languages, role and all past edits – insertions, modifications and deletions) will be transferred to your IATE 2 account.

NB: If you have forgotten your IATE 1 password, contact your central terminology service to have it reset.

- If you did not have an IATE 1 account, you can create an IATE 2 account directly by clicking on the appropriate link. Your role will be 'Basic' by default. If you need editing rights, contact your central terminology service to have your role upgraded.
- If you had an IATE 1 account but have logged in via EU Login and created a new IATE 2 account by mistake, you can still synchronise your IATE 1 account with your new IATE 2 account at any time by following the procedure described in the first point above. Your IATE 1 account details will replace the IATE 2 account details, and the IATE 2 account will be automatically disabled.
- If you have been using a generic account (not linked to an individual username) in IATE 1, you will be able to log in via the appropriate link for generic accounts.

1.3 **Documentation**

The latest version of the **IATE Handbook** and other information on the ongoing development of IATE are available via the 'Documentation' menu.

It is also important for editors to familiarise themselves with the new **<u>IATE data guidelines</u>**, which are available in the 'Documentation' menu.

The **IATE Online Help** is a step-by-step guide to using IATE. The first version covers the features available to external users. The Online Help is accessible directly in IATE, wherever

you see the dedicated 'Help' *icon*. Clicking on this icon will open a side panel containing a short explanation of a screen, a feature or an option.

In this panel you can also search the entire IATE Online Help. Alternatively, you can go to the full IATE Online Help by clicking on the 'Online Help' button, to search or browse all content.

1.4 <u>Multilingual interface</u>

IATE has a multilingual interface in the 24 official languages of the EU. You can change the interface language using the language selector in the top right corner. Some labels/warnings/options may nevertheless appear in English, even if you have selected another interface language: this is usually because recent improvements to the interface involved the introduction of new text which is in the process of being translated. The translated labels/warnings/options will usually be available in the next software release.

1.5 General principles

Usefulness for the drafting of texts

IATE's usefulness for multilingual drafting, translation and interpretation in the EU sphere must always be the prime concern. However, IATE is not a general language dictionary, so ordinary words and expressions should not be entered. Phrases may be entered only if their use is restricted to a specific context (e.g. standard formulas in EU legislation).

Credibility of entries

A well thought-out IATE entry must give users all the necessary information to allow them to judge whether the proposed solution is appropriate and reliable. It must also allow other terminologists wishing to work on the entry to understand and delimit the concept clearly, and not to confuse it with other related concepts.

Multilingualism

It is very important to promote the development of IATE entries towards multilingualism, by consolidating and merging any monolingual or bilingual entries for the same concept and by adding as many languages as possible to new entries.

1.6 General input criteria

Please ensure that all terminology work you carry out (including importing data from external sources) complies with the IATE data guidelines and the guidelines in this handbook.

One concept, one entry

• Every entry should deal with a **single concept** (see <u>Annex I</u> for a definition of 'concept'), and all data relating to a given concept should be consolidated in one entry.

- Before creating an entry, you should check that there is not already an entry for the concept. We recommend that you check the term or terms and their synonyms in both English and French. If there is already an entry for the concept (even if the term or terms are different), add the new terms, languages, etc. to the existing entry, rather than creating a new one. You should also check the database for any spelling variants of your term or terms.
- Every entry must include sufficient information for the concept it is meant to establish to be identified unambiguously.
- A concept can be represented by one or more:
 - terms (designating general concepts, e.g. 'carbon dioxide', or individual concepts, e.g. 'United Nations')
 - symbols (designating individual or general concepts, e.g. @).
- When adding information to an existing entry, check that your term(s) and data match the concept.

Reliability and accuracy

- When creating or updating an entry, check the accuracy of the terms and data to be added.
- Each term must have at least one reference that is as reliable as possible, and either a clear definition or a quotation showing how the term is used ('Term in context'), or both.
- The terminologists for a given language act as a filter to ensure that validated terms are reliable.

Relevance and added value

- Terms must be relevant, i.e. they should correspond to a past, present or potential drafting, translation or interpretation problem in a field relevant to the EU, and not simply to a one-off name or occurrence.
- Add any useful information which is readily available from relevant sources in any language you know sufficiently well (i.e. not just your mother tongue), with a view to facilitating the work of other terminologists. As a minimum, you should indicate the document in which you found the term or terms as a reference, so that terminologists updating the entry at a later stage can understand what the concept is. Your changes will appear in the validation queue of the terminologists for the language in question. The information you include must have an added value over documentary databases and the internet. Added value may mean, for instance, the addition of a definition or reference, the evaluation of the term, the endorsement of a particular translation, usage warnings, multilingualism, etc.

2. DATA MIGRATION

The following data have been migrated from IATE 1 to the IATE 2 database:

- All terminological data (all entries)
- Domains
- Lookups encoded with the ';' separator in IATE 1 have been split and placed below the relevant term level (TL).

- URLs have been migrated as hyperlinks (with the URL as both the target and the label).
- CELEX references have been migrated as hyperlinks (with the CELEX number as the label).
- Multiple references, contexts, notes, etc. in a single field in IATE 1 were not split when they were migrated to IATE 2.
- Validation/Confidentiality values
- Basic audit data: creation date/created by/last modification date/last modified by/validation date/validated by
- Protection values
- Collections, cross-references, attachments
- Marks
- User management information
- History of IATE 1 entries (creations, modifications, deletions)

3. SEARCH

3.1 Basic search

Searching for terms is one of the main functionalities of IATE. The **basic search** offers a simple but powerful tool: just select the source and target language(s), insert (type, or copy and paste) a search string in the search field, and click on the Search button \square . If you wish to restrict your search to exact matches, click on the 'Open expanded search' button \square and select the 'Exact match' matching option, as the use of quotation marks in the search box is not supported.

If you have selected a single source language and you start typing a term, as soon as you have typed 5 or more characters an **autocomplete feature** will show matching terms in the source language. However, the entry (or entries) on which a matching term appears may not include an equivalent term in your target language, and may not meet other search criteria that you have selected, so it is possible that your search will produce no results.

You have a choice between two views: the 'standard view' and the 'interpreters' view'. In both views, you can select a single source language and as many target languages as you wish. However, if you create a user account and log on, you can select up to six source languages. The option to select ALL for the target languages of your search is available only in the standard view.

You can set your source and target languages in your user preferences (accessed by clicking on your username at the top right of the screen) and also the order in which languages will display in the different columns in the interpreters' view. See 7 User preferences for more information.

When selecting 'Any' or multiple source languages, the autosuggest feature will not display any suggestions. Please note that if you select 'Any' or multiple source languages, the search results will include entries containing the matching search string in any of the selected EU languages (specific language rules are applied for each potential source language; see the detailed table below). The matching search string will be highlighted.

If you have previously selected several languages but now want to select a new one instead, double-click on the new language you want. This will remove all previously selected languages in one go.

The basic search launches a search for the search string in the 'Term' field, with 'All words' as the default matching option. This means that terms containing all of the words in the search box will be retrieved. Language-specific rules apply for this default matching option (retrieval of plurals, inflected forms, etc.). See the table below for more details.

For example, searching for *European Commission* will retrieve: *European Commission European Commission* of Agriculture *European* Travel *Commission European* Travel *Commissions Commission* of the *European* Communities

Results are sorted by relevance:

- 1. exact matches are displayed first (European Commission),
- 2. followed by exact strings (European Commission of Agriculture),
- 3. followed by all words (European Travel Commission).

Similar results which are not an exact match are displayed beneath one of the following messages:

No exact results found with your settings Similar results displayed below

No more exact results found with your settings Similar results displayed below

Irrespective of the source and target languages selected, **Latin and Multilingual** (MUL) are also included as source languages and displayed as target languages by default.

In addition to searching by term, you can also **search by entry ID** by entering a number in the search box. This will automatically activate the 'Search by ID' option, and all the available languages on the entry will be retrieved. If you wish to search for a number in the text fields, you can do so by switching off the 'Search by ID' option.

	Last queries	Standard Interpreters
878841		← Q
Go back to user preferences		Search by ID

Multiple entries can be retrieved by entering a list of entry IDs separated by commas, spaces or semicolons, up to a limit of 100 entries. The results will be displayed in the same order as the list provided as input. If an entry does not exist, it will simply be skipped.

3.2 Expanded search

The expanded search offers various options:

Search	Search by collection	Advanced sear	ch Batch search					
						Book	rmarks Last queries St	andard view Interpreters' view
migra	tion							← Q
Go back	k to user preferences) 🚨 Set u	user preferences						
 Matchin O Exact 	о С	ng 🛛 📀 All words	O Any word	O Partial string (Regular express	ion		
∗ Search ☑ Term	in term types (source) ☑ Abbrev ☑ For) rmula 🛛 Phrase	e 🗹 Short form	🖸 all				
∗ Search ☑ Term	in fields (source)	Term reference	□ Term in context	Context reference	Definition	Definition reference	🗆 Language level note	🗆 all
Filters								
Domains	s Add				Collections Add)		
Owner								
Searching	in data from all institutions						Go back to user	preferences Search
							Show	Close expanded search

Matching:

To launch an 'Exact match', 'Exact string' or 'Any word' search, select the relevant 'Matching' option in the expanded search.

If you select 'Any word', results matching any one of the words in the search string will be displayed below the more relevant results (e.g. if you search for *European Commission* with 'Any word' selected, '*European* citizen' would be displayed below the results listed above).

In all cases, results which are not an exact match are shown beneath one of the following messages:



If you select an option other than 'Exact match' or 'Exact string', specific language rules are applied to the source language selected in order to increase the retrievability of relevant results (plurals, inflected forms, derivations).

By default, search strings containing characters with diacritic marks will retrieve the diacritic characters and the base characters <u>as exact matches</u>.

```
For example, an 'Exact match' search for role in French will retrieve: role rôle and an 'Exact match' search for déjà vu in French will retrieve: déjà vu deja vu
```

This also applies to special characters and their extended equivalents. For example, an 'Exact match' search for $F\ddot{u}\beta e$ in German will retrieve: $F\ddot{u}\beta e$ $Fu\beta e$

Fusse

It also applies to different types of hyphenation and spaces. For example, an 'Exact match' search for *energy generating product* in English will retrieve: *energy generating product energy-generating product* (with a hyphen) *energy-generating product* (with an en-dash) *energy-generating product* (with an em-dash)

Two new matching options are also available for searches in the term field: 'Partial string' and 'Regular expression'.

'Partial string' retrieves results containing the search string within a longer string. The string doesn't need to be full words. For example, searching for 'book' will retrieve 'book', but also 'e-book', 'booking', 'notebook', etc. (i.e. results which contain 'book' inside the string).

'Regular expression' allows you to run more advanced searches using the <u>patterns described</u> <u>here</u>.

Overview of specific language rules (stemming, stopwords) applied with the various matching options:

SOURCE LANGUAGE	MATCHING OPTION	LANGUAGE RULES APPLIED (stemming, stopwords)	GENERIC IMPROVEMENTS APPLIED (diacritics, hyphenation types)
BG, CS, DA, DE, EL, EN, ES, FI, FR, GA, HU, IT, LT, LV, NL, PT,	Exact match	NO	YES
RO, SV (languages with language- specific analyser)	Exact string	NO	YES
	All words (default)	YES	YES
	Any word	YES	YES
	Partial string	NO	YES
	Regular expression	NO	NO
ET, HR, MT, PL, SK, SL (EU standard analyser)	Exact match	NO	YES
. ,	Exact string	NO	YES
	All words (default)	YES	YES
	Any word	YES	YES
	Partial string	NO	YES
	Regular expression	NO	NO
ANY as source language	Exact match	NO	YES
	Exact string	NO	YES

All words (default)	YES (for each of the languages searched)	YES
Any word	YES (for each of the languages searched)	YES
Partial string	NO	YES
Regular expression	NO	NO

Search in specific term types (all term types are selected by default): searching in a specific term type in the selected source language will retrieve lookup forms which are exact matches only, if available. You can select multiple term types (the search will be run in the selected term types only, ignoring results from other term types, and synonyms which do not have the selected term type will not be displayed in the results list).

Search in specific fields: you can search in fields other than the default 'Term' field if you select a source language other than 'Any'. 'Partial string' is the default matching option in this case, with the option to switch to 'Regular expression'. The fields available for selection (individually or combined) are:

- descriptive fields: 'Term in context', 'Term note', 'Definition', 'Language level note'
- reference fields: 'Term reference', 'Context reference', 'Definition reference'.

You can search for a specific string in the descriptive fields, e.g. 'human rights' in the 'Context', 'Definition' and 'Term Note' fields, to see how this term behaves in context. Fields containing a match are expanded by default in the results list, and the match is highlighted.

* 805084				1 📌		
	greement [INTERNATIONAL RELATIONS > international affairs] .AW > rights and freedoms]			Council		
. ∄ en	Convention for the Protection of <mark>Human Rights</mark> and Fundamental Freedoms	****	o 🖸 🖬 🔁 🔀	Council		
	Reference: Council of Europe Treaty Office http://conventions.coe.int (17.4.2012)					
	Definition: international treaty to protect human rights and fundamental freedoms in Europe	•				
	Definition reference: Eur-Lex Glossary of summaries > European Convention on Human Rights (ECHR), http://eur-lex.europa.eu/summary/glossary/eu_human_rights_convention.html [4.12.2015]					
	Language level note: Signed: Rome, 4.11.1950 Entry into force: 3.9.1953					
	European Treaty Series (ETS) No. 005					
	Authentic versions: EN-FR Text currently in force: the Convention as amended by Protocol No 11 [IATE:883266], which entered into force on 1.11.1998.					
	Term Note: Full text of the Convention: http://conventions.coe.int/Treaty/en/Treaties/Html/005.htm (17.4.2012)					
	European Convention on Human Rights	****	œ @ 🕼 🐂 ች	Council		
	Definition: international treaty to protect human rights and fundamental freedoms in Europe			ooulei		
	Definition reference: Eur-Lex Glossary of summaries > European Convention on Human Rights (ECHR), http://eur-lex.europa.eu/summary/glossary/eu_human_rights_convention.html [4.12.2015]					
	ECHR	****	@ Ø 🕼 🖪 🛄 🚼	Council		
	Definition: international treaty to protect human rights and fundamental freedoms in Europe					
	Definition reference: Eur-Lex Glossary of summaries > European Convention on Human Rig [4.12.2015]	hts (ECHR), http://ei	ur-lex.europa.eu/summary/glossa	ry/eu_human_rights_convention.html		
fr	Convention de sauvegarde des droits de l'homme et des libertés fondamentales	****	ē 🚺	Council		
	Convention européenne des droits de l'homme	****	oe 🕼 🐂 💠	Council		
	CEDH	****	oe 🔰 📄	Council		

You can also search for a partial URL in order to retrieve all entries with a URL containing that partial string in a reference field.

www.ohchr.org Image: Construction of the second s				
Matching O Exact string O All words O Any word	Partial string O Regular expression			
Search in term types (source)	□ Lookup form			
Search in fields (source) Term	Context reference Definition Definition reference Language level note	□all		

Visible URLs containing a match are highlighted in full in blue. Hypertext containing a URL matching the search string is highlighted in full in orange.

🛨 901867				39 🧬		
· ·	AW > rights and freedoms] (7606) [INTERNATIONAL ORGANISATIONS]		Council			
t, en	Special Rapporteur on extrajudicial, summary or arbitrary executions	***	💽 🕅 📄 📑 Council			
	Reference: United Nations, Human Rights, Office of the High Commissioner, English > Your Human Rights > Executions, 'Special Rapporteur on extrajudicial, summary or arbitrary executions', http://www.ohchr.org/EN/Issues/Executions/Pages/SRExecutionsIndex.aspx [9.8.2016]					
	Definition: expert appointed by the United Nations Human Rights Council to examine que	estions relating to ex	trajudicial, summary or arbitrary executions			
	Definition reference: Council-EN, based on OHCHR website, https://www.ohchr.org/EN/H	ssues/Executions/Pa	ages/SRExecutionsIndex.aspx [31.7.2018]			
fr	rapporteur spécial sur les exécutions extrajudiciaires, sommaires ou arbitraires	***	Council			
	rapporteur spécial sur les exécutions sommaires ou arbitraires etaneter	***	📴 🗊 🚺 🐂 🔷 Council			
★ 914948				40 📌		
LAW (12)			Council			
criminal law (12 United Nations	(7606) [LAW] (7606) [INTERNATIONAL ORGANISATIONS]					
.t. en	sexual slavery	***	📴 🚺 🛄 🏹 Council			
	Reference: Abolishing Slavery and its Contemporary Forms', OHCHR, http://www.ohchr.org/Documents/Publications/slaveryen.pdf [17.1.2012]					
	Context: 'Sexual slavery, occurring at any time, violates the fundamental guarantees of basic human rights in the International Bill of Human Rights.'					
	Context reference: OHCHR Abolishing Slavery and its Contemporary Forms [4.4.2019]					
fr	esclavage sexuel	***	Council			

Filter by domain: you can restrict your search to entries belonging to a specific domain or subdomain. When you select a domain or subdomain, the subdomains below it are included by default: the search retrieves entries belonging to the selected domain or subdomain and all of its children. However, you can also choose to exclude subdomains and only retrieve entries which match the specific domain or subdomain selected.

Please note that entries migrated from IATE 1 only have first-, second- and third-level domains. Therefore, if you filter your search using a lower level, you will miss results for which the domains have not been added or updated since the migration.

Filter by LIL owner: by default, all data owners are selected. It is possible to restrict the search to only one or several LIL owners. You can save your preferred setting under 'User preferences'.

Filter by collection: you can run a search by keyword and see which thematic collections are available, for example in a given subject area or for a particular language. One or more

collections can be selected and the search will only retrieve matches belonging to the selected collections.

NB: This feature is available for collections attached at any level in the entry: Language-Independent Level (LIL), Language Level (LL) and Term Level (TL).

Under 'Show more', Show more, other expanded search criteria are available:

- Filter by primarity at LIL.
- Filter by aggregated completion score at LIL.*
- Filter by confidentiality at LIL.
- Filter by entry status. The systematic inclusion or exclusion of raw entries can be saved under 'User preferences'.
- Filter by collections at LIL.
- Filter by validation status/pre-IATE status at TL (for source and target language). The systematic inclusion or exclusion of TL pre-IATE data can be saved under 'User preferences'.
- Filter by collections at LL (for source and target language).
- Filter by reliability at TL (for source and target language).
- Filter by collections at TL (for source and target language).
- Filter by aggregated completion score at LL (for source and target language).* * Only available to administrators.

Matching O Exact match O Exact string O All words O Any word O Partial string	Regular expression
Search in term types (source)	
🗹 Term 🗹 Abbrev 🖾 Formula 💟 Phrase 💟 Short form 🖉 all	
* Search in fields (source)	
Term Term Note Term reference Term in context Context reference	□ Definition □ Definition reference □ Language level note □ all
Filters	
Domains Add	Collections Add
Owner Edit Searching in data from all institutions	
Primarity Confidentiality	Entry status
Primary entries Confidential entries	□ raw 🔮 not raw 🗆 all
☑ Not primary entries ☑ all	
Aggregated field completion score (LIL)	
0	0
0	20
Collections (LIL) Add	
Source language	Target language
Language validation	Language validation
☑ Validated ☑ Not validated ☑ Pre-IATE ☑ all	☑ Validated ☑ Not validated ☑ Pre-IATE ☑ all
Collections (LL) Add	Collections (LL) Add
Term validation	Term validation
🛛 Validated 🛛 Not validated 🗳 Pre-IATE 🗳 all	🗹 Validated 🛛 Vot validated 🖓 Pre-IATE 🖉 all
Reliability	Reliability
☑☆ ☑★ ☑★★ ☑★★★ ☑★★★★ ☑all	☑ ☆ ☑ ★ ☑ ★★★ ☑ ★★★★ ☑ all
Collections (TL) Add	Collections (TL) Add
Aggregated field completion score	Aggregated field completion score
00	0 0
0 16	0 16
	Go back to user preferences Search

NB: These filters are strict, meaning that they add to each other (AND condition) and data not matching the search criteria AND the applied filter will not show up in the results list (e.g. terms matching the applied criteria will show up, but their synonyms will not if they do not fully match the same criteria).

You can go back to your user preferences (if any) in the expanded search by clicking on Go back to user preferences.

3.3 Search by URL

You can launch a search via a URL as follows:

```
https://iate.europa.eu/search/byUrl?
term=credit
&sl=en
&tl=a//
&fields=0
&type=0,2
&matching=5
&domains=E60E2A656AFE4A42AF39186973A7C147
&source_reliability=3,4
&target_reliability=3,4
&target_reliability=3,4
&primarity=1
&collection=1BD08E1EC86F4D8C9E3D5B198579D06F
&owner=8BA9662AF9D04F069072CB5230E3AFA0
&login=true
```

Where:

- **term*** = (any string)
- **sl*** = language code
- **tl** = comma-separated list of language codes or 'all' (default)
- **fields** = comma-separated list of field codes

Accepted values are:

- o 0: *term* (default)
- 2: term note
- o 3: context
- 7: language level note
- **matching** = single value
 - o 3: exact match
 - o 2: exact string
 - o 1: all words (default)
 - \circ 0: any word
 - 5: partial string
- **type** = comma-separated list of term types
 - Accepted values are:
 - 0: *abbrev*
 - o 1: formula
 - o 2: phrase
 - o 3: *short form*
 - 4: *term*

Default: all

- **domains** = comma-separated domain codes, as indicated on <u>https://iate.europa.eu/em-api/domains/_tree</u>.
 - When a domain is selected, all its subdomains are included (this option cannot be disabled).
- **source_reliability** = comma-separated list of reliabilities
 - Accepted values are:
 - 0:☆
 - o 1: ★

- 2: ★★
- o 3: ★★★
- o 4: ★★★★

Default: all

- **target_reliability** = comma-separated list of reliabilities Accepted values are:
 - 0: ☆
 - o 1: ★
 - o 2: ★★
 - o 3: ★★★
 - o 4: ★★★★

Default: all

- **primarity** = comma-separated list of primarities Accepted values are:
 - \circ 0 : Not primary
 - 0 . Not primary
 1 : Primary
 - Default : all
- collection = comma-separated collection codes, as indicated on <u>https://iate.europa.eu/search/collections</u>.
- **owner** = comma-separated institution codes, as indicated on <u>https://iate.europa.eu/uac-api/ws/institutions</u>
- **login** = true, false or missing (intended to force a login request to the user)

Please note:

- Only the fields marked with * are mandatory. For the other fields, the default value will apply if nothing is specified.
- For searches in fields other than the term field, the only accepted matching value is 5 (partial string), and no value at all is accepted for the term type.
- Only the parameters available for external users are available when searching by URL.

More information is available on the 'IATE for developers' page: <u>https://iate.europa.eu/developers</u>

3.4<u>Results</u>

When you launch a search, a summary of the search criteria is displayed above the results. The default number of results per page is ten, but this can be changed to a higher value in your <u>user preferences</u>.

Results matching the search criteria will be displayed on a results page presenting two layout alternatives: the standard view shows results in a list, while the interpreters' view shows results in a table.

The following information is displayed:

- Entry ID
- Domain
- Institution at LIL
- Specific status of the entry (primary/confidential/protected/raw)
- Management options (if selected in the user preferences)
- Specific LIL information (lifecycle/origin)
- Languages searched (source and target and potentially LA and MUL if available on the entry)

- Anchor language if available
- Terms available in the specified languages (with matches for the search query highlighted)
- TL information: institution, reliability, term reference (via the expandable tooltip ^[]), term in context (via the expandable tooltip ^[]), term note (via the expandable tooltip ^[]), language usage and regional usage (via the expandable tooltip ^[]), evaluation, TL protection, TL validation status (including pre-IATE) and 'additional information' (via the expandable tooltip ^[]))
- LL information: definition (via the expandable tooltip ^D), language level note (via the expandable tooltip ^L), LL protection, LL validation status (including pre-IATE)
- Collections information: only available in the interpreters' view.

In the interpreters' view, the entry, language and term metadata are displayed in a column named 'Additional information'. You can display the language- and term-specific metadata by clicking on the terms displayed in the table. There is also the option to display or hide the 'Additional information' and 'Collections' columns Hide metadata, or to sort the results displayed per page in alphabetical order Sort by default Sort alphabetically.

The default sorting displays results according to their relevance to the search criteria. This means that exact matches are displayed first, followed by similar matches (exact strings below exact matches, followed by 'all words' results and 'any word' results). A message indicates that similar results are displayed below any exact matches, or in the absence of exact matches:

No exact results found with your settings Similar results displayed below

No more exact results found with your settings Similar results displayed below

If there are duplicates with the same relevance score, they are sorted as follows:

- closer length to the search string first
 - with matches coming from normal term types displayed before lookup forms
 - with matches coming from entries with a lifecycle value sorted as follows: no lifecycle, historical, proposed, abandoned
- primaries are given priority
- maximum reliability across all TLs for the source language
- number of languages (entries with more languages are displayed first)
- validated terms for the search languages are given priority.

If all the criteria above are the same for several entries, then they are sorted by entry ID in descending order (i.e. the most recent entries are displayed first).

The matching part of the term is highlighted, taking into account that for 'All words' and 'Any word' matches, the stemmed match is highlighted.

Regarding the **sorting of languages on entries**, the source language is displayed first and the target language is displayed below it. If you select multiple target languages, they are sorted below the source language in alphabetical order (EU languages first, followed by LA, MUL and non-EU languages).

If you select 'Any' as the source language, the languages on the entry will be sorted alphabetically.

769913				1 á
	[SCIENCE > natural and applied sciences] [1] [AGRICULTURE, FORESTRY AND FISHERIES]			Council
en	Atlantic cod	***	0:	Council
	cod	***	<u>@</u>	COM
	codfish	***	<u>@</u>	СОМ
	codling	***	<u>@</u>	COM
de	Kabeljau	***	e D 🖌 B 🔷	СОМ
	Dorsch	***	o 🖉 🕼 🖪 📑	СОМ
fr	cabillaud	***	e B 💠	Council
	morue de l'Atlantique	***	0	Council
	morue franche	***	<u>œ</u>	Council
t la	Gadus morhua	****	e b c	Council
	Gadus morrhua deprecated	**	<u>@</u>	Council
	Gadus callarias deprecated	**	<u>@</u>	Council
mul	COD	****	<u>@</u>	Council

If a language on an entry contains synonyms, the **terms are sorted** as follows: for IATE 1 data, terms are sorted by term group; for new IATE 2 entries, terms are sorted by display order.

If the term group is the same, the following sorting criteria are applied:

- by term type: term, short form, abbrev, formula, phrase
- by evaluation (preferred, admitted, deprecated, obsolete)
- terms with higher reliability at the top
- by validation status: validated terms appear above non-validated and pre-IATE terms

If all the criteria above are the same for several terms, then they are sorted by term ID.

If there are lookup forms (a specific term type) in the source language which match the search string as an exact match, the relevant entry(ies) will be sorted according to the relevance criteria above. For clarity, lookup forms are labelled as Redirected from:

You can launch a new search from the results page by double-clicking on a term. In the case of multiple-word terms, you can choose whether to launch a new search for the full term or only a part of it (by selecting only the words that should be contained in the new search). The language of the newly selected term will become the new source language. The initial search settings can be reset by clicking on 'Go back to user preferences'.

You can also refine or expand the results of a search by applying or removing a filter by domain, primary, entry owner and collection, by clicking on the specific metadata (which launches a filtered search) or by clicking on the applied filter in the results criteria on top of the results list (which launches a search without that filter).

3.5 Last queries

You can consult your last 10 queries via the Last queries button on the 'Search' screen. A summary of the search criteria for the highlighted query is displayed on the right, and you can relaunch a query by selecting it and clicking on Run this query again.

25.6.2021 17:31 "legislative bod"	Query: "legislative body"	Search in fields (source): Term
25.6.2021 17:31 "legislative act"	Source language: en,la,mul	Matching type: All words
25.6.2021 17:31 "legislative lis"	Target language: fr,la,mul	Search in term types (source): All term types
25.6.2021 17:31 "legislative pro"		
25.6.2021 17:30 "112556"		Run this query
25.6.2021 17:30 "legislative pro"	Give this query a name	Save
25.6.2021 17:30 "legislative ter"	Give this query a hanne	Save
25.6.2021 17:30 "legislation"		
24.6.2021 21:42 "3592421"		

3.6 Saved queries

You can save queries by giving a name to the query and clicking on Save query. The saved queries can be managed (rerun or removed from the list) from the Saved queries tab.

Last queries Saved queries Close		
query2 "legislative pro"	Query: "legislative process"	Search in fields (source): Term
query1 "legislative act"	Source language: en,la,mul	Matching type: All words
	Target language: fr,la,mul	Search in term types (source): All term types
		Remove Run this query again

List of saved queries with summary of criteria per query and options to rerun the query or to remove the query from the list

3.7 Bookmarks

You can bookmark entries from any results page or from the full entry view and save them in lists. To do this, click on the bookmark icon \heartsuit next to the result and select 'My Favourites' or another list that you have previously created.

895042					1 🗢
udget [FINAN NANCE	NCE]			Consilium	Add to bookmarks My Favorites
en	budgetary codecision	**		Consilium	
t fr	codécision budgétaire	*		Consilium	
780656 HI U institution	ISTORICAL n [EUROPEAN UNION, EU institutions and European civil service]	_		Consilium	2 🗘
U <mark>institutio</mark> n				Consilium	2 🛇
U <mark>institutio</mark> n	n [EUROPEAN UNION, EU institutions and European civil service]	****	œ¢k¤ it	Consilium	2 🌢
J institution uropean Uni	n [EUROPEAN UNION, EU institutions and European civil service] Ion law [EUROPEAN UNION]	****			2 🛛
J institution Iropean Uni	n [EUROPEAN UNION, EU institutions and European civil service] ion law [EUROPEAN UNION] codecision procedure	****			2 🛛

Figure: bookmarking an entry from results list (standard view)

en	fr	mul	Additional information		Collections
budgetary codecision	codécision budgétaire	-	895042 Add to bookmarks My Favorites	Ĵ	Council-DA-BUDGET
codecision procedure	procédure de codécision	COD		2	
codecision procedure	procédure écrite codécision		2230258 HISTORICAL	Ø	
Conciliations and Codecision Secretariat	secrétariat des conciliations et de la codécision		2202571 🔹	Q	
Code of conduct for negotiating in the context of codecision procedures COURT Code of conduct for negotiating in the context of the ordinary egislative procedures	Code de conduite du PE pour la négociation de dossiers de codécision cosserra Code de conduite pour la négociation dans le cadre de la procédure législative ordinaire		3510136 🖈	Ø	LL % EP-MUL-EP RoP % EU-GA-FOCAL EXCL % EP-PT-PT normative termbase
Joint declaration on practical arrangements for the codecision procedure (Article 251 of the EC Treaty)	Déclaration commune sur les modalités pratiques de la procédure de codécision	-	2244271 🖈	Ø	LIL % Council-DA-EU_TERMER

Figure: bookmarking an entry from results list (interpreters' view)

IATE ID: 155862	⇔	
Add to bookmarks My Favorites	Domain: Owner:	24 FINANCE administrative law [POLITICS > executive power and public service] EP

Figure: bookmarking an entry from the full entry view

If you have already bookmarked the entry, you can click on the bookmark icon \heartsuit to remove the entry from the list.

895042				1 🗢	۲
FINANCE budget [FINAN	CE]		Consilium	Remove from bookmarks	
en	budgetary codecision	**	Consilium	My Favourites	
ஆ் fr	codécision budgétaire	*	Consilium		

Figure: removing a bookmark from results list (standard view)

en	fr	Additiona	l information	Collections
budgetary codecision	codécision budgétaire க	895042	Remove from bookmarks	LIL So Council-DA-BUDGET Council-DA-JURA
Results 1-1/1			My Favourites	Results per page: 10

Figure: removing a bookmark from results list (interpreters' view)

You can manage your lists from the 'Bookmarks' tab, accessed by clicking on your user name in the top right corner.

User profile User preferences Bookmarks	ast entries Watchlists		
Search			×
My Favorites (Number of entries: 10) Creation date: 15.3			
favourite IDs (Number of entries: 13) Creation date: 21.1 Sort by	Create new list	Set default list	
Creation date (Ascending)		+ Not specified	Save
Save all lists to file Creat	e from file (click or drag & drop)		

To create a new list, enter the name of the new list and click on the 1 button. If you have more than one list, they will all appear in a drop-down list when you click on the bookmark icon \heartsuit in the results list or in the full entry view.

If you set a **default list** – by clicking on the 'Set default list' box, selecting a list from the drop-down list, and then clicking on the 'Save' button – you will be able to bookmark an entry to your default list (or remove it from that list) with a single click on the bookmark icon \heartsuit in the results list or in the full entry view. To bookmark an entry to any other list, you will first need to change your default list, or reset it to 'Not specified'.

If you have several lists, you can sort them by creation date, modification date, name and number of entries, allowing you to quickly access the list you are looking for.

To consult your bookmarked entries, click on the list name. This will open a results page containing the entries and a selector for the display of languages. Here you can also rename your list, delete it, or add it to '<u>Table view</u>'. You can also export your list in the languages of your choice or in all languages (including non-EU languages).

< Back to all bookmarks				Standard view Interpreters' view
	Show results in:			
My Favorites	bg cs da de el <mark>en</mark>	es et	fi fr <u>ga</u> hrhu i	t it iv mt ni pi pt ro
$(\begin{array}{c} \mbox{Rename list} \end{array}) (\begin{array}{c} \mbox{Delete list} \end{array}) (\begin{array}{c} \mbox{IIII} \mbox{Add to Table view} \end{array}) \\ \end{array} \\$	sk sl sv la mul ★	G		()
Results 1-3/3 "287469,1662603,3597631" Search by ID			E Exp	oort (all languages)) 🖺 Export (only selected languages))
287469				1 🖤
Nadd to batch attachments operation	n 🕼 Add to merge operation) 🚳 Add to project	Add to 'Tabl	le view' 🖉 Find duplicates	
POLITICS				EP
economic conditions [ECONOMICS] non-alignment [INTERNATIONAL RELATIONS, international ball	Ince, foreign policy]			
en Conference of Heads of State or Gov	ernment of Non-Aligned Countries	***	or 🚉 🔤 👘 🛄 👗 🔹	EP
Conference of Non-Aligned Countries		**	@: Å 💠	СОМ
Summit Meeting of the Non-Aligned N	lovement.	**	õe 🔄 🔄 🗼 🗼	СОМ

Figure: displaying a list of bookmarked entries (standard view)

< Back to all bookm		Show		lta in 1										5	Standard	view	Interpr	reters' vie	W	
My Favorites		bg	CS	da	de				et	fi	fr	ga	hr	hu	it	lt	lv	mt		
Rename list) Delete list Results 1-3/3 "287469,1662603.	■ Add to 'Table view' 3597631" Search by ID	ni	pl	pt	ro	sk	sl	SV	la	mul	*	G				41 0.0	ert elek	•		natadata
	out of by the														by defau III langua				selected la	
en	es		Addit	tional	infor	natior	n					С								
			Addi1 287469		infor		n				•			Export (a						

Figure: displaying a list of bookmarked entries (interpreters' view)

The bookmark lists are stored in the database, in your user profile. You can also save your lists to a file (one list in .xlsx format or all lists together in .fav format) and retrieve them from the saved file or share them with your colleagues.

To save all lists in one go, click on 'Save all lists to file' at the bottom of the Bookmarks tab. To restore all your lists, click on the 'Create from file (click or drag & drop)' button, select the saved file (IATE_bookmarks.fav) and click on 'Open', or drag and drop the saved file on this button.

To save an individual bookmark list, open it, scroll to the bottom and click on 'Save to file'. To restore a lost bookmark list, first create an empty list with the desired name, open the list, click on the 'Create from file (click or drag & drop)' button, select the saved file (e.g. IATE_My Favourites.xlsx or IATE_List 1.xlsx) and click on 'Open', or drag and drop the saved file on this button.

3.8 Search by collection

A dedicated page to search by full collection(s) enables you to retrieve existing collections attached at Language Independent Level (LIL), Language Level (LL) and/or Term Level (TL) and select these collections for visualisation (...).

'Search by collection' can be launched by typing one or more keywords in the search box.

Collections Close		
Search	÷	٩
Sort by: Creation date ID Name Type Ascending Descending		
Close results Open exp	anded s	search

Clicking on the 'Open expanded search' button provides you with more filters to search by ID, description, language, institution, type, creation date and confidentiality. If you are looking for a collection with no set language, select 'No language' in the 'Language' filter. If you have indicated in your user preferences that you only want to see certain types of collections, the filter by Type field will only have those types selected.

Search Search by collec	tion 🖉 Advanced	search	Batch search														
														andard	view In	terprete	rs' view 📕
* Collections Close				* Leve	1												
ID	Name		Description	LIL/L	L/TL												•
				* Sho	v res	ults in											
Language	Instit	tution		bg	cs	da	de	el	en	es	et	fi	fr	ga	hr	hu	it
Not specified	▼ No	t specified	•	lt	lv	mt	nl	pl	pt	ro	sk	sl	sv	la	mul	Ō	●
Туре	_																
X related to project management	🔀 related to subject a	area 🔀 I	Miscellaneous														
Created after	Created before		Confidentiality														
×		×	Not specified														
			Clear Q Search														
Sort by: Creation date ID Name	Type Ascending Desc	cending															
		Clos	e results Close expanded search														

By default, **the results are shown in** the target languages defined in your user preferences (for more details, see 7 User preferences). If none are defined, the results will be shown in the interface language. You are free to change the language selection at any point. You can export the results by clicking on the 'Export' button. The export will contain only the languages you have selected.

The list of results belonging to a particular collection can be displayed in the standard view or the interpreters' view. The results are sorted according to the same rules as for the standard search (except for the matching criteria, since you are not searching for a particular string here).

Just like in a basic search, you can apply quick filtering to the search results (applicable to domains, collections, owners, primarity). However, the possibility to launch a new search from a term in the results is not available, since no previous search criteria were defined in this screen apart from the collection selection and the displayed languages. To refine your results, you can use the 'Advanced search' button (see Annex III: Advanced Search).

If you receive a link to a confidential collection, make sure that you are logged in to IATE before trying to view it, otherwise you will not be able to. A warning message has been put in place to remind users about this.

3.9 Full entry view

From the results page, you can access the full entry view by clicking on the entry ID at the top-left of the entry or by clicking on one of the language codes on the entry. Clicking on the entry ID will display the source and target language(s) selected for the search (bilingual,

trilingual or multilingual display), whereas clicking on a language code will show the selected language in a monolingual display.

You can show other languages by clicking on the language code (directly in the language bar) or hide languages by right-clicking on the language code and selecting 'Close'. Through the right-click menu, there is also an option to 'Open all languages': it will display all available languages in list view.

Any registered user can save an entry to a list of bookmarks using the heart-shaped icon available next to the entry ID IATE ID: 3539850 \heartsuit .

After creating an entry, different display options are available in full entry view. The default view is a bilingual or monolingual view of the created languages or language. However, you can modify the display as follows:

- Close or open the displayed languages
- Switch columns
- Collapse or expand the LIL, including the advanced management options with the duplicate detection feature
- Collapse or expand the LL of the displayed language(s) to align terms
- Collapse or expand individual TLs for side-by-side alignment with another language as needed
- Display the available languages in list mode (button)

You can collapse or expand in one go all the fields included at LIL, LL and TL by using the 'Collapse all' | 'Expand all' buttons at the top of the full entry view:

Collapse all Expand all Print Side-by-side view List view

The language navigation bar allows you to quickly see which language is the anchor language (if any), which languages are currently displayed in the detailed view (light blue) and which languages are on the entry (dark and light blue). Non-EU languages can also be displayed in the navigation bar (right-click on any language and select Show all languages on the contextual menu).

bg cs da de el en es et fi 🕹 fr ga hr hu it It Iv mit nl pl pt ro sk sl sv la mul 🍳

From the full entry view, you can also navigate through the search results with the right-side navigation panel. Note that when you navigate from one entry to another through the navigation panel, the languages displayed will be the ones visible in the previous entry. For instance, if your search was from EN into SV, but once in the entry you decide to show DA as well, the three languages will be visible in the next entry that you open through the navigation panel (if they all exist on that entry). The navigation panel also allows you to return to the results page by clicking on the 'Back to search results' button.

You can close the navigation panel and it will remain closed in future sessions. You can choose to reopen it at any time via the icon \blacksquare .

Back to search results				
1130666 false arrest				
3547634 Special Rapporteur on extreme poverty and human rights				
3550781 incitement to hatred				
900631 international commission of inquiry				
387236 National Human Rights Institution				
1129667 forced eviction				
3567111 guarantee of non-recurrence				
881924 United Nations High Commissioner for Human Rights				
911447 Office of the High Commissioner for Human Rights				
908556 Committee on the Rights of the Child				
Page 1 🔸				

You can switch from the side-by-side view, which is available for up to three languages in screens with a resolution of at least 1 600 pixels, to a list view (one language below another), which is available for any number of languages. The Side-by-side view List view buttons are located in the top right corner of the screen.

In side-by-side view, you can also switch the order of the displayed languages by dragging the 'Sort languages' icon and dropping it on the icon of the language you wish to swap with.



In side-by-side view, you can collapse the language level to align the term levels, or you can collapse term levels to align a specific term level across languages. To do so, click on the collapse 🗄 and expand 💽 buttons. You can also collapse levels in list view.

If you have editing rights, you can modify the entry from this view by opening a field, group of fields or level for editing. There are four ways to render content editable:

- using the \square button at LIL, LL or TL;
- using the Quick edit panel;
- double-clicking on the part that you need to modify (either a field, a group of fields or a level);
- using the 'Edit' option or other relevant actions in the various contextual menus (right-clicking on field, level, area).

Once content is open for editing, a grey background will appear around the editable field(s). If you opened an entire level, empty fields will also be displayed.

For more information on data modification, see section 6 How to modify an entry.

3.10 <u>Permanent link to full entry view</u>

You can link directly to the full view of an entry as follows:

<u>https://iate.europa.eu/entry/result/2242201</u> (where 2242201 is the entry ID; this information is displayed at the bottom of the full entry view and also obtained in the API response)

The following language display options are available: <u>https://iate.europa.eu/entry/result/2242201/en-fr-bg-el</u> (specific languages) <u>https://iate.europa.eu/entry/result/2242201/all</u> (multilingual view) <u>https://iate.europa.eu/entry/result/2242201/et-lt-all</u> (multilingual view, specific languages first) https://iate.europa.eu/entry/result/2242201 (multilingual view)

While navigating through search results with the navigation module, the language display options are kept from one entry to the next.

3.11 Last viewed entries

You can consult your last viewed entries (entries which you have opened in full entry view) by clicking on your username (top right corner of the screen) and selecting 'Last entries'. The list of last viewed entries contains the consultation date and time, the IATE ID, the term and the languages viewed when first opening the full entry view. You can preview the entry or consult its history by clicking on the icons on the right.

Date	IATE ID	Term	Languages	
27.1.2020 15:36	2216452	Confirmation of the European Commission	en-fr-la-mul	•
27.1.2020 15:36	3500691	European Commission Chief Spokesperson	en-fr-la-mul	9
27.1.2020 15:36	961314	European Commission Host Organisation	en-fr-la-mul	
27.1.2020 15:36	196197	European Commission of Human Rights	en-fr-la-mul	
27.1.2020 15:36	262736	European Commission on Agriculture	en-fr-la-mul	
27.1.2020 15:36	782662	European Commission on Agriculture	en-fr-la-mul	
27.1.2020 15:36	961271	European Commission on Agriculture	en-fr-la-mul	
27.1.2020 15:36	1482992	department of the European Commission	en-fr-la-mul	9
27.1.2020 15:36	1231098	member of the Commission	en-fr-la-mul	. 0
27.1.2020 15:35	118094	Commission Delegation	en-fr-la-mul	
27.1.2020 15:35	1161947	President of the European Commission	en-fr-la-mul	

4. OVERVIEW OF STRUCTURE

Image: Province Province Provinc		IOMain: 1011 European Union Iaw [EUROPEAN UNION] legislative procedure [POLITICS > parliamentary proceedings]	Language	Independent Level (LIL)
Luging Lu	Anchor			
<text></text>				
<text></text>	Cross-re	ferences:		
<text></text>				
	0.000			
Image: State Stat	Add to batch collections operation	(% Add to batch attachments operation) [图 Add to merge operation]		9 🗶 📜 🗎 () ,
Definition: The ordinary legislative procedure shall consist in the joint adoption of the European Inform the Commission. Definition: models are possible of the consolitated within on the Commission. Definition: The ordinary legislative procedure is detailed are detailed on an proposal from the Commission. Definition: procedure of multiple optimization are possible on the Commission. Definition: The ordinary legislative procedure is detailed are d	cs da de el	en es et fi Jufr ga hr hu it it iv mt	ni pi pt ro sk si sv k	n mul @
 and the Council of anguistance, directive or decision on a proposal from the Cornelision." Definition efforts anguing and the Council and anguistance, directive or decision on a proposal from the Council and anguistance, directive or dure decision consolided duration and the Council and anguistance, directive or dure decision consolided duration and the Council and anguistance, directive or dure decision consolided duration and the Council and anguistance, directive or dure decision consolided duration and the Council and anguistance, directive or dure decision consolided duration and the Council and anguistance, directive or dure decision consolided duration and the Council and anguistance, directive or duration and the Council anguistance, directive duration and the Council anguistance, di	n		± 🖬 La	nguage Section
Definition reference Article 284 (1) the consolidated variation of the Trady on the Functioning of the European Union 1. Marrier Owner Council Council Council Council <td>Definition:</td> <td></td> <td>ment a Definition:</td> <td>procédure normale pour l'adoption d'actes législatifs de l'UE, qui consiste en l'adoption d'un règiem</td>	Definition:		ment a Definition:	procédure normale pour l'adoption d'actes législatifs de l'UE, qui consiste en l'adoption d'un règiem
ttp://are ince.compace unit_actification of the Cargo Devint (Latting Service And Table Ser	Definition reference:		Union h	
 Note: The during legislative and the during legislative specification of the function of the function		ttp://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:115:0001:01:EN:HTML	Definition reference:	Version consolidée du traité sur le fonctionnement de l'Union européenne, article 289, par. 1 [CELE
Coursel Language Level (LL) Level (LL) </td <td>Note:</td> <td>aty on the Functioning of the European Union http://eur-lex.europa.eu/LexUriServ/LexUri</td> <td></td> <td>La procédure ordinaire est décrite à l'article 294 de la version consolidée du traité sur le fonctionne ment de l'Union européenne [CELEX:12008E294/fr].</td>	Note:	aty on the Functioning of the European Union http://eur-lex.europa.eu/LexUriServ/LexUri		La procédure ordinaire est décrite à l'article 294 de la version consolidée du traité sur le fonctionne ment de l'Union européenne [CELEX:12008E294/fr].
Image: Content reference in a content de la content de decision procedure [ATE 780056] becomes the "ordinary legislative procedure.] Image: Content reference in a content de la content de decision procedure [ATE 780056] becomes the "ordinary legislative procedure.] Image: Content reference in a content de la content de la content de decision procedure.] Image: Content reference in a content de la content de content de la content de content de la content de content de la content de la content de la content de la content de conte	Owner	Council anguage I evel (II)	Camper	
Term reference: Arcicle 294 of the consolidated version of the Treaty on the Functioning of the European Luion. htt: Term reference: Version consolidated out allei sur le fonctionnement de fUnion européenne, article 296 [CELEX120 Term reference: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali Term reference: Version consolidated out allei sur le fonctionnement de fUnion européenne, article 296 [CELEX120 Note: E service: Term reference: Version consolidated out allei sur le fonctionnement de fUnion européenne, article 296 [CELEX120 Over: Courcel Term reference: Version consolidated out allei sur le fonctionnement de fUnion européenne, article 296 [CELEX120 Abbre: Courcel Term reference: Version consolidated out allei sur le fonctionnement de fUnion européenne, article 296 [CELEX120 Term reference: Courcel Term reference: Version consolidated out allei sur le donnement contenue de fais fais article and funge fonction de final de la contenue de fais fais article and funge fonction de final de la contenue de fais fais article and funge fonction de final article and funge fonction article and funge fonction article and funge fonction article and funge fonction article and function fonction and function generalise and function and functin and functin and function and function ande function a				
number p://war was europs.au/Lest/Hisery.do/usi-0JC2:0001151ENHTML Term type: isotantial Reliability: ***** Note: As a result of the Lisbon Treaty, the codecision procedure [IATE:780056] becomes the 'ordinary teg Owner: Count Count Term type: Term type: Scientatian Term type: Scientatian Count Term type: Count Term type: Science Science Count Term type: Count Term type: Count Term type: Science type: Science type: Term type: Science type:	Term:	ordinary legislative procedure		
Term type: term Reliability: **** Note: As a result of the Lisbon Treaty, the codecision procedure [LATE/38056] becomes the 'ordinary ie gislative: Term type: term Owner: Council Term type: term Owner: Council Term type: term Abbrev: OLP Term type: term Term type: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of general acti affit preference causes term type: term: Term type: European Parliament resolution in the official acts establishing the ordinary legislative procedure, but council and the discover active and term type: Context: Term type: European Parliament resolution of 10 march 2010 on the regulation applying a scheme of general acti affit preference causes Context: Context: Term type: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of general acti affit preference causes Context: Context: Term type: European Parliament resolution in the official acts establishing the ordinary legislative procedure, but constructs Context: Context: Language usage: Term type: Context: Context: Context: Council European term type: </td <td>Term reference:</td> <td></td> <td></td> <td>-</td>	Term reference:			-
Note: As a result of the Lisbon Freedy, the codicision procedure [IATE/RB0565] becomes the 'ordinary legislative' Owner: Council Term Development (LTL) Owner: Council Term Incode (LTL) Abbrev: OLP Seatoreal regislative des decisions procedure (LATE/RB0565) and the endinary legislative endures and the endinary legislative endures and the endinary endinaries of endinaris endinaries of endinari	Term type:		Term reference:	
 glaistv Countering Countering	Reliability:	****	Term type:	term
Owner: Couroll Term Level (TL) Image: Courol	Note:			****
Owner: Could Contract de stabilité de set aduitabilité de set aduitabilité de set aduitabilité de set aduitabilité de set aduit préference par sause Abbrev: OLP Term fréeronz: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali ad l'affr préference par sause Term fréeronz: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali ad l'affr préference par sause Term fréeronz: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali ad l'affr préference par sause Term fréeronz: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali ad l'affr préference par sause Term fréeronz: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali ad l'affr préference par sause Term fréeronz: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali ad l'affr préference par sause Residualitie: +-++ Language usage: Term fréeronz:	0	Council		"Avec l'entrée en viqueur du Traité de Lisbonne la codécision deviendrait la "procédure législative o
Abbrev: OLP rs qu'habbreillement le Parlement étut inquerement informé des décisions prise dans ces domais e.s. Ainsi, le Parlement et etu inquerement informé des décisions cardes, décisions qué étud autorité set dutiff profenses cas auxo Tem free European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generali set dutiff profenses cas auxo Context reference: Le parlement et et unquerement informé des décisions cardes, décisions qué étud autorité e convertions." Tem free Reliability +++ Owner: Council Language usage: The abbreviation la not fortud in the official acts establishing the ordinary legislative procedure, but Owner: Council	Owner.	Tomas love (TI)		rdinaire" et s'appliquerait quasiment à tous les domaines contenus dans fancien piller communaut aire. L'article 294 TFUE donne les détails de cette procédure, qui consiste en deux lectures, suivijes d'une] conclisiton, et d'une troisième lecture qui permet l'adoption finale de facte. Il y a également
Abbrev OLP es. Ainsi, le martement et consulté avant rédiction de décisions cadres, décisions ou élaboration e convertions." Term réference. European Parliament resolution of 10 March 2010 on the régulation applying a scheme of generalit abbrev Context réference. Le partage du pouvoir législatif entre PE et Conselit fondements et evolution, support de cours en gen, Sciences po (1.12.2009) Term types abbrev Owner. Courcit Resiability +++ Courcit Courcit Language usage is commonly used elsewhere. Cel ************************************				une progression de la procédure de consultation dans le deuxième et surtout le troisième pilier, alo rs qu'habituellement le Parlement était uniquement informé des décisions prises dans ces domain
Term reference: European Parliament resolution of 10 March 2010 on the regulation applying a scheme of general sed failtry foreienes (21 2009) Context reference: Lograde provoir Algislatif entre PE et Conseit: fondements et evolution, support de course in gen. Sciences po (1,12.2009) Term type: et++ Owner: Council Reliability: +++ Council Council Language usage: betweiting in the official acts establishing the ordinary legislative procedure, but is commonly used elsewhere. Council	Abbrev:	OLP		es. Ainsi, le Parlement est consulté avant l'édiction de décisions-cadres, décisions ou élaboration d
Reilability: +++ Language usage: The abbreviation is not found in the official acts establishing the ordinary legislative procedure, but is commonly used elsewhere.			enerali Context reference:	Le partage du pouvoir législatif entre PE et Conseil: fondements et evolution, support de cours en li
Language usage: The abbreviation is not found in the efficial acts establishing the ordinary legislative procedure, but is commonly used elsewhere.			Owner:	Council
		The abbreviation is not found in the official acts establishing the ordinary legislative proc	ure, but	
	0			

4.1 Entry levels

As illustrated above, IATE entries are divided into three levels:

1. Language-Independent Level (LIL)

This level contains metadata (administrative information, collection-related information, management data) and concept-related information (domains, origin, etc.) which apply to all the data in the levels below it. In full entry view, it is collapsed by default and only shows the main information. More detailed information on the contents of the LIL can be found in section 12.1 Language-Independent Level (LIL).

Domain:	1011 European Union Iaw [EUROPEAN UNION] legislative procedure [POLITICS > parliamentary proceedings]	
Primarity:	Primary	
Anchor language:	fr	
Origins: Origin:	(EU) European Union	
Lifecycle:	historical	
Management:	[EP] Terminology for Parliaimentary Work (ossary [Council] - Project No 6/07 Parl III - IGC - Reform Treaty [Council] - Lisbon 100-09 (Treaties)	
Notes:		
Cross-references:		
Cross-reference:	current entry is antonym of 2243075 special legislative procedure t	
Cross-reference:	current entry is related to 780656 codecision procedure 😂	
Inbound cross-references: Cross-reference:	2243075 special legislative procedure is antonym of current entry t3	
Cross-reference:	883241 /egislative procedure is broader than current entry	
Cross-reference:	780656 codecision procedure is related to current entry 13	
Cross-reference:	853538 co-legislator is related to current entry	
Collections:	COM-EU related to subject area General European Union Terminology	
	Council-DA-CONV related to subject area The European Convention	
	Council-DA-EU_TERMER related to subject area EU jargon	
	Council-DA-JURA related to subject area L8W	
	Council-NL-EURCONVENTIE related to subject area	
	Council-PT-CONV related to subject area	
	EP-MUL-MEP glossary related to adoject area Terminology for Parliamentary Work glossary	
	EU-GA-FOCAL related to subject area Focal Irish project	
Attachments:		
Confidentiality:	Not confidential	
Protection:	not protected	

2. Language Section

This is not really a level in the data structure, but refers to the language and its Language Level and Term Levels below. Many options applicable to all the terms or to the LL and TL are available in the Language Section.



3. Language Level (LL)

This level relates to the concept, but it is written in a specific language and applies to all the terms in that language. The definition of the concept must be similar in all languages and applicable to all the terms on the entry. Ideally, the definition would be placed in the LIL, but this is obviously impossible: in order to have a definition in each language, the definitions appear in the LL. The concept of the entry is identified by the information available in the anchor language (if one has been defined). Any notes about the concept are also found at LL. This level is discussed in more detail in section 12.2 Language Level (LL).

The LL can be collapsed and expanded in full entry view.

Definition:	procédure normale pour l'adoption d'actes législatifs de l'UE, qui consiste en l'adoption d'un règlement, d'une directive ou d'une décision conjointement par le Parlement européen et le Conseil, sur proposition de la Commission.
Definition reference:	Version consolidée du traité sur le fonctionnement de l'Union européenne, article 289 par. 1 [CELEX:12008E289/fr]
Note:	La procédure ordinaire est décrite à l'article 294 de la version consolidée du traité su le fonctionnement de l'Union européenne [CELEX:12008E294/fr]. Voir aussi: procédure législative spéciale [IATE:2243075].
Note reference:	
Related material:	
Management:	
Collections:	
Attachments:	
Pre-IATE:	No
Confidentiality:	Not confidential
Protection:	not protected
Owner:	Council
Language code:	fr
	N 🕂 认 🔿

4. Term Level (TL)

This level relates to a specific term in a specific language. See section 12.3 Term Level (TL) for more detailed information.

If there is more than one TL in a language and you have the necessary editing rights, you can change the display order by clicking on the 'Sort terms' icon ff (accessible by right-clicking on the language code at the top of the LL or by clicking on the language code in the Quick edit panel) and dragging and dropping the TL boxes into the desired display order (drag the icon of the term you wish to move and drop it on top of the icon of the term whose place it should take).

TLs can be collapsed and expanded in full entry view.

Term:	ordinary legislative procedure
Term reference:	Article 294 of the consolidated version of the Treaty on the Functioning of the European Union. Official Journal of the European Union, C 115, 09 May 2008
Term type:	term
Reliability:	****
Evaluation:	
Part of speech:	
Gender:	
Number:	
Note:	As a result of the Lisbon Treaty, the codecision procedure [IATE:780656] becomes the "ordinary legislative procedure".
Note reference:	
Contexts:	
Language usage:	
Regional usage:	
Management:	
Collections:	
Customer:	
Pre-IATE:	No
Confidentiality:	Not confidential
Protection:	not protected
Owner:	Consilium
	N 🛋 🔀 🔬 🖉
Abbrev: OLP ★★★	

4.2 Contextual menu

To access the contextual menu, right-click on the field label, the dotted side-line, the outer border of the level, or the language code.

NB: The set of options available will differ depending on the field in question and on your user rights. **Please note that the same options are also available in the Quick edit panel.**

Example of a contextual menu for the IATE ID field:

★ IATE ID: 930970	
A IAILID. JS0770	🖋 Edit
	+ Add new language
	■ Lock entry
	𝗞 Add to batch attachments operation
Anchor	Add to batch collections operation
	📴 Add to merge operation
	Origin: (EU) European Union

Example of a contextual menu for the language code:



You can also display the contextual menu for a language section by clicking on the icon on the far right:



4.3 Confidentiality

By default, all entries are 'public'. This means that all information will be visible in public IATE once the data have been validated. However, you can restrict the confidentiality of an entire entry, of a specific LL or TL (via the specific 'Confidentiality' field) or of any reference or note field at LL and TL (by right-clicking on the field label, by opening the field for editing and selecting the confidentiality value \mathbb{N} , or by clicking on the relevant option in the Quick edit mode after selecting the specific field). The values available are:

Not confidential	Default setting and recommended option, unless there are strong reasons to hide the data.
Confidential CONFIDENTIAL	Information available to staff in all IATE partner services. (This is useful where internal documents cannot be accessed by the general public. However, if a document is subsequently made public, the confidentiality settings should also be changed to 'Not confidential'.)

- Change the setting from the default 'Not confidential' only where absolutely necessary.
- When making a previously confidential entry public, first make sure that it does not duplicate another entry.

4.4 Protection

By default, all entries are unprotected, which means that users from any institution with specific editing rights can modify them. However, Administrators can protect a LIL, LL or TL so that only users from their institution, or only Administrators from their institution, can modify the data. This offers greater control of specific data validated by national authorities, harmonised with other sources, etc.

Protection:		
Protected		*
Protection strategy:	Protection level:	Cascade protection:
Loose protection (protect o	Only users from the owner	Do not cascade protection
Owner: CdT	Only users from the owner institu Only administrators from the own	ition can modify the data. her institution can modify the data.

The protection can be applied to just a specific level or 'cascaded' to include sub-levels.

Protection:		
Protected		•
Protection strategy:	Protection level:	Cascade protection:
Loose protection (protect o	Only users from the owner	Do not cascade protection
		Cascade protection to sub-levels
Owner: CdT		Do not cascade protection to sub-levels

The protection can be loose (only data owned by your institution are protected, other institutions can still add additional languages or terms), or strict (all data are protected – in case of conflicts, you are blocked and cannot apply strict protection or a warning is displayed informing you of the conflict, which needs to be resolved by the IATE Support & Development Team – and other institutions cannot add additional languages or terms).

Protection:		
Protected		•
Protection strategy:	Protection level:	Cascade protection:
Loose protection (protect o	Only users from the owner	Do not cascade protection
Loose protection (protect only content belonging to my institution)		
Strict protection (protect all content, even if it does not belong to my institution)		

Protection can also be applied via collections (only by Administrators), with the same options and rules as above (loose/strict, cascading/not cascading, users in own institution/only Administrators in own institution). For more details on the protection of collections, see section 12.1.16 Collections.

Labels with the protection information will be displayed for all protected levels in full entry view. In the results page, you can also see protection labels when protection has been applied directly to the entry (and not via a collection).
To protect a new entry when creating it, select the value 'Protected' in the 'Protection' field and the relevant protection options. There is a 'Protection' field in each level (LIL, LL and TL) to facilitate granular protection of data.

An existing entry or level can also be protected via the 'Protection' field that can be found at LIL, LL and TL in full entry view.

4.5<u>Pre-IATE</u>

Pre-IATE is used to identify batches of entries (e.g. glossaries) imported into IATE *en masse*, making potentially useful information available quickly and effortlessly. Terminologists can then incorporate this into IATE proper (if and when they have time), and in the meantime users can search for it or choose to exclude it from their search. It is also used to mark raw or draft data that needs to be checked and completed.

'Pre-IATE' is treated as a validation status. By default, all newly created data are IATE data (either validated or not validated). However, users with specific rights can set the status of LLs and TLs to 'Pre-IATE' when creating an entry, modifying data, or importing data. This status can be changed at any time by users with specific rights:

- via the contextual menu (right-click the language level outer border or the term level outer border and select 'Set as Pre-IATE' or 'Set as not Pre-IATE');
- via the Pre-IATE field (available at LL and TL after clicking on 'Show more' or on the 'Edit' pencil icon);
- via the Quick edit panel (at LL and TL);
- via a batch update (Administrators only).

✓ Edit Î Delete term Watch	Article 294 of the consolidated version of the Treaty on the Functioning of the European Union. Official Journal of the European Union, C 115, 09 May 2008	
Term type:	term	

In addition, the contextual menu and Quick edit panel at LIL and LL allow users with specific rights to change the status of all LLs and TLs below in one click, by selecting the 'Set all as pre-IATE' option.



The 'Bulk validation' button available at LIL for entries owned by the institution of the user enables users with specific rights to select the levels (LLs and TLs) to which a status change should be applied. The validation status is displayed for each level. Levels belonging to another institution are not available for selection. The user can decide which status to apply to the selected levels: validated, not validated or pre-IATE.

→ Bulk validation	×		
D pi prejate			
Europejska Agencja Leków Validated			
Europejska Agencja ds. Oceny Produktów Leczniczych Validated			
□ bg Validated			
Ввропейска агенция по лекарствата (NOT VALIDATED)			
CS Validated			
Evropská agentura pro léčivé přípravky validated			
Evropská agentura pro hodnocení léčivých přípravků Validated			
EMA Validated			
Discard Set all as non-validated Set all as pre-IATE Validate all			

At LL, users with specific rights can change the validation status for all the levels of a language if the levels belong to their institution and the user has validation rights for that language.

en		eren eren eren eren eren eren eren eren
		🛍 Delete language
Definition:	"The ordinary legislative procedure shall consist in the joint adoption by the European	+ Add Term
	Parliament and the Council of a regulation, directive or decision on a proposal from	Open all languages
	the Commission. "	Set all to non-validation
* Definition reference:	Article 289(1) of the consolidated version of the Treaty on the Functioning of the	Set all as pre-IATE
	European Union. Official Journal of the European Union, C 115, 09 May 2008	Sort terms
Note:	The ordinary legislative procedure is described in Article 294 of the consolidated	Replace language
	version of the Treaty on the Functioning of the European Union. Official Journal of the	A Watch
	European Union, C 115, 09 May 2008. Cf. special legislative procedure IATE:2243075	× Close
Collections:		

In the results screen, pre-IATE data are identified by a pre-IATE label (**PRE-IATE**) to the left if it applies to the language level and to the right if it applies to the term.

★ 930970	European Union		6 🖑
	legislative procedure [POLITICS > parliamentary proceedings] European Union law (1011) [EUROPEAN UNION]		Council
en	ordinary legislative procedure	**** @	Council PRE-IATE
	OLP	***	Council
.t, fr	procédure législative ordinaire	****	至⑦ば 🐂 🗧 Council

Pre-IATE data are not displayed for non-authenticated users, but they are retrieved together with other available data when searches are performed by authenticated users. Authenticated users may choose to exclude pre-IATE data by filtering out the pre-IATE results at TL or LL in the expanded search filters on the search screen.

Source language	Target language
Language validation X validated Pre-IATE All	Language validation X Validated Not validated Pre-IATE All
Term validation X validated Pre-IATE All	Term validation Validated Not validated Pre-IATE All

If a pre-IATE entry relates to a useful concept which does not appear elsewhere in IATE, make any changes needed to the TL(s) in your language, your LL, and the LIL, then select 'Set as not pre-IATE' on the contextual menu for the LL and TL(s).

5. HOW TO CREATE AN ENTRY

Clicking on the 'New entry' menu will open the entry creation form. The languages displayed by default are based on your working languages (as defined in your user account). If you have only defined one working language, the second will be English (if not already present), or French.

You can set the default mode (monolingual or bilingual) in the user preferences (for more details see section 7 User preferences), but you can always switch from the monolingual creation form to bilingual or vice versa by deleting or adding a language. You cannot delete the language that has been set as the anchor language.

Monolingual entry creation:

Entry creation Preview	
Draft saved automatically in your local storage on: 31.8.2020 17:47:31. Next save in: 4 seconds	Expand all Collapse all
bg cs da de el en es et fi fo ga hr hu it it iv mt ni pi pt ro sk si sv la mul	() () () () () () () () () () () () () (
Term reference.	N

Bilingual entry creation:

Entry creation	
Draft saved automatically in your local storage on: 4.9.2020 12:24:34. Next save in: 24 seconds	Expand all Collapse all
pt ro sk sl sv la mul	bi bg cs da de ei en es et fi fr ga hr hu it it iv mt ni pi pt ro sk si sv ia mul [편품: 편품: 1999] 전문: 1999] 전: 1999] 전: 1999] 전: 199
• Term:	• Term:
Term reference:	Term reference:

You can display non-EU languages by clicking on the 'Show more' \bigcirc icon, or hide them by clicking on the 'Show less' \bigcirc icon. The anchor language is identified by the anchor 1 icon and can be changed by clicking on the \bigcirc set as anchor \bigcirc icon.

There are no contextual menus in the entry creation module: all action buttons are visible on the screen.

ntry creation Preview aft saved automatically in your local storage on: 31.8.2020 15:37:44. Next save in: 17 seconds	Expand all Collapse all
an avec doomacumy in your local sonage on a 1.0.0000 10.37.94. Wen same in 17 decomps	
i cs da de el en es et fi 🔽 ga hr hu it it iv mit ni pl ro sk si sv ia mul	bg cs da de el en es et 5 Kr ga hr hu it it iv mit ni pi pt ro ek si ev la mul ∭a—Ma
Term:	-Term:
Term reference:	Term reference:
+	
Term type:	* Term type:
term 💽	term
Reliability:	- Reliability:
••	*
±	*
Definition:	Definition:
Definition reference:	Definition reference:
e B	• •
Domain: м	
rimarity:	
Not primary	
Inchor language:	
fr - French	

By default, only the mandatory fields are displayed (equivalent to the previous 'Quick mode'). You can expand each level by clicking on the 'Expand' button . You can expand all levels at once or quickly return to the concise view (which includes the mandatory fields and any other fields which have already been filled in) by clicking on the 'Expand all' and 'Collapse all' buttons in the top right corner. Additional information can also be added at a later stage, i.e. after creating the entry. As entry creation is either monolingual or bilingual, additional languages can only be added after the entry has been created.

Once you have started to draft an entry, it will be saved automatically every 30 seconds. You can export it in order to resume your creation work later by clicking on the 'Save to file' and 'Create from file' buttons. These two buttons can also be used to clone entries or to prepare templates that can be shared among users and uploaded to the creation form.

You can also save an existing entry as a template (option available at LIL when displaying one or two languages in full entry view) and create new entries based on it.

Clicking on 'Cancel' will reset the form and bring you back to the 'Search' screen; 'Reset' will empty the creation form; 'Check' will verify that all mandatory fields are filled. Once you have inserted all your data in the form, finalise the creation procedure by clicking on the 'Create' button: it will generate the new entry and assign an IATE ID to it. If any mandatory field has not been completed, you will get an alert and will not be able to proceed. Once the entry has been created, it will open in full entry view (for more details about this view, see section 3.9).

When you create data (either a full entry using the entry creation form or a specific LL or TL in full entry view), the data are considered your own data until another user modifies them.

Your own data are labelled as 'Owner', and you usually have more rights on such data than on other users' data.

5.1 List of fields

Mandatory fields are marked with an asterisk in front of the field label. If you do not enter data in the mandatory fields, you will not be able to create the entry (and you will get an alert to that effect).

Mandatory fields:

- Source and target languages
- Term
- Term reference
- Term type (lookups allowed provided there is at least one non-lookup term in the language)
- Reliability
- Domain

Optional fields (the reference **fields in bold** are mandatory if the associated field is filled):

- Evaluation (TL)
- Part of speech (TL)
- Gender (TL)
- Number (TL)
- Note (TL)
- Note reference (TL)
- Term in context (TL)
- Context reference (TL)
- Language usage (TL)
- Language usage reference (TL)
- Regional usage (TL)
- Regional usage reference (TL)
- Management (TL)*
- Collections (TL)
- Customer (TL)
- Customer note (TL)
- Pre-IATE (TL)*
- Confidentiality (TL)*
- Protection (TL)*
- Protection strategy (TL)*
- Protection level (TL)*
- Owner (TL) for information only
- Definition (LL)
- **Definition reference** (LL)
- Note (LL)
- Note reference (LL)
- Related material (LL)*
- Management (LL)*
- Collections (LL)
- Attachments (LL)
- Attachments note (LL)

- Pre-IATE (LL)*
- Confidentiality (LL)*
- Protection (TL)*
- Protection strategy (LL)*
- Protection level (LL)*
- Owner (LL) for information only
- Primarity (LIL)
- Origin (LIL)
- Origin note (LIL)
- Lifecycle (LIL)
- Management (LIL)*
- Note (LIL)
- Note reference (LIL)
- Cross-references: ID and type (LIL)
- Collections (LIL)
- Attachments (LIL)
- Attachment note (LIL)
- Confidentiality (LIL)*
- Entry status (LIL)*
- Protection (TL)*
- Protection strategy (LIL)*
- Protection level (LIL)*
- Cascade protection (LIL)*
- Owner (LL) for information only

Fields/metadata with * in the above list are not visible to external users.

For more details about each field, see section 12 Detailed overview of an entry.

5.2 Action buttons

5.2.1 Adding or removing fields in entry creation form

There are multiple occurences of the 🛨 'Add' button – hovering your mouse over it will display a tooltip, for instance, 'Add term reference', 'Add context' or 'Add term'. The 'Add' button always appears under the field, composite field or level to which it refers.

* Term:	
* Term reference:	N
	+
* Term type:	
term	▼
* Reliability:	
**	×.
	Add Term

Following the same logic, the 'Remove/Delete' button also applies to levels ('Delete language' or 'Delete term') and to fields and composite fields (to remove a reference, a customer, a term in context, etc.). Note that in the case of fields, it appears on top, whereas when it applies to the entire level, it is displayed below.

'Remove context' in order to delete the 'Term in context' and the associated 'Context reference' fields:

Term in context:	- +
Context reference:	N
Ferm in context:	
erm in context.	— +
Context reference:	N
Jonest reference.	

'Delete language' in order to remove the entire LL:

Definition:	
Definition reference:	N
	+
	Delete language 💻 🔷

In full entry view, the add/delete options for LIL, LL and TL can be found in the contextual menu or the Quick edit panel.

5.2.2 CONFIDENTIALITY

By default, all fields are Not confidential N. Clicking on this button will set the field as confidential as displayed in the screenshot below. The 'Confidential' label is also visible.

* Term reference: Confidential	Confidential
	45

5.2.3 SORTING

In the case of multiple fields or multiple composite fields, a 'Sort' icon + appears above the field. It enables you to rearrange the order of the fields according to your needs by dragging the icon and dropping it on top of the icon of the other element whose place it should take.



The sorting of term levels is one of the options available in the language section (once the entry has been created).



5.2.4 CREATION OF PARTICULAR FIELDS

In order to manage cross-references, Collections: Edit, Attachments: Edit and * Domain: Add, please refer to the relevant section (12.1.12 Cross-references, 12.1.16 Collections, 12.1.18 Attachments, 12.1.1 Domain).

Click on the 'Close' button next to the field name to close the Collections, Attachments or Domain module.

Collections: Close		
Search	× Clear	Q Search
Sort by: Creation date ID Name Type Ascending Descending		
	Nopen (expanded search
Create new collection		

5.3 Duplicate detection

When you insert a term in the 'Term' field, an automatic duplicate detection mechanism launches in the background and displays an alert if the database already contains potential duplicates in the same language. The duplicate detection search is run as an 'Exact match' search, which means that only exact matches are identified as potential duplicates (plurals are not exact matches of the term in the singular, and are therefore not recognised as potential duplicates).

* Term:	
legislative procedure	
I x ₂ x ² 💉 🍠 🖪	This term might be a duplicate. Please check.

You can click on the alert message to view the list of potential duplicates in a separate browser tab. Once you have clicked on the duplicate detection alert, the alert disappears.

Duplicate detection is not launched if the term type is abbreviation or lookup form. Entries with status 'Raw' are taken into account and displayed by default in the results obtained via duplicate detection.

Duplicate detection is also launched when updating an existing term in full entry view (see section 6 How to modify an entry).

An advanced option to find duplicates by entry is also available in the results page and in full entry view.

Results 1-25/32	5		Expo
'chloride" er	fr,la,mul > es,it,la,mul Search in fields (source): Term Matc	hing type: All words	
Search in term typ	es (source): All term types Entry status: not raw Owner: Eve	erything except SCIC [COM]	
± 45600			1 🗢
% Add to batch atta	chments operation) 🗈 Add to batch collections operation) 🖾 Ad	id to merge operation) (3) Add to project) (1) Add to 'Table view') (27 Find duplicates)	
chemical co	npound [INDUSTRY, chemistry]	CdT	
± en	chloride	*** @ D CdT	
es	cloruros	*** 🕮 🗌 🗼 CdT	
it	cloruro	*** @	

Duick edit #45600 ×			Collapse all Expand all Print Side-by-side view
ш -	📩 IATE ID: 45600 🗢		
Edit Delete entry	Domain:	chemical compound [INDUSTRY > chemistry]	
+ Add new language	Primarity:	Primary	
Lock entry	Anchor language:	en	
Read to batch attachments operat	Origins:		
Add to batch collections operation	Lifecycle:		
151 Add to merge operation	Management:		
*Add to project	Notes:		
Find duplicates	Cross-references:		
A Watch	Cross-reference:	current entry is related to 3518002 chloride ion C	
Add to 'Table view'	Inbound cross-references:		
K Mark for deletion	Related projects:	Load TPM info	
Domains	Collections:	© EEA-CDT GEMET related to subject area EEA General Multilingual Environmental Thesaurus 1999	@•
Primarity		Ø EU-GA-FOCAL related to project management Focal Irish project	
Anchor language			
Origins	Attachments:		
Lifecycle	Confidentiality:	Not confidential	
Management	Entry status:	not raw	
Notes	Protection:	not protected	
Cross-references	Owner:	CdT	
	Add to batch attachments operation	Add to batch collections operation) 🔯 Add to merge operation) 🦄 Add to project) 💷 Add to 'Table work') (🛷 Find duplicates)	📉 < 🖹 📓 O 🖉

This option is available only if you have selected 'Display management options' in your User preferences. The advanced duplicate detection search is run as an 'Exact match' search for **all the terms in all the languages available on the current entry**. Results are sorted in descending order of exact matches, with entries containing the highest number of exact matches across all languages on top. Various metadata are displayed to facilitate the analysis of potential duplicates (domain, LIL owner and term reliability).

→ Duplicates	×
Current entry: * 45600 + [CdT] chemical compound da > klorid *** de > Chlorid *** en > chloride *** es > cloruros *** fr > chlorure *** ga > clóiríd *** nt > klorur *** nt > klorur *** nt > klorid *** p > chloride *** no > klorid *** p > clorek *** p > clorek *** sv > klorid ***	Potential duplicates: + ★ 3518002 chloride ion [COM] chemical compound en > chloride ★★★ + 1386530 kloridi [COM] (6816) iron, steel and other metal industries fi > kloridi ★★★

The proposed duplicates, as well as the current entry, can be selected individually or all together and you can obtain a list of their IDs, add them to a merge operation, save the selected IDs to a file or add them to 'Table view' to make use of other overview options.



Any potential duplicate in the list can also be removed individually, by clicking on the bin icon which appears when you hover your mouse next to the duplicate in question.



5.4 Preview

When creating a new entry, you can see what the resulting entry will look like by clicking on the 'Preview' tab. The 'Preview' is a read-only view with a layout identical to the full entry view of a created entry. Any mandatory fields which have not yet been populated are highlighted.

is is a preview of the entry you are	creating. The new entry has not been saved.		
			Print Side-by-aide view Lis
	omain: EU financing EU budget		
Anchor	anguage: en		
	Origins:		
	Origin: (EU) European Union		
	Owner: CdT		
			۹
cs da de el	<mark>, en</mark> es et fi fr ga hr hu it it iv mt ni	pl pt ro sk sl sv la	mul 🔍
t en		fr	
Ψ =			
Definition:	system proposed as part of the 2021-2027 multiannual financial framework to protect the EU budget by making receipt of EU funding conditional upon respect for the rule of law	Definition:	système proposé dans le cadre du cadre financier pluriannuel en vue de protèger les intérêts financiers de l'UE et qui consiste à conditionner l'octroi de financement européens au respect de l'état de droit
Definition reference:	Council-EN based on points 22 and 23 of Conclusions of the Special meeting of the European Council (17, 18, 19, 20 and 21 July 2020)	Definition reference:	retat de droit Conseil-FR, d'après les conclusions de la Réunion extraordinaire du Conseil européen (17, 18, 19,
Note:	Under this regime, the Commission would, in the event of a breach of the rule of law, propose		20 et 21 juillet 2020) - Conclusions (28.8.2020)
	measures for adoption by the Council by qualified majority.	Note:	En cas de manquement aux principes démocratiques, notamment à l'état de droit, la Commission proposera des mesures qui seront adoptées par le Conseil statuant à la majorité qualifiée.
Note reference:	Council-EN based on point 23 of Conclusions of the Special meeting of the European Council (17 18, 19, 20 and 21 July 2020)	7, Note reference:	Site du Conseil de l'UE. Conseil européen extraordinaire. 17-21 juillet 2020 es saco
Owner:	CdT	Owner:	CdT
		•	•
Term:	regime of conditionality	Term:	régime de conditionnalité
Term reference:	Conclusions of the Special meeting of the European Council (17, 18, 19, 20 and 21 July 2020)	Term reference:	Réunion extraordinaire du Conseil européen (17, 18, 19, 20 et 21 juillet 2020) -
Term type:	Term		Conclusions (an.n.ana)
Reliability:	***	Term type:	Term
Evaluation:	preferred	Reliability: Contexts:	***
Owner:	CdT	Term in context:	"Un régime de conditionnalité lié au respect de l'État de droit sera introduit pour protéger le
		e	budget et le plan de relance. Dans ce contexte, la Commission proposera des mesures à adopter par le Conseil à la maiorité qualifiée."
		Context reference:	L'Echo - Charles Michel: "L'accord sur le plan de relance européen est une évolution
			copernicienne" (28.8.2020)
	conditionality mechanism	Owner:	CdT
Lookup form:			۹
Term reference:			
Term reference: Term type:	lookup form		
Term reference:	lookup form ★ CdT		

You can preview an entry as many times as you need to before creating it.

On the 'Preview' tab, a **Print** button allows you to print the current draft entry with a similar layout. It is also possible to print an existing entry via the same 'Print' option from the full entry view.

5.5 Browser data cache

If, while creating a new entry, you close your browser by accident (or on purpose) or there is a network issue and your session is lost, your data will reappear in the form when you reopen the browser (provided it is the same browser on the same PC). If you do not want to reuse the temporary data, you can reset the form by clicking on **RESET**.

For the time being, every time a new version is deployed, the browser data cache will be cleaned automatically for all users in order to avoid conflicts. If you experience any issues when accessing IATE, it might be due to a conflict of versions (due to a new deployment). In that case, you can click on this link to clear the cache: https://iate.europa.eu/assets/reset.html

6. HOW TO MODIFY AN ENTRY

Users with specific editing rights can modify existing entries in full entry view. Depending on your needs, you can choose between several options:

• **Field edit:** to modify one field at a time;

en	
Definition:	The ordinary legislative procedure shall consist in the joint adoption by the European Parliament and the Council of a regulation, directive or decision on a proposal from the Commission. *
	B I x₂ x² ★ ♥ Ø % ₿ Ø
Definition reference:	Article 289(1) of the consolidated version of the Treaty on the Functioning of the European Union. Official Journal of the European Union, C 115, 09 May 2008

• **Group edit:** to modify composite fields together (for instance: definition and definition reference fields) or multiple references together without the main field;

en	
Definition:	
	ve procedure shall consist in the joint adoption by the European ouncil of a regulation, directive or decision on a proposal from the
Definition reference:	N
	consolidated version of the Treaty on the Functioning of the European I of the European Union, C 115, 09 May 2008
	+
	× 🗸
Note:	The ordinary legislative procedure is described in Article 294 of the consolidated version of the Treaty on the Functioning of the European Union. Official Journal of the European Union, C 115, 09 May 2008. Cf. special legislative procedure IATE:2243075
Note reference:	
Related material:	
Management:	
Collections:	
Attachments:	
Pre-IATE:	No
Confidentiality:	Not confidential
Protection:	not protected
Owner:	Consilium
Language code:	en
	📉 🛃 🔀 👗

• Form edit: to modify the full level at once (either LIL, LL or TL). You can also edit an LL and all its TL(s) by right-clicking on the language code (in the entry or in the Quick edit panel). In 'Form edit' mode, all available fields (populated or not) are displayed for the selected level(s).

Domain: Add		Cros	ss-references :			
DOMAIN: AGRICULTURE, FORESTRY AND FISHERIES > agricultural activity]			ss-reference:			-
nimina ineardri į Aonicourtone, Fones i kri Ano Fishenies s agnositorai activity j Primarity:		т	ype:		IATE ID:	
Primany.		Γ	is related to		1099872	
rinnary		1	099872 serological test			
Anchor language:			Create a reciprocal cross-referer	ice in the selected entr	1.	
en - English	•					+
)rigins:		Inbo	ound cross-references:			
)rigin:			ections: Edit			
Not specified	•					
Irigin note:			COM-ANIMAL_DISEASES related to			- 2
			ouncil-DA-LANDBRUG related to s		na tooastutts	- 2
	+		ouncil-DE-VETGLOSSAR related to			
ifecycle:			U-GA-FOCAL related to project mana			
Not specified		ØE	U-GA-NOT ELIG AV related to proje	ct management <mark></mark> NOt eligil	ole for GA added value	- 9
lanagement:		Atta	chments: Edit			
[COM] SANCO-2012-80024		Con	fidentiality:			
[COM] SANCO-2012-80080		N	lot confidential			•
lotes:	_	Entr	y status:			
lote:		n	ot raw			•
		Prot	tection:			
Note reference:		_	lot protected			
	+	Owr	P			
						M
			cade ownership changes:			
		C	hange ownership at LIL only			•
						Discard Save a

There are multiple ways to edit the same content:

• through the **'Edit' buttons** (open the full level for modification);

★ IATE ID: 785776		
Domain:	wikifife [EVXROMART*-natural environment] iife sciences [sOENCE - natural and appled sciences] Demain nete: Animal taxonomyfahl 541 fiberheifs (societuruture; FORSETRY AND RISEREES)	
Anchor language:	la	
Owner:	Council	
		Ø
bg cs da de el en es	et fi fr ga hr hu it it hr mt ni pi pt ro sk si sr 💵 mu 😨 🕂	
t la		
Related material:	JCLat (JAN89); AV (SEP07) [02-006]	
Owner:	Council	
		2
Term:	Ambiyraja radiata	
Term reference:	1. Integrated Taxonomic Information System on-line database (ITIS), Andyrajia radiata, https://www.tls.gov/serviet/SingleRyt/SingleRyt/SingleRyt/Search_topic=TSR&search_value=564149#null [27.9.2018] 2. Froese, R. and D. Pauliz, Editors. 2018. FiniBase World Wide Wei electrone publication (06/2018), http://www.fishbase.org/Summary/SpeciesSummary.php?id=2565 [18.10.2018]	
Term type:	term	
Reliability:	****	
Note:	Amblynaja radiata (Donovan, 1808)	
Language usage:	In EU legislation, this term, which is the valid scientific name, is the most prevalent (18.10.2018).	
Owner:	Council	

• via the **contextual menus** (accessible by right-clicking on each field or area);



Bulgarian	
<	🕑 Edit
	🛍 Delete language
	🕇 Add Term
	X Close
	Open all languages
	🐚 Replace language

• via the language section menu (accessible by clicking on the ^{•••} button at the top right of each language level);

t la			
•			🖋 Edit
			+ Add Term
Definition:			X Close it
Related material:	JCLat (JAN89); AV (SEP07) [02-006]		👁 Open all languages 🕽
Owner:	Council		Sort terms
		🔍 🛃 🗼 🔇 🖉	A Watch

• by **double-clicking** on a field or area (see more details under 6.2 Edit using the areas and dotted side lines);

	bg	
	Owner:	Council
I	Term:	бодлив скат
	Term reference:	Регламент (EC) № 57/2011 на Съета от 18 януари 2011 г. за установяване на възможностите за риболов на определени рибни запаки и прупи от рибни запаки за 2011 г. дригожими във бодите на ЕС и за корабите на ЕС в накион ври извер С. С.Е.К.23201 Пово7я6
	Term type:	term
	Reliability:	***
	Language usage:	радиален скат бодлива морска лисица
	Language usage reference: 🖓	http://dom/um-bg.com/images/fet/_en/ciceded_pdf Регламент (E)) № 153/2001 на Комисонта от 23 коли 2001 година за изменение на Регламент (EV/O) № 2018/93 на Съсета огносно предването на статистически данни за улова и риболовната дейност от дрожалите-итенко, които изорщиат риболов в северозападната част на Аллантическия океан, CELEX:2001/RE/SignEG
	Owner:	Council The Counci

• through the **Quick edit panel**.

At each level, you can display all the fields (including empty ones) by clicking on the 'Show more' show the button.

Confirm or discard your changes by clicking on the appropriate icon \square (or with Ctrl+S or Escape if you prefer to use the keyboard).

6.1 Quick edit panel



The Quick edit panel gives you an overview of the structure of the entry you are editing. It also helps you to navigate through the fields easily: clicking on any of the levels will expand it, displaying all the fields together with all the possible actions, making the available options per field or level more visible.

The Quick edit panel includes exactly the same features as are available directly in the entry - it simply provides an alternative way to access them.

The Quick edit panel is hidden as soon as you start editing an entry and displayed again as soon as you save or discard your changes. Your working language(s) are always displayed at the top.

Clicking on a level or on a field name will set an orange focus on it; double-clicking on a field or selecting 'Edit' will open the level or field for modification.

All actions can be performed directly from the Quick edit panel, for instance: modifying the primarity or the confidentiality, saving content to the clipboard, setting a LL or TL as pre-IATE, deleting a language, or even adding the entry to a terminology project.

6.2 Edit using the areas and dotted side lines

By clicking on the outer border of the level, you select the entire level and all the possible options in the Quick edit panel.

★ IATE ID: 2243075		
Domain:	12 LAW legislative procedure	
Anchor language:	fr	
Cross-references: Cross-reference:	current entry is antonym of 930970 ordinary legislative procedure t3	
Cross-reference:	current entry is related to 58613 comma	
Owner:	CdT	
Add to batch collections operation	(Add to batch attachments operation) () Add to merge operation)	on the second se

Right-clicking on the outer border will open the associated contextual menu.

Arte ID: 2243075 Domain: Anchor language: Cross-reference: Cross-reference: Cross-reference: Owner:	12 LAW legislative procedure [POLITICS > parliamentary proceedings] fr current entry is antonym of 930970 ordinary legislative procedure to current entry is related to 58613 comma CdT	 ✓ Edit Delete entry ▲ Add new language ▲ Lock entry ▲ Add to batch attachments operation ☑ Add to merge operation ▲ Watch 		
---	--	---	--	--

Double-clicking on the outer border will open the full level for editing.

0	1	0	
* IATE ID: 132638			
* Domain: Add		Cross-references :	
animal health [AGRICULTURE, FORESTRY AND FISHERIES > agricultural activity]		Cross-reference:	
Primarity:		Type: IATE ID:	
Primary	•	is related to 1099872	
Anchor language:		1099872 serological test Create a reciprocal cross-reference in the selected entry.	
en - English	•		
Origins:		Inbound cross-references:	
Origin:		Collections: Edit	
Not specified	•	COM-ANIMAL_DISEASES related to subject area Animal diseases - Maladies animales	
Origin note:		Council-DA-LANDERUG related to object and Agriculture and foodstuffs	
	+		
Lifecycle:			
Not specified	•	⊘ EU-GA-NOT ELIG AV related to project management. Not eligible for GA added value	
Management:		Attachments: Edit	
[COM] SANCO-2012-80024		Confidentiality:	
[COM] SANCO-2012-80080		Not confidential	
Notes:		Entry status:	
Note:	N	not raw	
		Protection:	
Note reference:		Not protected	
		Owner:	
	+	EP	
		Cascade ownership changes:	
		Change ownership at LIL only	
		Discard Save a	
		Discurd Sare a	

The dotted side lines next to some fields enable you to select multiple fields or composite fields for editing as a group. Double-clicking on this inner dotted side line will open the fields for editing, including the possibility of adding a new one (see for instance the fields 'Term in context' and 'Context reference').

en		
	Definition:	in the specific cases provided for by the Treaties, the adoption of a regulation, directive or decision by the European Parliament with the participation of the Council, or by the latter with the participation of the European Parliament
\bigcap	Definition reference:	Consolidated version of the Treaty on the Functioning of the European Union, Article 289 CELEX:12008E289/EN
V	Note:	See also "ordinary legislative procedure" IATE:930970
	Owner:	Consilium
	Term:	special legislative procedure
	Term reference:	Consolidated version of the Treaty on the Functioning of the European Union, Article 289(2), CELEX:12008E289
V	Term type:	term
	Reliability:	***
^	Contexts:	
	Term in context:	"Where the Treaty on the Functioning of the European Union provides for legislative acts to be adopted by the Council in accordance with a special legislative procedure , the European Council may adopt a decision allowing for the adoption of such acts in accordance with the ordinary legislative procedure."
U	Context reference:	Consolidated version of the Treaty on European Union, Article 48(7), CELEX:12008M048
×	Owner:	Consilium

Right-clicking on the dotted side line will open the associated contextual menu.

Contexts:	
	*Where the Treaty on the Functioning of the European Union provides for legislative acts to be adopted by the
🖋 Edit	Council in accordance with a special legislative procedure, the European Council may adopt a decision allowing
🛍 Remove	for the adoption of such acts in accordance with the ordinary legislative procedure."
🕫 Mark as confidential	Consolidated version of the Treaty on European Union, Article 48(7), CELEX:12008M048
Save to clipboard (Term in context)	Consilium
Save to clipboard (Reference)	

By clicking on the outer dotted side line next to the TLs you select the LL and its TL(s) together. Right-click on it to open the contextual menu or double-click on it in order to edit the LL and its TL(s) in one go.

	Definition:	in the specific cases provided for by the Treaties, the adoption of a regulation, directive or decision by the European Parliament with the participation of the Council, or by the latter with the participation of the European Parliament
Definition reference: Note:		Consolidated version of the Treaty on the Functioning of the European Union, Article 289 CELEX:12008E289/EN
		See also "ordinary legislative procedure" IATE:930970
	Owner:	Consilium
✓ Edit	Term:	special legislative procedure
I Delete language	Term reference:	Consolidated version of the Treaty on the Functioning of the European Union, Article 289(2), CELEX:12008E289
• Add Term Close	Term type:	term
Open all languages	Reliability:	****
Replace language	Contexts: Term in context:	"Where the Treaty on the Functioning of the European Union provides for legislative acts to be adopted by the Council in accordance with a special legislative procedure , the European Council may adopt a decision allowing for the adoption of such acts in accordance with the ordinary legislative procedure."
(Context reference:	Consolidated version of the Treaty on European Union, Article 48(7), CELEX:12008M048
	Owner:	Consilium

6.3 Modification of particular fields

• **Remove non-mandatory fields.** Right-click on the field and select 'Remove'. If you remove a field which has a dependent field, the dependent field will also be removed (e.g. if you remove the 'Definition' field, the 'Definition reference' field will be removed at the same time).

£. fr	
Definition:	"Dans les cas spécifiques prévus par les traités, l'adoption d'un règlement, d'une directive ou d'une décision par
Selit	Dans tes cas speciniques prevas par les naries, nacionant un regiennent, cune directive di dure decision par le Parlement européen avec la participation du Conseil ou par colui-ci avec la participation du Parlement européen constitue une procédure législative spéciale"
Definition 🛍 Remove	Version consolidée du traité sur le fonctionnement de l'Union européenne, article 289 [CELEX:12008E289/FR]
Note:	Voir aussi: procédure législative ordinaire [IATE:930970].

You will find the same option in the Quick edit panel, by clicking on the 'Definition' composite field.





In the Quick edit panel, the 'Add new language' feature is available at LIL.



■ Modify an incorrect language code. Right-click on the relevant language code and choose 'Replace language', select the correct language and validate your selection ⊡.

bg cs da de el en es	et fi 🕹 fr ga hr hu it lt lv mt nl pl pt ro sk sl sv la mul 🝳
Ĵ. fr	 ✓ Edit û Delete language ↓ Add Term
Definition	Close "Dans les cas spécit Open all languages le Parlement europé TReplace language ponseili ou par celui-ci avec la participation du Parlement européen constitue
Definition reference	A Watch
	bg ✓ Edit

You can also replace the language via the Quick edit panel.

Quick edit #2243075	*
bg	*
Edit Delete language Add Term X Close	I
Open all languages	
Replace language	
A Watch	

In all cases, you are modifying the 'Language code' field available at LL. This field is only editable if the language is not set as the anchor. Otherwise, you will need to change the anchor language before replacing the language.

Add a new term. Right-click on the language code and select 'Add term'. A new TL will be added with the fields expanded. Or click on the 'Add new term' button
 Iocated below the last existing TL.



This feature is also available through the Quick edit panel.



• Change the display order of the existing TLs for a language. Right-click on the language code and select 'Sort terms' or use the Quick edit panel.



Quick edit #2243075	×
hr	*
Edit Delete language	
+ Add Term X Close	
Open all languages	
✓ Validate all	
Sort terms	
Delete all terms	
🚳 Replace language	
Watch	

The TLs will be displayed in a compact view where you can drag and drop the TL(s) into the desired display order (dragging the 'Sort' icon and dropping it on top of the icon of the TL whose place it should take). Once you have changed the display order, click on 'Save changes'.

hr	
Term: cjepivo nukleinskim kiselinama * * *	æ
Term: gensko cjepivo ★ ★ ★	æ
	Discard Save changes

• **Delete an existing term**. Right-click on the term level outer border and select 'Delete term'.

Term:	législation	 Set as pre-IATE Edit 	
Term reference:	Institution: EEA; Title: GEMET 1999; Publication Month: Aug	T Doloto torm	nvironmental Thesaurus; Publication Year:
Term type:	term	A Watch	
Reliability:	***		
Customer: Customer note:	EEA European Environment Agenc	y	
Owner:	EP		
			🤋 🛃 🚠 🔊 🖉

This feature is also available through the Quick edit panel under the specific TL.

fr	
LL	
π	- (1)
0	Set as pre-IATE
6	Edit Delete term
	Watch

6.4 Parallel work on an entry

IATE allows different users to edit the same entry, language and term at the same time, in order to facilitate parallel work and avoid blocking the entry. In case of conflict (if different users update the same field at the same time), the data saved last will prevail. Each time you confirm a change, the entry view is refreshed and the entry's audit/history is updated. In order to prevent conflicts, Administrators have the possibility to lock an entry for a certain period of time. For further details, see section 8 Locking mechanism.

It is also possible to batch-edit/create entries (see sections 25 Import new entries (only Administrators), 26 Import new LLs and TLs into existing entries (only Administrators) and 24 Batch update of existing content (only Administrators)). For further details, please contact your <u>terminology coordination team</u>.

Some collections or batches of entries are write-protected at some or all levels. This function is activated to prevent users from changing content that has been verified and confirmed by experts for a particular institution, or content that comes from external resources and is imported and updated in batches. If the protection is 'loose', the buttons allowing users to add synonyms and additional languages are still available; if it is 'strict', no additional information can be added. Protected entries can be identified by the **FROTECTED** icon. The institution which protected the content (institution owner) is indicated after the icon. A star is displayed if only Administrators of that institution can modify the data. You should send feedback on protected entries to the institution owner. See section 4.4 Protection for more details.

Any modification at LL and TL unvalidates that specific level. More information on validation is available in section 10 Validation. Automatic validation for specific users will be put in place later on.

7. USER PREFERENCES

You can save the following search and data visualisation preferences in your profile:

- General: colour scheme of the user interface, default expansion of entry management options (including advanced duplicate detection) in full entry view and results page
- Search/Results: matching type, results per page, source and target languages (including non-EU languages, which can be viewed by clicking on the 'Show more' button (), display order (interpreters' view), validation filter, owner filter, entry status filter, type of collections that show up in the results in interpreters' view and in the 'Search by collection' screen
- Full entry view: choice between side-by-side and list view (default value will display side-by-side view if you are opening up to three languages, and list view if you open more than three languages), other display options (default expansion of several metadata), loading by default at LIL of information on an entry's inclusion in TPM terminology projects, and preferred languages (displayed immediately after the source language and the anchor language)
- Entry creation: monolingual or bilingual display

- Terminology projects: column choice and column sorting for the various customisable tables available in the Terminology Projects Module, including some institution-specific presets.

The settings can be found by clicking on your user name (at the top right of the screen) and then selecting the 'User preferences' tab.



When you run a search using different criteria to those defined in your user preferences, the criteria from your last query will continue to be used for your next query until you change them or reset them by clicking on 'Go back to user preferences'. In the same way, if you change your user preferences, you will need to apply them by clicking on 'Go back to user preferences' in the case of the search screen or by refreshing the page in the case of the full entry view (otherwise you will continue using the previous settings).

8. LOCKING MECHANISM

A **locking mechanism** is available to Administrators to allow for extensive modification of an entry or language without interference from other users. Entries can be locked via the contextual menu accessed by right-clicking on the entry ID.

guage	
attachments operatio	n
collections operation	
e operation	of 930970 ordinary legislative procedure 🗗
	58613 comma
e	operation dT

You can choose when the lock will expire.

→ History					2
How long should the entry be locked? (You'll be able to	manually u	nlock it	earlier.)		
30 min	utes 1	hour	4 hours	8 hours	24 hours

A warning will be displayed to all users consulting the locked entry.



The entry can be unlocked at any time before the lock is scheduled to expire.



9. AUDIT/HISTORY

Every change made to a new or existing entry is recorded in the IATE audit module.

Basic administrative information is available at LIL, LL and TL via the Additional information is icon. This consists of information on when the entry was created, last modified and validated, and by whom.

To see the history of changes made to an entry (or a specific level of an entry), click on the history icon . The history screen will open in a new tab, showing details of the type of operation, date, previous content and new content (track changes mode available). In order to optimise space and display more rows of transactions, the content is collapsed. You can expand it by hovering over the 'Value' column with your mouse. You can also change the display mode (always expanded or expand on click) via the display options on the left of the screen (below the filters).

Please note that in order to optimise loading, a slow loading strategy is applied, which means that the page loads first and the content is populated progressively as soon as it is ready for rendering.

	Path	Operation	Date -	User	Institution	Division	Value	
ID: 3571668	/ language / ro / term_entries / 2216310 / metadata / validation /	Modification	7.8.2020 10:59	hulk	CdT	FR	Not-validated Validated	0
5	/ language / ro / term_entries / 2216310 / metadata / institution_code /	Modification	7.8.2020 10:58	hulk	CdT	FR	COM CdT	0
ge	/ language / ro / term_entries / 2216310 / term_references / 0 / metadata / confidentiality /	Modification	7.8.2020 10:58	hulk	CdT	FR	Not-confidential Confidential	6
Je	/ language / ro / term_entries / 2216310 / term_references / 0 / tert /	Modification	7.8.2020 10:58	hulk	CdT	FR	COM-RO ⊲i-based on ⊲li- Decizia (UE, Euratom) 2017/46 a Comisiei din 10 ianuarie 2017 privind secuntatea sistemetor informatice și de comunicați în cadrul Comisiei Europene, <a eullegal-<="" europa="" heter="" td="" înfiguileur-leix=""><td>6</td>	6
	/ language / cs / related_material /	Creation	18.9.2019 14.18	Mautolo FUBLLD	CdT	Central Terminology	das	0
d 🔹	/ language / cs / note / references /	Creation	18.9.2019 14:18	Mauricia PubliLio	CdT	Central Terminology	dsadsada Not confidential	6
8	/ tanguage / cs / note /	Creation	18.9.2019 14:16	Mauricio PUBLLO	CdT	Central Terminology	czx Not confidential	0
	/ language / en / term_entries / 2215280 / type /	Modification	18.9.2019 14:14	Mauricio Putaluci	CdT	Central Terminology	less appellation	6
	/ language / en / attachments /	Creation	14.5.2019 15:36	Neuricia Futerica	CdT	Central Terminology	Attachments: 247207-200 png	0
Clear filers	/ language / nl / term_entries / 2216265 /	Creation	31.1.2017 15:39	Tendty COOPER	COM	EN	Term: CERT-EU Conductor	0
hover On click	/ language / nl / term_entries / 2216266 /	Creation	31.1.2017 15:39	Timethy COOPER	COM	EN	Note: Deze omschrijvende benaming is te verliezen boven de omschrijvingen gebruikt in Besluit (EU, Euratom) District of an Daniel (EU, Euratom 2012)(5).	6
	/ language / nl / term_entries / 2216267 /	Creation	31.1.2017 15:39	Timulty COOPER	COM	EN	Note: Date foulieve omschrijving wordt gebruikt in Besluit 2017/46 en dient te worden vermeden.	0
	/ language / ni /	Creation	31.1.2017 15:39	Tmothy COOPER	COM	EN	Note: Tot de activiteiten van CERT-EU behoren preventie, opsporing, respons en herstel.	0
	/ language / bg / term_entries / 2216268 /	Creation	31.1.2017 15:39	Timethy COOPER	COM	EN	Note: Преводът на български език в посоченото решение на Комисията е непоследователен.	đ
	/ language / bg / term_entries / 2216269 /	Creation	31.1.2017 15:39	Timothy COOPER	COM	EN	Term: CERT-EU Contractor	ð

The IATE 1 history has been migrated and can be consulted via the 'Legacy audit' tab.

IATE ID: 3571668	
Filters	
Language	
Term code	
Operation	
Not specified	•
Date	#
User	
Institution	
Not specified	•
Clear filters	
Display mode	
(All expanded On hover On click)	

The history screen can be filtered by language, term code, operation type, date (or range of dates), user, institution and division. To use the filters, type the relevant information in the appropriate field or simply click on the value (language or term code) you would like to use as a filter in the path and the list will be filtered automatically.

You can undo specific operations in the 'Audit/History' screen using the 'Undo' button . This can be done for any of the three levels (LIL, LL and TL) if you have editing rights for the data. It is also possible to revert to a specific point in time by undoing all operations carried out in the meantime using the 'Rollback' button . The 'Rollback' button is only available in the LIL 'Audit/History' screen (where all operations on the entry can be seen) and its use is restricted to Administrators. These actions are only possible for IATE 2 operations (not for IATE 1 audit).

The 'History' screen is paginated.

10. VALIDATION

Validation is a confirmation that a basic check has been performed on an entry to ensure that it complies with IATE data entry rules and is therefore fit for release to non-authenticated users. The entry need not be perfect, and its content is not set in stone.

Terminologists for each language at each institution are responsible for validating their language data. This can be done directly from the full entry view by clicking on the 'Validate' icon (LL or TL validation) or by clicking the 'Validate all' button (validation of an LL and all its TLs for which you have validation rights).

NOT VALIDATED	
Collections:	EU-TL LL LIL test collection-2020 related to subject area TL LL LIL te et collection
Owner:	CdT
	R 🚼 🗼 🛛 🖉
NOT VALIDATED Phrase:	European initiative for democracy and the protection of human
	European initiative for democracy and the protection of human rights General report on the activities of the European Union,1995
Phrase:	rights
Phrase: Term reference:	rights General report on the activities of the European Union,1995

Right-clicking on the outer dotted side line (in blue in the screenshot below) also allows you to validate an LL and all its TL(s) for which you have validation rights at once.



Through the Quick edit panel, you can 'Validate all' under the specific language code, or you can validate a single level under the LL or TL section.

Quick edit #930970	×
LIL	-
đ, fr	
✓ Edit + Add Term	
Open all languages	
Set all to non-validated	
• Set all as pre-IATE	
Watch Close	
LL	
TL (1)	

The contextual menu and Quick edit panel at LIL and LL include an option to set all the LLs and TLs below as non-validated or pre-IATE in batch (validation permissions for all existing languages are needed).

Validation can also be carried out from the 'Validation' monitoring screen, available in the

'Management' menu (). The level to be validated (language code or term) is displayed in orange in the results list.

Resu	ilts 1-6/6						
	Entry ID	Operation	Domains	Level	Language	Term	Triggered on
٥	3582967 ★	Modification	ENVIRON MENT	TL	ro	ape de tranziți e NOT VA LIDATE D	17.12.2020
D	3648351	Creation	gender equality [LAW, rights and freedoms, social rights]	LL	TO NOT VALIDATED		21.5.2021

Some filtering options are available if you want to refine your results. The default filters are the validation status, the latest modification date ('Changed before'), your working language(s) ('Show results in') and your institution ('Owner'), although this last one is applied but not displayed by default.

Valida	tion	Col	lectior	ıs	Attacl	hment	ts	Asyno	hrono	ous ree	quests	\$ N	larks	Table	view Merge Undelete		
Valida Not v	validate	d	 											•	Changed before 27.07.2022		0
bg	CS	da	de	el	en	es	et	fi	fr	ga	hr	hu	it	It			
lv	mt	ni	pl	pt	го	sk	sl	sv	la	mul	Ō			•		X Clear Q Sear	rch

If you wish to add some other filters, click on the 'Choose and sort filters' button in the top right corner **Choose and sort filters**. You can drag and drop filters into the display order you want, and a summary of all those applied will be available above the results list. To remove filters from your search, hover your mouse over the filter name and a 'Remove filter' icon **Remove filter** will be displayed. Click on 'Search' again to apply the new filtering.

The additional filters available are: the earliest modification date ('Changed after'), the user who triggered the change of status or that user's role, institution or division, list of IATE IDs, collections, subject domain(s) and entry primarity. If you wish to display only interinstitutional changes, check 'all' and then unselect your own institution in the filter 'Institution of the user triggering last validation change'.

The most recent data are displayed at the top of the results list. You can change the number of results displayed per page (the range goes from 5 to 100, 10 being the default). If you change the value, your choice will be saved in the local storage.

Clicking on an entry ID will take you to the language containing the LL or TL to be validated. You can also refine the search by clicking on a specific username ('triggered by' or 'last modified by'.

You can consult the history of the relevant LL or TL directly from the 'Validation' monitoring screen (click on the 'History' icon ^(III)).

You can also access marks to see any tasks/comments directly from the 'Validation' monitoring screen (click on the 'Marks' icon \boxed{P}).

You can validate several items at once by checking the relevant boxes in the first column and clicking the 'Validate all' button. Please use this time-saving feature with caution, and only validate items which have been properly checked. Validation queues should be checked regularly and non-validated data should be validated as soon as possible.

NB When a TL with reliability 1 is validated, IATE will automatically set the reliability to 2, except in the case of lookups. A warning informs you that the reliability has been automatically upgraded.

Please note that a non-validated LL does not prevent validated TLs below it from being displayed to non-authenticated users.

10.1 Autovalidation

An administrator can set an autovalidation language for a user in the User Access Control module.

For an EU language (including LA and MUL) to be added, it needs to be one of the working languages of the user. When a user modifies content in a language which is their autovalidation language, the creation/modification is validated automatically. If the user is modifying data that were previously validated by another user, the 'Validated' status will be maintained: therefore, in the additional information box, the previous user will appear as validator (with the corresponding validation date). Autovalidation works only for data belonging to the user's own institution. In addition, pre-IATE data cannot be autovalidated and remain as pre-IATE.

Non-EU languages are validated automatically upon creation/modification.

11. FIELD COMPLETION SCORE

The **field completion score** is a real-time score allocated to LIL, LL and TL in line with the fields populated in each level. In other words, it shows how rich a level of an entry is. The field completion score is recalculated after each modification of a TL, LL or LIL to reflect the current situation of an entry.

Additional information

Creation date:	30.3.2020
Created by:	(Sector
Modification date:	28.4.2020
Modified by:	
Field completion score:	3
Aggregated field completion score:	13 / 20

It is displayed (for Administrators only) under 'Admin info' 🚺 at LIL, LL and TL. The values are calculated as follows:

×

LIL: The maximum score at LIL is 4. One point is assigned to the following fields if populated:

- E_Domain
- E_Anchor language
- E_Primary
- E_Management

LL: The maximum score at LL is 5. One point is assigned to the following fields if populated:

- L_Definition
- L_Definition reference
- L_Note
- L_Note reference
- L_Management

TL: The maximum score at TL is 11. One point is assigned to the following fields if populated:

- T_Term reference
- T_Reliability (should be at least 2)
- T_Context
- T_Context reference
- T_Note
- T_Note reference
- T_Language usage
- T_Language usage reference
- T_Regional usage
- T_Regional usage reference
- T_Management

An **aggregated field completion score** is also displayed under 'Admin info' \checkmark and shows how rich an entry is at LIL or at LL. The maximum aggregated field completion score is 20 for LIL (sum of LIL, highest LL and highest TL individual field completion scores in the entry) and 16 for LL (sum of the LL and the highest TL field completion score in that LL).

Additional information		×
Creation date:	30.3.2020	
Created by:		
Modification date:	28.4.2020	
Nodified by:		
ield completion score:	3	
Aggregated field completion score:	13/20	
Creation date:	30.3.2020	
Creation date: Created by:	30.3.2020	
Charles and the second s	30.3.2020 30.3.2020	
Created by:		
Created by: Modification date:		
Created by: Modification date: Modified by:	30.3.2020	
Created by: Modification date: Modified by: Validation date:	30.3.2020	

Administrators can make use of the aggregated field completion score via a specific filter in the standard and advanced search. To filter in standard search, <u>click</u> on Open expanded search and then on the 'Show more' icon . You can set the minimum and maximum accepted parameters using the sliders according to the LIL and/or the LL in the source and/or target language.

Domains Cillok to add domains Show k Primarity M Primary entries Not primary entries all Aggregated field completion score (LL) Oge Confidential entries Not confidential entries all Confidential entries Not confidential entries all all Collections Collections Nothing selected Target language Language validation Not validated Not validated Pre-IATE all Target language Validated Not validated Not validated Pre-IATE all Term validation Not validated Not validated Pre-IATE all Reliability N Validated Field completion score (LL) Reliability Natidated Pre-IATE all Reliability N Validated Field completion score (LL) Aggregated field completion score (LL) Oge Term validation Not validated Pre-IATE all Reliability N Validated Field completion score (LL) Aggregated field completion score (LL) Oge Term validation Not validated Field completion score (LL)	ters:	
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Not primary entries Not primary entries Image: all Aggregated field completion score (LIL) 0 Confidential entries Image: Confidential entr	Circk to add domains	Show less
Not primary entries Not primary entries Image: all Aggregated field completion score (LIL) 0 Confidential entries Image: Collections Nothing selected Source language Language validation Mail Mail Mail Term validation Mail Nations Validated Not validated Pre-IATE Image: Collections Image: Collections Not validated Mail Reliability Mail Reliability Mail Aggregated field completion score (LL) Image: Collection score (LL)	marity	
Confidential entries Not confidential entries Confidential entries Not confidential entries Collections Nothing selected Source language Language validation Validated Validated Validated Not validated Pre-IATE Aggregated field completion score (LL) Aggregated field completion score (LL)		
Confidential entries Not confidential entries Confidential entries Not confidential entries Collections Nothing selected Source language Language validation Validated Validated Validated Not validated Pre-IATE Aggregated field completion score (LL) Aggregated field completion score (LL)	prenated field completion score (LIL)	
0 Confidentiality © Confidential entries Not confidential entries Nothing selected Source language Language validation Eanguage validation Validated Not validated Not validated Pre-IATE Validated Not validated Not validated Pre-IATE Validated Not validated Not validated	gregation field compression over (Lie)	
Image: Not confidential entries Image: Not confidential entries Image: Not confidential entries Nothing selected Source language Target language Language validation Image: Not validated Image: Not validated Validated Not validated Image: Not validated Image: Not validated Term validation Image: Not validated Image: Not validated Image: Not validated Validated Not validated Image: Not validated Image: Not validated Image: Not validated Validated Not validated Image: Not validated Image: Not validated Image: Not validated Reliability Image: Not validated Image: Not validated Image: Not validated Image: Not validated Aggregated field completion score (LL) Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Image: Not validated Ima		20
Image: Confidential entries Image: Confidential entries Image: Confidential entries Nothing selected Source language Target language Language validation Image: Confidential entries Image: Confidential entries Validated Image: Confidential entries Image: Confidential entries Image: Confidential entries Image: Con	and the second	
Collections Nothing selected Source language Language validation Validated Not validated Not validated Pre-IATE Validated Not validated Not validated Pre-IATE Validated Not validated Not validated Not validated Reliability Not		
Nothing selected Source language Target language Language validation Motivalidated Notivalidated Pre-IATE all Yelidated Notivalidated Pre-IATE all Term validation Validated Notivalidated Pre-IATE all Yelidated Notivalidated Pre-IATE all Reliability Pre-IATE all Reliability Reliability Aggregated field completion score (LL) Aggregated field completion score (LL)		
Source language Target language Language validation Mot validated ≤ Pre-IATE ≤ all Validated ≤ Not validated ≤ Pre-IATE ≤ all Mot validated ≤ Pre-IATE ≤ all Term validation Validated ≤ Not validated ≤ Pre-IATE ≤ all Validated ≤ Not validated ≤ Pre-IATE ≤ all Term validation Reliability Mot validated ≤ Att ≤ A	lections	
Language validation Not validated Not validated Pre-IATE all Yalidated Not validated Pre-IATE all Yalidated Not validated Pre-IATE all Reliability Pre-IATE Name Reliability Pre-IATE Name Aggregated field completion score (LL) Aggregated field completion score (LL)	thing selected	
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Not validated	urce language	Target language
Not validated	anguage validation	Language validation
Not validated		
Not validated		
Reliability ☆ ☆ ☆ ★ ☆ ★ ☆ ★ ☆ ★ ☆ ★ ☆ ★ ☆ ★ ☆ ★ ☆ ★		
Image: Aggregated field completion score (LL) Aggregated field completion score (LL)		
Aggregated field completion score (LL) Aggregated field completion score (LL)	eliability	Reliability
0 0 0		
0 0 0	ggregated field completion score (LL)	Aggregated field completion score (LL)
		Showless

You can also filter by the aggregated field completion score in the advanced search (see 22 Advanced search (query builder)).

For the time being, the completion score filters in the standard search and advanced search are only available to users with the Administrator role.

12. DETAILED OVERVIEW OF AN ENTRY

12.1 Language-Independent Level (LIL)

Below you will find a description of all the editable fields available at LIL.

12.1.1 DOMAIN

- The domain is the field of knowledge to which the concept belongs.
- The chosen domain(s) should clearly identify the special language and context to which the concept belongs. An IATE entry should usually have between one and three domains.
- Domains are represented by the domains (level one, two digits), subdomains (level two, four digits) and descriptors (levels three to eight, no digits) used in <u>EuroVoc</u> (the EU's multilingual thesaurus). IATE 2 contains the full EuroVoc thesaurus (and not just the first three levels as was the case in IATE 1). IATE currently uses EuroVoc version 4.6.
- An additional domain branch has been added in order to cover the needs of the Court of Justice ('14 LAW' CJEU).
- Some of the domains under the new '14 LAW' CJEU branch have duplicates in EuroVoc, but since they do not belong to the EuroVoc '12 LAW' branch, they were

regrouped under the new branch '14 LAW'. If you search for equivalent domains (for example: 'social security legislation' and 'social security law'), IATE will retrieve results matching your criteria for both domains. This mapping and joint retrieval is applied in the domain filter in the standard search, in the Term Recognition Module and in the IATE download feature (public exports).

- When looking for the appropriate domain(s) in IATE, always try searching for the term itself or related terms. You can also browse the full domain structure to search for where you would logically expect to find the term in question (but please note that entries migrated from IATE 1 only contain domains from levels 1-3 and not lower-level descriptors).
- When adding your language to an existing entry, first check whether your term is used in the same context as that indicated by the existing domain(s). For example, a 'hedge' in the financial context is quite different from a 'hedge' in the environmental context. Do not add new domains which would result in the entry covering more than one concept. Note, however, that the existing domain(s) may not always be correct, especially in the case of legacy entries (i.e. entries that were imported from previous databases).
- If you are updating a legacy entry that has the domain '00 Domain code not specified', please add a real domain, making sure it is relevant to the concept, and delete '00 Domain code not specified'. In case of doubt, contact the <u>terminology</u> <u>coordination team</u> of your institution.

How to add domains

• When you are creating a new entry, click on the 'Add' button next to the 'Domain' field.

```
* Domain: Add
```

When the domain selector is open, the 'Add' button is replaced by a 'Close' button.

* Domain: Close

• When you are modifying an entry, either 'Edit' through the Quick edit panel, doubleclick on the field or right-click and select 'Edit'. You can also modify the entire LIL, in which case you will be able to 'Close' the domain selector, as while creating an entry.

Quick edit # 3575570	×	🗙 IATE ID: 3575570	
LIL	-	Domain:	EU financial instrument [EUROPEAN UNION > EU finance > EU financing] climate change policy [ENVIRONMENT > environmental policy]
Domains		Primarity:	Primary
🖉 Edit		Anchor language:	en
Save to clipboard		Origins: Origin:	(EU) European Union

You can either browse the domain classification by expanding (using the black arrows) and collapsing the different domains, subdomains and descriptors as needed or by expanding the full tree (Expand all), or you can search for a keyword in the search field. If the keyword you have searched for is a non-descriptor (non-standardised term), you will be directed to the associated descriptor (standardised term). The EuroVoc descriptor may not be the preferred term to designate the concept

in IATE, e.g. 'atmospheric pollution' is the EuroVoc descriptor for the concept for which 'air pollution' is the preferred term in IATE.

- Once you have identified the relevant domain, subdomain or descriptor, click on it and it will be added to the list of selected domains (in orange in the lower part of the domain section). Technically, a maximum of ten domains can be selected, although conceptually this is probably excessive.
- Should you need to remove a selected domain, hover your mouse over it in the domain tree or in the list of selected domains, then click on the bin in icon to remove it.
- If you select two or more cascading domains (a domain and one or more subdomains belonging to it), you will get a warning, as this is not good practice.
- If you want to reuse the set of domains selected in a particular entry, you can save them using the 'Save to clipboard' button available in the Quick edit panel, in the contextual menu and in the domain selector. You will then see the saved domains when you next open the domain selector, and you can insert the relevant set of domains in your entry by clicking the 'Insert from clipboard' button.

• Domain:			
EU financial instrument [EUROPEAN UNION > EU finance > EU financing]			
climate change policy [ENVIRONMENT > environmental policy]			
	•	÷	Q
		pboard	
Save to clipboard		pooura	-
EU financial instrument			
climate change policy			
Save to clipboard			
			-
Insert from clipboard			
EU financial instrument			
climate change policy			
Remove from clipboard Insert from clipboard			

- When you have finished selecting domains, either save your changes or close the domain selector to continue editing other fields.
- The root domain 'Legal domains' can be selected for search purposes in order to include all lower levels, but it cannot be added to an entry as a proper domain. If you search for duplicated domains (for example: 'social security legislation' and 'social security law'), IATE will retrieve results matching your criteria for both domains.

rade	CLOSE	16 ÷	
✓ orumany court or naw			-
labour tribunal (industrial trade court)			
▼ 1231 international law			
▼ international economic law			
international trade law			
▼ 1236 rights and freedoms			
▼ economic rights			
freedom of trade			
▼ social rights			
trade union freedom			
14 LAW CJEJ			
1464 International trade law CLEU			
20 TRADE			
▼ 2006 trade policy			
common commercial policy			
extra-EU trade			
intra-EU trade			
preferential agreement (preferential trade agreement)			
supplementary trade mechanism			
trade policy			
domestic trade			
fair trade			

NB: If you are using keyboard support, you need to press ENTER and then TAB to enter the domain tree in creation/modification.

12.1.2 DOMAIN NOTE

• The 'Domain note' field is a legacy field (for IATE 1 data): it gives more specific information on the context in which the concept is used, particularly the EuroVoc level four, five, six, seven and eight descriptors, since they were not available in IATE 1. Ideally, this content should be transferred to the 'Domain' field by selecting the appropriate descriptor, then removing the domain note. The 'Domain note' field cannot be changed from the full entry view, only removed. Users with specific permissions can populate or modify this field via imports and batch updates.

12.1.3 PRIMARY ENTRY

Marking an entry as 'primary' is an indication of overall quality and/or preference among possible duplicates. Marking an entry as primary can:

- help translators to find the most reliable entry among duplicates;
- help terminologists to identify the best entry for completion and signal which entry new languages should be added to;
- identify the entry in question as the one to be updated and kept for the purposes of consolidation projects.

Primary entries which have terms that correspond exactly to your search will appear first among possible duplicates on your list of results. They are marked with a star \star next to the entry number.

It is usually terminology coordinators at central level who mark entries as primary by adding the primary star at LIL during consolidation projects. The use of the primary star should be **consistent**. In particular, the star should only be used when minimum quality criteria are met (see section 15.1 How to select a primary entry).

When you are creating an entry, you can make it a primary entry by selecting 'Primary' on the

Quick edit #3571668	×
LIL	
Domains	
Primarity	
★ Set as primary	

Primarity drop-down menu. For existing entries, edit the 'Primarity' field by double-clicking on it, by right-clicking on the field and selecting 'Set as primary', or by choosing the same option in the Quick edit panel.

If the entry was set as primary by mistake, Administrators can correct the error by right-clicking on the star next to the entry ID and selecting rest Set as not primary.

*	IATE ID: 3591197			
	Domain:	0816 international balance 1231 international law 2811 migration		
Primarity	:			
Primar	у			-
			×	✓
12.1.4 ANCHOR LANGUAGE

- The anchor language is the anchor to which all the other languages in the entry are attached. The definitions in the other languages should be as similar as possible to the definition in the anchor language.
- The anchor language is usually the source language of the text in which the term occurred. However, if the object of a concept is country-specific, the anchor language should be (one of) the language(s) of the country concerned (which should be indicated in the 'Origin' field). For animals, plants and other life forms, the anchor language should usually be Latin.
- The '<u>Reliability</u>' value of a term in another language indicates how reliably the term denotes the concept as defined in the anchor language.
- When creating an entry, the language in the left column is set as the anchor language by default. You can change this and set the language on the right side as anchor by clicking the 'anchor language' icon in the right column. You must set one of the languages on the entry as the anchor language.
- Legacy entries may not have an anchor language. If a legacy entry is to be kept, an anchor language should be defined. An entry should not be set as 'primary' until an anchor language has been defined and the concept clearly identified in the anchor language.
- If you need to change the anchor language of an existing entry, you can do so by modifying the 'Anchor language' field at LIL.

12.1.5CONFIDENTIAL ENTRY

Confidential entries are not available to non-authenticated users.

You can restrict the confidentiality of a new entry when you create it by selecting the 'Confidential' option from the 'Confidentiality' drop-down list.



For existing entries,

- open the LIL for edit and click on 'Show more' to display the 'Confidentiality' field and double-click on it;
- or use the Quick edit panel to mark the entry as confidential.

General principles:

- Change the default setting from 'Not confidential' only where absolutely necessary.
- When making a previously confidential entry public, first make sure that it does not duplicate another entry.

For more details, refer to 4.3 Confidentiality.

12.1.6 ENTRY STATUS

Entries in their early stage of completion (particularly as part of a project managed in the Terminology Project module) or undergoing extensive work can be marked as 'Raw' by Administrators and Terminologists+. All other entries are categorised as 'Not raw' (the default status for new and existing entries).

Entries marked as 'Raw' are filtered out by default in basic search (this can be changed in the specific LIL filter in Expanded search or directly in the User preferences), and systematically excluded from TRM. They are also hidden from external users. In the case of the duplicate detection mechanism when creating a new entry, entries with status 'Raw' are taken into account and displayed by default in the results.

12.1.7 PROTECTED ENTRY

If an entry is 'protected', only users, or in some cases only Administrators, from the institution which 'owns' it can edit the data. If it is not protected, all users with editing rights can update it, irrespective of the institution they work for. Users must have specific rights to set and change the protection level of an entry.



You can protect a new entry when you create it by selecting 'Protected' in the 'Protection' drop-down list. This will display the protection options, where you will be able to define the strategy, the level and whether the protection should be cascading or not.

For existing entries,

- open the LIL for edit and click on 'Show more' 🖭 to display the 'Protection' field and double-click on it;
- or use the Quick edit panel to modify the protection settings.

Note that protection is available at each level. For more details, see section 4.4 Protection.

12.1.80RIGIN

Use this field when a concept is country-specific (or EU-specific). Click the drop-down list and select the name of the country (or 'EU').

You can insert multiple origins if needed (by double-clicking on the 'Origins' label and adding a second origin Add new origin (). They will be displayed in their full form and in alphabetical order in the results page and in the full entry view.

12.1.9ORIGIN NOTE

The origin note should be completed in English. It can be used to give more specific information on the national or geographical origin of a concept.

12.1.10 LIFECYCLE

This is a drop-down menu used to flag the subject of an entry as 'historical' (no longer in use or in existence), 'proposed' (but not yet adopted), or 'abandoned' (proposed but ultimately not adopted). 'Historical' and 'abandoned' entries can be easily identified by the grey background applied in the results page and in the full entry view.

12.1.11 MANAGEMENT

The management field at LIL should be used only by <u>terminology coordination team members</u> to record information concerning the management of the full entry, e.g. the projects to which it belonged (feature used in IATE 1; new projects launched in IATE 2 are not indicated here, they can be found under project collections instead) or any other concise information relevant for coordination purposes.

Any new line created in this field should start with the name of the institution adding it in the format [COM], [EP], [Consilium], etc. (names in the format used by IATE itself).

This field is not public.

12.1.12 CROSS-REFERENCES

You can add a cross-reference to another entry in the designated LIL field. The entry referred to should be of decent quality, and its anchor language part should be updated. A reciprocal cross-reference to your entry will be added automatically.

Note: entries not modified since 31.12.2009 still contain unidirectional cross-references. They will be rendered bidirectional when the entry is updated.

There are several ways to create or modify cross-references:

- through the Quick edit panel:
 - by clicking on the 'Edit' button at LIL or next to the cross-references field;
- in the entry directly:
 - by double-clicking on the LIL outer border or clicking on the 'Edit' button of the level;
 - by double-clicking on the 'Cross-references' field.

You can add an additional cross-reference by clicking on the Add new Cross Reference + button.

Creation of a cross-reference:

Cross-references : Cross-reference:	
Type:	IATE ID:
Not specified	
	+ ×

Modification of cross-reference(s):

Type:	IATE ID:	
is related to	780656	
780656 codecision procedure		
oss-reference:		
Type:	IATE ID:	
is antonym of	2243075	

You should indicate the entry ID and the relation type, selecting it from the following preset list of values:

List of relation types:

is broader than / is narrower than is related to is antonym of is predecessor of / is successor of has as capital city / is capital city of has as currency / is currency of has as demonym / is demonym of has as part / is part of has as seat / is seat of is caused by/is cause of is not to be confused with

Multiple cross-references (to different entries) can be inserted, but this must be done one at a time. Only one type of relation is possible between the same two entries. It is not possible to cross-reference an entry to itself. IATE will check whether the inserted cross-referenced entry exists. If it does not exist, you will get an alert to that effect and the cross-reference will not be created.

The bidirectionality applies automatically to all actions done on cross-references: insertion, modification, removal of cross-references or deletion/undeletion of referenced entries, whether done manually or in batch.

Removing a cross-reference

Users with specific rights can remove an existing cross-reference from an entry. To do so, right-click on the cross-reference to open the contextual menu and click 'Remove':

Cross-references:			
Cross-reference:	current entry is antonym of 930970 o	F -114	ive procedure 📭
	a	Edit	
Inbound cross-	Ω F	Remove	
references:			

or remove it through the Quick edit panel:

Quick edit #2243075	×
Cross-references	*
Cross reference (1)	
Edit Temove	

Deleting an entry with cross-references

If you delete an entry that has cross-references on it, the referenced entries will also be updated to no longer contain any cross-references to the deleted entry.

Undeleting an entry with cross-references

If you undelete an entry which contained a cross-reference to another entry which no longer exists, that cross-reference will not be restored.

Protected entries

You cannot create a cross-reference from a protected entry unless you have editing rights for that entry. However, you can create a cross-reference to a protected entry even if you do not have editing rights for that entry.

Displayed language of terms in cross-references

Cross-references display the entry ID and the term of the cross-referenced entry. The language of the term corresponds to the interface language if available, otherwise anchor language, English, French, German or other EU languages alphabetically. All term types are taken into account except lookups and the display order is followed when selecting the term to be displayed.

Advanced management of cross-references

It is also possible to include cross-references when exporting entries for data management (one column for the type of cross-reference and another column for the referenced ID). Additionally, users with an Admin role can also manage cross-references in batch via a specific import file, where new cross-references can be created and existing cross-references can be modified (but existing cross-references cannot be deleted).

'Advanced search' offers two criteria that filter according to cross-references (or the lack thereof): is empty/is not empty, and by type.

12.1.13 RELATED PROJECTS

This field is visible only to internal users and displays the terminology projects the entry belongs to (if any). To see the content of the field, you either have to click the 'Load TPM info' button or select 'Load TPM info' as the default setting in your user preferences.



12.1.14 LANGUAGE INDEPENDENT LEVEL NOTE(S)

Use this field for any relevant information that relates to the concept and applies to all languages, rather than to a specific language or term. It can also be used for confidential information, in which case click on the 'Not confidential' is button when creating or modifying the content in order to set it as confidential.

The note at language independent level is a multiple field, i.e. multiple notes can be created in individual LIL note fields, each with its own reference.

12.1.15 LANGUAGE INDEPENDENT NOTE REFERENCE(S)

Indicate the source of the information in the 'Note reference' field. Each note field has its own reference, which is optional (can be left empty).

URLs should be stored via the URL format button store to allow for verification that the URL is working and proper link creation. You can look up and insert EUR-Lex references using the EUR-Lex reference module. For more information, see section 13 References.

The note reference can be set as confidential if necessary.

12.1.16 COLLECTIONS

Collections at LIL, LL and TL can be used to group subsets of data in IATE pertaining to specific projects or subdomains and to simplify the management of such data.

LIL is used for collections managed by the central terminology coordination teams in each institution and for multilingual interinstitutional (EU-) collections. It is recommended that language-related collections are situated at LL or TL. TL collections are also useful for various data management purposes related to specific terms.

Creating a collection (and collection naming patterns)

You can create a new collection at LIL, LL and/or TL when creating an entry or updating an existing entry by clicking on 'Create new collection'. You can also create a collection directly from the 'Collections' management page.

	Collections:				
	Search	X Clear	Q Search		
	Sort by: Creation date ID Name Type Ascending Descending	Q Open	expanded search		
	Create new collection				
Ľ			× 🗸		

The collection creation form has the following fields:

- a drop-down list of institutions, including 'EU' (mandatory);
- a drop-down list of languages (optional);
- a collection short name <u>that is unique</u> (max. 70 characters; hyphen, minus sign, endash and em-dash are not allowed) (mandatory);
- a drop-down list of years (optional);
- a collection description (max. 2 500 characters) (mandatory). The description should be in English or in French, and its content should be transparent for other users.

- a collection type (project management-related, subject area-related, miscellaneous) (mandatory). Each type is displayed in a different colour.
- the protection toggle button.
- the confidentiality toggle button.

Create new collection: -						
* Institution	Language					
CdT	Not specified					
* Short name	Year					
	Not specified					
Description						
• Туре						
related to project management	×					
Not protected						
Confidential						
	Discard					

Naming rules for collections:

INSTITUTION CODE (Institutions list + EU)-[MUL/LANG CODE/Not specified]-SHORT NAME [free text, max. 70 characters, hyphen not allowed]-YEAR [optional]

Examples:

COUNCIL-MUL-COUNTRIES EP-MUL-EP Political bodies CdT-MUL-REACH&CLP-2008

The institution, the short name, the description and the type are mandatory. A duplicate detection mechanism for the collection name will be launched to avoid having more than one collection with the same name.

A collection ID is automatically assigned to a newly created collection.

A newly created or existing collection can be protected by clicking on the protection slider. More details can be found in section 4.4 Protection.

Finding existing collection names

On the 'Collections' management page, or from the full entry view/entry creation form, you can manage collections and launch a search with the following criteria:

- Textual search by collection name searches for a 'partial string'. This is possible directly in the main collections search field. The rest of the criteria can be found in the expanded search.
- Textual search by collection description searches for a 'partial string';
- Search by collection ID;
- Institution (which created the collection);
- Creation date range;
- Search by type.

Validation	Attachments Import Asynchron	nous requests Marks Merge	Undelete Batch deletion	_
ID	Name	Description	Institution Not specified	
Type Not specified	Created after	``	Created before	1
Delay (Export only) C Execut	e after core hours		← Clear	
Sort by: Creation date ID Name 1	Type Ascending Descending		Close expanded sea	arch

The results list can be sorted by column/value (alphabetical order, chronological order, numerical order and type). You can tell if a collection contains entries from the icon next to it (an empty page means there are no entries in the collection, while a page with writing on it means it contains entries). A lock icon indicates that a collection is protected (closed if strict protection is applied, open if loose protection is in place), and a star indicates that only Administrators from the specific institution can modify entries belonging to that collection.

COM-SV-Wine related to subject area Wine
COM-Cybersecurity Part 2 M-2019 related to project management Cybersecurity and cybercrime terms taken from various sources (no specific legislative document)
COM-Official controls-2019 other Terms from documents SANTE-2019-80502 & 80442 & ... (official controls)
Council-MUL-Proposed for deletion 2017T003M related to project management FinTech collaborative terminology project (CTP) - entries proposed for deletion
Council-MUL-FinTech 2017T003M related to project management FinTech collaborative terminology project (CTP) - entries proposed for deletion
Council-MUL-FinTech 2017T003M related to project management FinTech collaborative terminology project (CTP)
Council-MUL-Proposed for deletion EPPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-Proposed for deletion EPPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-Proposed for deletion EPPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-Proposed for deletion EPPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-Proposed for deletion EPPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-Proposed for deletion EPPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-Proposed for deletion EPPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-PPO 2014T013M related to project management Post-adoption project European Public Prosecutor's Office (EPPO) 2014T013P
Council-MUL-PPO 2014T013M related to project management Post-adoption Project European Public Prosecutor's Office (EPPO) 2014T013

COM-MUL-Delete-2019 Other Entries to be deleted

Including an entry in a collection

On the 'Collections' management page, or from the full entry view/entry creation form, you can search for a collection and add it to the entry by clicking on the 1 icon. You can also remove collections from an entry.

It is possible to link protected entries to any collection via the collection batch linking without limitations. However, only users with rights to modify the protected entry and users belonging to the institution being the author of the collection, and with access to the batch operation for collections, can undo this.

Finding entries that belong to a collection

You can manage and search for collections on the 'Collections' management page. In the results list, you can view the number of entries linked to the selected collection by clicking on the 'Show more' 🖭 button. Click on 'Expand' to display the full list of entry IDs. You can also view the list of entries in the form of a results list by clicking on 'View'.

Batch-linking collections

It is possible to link an existing collection (after search and retrieval) to a batch of entries, LLs or TLs. On the 'Collections' management page, click on 'Start batch operation' and run a search for the desired collection(s), then click on the $\boxed{\bullet}$ icon. You can run a link or unlink operation for a list of entries (it is possible to attach protected entries to any collection) and

select the specific level (LIL, LL or TL). To avoid overloading the system, please do not batch-link/unlink more than 300 entries per operation.

Modifying and deleting collections can only be done on the 'Collections' management page. You can run a search, obtain results and select the collection to be modified. Changes are allowed in the following fields: 'Collection name', 'Description', 'Type'. Any changes will be audited (under development). Administrators can delete collections. A collection can be deleted only if it is empty, i.e. if no entries are linked to it. Therefore, before deleting a collection that has entries linked to it, those entries first have to be unlinked. This can be done by running an unlinking batch operation or by removing the collection label from the entries one-by-one.

Protection of collections

Administrators can protect collections. There are no technical restrictions: any Administrator can protect any collection. Best practices apply and Administrators should not protect collections that were not created by their institution.

There are two protection categories, giving different editing rights: Administrators in the specific institution (only Administrators belonging to the institution having created the protected collection will be able to modify content belonging to a protected collection), or users in the specific institution (any user with editing rights belonging to the institution having created the protected collection can modify content belonging to a protected collection).

Collections can be protected in a strict mode or in a loose mode. For strict protection to take effect, the institution having created the protected collection must be the institution owning the level where the strict collection is applied.

Strict protection blocks the whole level to which the collection is attached and all the levels below, irrespective of the owner of the data. If a strictly protected collection is attached at LIL, it blocks the whole entry, meaning that only users or Administrators from the institution having created the protected collection can modify the data.

Loose protection only blocks the level where the collection is attached and the levels below that belong to the institution having created the protected collection (data from other owners will not be blocked).

A lock icon next to the collection name shows that it is protected. A closed lock indicates strict protection; an open lock indicates loose protection.

Confidentiality of collections

By default, all collections are created as confidential \bigcirc . This means that the collection name will not be visible for non-authenticated and external users. The confidentiality of the collection does not affect the visibility of the entries in it; the entries themselves are available to all users (unless they have been set as confidential or pre-IATE, or none of the terms has been validated). This feature enables external users to refine their search with a collection filter and to export the content of specific collections. Therefore, if you consider that this

metadata can be shared, you can mark your collection as 'not confidential'

12.1.17 COLLECTION TYPE

The following collection types are available: 'related to project management', 'related to subject area' and 'miscellaneous'.

The collection type 'related to project management' should be used only for projects. Indicate the project year in the name of the project collection, if relevant. If the year cannot be put in the collection name, include at least the starting year in the description field. You can also explain the status of the project (ongoing, finished, etc.) in the description field. If relevant, indicate the mandatory or non-mandatory nature of the project in the collection name and description.

The collection type 'miscellaneous' is used for various administrative purposes: deletions, post-adoption updates, excluded entries, permanently confidential entries, candidate entries for a project, multi-domain termbases, etc.

To search for content belonging to a specific collection type, you can use the 'collection type' criterion in 'Advanced search'.

Collections that may be useful to external users of IATE should be marked as 'Not confidential'.

12.1.18 ATTACHMENTS

You can attach documents or graphics to an entry or LL by opening the attachments section and dragging and dropping the relevant file into the upload area or by clicking on the upload area and browsing for the file. Files already uploaded for other entries are stored in an attachments database and can be reused and attached to other entries as needed (they can be searched for by file name, note, creation date, and modification date). Existing attachments can be previewed from the full entry view or from the Attachments management page by clicking on them.

- File extensions: the supported document formats are .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf, and the supported image formats are .bmp, .jpg, .jpeg, .gif, .tif, .tiff, .png.
- You can upload as many files as you wish, with a global size limitation of 5 MB per file.
- All uploaded images must be free of <u>copyright</u>.
- If you need to upload documents that are internal to your institution, please consider that they will be stored in an external cloud platform and make sure you comply with all your institution's information security rules. Consider also that, even when marked as 'Confidential', an attachment will be visible to any internal authenticated user.

Finding existing attachment(s)

On the 'Attachments' management page, or from the full entry view/entry creation form, you can launch a search with the following criteria:

- Textual search by attachment name or attachment note ('partial string')
- Creation date range
- Modification date range

Attaching an attachment to an entry

On the 'Attachments' management page, or from the full entry view/entry creation form, you

can select an existing attachment by clicking on the $\textcircled{\bullet}$ icon and link it to a specific entry. Please note that on the 'Attachments' management page you have to click 'Start batch operation' first. You can also remove an attachment from an entry.

Modifying and deleting attachments can only be done on the 'Attachments management' page, where you can run a search and select the attachment to be modified/deleted. Changes will be audited (under development).

Batch-linking attachments

You can link an existing attachment (after search and retrieval) to a batch of entries or LLs. On the 'Attachments' management page, click on 'Start batch operation'. You can then search

for attachments, select them with the $\textcircled{\bullet}$ icon, and input the list of entries and the operation level (LIL or LL). To avoid overloading the system, batch-linking is limited to 100 entries or LLs per operation.

You can also batch-unlink attachments from entries following a similar procedure (search by attachment, see how many entries are linked to it, and select the entries to be unlinked).

12.1.19 ATTACHMENTS NOTE

Insert a description of the attached file in this field.

12.1.20 ATTACHMENTS/ATTACHMENTS NOTE CONFIDENTIALITY

You can mark a specific attachment and its note as confidential so that they are not displayed to non-authenticated users.

12.1.21 MARKS

In the full entry view, you can consult, create, edit, reply to, forward by email, archive or remove marks attached to the current entry. Click on the marks button and then, depending on your role and related permissions, you will be able to create a task or a comment about the entry. To facilitate data lifecycle management, shortcuts are also available to create a mark 'for deletion' (from the contextual menu at LIL) or a mark 'for update' (from the contextual menu at LL). For more details on the marks module, please see section 17 Marks: feedback, tasks and comments).

12.2 Language Level (LL)

Below you will find a description of all the editable fields available at LL.

12.2.1 LANGUAGE

• 'MUL' (multilingual) should be used exclusively for codes or signs that are languageindependent (ISO codes, chemical formulae, certain acronyms and abbreviations, etc.). • If such standard codes, signs, formulae, etc. are included as MUL, there is no need to reproduce them in other languages.

12.2.2 DEFINITION

- It is strongly recommended that you provide a **clear and concise** definition (max. 5 500 characters including spaces) so that users can readily understand exactly what the entry refers to. If you cannot find or write a suitable definition, then as a minimum you should provide a <u>Term in context</u> quotation at TL.
- The definition must be equally valid for all the terms included under it; it should also correspond to the definition given in the anchor language which serves as the anchor for the entry as a whole. This follows from the key principle in IATE that each entry corresponds to a single concept, which applies 'horizontally' across all languages and 'vertically' for all the terms in each language.
- It is acceptable to translate the definition provided in the anchor language, particularly when that definition has been validated by experts in the field, provided it fully covers the term(s) in your language. This will help to avoid any conceptual drift between languages.
- There will be cases where this cannot be perfectly achieved: for instance, where an entry covers a legal concept, definitions at LL may have to accommodate shades of meaning specific to particular legal traditions. In such a case, you should explain, in the 'Note' field below, any nuance of meaning that differentiates the concept as defined for your language from the concept as defined in the anchor language.
- The definition should include only the core elements required to make the concept of the entry clear. Examples, illustrations and any non-essential information which is subject to change (e.g. the number of member states belonging to an international organisation) should be given sparingly in the 'Note' field, not in the definition itself.
- When writing an intensional definition (see <u>Annex I</u>, Basic Vocabulary), you may use the substitution principle as a guideline: it should be possible to replace the term by the definition in a text, as illustrated below:

Term	earthquake
Definition	sudden shaking of the ground caused by the passage of seismic waves through the Earth's rocks
Substitution	 The <i>earthquake</i> measured 6.5 on the Richter scale. The <i>sudden shaking of the ground caused by the passage of seismic waves through the Earth's rocks</i> measured 6.5 on the Richter scale.

• Formal definitions given in legislation which only apply to the instrument in question (e.g. 'for the purposes of this Regulation') should be used only if they are broad enough to identify the concept in a more general context, or if the entry itself relates solely to that particular act. Any information which is unclear out of context should be clarified if copied into IATE.

• Typographical definition standards should be agreed upon interinstitutionally at language community level and can be found in the language-specific annexes to this Handbook.

12.2.3 DEFINITION REFERENCE(S)

This tells the user where the definition has come from. It is mandatory if the 'Definition' field has been populated (a definition cannot be stored in the IATE database without a definition reference).

The source can be more or less 'credible': using a definition found on Wikipedia is acceptable, providing the concept has been researched more widely as well.

If you have written the definition yourself, give your language section/unit/department as the reference.

Examples:

English terminologist or translator from the Commission working on an EN definition: COM-EN Bulgarian terminologist or translator from the European Parliament working on a BG definition: EΠ-БΓ Bulgarian terminologist or translator from the European Parliament working on an EN definition: EP-BG French terminologist or translator from the Council working on a FR definition: Conseil-FR French terminologist or translator from the Council working on an EN definition: Council-FR Terminology coordinator from the Commission working on an EN definition: COM-Terminology Coordination

However, if you have based your definition on one or more published sources, the definition reference should be written as follows:

COM-EN, based on: [reference to original source(s)] ЕП-БГ, въз основа на: [позоваване или линк към оригиналния източник] Conseil-FR, d'après [référence source(s) originale(s)] COM-Terminology Coordination, based on: [reference to original source(s)]

The references to your language section/unit/department as author of the definition and to the original source(s) on which you have based your definition should all appear in a single Definition Reference field. If you use multiple reference fields, only the first one will appear in termbase exports.

If the definition appears word for word in multiple sources, you can choose between:

- citing only the most useful/relevant/authoritative source;
- citing multiple sources in a single reference field (if you consider it important for all of them to be included in termbase exports); or
- citing multiple sources in separate reference fields.

You can create multiple reference fields:

- by double-clicking on the Definition label, which opens the group edit for 'Definition' and 'Definition reference', allowing you to insert additional references (+ Add),
- by double-clicking the dotted line next to the 'Definition reference' field, which allows you to open the group of references and add new ones,
- by right-clicking on the same dotted line and selecting 'Add Definition reference' from the contextual menu, or
- by double-clicking on 'Definition references' in the Quick edit panel.



	Definition:	legal act adopted by ordinary legislative procedure (IATE:930970) or special legislative procedur IATE:2243075); may be a regulation, directive or decision	те (
De	finition reference:		N
	Article 289 TFEU, <u>C</u> European Union, C	onsolidated version of the <u>Treaty</u> on the <u>Functioning</u> of the <u>European</u> Union, Official Journal of the 115, 09 May 2008	
E	B I x₂ x² x ⁴	🔸 🍠 % 🖺 📕	•
V			×

Option 2: reference fields open for edit



Quick	edit #3590169 🗙 🗙
LIL	
e	1
LL	
1	Definition
	Definition text
	Definition references
	/ Edit
	+ Add Definition reference
	Definition reference (1)
Onti	on 4: Ouick edit pane

URLs should be stored via the URL format button ^{So} to allow for verification that the URL is working and proper link creation. You can look up and insert EUR-Lex references using the EUR-Lex reference module.

For full details on how to reference see section 13 References.

Note that the definition and its reference are treated as a composite field. This means that both are hidden if labelled as confidential.

12.2.4 LANGUAGE LEVEL NOTE

Use this for any relevant information that relates to the concept (e.g. an explanation that cannot be part of the definition), rather than to a specific term. It can also be used for confidential information by selecting the relevant confidentiality option.

12.2.5LANGUAGE LEVEL NOTE REFERENCE(S)

Indicate the source of the information in the 'Note reference' field.

Multiple references should be stored in separate reference fields as explained above for the 'Definition reference' field.

URLs should be stored via the URL format button ⁹ to allow for verification that the URL is working and proper link creation. You can look up and insert EUR-Lex references using the EUR-Lex reference module. For more information, see section 13 References.

12.2.6 RELATED MATERIAL

This field can be used to make a note of examples of documents in which the term occurs, in addition to those provided elsewhere on the entry (e.g. as references). This is particularly useful when creating a new entry in order to indicate the source text in which the anchor language term occurred. This can be helpful to the anchor language when validating the entry and to other languages when adding their terms to the entry.

This field is not public.

12.2.7 MANAGEMENT

The 'Management' field at LL should be used by central terminology services or by language terminologists to record management information concerning a specific language, e.g. the projects to which it belonged or any other concise information relevant for coordination or language-specific purposes.

Any new line created in this field should start with the name of the institution adding it in the format [COM], [EP], [Consilium], etc. (names in the format used by IATE itself).

This field is not public.

12.2.8 COLLECTIONS

Collections at LL can be used to create language-specific subsets of entries. For more details, see section 12.1.16 Collections.

This field is not public.

12.2.9ATTACHMENTS

You can attach documents or graphics to a LL. For more details, see section 12.1.18 Attachments.

12.2.10 ATTACHMENTS NOTE

You can insert a description of the attached file in this field.

12.2.11 ATTACHMENTS/ATTACHMENTS NOTE CONFIDENTIALITY

You can set a specific attachment and its note as confidential so that they are not displayed to non-authenticated users.

12.2.12 OTHER FEATURES AT LL

Pre-IATE

For specifying a specific non-validated status at LL. See section 4.5 Pre-IATE for details.

Confidentiality

The entire LL can be set as confidential. See section 4.3 Confidentiality for details.

Protection

For restricting LL modification by other institutions and users. See section 4.4 Protection for details.

12.3 <u>Term Level (TL)</u>

It is possible to insert more than one term per language. All terms should refer to the same concept and should be entered separately, i.e. not in the same term field. This reflects the principle of *term autonomy*, i.e. that terms denoting the same concept should be documented separately. The following would therefore be incorrect since the term and its abbreviation have been saved under the same term entry:

Definition reference: term Term reference: Reliability:	* Add a new field ordinary legislative procedure (OLP) * This field is empty	\bigcirc
Definition:	* This field is empty	

In order to enter more than one term in your language (e.g. synonyms or abbreviations), first enter and save the first term, and then add subsequent terms by selecting 'Add Term' in the contextual menu of the language code, or under the language code in the Quick edit panel:





The completed entry, with the term and its abbreviation, would therefore look like this:

Term:	ordinary legislative procedure		
Term reference:	Article 294 of the consolidated version of the Treaty on the Functioning of the European Union. Official Journal of the European Union, C 115, 09 May 2008		
Term type:	term		
Reliability:	****		
Note:	As a result of the Lisbon Treaty, the codecision procedure [IATE:780656] becomes the "ordinary legislative procedure".		
Owner:	Consilium		
		🔍 🛃 👗 🔘 🖉	
Abbrev:	OLP		
Term reference:	European Parliament resolution of 10 March 2010 on the regulation applying a scheme of generalised tariff preferences (22.9.2020)		
Term type:	abbrev		
Reliability:	***		
Language usage:	The abbreviation is not found in the official acts establishing the ordinary legislative procedure, but is commonly used elsewhere.		
Owner:	Consilium		
		🍳 🛃 👗 🔇 🖉	

12.3.1 TERM DISPLAY ORDER

Each TL has a unique term display order which is used to display TLs within a language in a specific order. You can easily arrange TLs in the preferred display order by dragging and dropping them into the desired place (see detailed steps in section 6 How to modify an entry). The term display order value will be updated automatically (a change in the display order does not trigger an unvalidation).

The recommended display order is as follows:

- Order by term type: term, short form, abbrev, formula, [phrase] NB An entry for a concept can contain any of the first four term types, but should not also contain a phrase. An entry for a phrase should contain a single phrase per language, and no other term types.
- Within a term type, order by evaluation (preferred, no value, admitted, deprecated and obsolete)
- Order by reliability (higher on top)
- Order by validation status (validated terms on top)

TLs from IATE 1 will be sorted as follows:

- Term group
- Term type

- Evaluation
- ReliabilityValidation status

12.3.2 TERM TYPE

To update the 'Term type' field, double-click on it and select a value from the drop-down list:

Term (default)	One word or set of words which designates a general concept or an individual concept ('appellation') in a particular language.
Abbrev	Abbreviation (acronym, initialism, contraction or truncation), to be written according to the rules applicable in the language in question (capitalisation, punctuation, etc.).
Appellation	Linguistic designation of an individual concept. It should be used for nomenclature and official denominations.
	The 'appellation' term type has been removed. It is no longer available when creating or modifying entries. It will eventually be replaced by a new 'Concept type' field at LIL with two values: individual and general. For the time being, individual concepts should be linked to collection EU-MUL-INDIVIDUALCONCEPTS, so that they can be identified and retrieved easily.
Short Form	For example: the common name of an agreement or the short, unofficial name of a country, etc.; any accepted shorter version of a title or of a name.
	Terms that contain an abbreviation should also be considered short forms.
Phrase	For phraseological units that are not strictly speaking 'terms' (i.e. they do not denote a definable 'concept'), but which nevertheless have a standard translation – and must therefore always be translated in the same way – or which occur repeatedly in our texts and pose real translation problems. Phrases which merely illustrate the use of a term should be entered as a quotation in the 'Term in context' field of the relevant entry.
	Phrases should contain no superfluous words. Where full sentences are given, typographical rules should be followed (initial capitals and punctuation), e.g.:
	'surseoir à statuer' (not: 'Le tribunal sursoit à statuer.')
	'désigner comme plénipotentiaire' (not: 'Ils ont désigné comme plénipotentiaires')
	'This statement for the minutes is not confidential and may therefore be released to the public.'
Formula	Chemical formulae, mathematical and other scientific expressions, to be written wherever possible in accordance with international standards.

Lookup form	Any term or spelling variation that you wish to be searchable, but not displayed as a term in the hitlist (common spelling mistakes, alternative spellings, plural or inflected forms, etc.). Write the terms in full, not just parts of them.
	If there are several lookup forms, insert as many TLs with the term type 'Lookup' as needed. For this option to be available, the language must contain at least one TL with a term type which is not 'Lookup'. Insert lookup forms below all other non-lookup TLs.
	There are no mandatory fields to be filled for lookup forms (except the term and term type). The other fields are optional; you can use them to document the lookup form as needed.
	Terms stored as lookup forms are searchable with all the matching options available, but they are only retrieved when they match the search string as an exact match. A message in the results page (Redirected from:) will inform the user that the entry has been retrieved because of a match in one of its lookups.

12.3.3**T**ERM

Each term field should contain only one term. A term can take various forms (single word, more than one word, formula, acronym, phrasal unit etc.) but must refer to a **single concept** (as defined in the anchor language). Break complex expressions combining several concepts down into their constituent parts and create a separate entry for each concept. You can use italics, subscript, superscript, small text and different capitalisation options ($I = x_2 = x^2 \neq A$) as needed. No other formatting is allowed.

- Write nouns and adjectives in the singular, except where the term is habitually used in the plural.
- **Do not use articles or capital letters**, unless language rules dictate that you should.
- Use the appropriate canonical form, e.g. the nominative or other appropriate inflected form, according to the rules of the specific language. Where confusion is possible, indicate the part of speech in the relevant field.
- To make sure that your term is found in a search for an alternative spelling or a frequently used plural, add these as <u>lookup forms</u> below the other TLs which are not lookups.

Special language vs. everyday language: do not create entries for words from everyday language, unless there is an imperative need for their harmonisation in EU documents, or their inclusion in IATE provides added value in comparison to language dictionaries.

Neologisms: aim to propose well-founded solutions by considering processes for forming new terms and the socio-cultural factors that determine the acceptance of neologisms in a language community. Indicate in a note if the term is a neologism.

Document titles: do not create entries for the titles of secondary legislation (available from EUR-Lex, and via Quest), unless an instrument has acquired a short name that differs from its official title (e.g. 'VAT Directive'). An entry created for such an instrument should be arranged as follows:

- short form (as well as abbreviation, if relevant) displayed on top (e.g. Groundwater Directive)
- full title (i.e. including the number, the adopting institution(s), the date of adoption and other information such as 'amending...' or 'repealing...', but without the phrase 'Text with EEA relevance' in brackets) displayed below (e.g. 'Directive 2006/118/EC of the European Parliament and of the Council of 12 December 2006 on the protection of groundwater against pollution and deterioration')
- older titles of the same act further down the list with the 'obsolete' evaluation, in reverse chronological order.

Incorrect terms: any term entered at TL must be correct and fit for use in a translation, or be marked as 'Deprecated' (see 'Evaluation' above). Commonly used incorrect terms should be included (so that they can be found when they appear in a source text) and marked as 'Deprecated' to ensure that they are not used in translations. Incorrect terms that are not commonly used should be stored as <u>lookup forms</u> below the other TLs which are not lookups.

Provisional solutions: where an organisation or an instrument does not yet have an official or definitive name, or where no name is known, propose a provisional harmonised solution to prevent usage from varying too widely and mark the term as 'proposed' in the 'Evaluation' field. Explain the situation in the 'Note' field and update the entry as soon as possible. If the organisation or instrument itself has been proposed but does not yet exist, mark the entry as 'proposed' (see 'Lifecycle').

For details on duplicate detection when creating or modifying a term, see section 5.3 Duplicate detection.

12.3.4 TERM REFERENCE(S)

This demonstrates the reliability of the term in question and should therefore be from an authoritative, credible source.

Multiple references should be stored in separate reference fields, by double-clicking the dotted line next to the 'Term reference' field, which allows you to open the group of references and add new ones, or by right-clicking on the same dotted line and selecting the 'Add Term reference' option in the contextual menu, or by double-clicking on 'Term references' in the Quick edit panel and selecting the specific option.

	Term:	working day	
I	* Term reference:		N
	Regulation (EEC, Euratom) No 1 limits, Article 2(2)	182/71 of the Council of 3 June 1971 determin	ing the <u>rules</u> applicable to <u>periods</u> , dates and time
	B I x₂ x² ★ ♥ Ø %		Add Term reference
			×

Option 1: dotted line next to 'Term reference' (the blue side line in the screenshot).

Term:	working day
Term reference:	Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time limits, Article 2(2)
🖋 Edit type:	term
+ Add Term reference	*

Option 2: contextual menu under the dotted line next to 'Term reference'

uick edit # 930970	×
LIL	^
en	
LL	
TL (1)	
Term	
Term references	
🖋 Edit	
+ Add Term reference	
Term reference (1)	
Term type	

Option 3: specific option on Quick edit panel

URLs should be stored via the URL format button ^{So} to allow for verification that the URL is working and proper link creation. You can look up and insert EUR-Lex references using the EUR-Lex reference module. For more information, see section 13 References.

12.3.5 RELIABILITY

- Reliability values (see table below) indicate the match between a particular term and the concept as defined in the <u>anchor language</u>, as well as the reliability of the sources used.
- Reliability should not be confused with the validation status, which is part of the management process.

Code	Description	Explanation
☆	Downgraded prior to deletion	Assigned by a terminologist to indicate that a term can be deleted, e.g. in the context of a consolidation project.
*	Reliability not verified	Automatically assigned to terms entered by non-native speakers. The code will not change until the reliability is assessed by a user with editing rights for the language (usually a terminologist and native speaker). All lookup forms have a reliability of one. This value cannot be changed for this specific term type.
☆☆	Minimum reliability	Automatically assigned to terms entered or updated by native speakers. Terminologists should change this value to 3 or 4 stars, unless they have doubts as to the reliability of the term because:

Choose the level of reliability to assign to the term:

		 no relevant sources are available; there are doubts concerning the reliability of the sources used; the term is a neologism and has not been sanctioned by a competent body or source; the sources available, though apparently reliable, present conflicting solutions. 	
***	Reliable	 Manually assigned by a terminologist following a reliability assessment. Reliable terms should satisfy at least one of the following criteria: having been obtained from a trusted source; having been agreed on by a representative body of samelanguage terminologists; being the common designation of the concept in its field. This code is usually sufficiently high for a well-researched term. NB This code was automatically assigned to many entries, regardless of their previous validation status, following the merger of existing databases to create IATE. Therefore, some entries marked as 'reliable' are not necessarily so. 	
★★★	Very reliable	 are not necessarily so. Manually assigned following a reliability assessment. Very reliable terms are: well-established and widely accepted by experts as the correct designation, or confirmed by a trusted and authoritative source, in particular a reliable written source. Using 4 stars rather than 3 stars indicates you are absolutely certain of your choice, e.g. for the original-language name of an organisation (as defined in its constitution or founding instrument) or for a legal concept created by a legislative act (in all authentic language versions of that act). 	

12.3.6EVALUATION

- Leave this field blank if the LL includes no more than one term of each <u>term type</u> and all are correct and fit for use in EU texts.
- Any term which is 'obsolete' or 'deprecated' must be labelled as such.
- You can use the following evaluations:

Preferred	The best term (of its 'term type') to use in an EU text. A term may be 'preferred' because it is intrinsically better than the other terms, or because it has been chosen to ensure consistency in EU texts. Use sparingly.
Admitted	A term which is correct, but for which better synonyms exist. Any term which is not preferred, deprecated or obsolete is considered to be 'admitted, so admitted terms do not need to be labelled as such. Use only in exceptional cases.
Deprecated	A term which is widely used, and is therefore likely to appear in EU documents or which appears in an apparently authoritative source, but which should be used neither in originals nor in translations because it is not correct or fit for use in EU texts. Variant spellings should not be included as

	deprecated terms, but added as look-up forms.
Obsolete	A term which was previously used to denote the concept, but is no longer in use (e.g. the 'Bank Identifier Code' is now called the 'Business Identifier Code', see IATE:926311).
Proposed	A term or denomination which has been proposed but not yet fully adopted.

It is recommended that you explain the reasons for choosing a particular evaluation in the 'Language usage' field, e.g. the 'preferred term' is mandatory in legislation, while the 'admitted term' may be used in press releases and web pages.

12.3.7NOTE

Here you can enter any relevant information related to the term which does not fit into other specific fields, like 'Language Usage' or 'Regional Usage' (see below).

NB Notes about the concept belong at LL, not TL!

12.3.8NOTE REFERENCE(S)

This indicates the source of the information in the 'Note' field.

Multiple references should be stored in separate reference fields, as explained above for 'Term reference'.

URLs should be stored via the URL format button ⁵ to allow for verification that the URL is working and proper link creation. You can look up and insert EUR-Lex references using the EUR-Lex reference module. For more information, see section 13 References.

12.3.9 TERM IN CONTEXT

A 'term in context' (i.e. a short quotation from a reliable source that illustrates the use of a term) is always useful, particularly if your entry does not have a <u>definition</u>.

The use of specific formatting (e.g. using quotation marks or not, putting the relevant term in bold, etc.) should be agreed upon at interinstitutional level by each language community and recorded in the language-specific annexes to this Handbook. Please note that hyperlinks are not allowed in the 'Term in context' field.

It is fine to use a context containing an inflected or plural form, or a context where a term composed of more than one word is split in the running text.

Term in co	/ Edit	t	
Context refe	+ Add	d new contex	t ence 1
0	wner:	Council	

You can add multiple contexts in separate 'Term in context' fields, each with its own reference. Rightclick on the 'Contexts' label and select 'Add new context' or select the same option in the Quick edit panel under 'Contexts'.



12.3.10 CONTEXT REFERENCE

If you have provided a context, you will need to indicate the source, which should be credible. URLs should be stored via the URL format button \sim to allow for verification that the URL is working and proper link creation. References to EUR-Lex should be searched for and inserted using the EUR-Lex reference module \blacksquare . For more information, see section 13 References.

Note that the context and its reference are treated as a composite field. This means that both are hidden if labelled as confidential.

12.3.11 OTHER FEATURES AT TL

Collections

Collections at TL can be used to create subsets of terms pertaining to specific projects or subdomains and to simplify the management of such data (export, follow-up, etc.). For more details, see section 12.1.16 Collections.

Management

The 'Management' field at TL should be used to record information concerning the management of the language, either by central terminology services or by language terminologists, e.g. the projects to which it belonged or any other concise information relevant for coordination or termspecific purposes.

Any new line created in this field should start with the name of the institution adding it in the format [COM], [EP], [Consilium], etc. (names in the format used by IATE itself).

This field is not public.

Language usage

The following fields are available:

Language usage	For information on the way the term is used, e.g. a term which is always used in the plural or it is used in a certain context/by a certain institution, or to justify the reasons for choosing a particular evaluation.
Language usage reference(s)	If necessary, indicate the source of the information in the 'Language usage' field. Multiple references should be stored in separate reference fields, by right-clicking on the 'Language usage reference' label and then selecting
Confidentiality	See <u>above</u> for more details.

Regional usage

The following fields are available:

Regional usage	For information on the geographical area in which the term is used (e.g. when different NL terms are used in Belgium and in the Netherlands).
Regional usage reference	Where appropriate, indicate the source of the information in the 'Regional usage' field. Multiple references should be stored in separate reference fields, by right-clicking on the 'Regional usage reference' label and then selecting Add or Add Regional usage reference. See <u>below</u> for guidance on references.
Confidentiality	See <u>above</u> for details.

Customer

Customer	Used where different institutions/bodies use different terms for the same concept, and mainly by services who work for different customers, e.g. the Translation Centre.
Customer note	Where appropriate, explain the preferred choice for a particular customer.
Confidentiality	See <u>above</u> for details.

Part of speech, Gender and Number

For grammatical information on part of speech, gender and number. This is particularly useful if the part of speech to which the term belongs is not clear (e.g. a verb that can also be a noun).

Confidentiality

The entire TL can be set as confidential. See section 4.3 Confidentiality for details.

Protection

For restricting TL modification by other institutions and users. See section 4.4 Protection for details.

13. REFERENCES

Every term, definition and context <u>must</u> have a reference to a source. If the source is a document (rather than a person or institution), the term, definition or context must be contained in the source referred to. It is perfectly acceptable to use a source, particularly for the 'Term in context' field, in which your term is inflected, in the plural form, etc.

Other fields, such as 'Language level note', 'Term note', 'Language usage' and 'Regional usage', also have reference fields, but they are optional (i.e. you can add a term note without a reference).

References to documentary sources must be **sufficiently comprehensible and precise** for users to be able to find and consult them if need be. Avoid abbreviations. Sources accessible via the internet are preferable and the primary source URL should be used (and not a secondary URL pointing to the source from a metasearch tool or from a search engine).

References should lend credibility to the information provided and should, where possible, be to a credible authority in the relevant field. Only for the definition reference may a less reliable source be used.

Reference documents should be originals and preferably written by a native speaker. Translations should only be used if they are authentic from a legal point of view or if they are recognised as authoritative.

If you are aware of sources with a restricted access policy (subscription or other), this should be indicated by adding '(restricted access)' after the hyperlink or URL.

Adhere to copyright guidelines at all times.

Multiple references should be stored in separate reference fields, by right-clicking on the dotted line next to the reference label and selecting the 'Add' option, by double clicking on the same dotted line and selecting the $\textcircled{\bullet}$ icon, or by selecting the specific 'Add' option in the Quick edit panel under the relevant field.

If you insert multiple term references, only the first one will be included in any SDLTB or TBX export file created. You should therefore ensure that the most important reference appears first. You can easily sort references by opening the group of references for edit and then dragging the 4 icon for one reference and dropping it on the icon for another reference.



URLs should be stored via the URL format button \Im to allow for verification that the URL is working and proper link creation. Fill in the form shown below (text + URL). The date of consultation will be appended automatically to the reference in the specific language date format.

Text: type a second reference	
URL:	
bttp://	
	Close

For language-specific referencing rules, please refer to the annexes.

13.1 <u>Minimum information</u>

For all types of references, the key pieces of information to start with are:

Title: the main title of the item you are using. It can be difficult to work out what this is: use common sense and try to identify the key piece of information that describes what you have used, and will allow the reader of your work to identify that information.

Author/editor: for websites or web pages without an author, cite the 'corporate author' i.e. the name of the organisation or company to which the website or web page belongs.

Date (of publication/consultation): usually a year, but for sources such as newspaper articles, include day/month/year. Some websites include the date of copyright/last update at the bottom of the page. If none of this information is available, including the date of consultation is sufficient. If a hyperlink is created using the 'Add link' button, the date of consultation is added automatically after the link text. The date format follows language-specific conventions.

NB When the source is a glossary, dictionary or encyclopaedia, always include the headword in the reference.

13.2 <u>Types of references</u>

Try to keep the referencing style consistent by following the guidelines below or by following referencing instructions given in the cited source.

13.2.1EU DOCUMENTS

All language versions of EU legislation are regarded as authentic originals, and are therefore the primary source for EU-specific terminology.

- If the concept has been created by the EU, reference the relevant legal instrument.
- If the term does not appear in the founding instrument, reference the founding instrument at LL (where you define the concept), but find another reliable source for the term at TL.

• It may also be useful to include a reference to the relevant page(s) on Europa explaining the concept in plain language.

EU documents are not necessarily reliable sources of terminology for concepts which also exist independently of the EU. In these cases, the primary reference should ideally be to a non-EU source, e.g. the FAA for aviation terms, IMO for maritime terms, etc.

In order to promote consistent usage in EU texts, the primary reference may be supplemented by reference(s) to EU legislation. Try, however, to cite an instrument that discusses the concept in some detail.

For internal documents, the references should contain:

- the short name for your institution (e.g. COM)
- the document number
- the title of the document; if the document is confidential, do not use the full title.

As far as possible, try to cite internal documents as references only if they are available to staff at the other institutions; provide a link if possible (e.g. Council register).

13.2.2EUR-LEX DOCUMENTS

You should look up and insert EUR-Lex references using the EUR-Lex reference module, which is available in every reference field (click on the 'EUR-Lex' search icon 🗐 in the

formatting bar	В	I	x ₂	x²	×	/	ବ୍ତ	ß	<i>∎</i> × 🖂	` \
Tormatting bar	-									<i>·</i>

There are four different search forms to retrieve EUR-Lex documents (via the document number, CELEX number, Official Journal, or using a textual search in the document title):

ear	Number	
Not specified	Number	
ре		
/		

Once you have performed your search, select the correct option in the results list and click ^{INSERT} to insert it in the reference field.

rm reference:	J
EUR-Lex Official Journal Textual search	
CELEX number	
12008E289	
Search	
RESULTS	
● 12008E289	
Consolidated version of the Treaty on the Functioning of the European Union - PART SIX: INSTITUTIONAL AND FINANCIAL PROVISIONS - TITLE I: INSTITUTIONAL PROVISIONS - Chapter 2: Legal acts of the Union, adoption procedures and other provisions - Section 1: The legal acts of the Union - Article 289	
CANCEL	
	-

This will automatically insert the title and permanent EUR-Lex link as hypertext <u>in the appropriate language</u>. You can modify the title, e.g. to make a long title more concise by omitting the adopting institution and date of adoption (unless they are of particular relevance) and other information such as 'amending...', 'repealing...' and/or '(Text with EEA relevance)'.

Results are sorted in reverse chronological order (from newest to oldest). If available, the latest consolidated version will be at the top of the list, followed by any corrigenda relevant for the search language, with the first version of the document at the bottom.

In some cases, it might be useful for a text field to contain the link to EUR-Lex in the old way: CELEX:32006R1907 or the language specific variant CELEX:32006R1907/FR. This still works: the CELEX number will be displayed with a hyperlink to the relevant page.

If you want to change the case of a fully capitalised EUR-Lex title, you can use the 'Lower case' \checkmark formatting button to change all letters to lower case, and then manually reinstate any capital letters needed.

Alternatively, you can click on the 'Add link' button, cut or copy the title and paste it in Word, where you can use the 'Change case' feature to switch to 'Sentence case' or 'Capitalize Each Word', make any further changes needed manually, and then copy the corrected text and paste it back in the 'Text' field of the 'Add Link' dialog. When you click on 'OK', the current date will be inserted in brackets after the link text as the date of consultation. As a date of consultation is not required for references to EUR-Lex, it should be deleted manually.

In the case of a textual search, only the 10 most recent results are displayed. The document code and URL for the results retrieved in this search are not the standard CELEX number and permanent EUR-Lex link for the time being, but rather the Cellar URI. This should be adjusted in the coming release.

13.2.3 TREATIES, CONVENTIONS, AGREEMENTS

Give references to treaties, conventions or agreements in concise form, using the established short form followed by the article number. The place or date of signing should be mentioned wherever necessary to avoid confusion.

EU treaties and protocols have a CELEX number and can therefore be searched for and inserted using the EUR-Lex reference module.

Wherever possible, references to international, non-EU documents should include a hyperlink where the text (of the article and/or the full instrument) can be consulted.

13.2.4 WEB PAGES AND WEBSITES

Include at least the following data:

- Title (as displayed on the page, not the metadata title)
- Author/Editor (use the corporate author if no individual author or editor is named)
- URL (inserted via the $^{\circ}$ 'Add link' button in the format bar)
- (Date of consultation) (inserted automatically in the specific language format when using the 'Add link' button as per the following list)

no language selected (9.2.2018) bg (9.2.2018 г.) -cs (9, 2, 2018) da (9.2.2018) de (9.2.2018) el (9.2.2018) en (9.2.2018) es (9.2.2018) et (9.2.2018) fi (9.2.2018) fr (9.2.2018) ga (9.2.2018) hr (9.2.2018.) hu (2018. 2. 9.) it (9.2.2018) lt (2018 2 9) lv (9.2.2018.) mt (9.2.2018) nl (9.2.2018) pl (9.2.2018) pt (9.2.2018) ro (9.2.2018) sk (9. 2. 2018) sl (9. 2. 2018) sv (9.2.2018) la (9.2.2018) mul (9.2.2018)

If the reference is clearly to a web page, there is no need to write 'website'.

Always provide sufficient information so that the website or web page is still, in theory, traceable, even if the link is broken. If you are referring to a web page that is part of a well-structured website, add breadcrumbs, i.e. a greater-than sign (>) to separate levels. There is no need to include 'Home' in the breadcrumbs.

For more details, see the language-specific annexes.

13.2.5HUMAN SOURCES

Do not enter any personal information (names, telephone numbers, email addresses, etc.) into the IATE database, either from internal or external human sources. Instead, include anonymous information which can be used to judge the person's authority on the subject, i.e. their job title or status, the name of the department and organisation where they work, and the date of consultation.

You can cite **your department** as a reference, for example if the wording of a definition is entirely your own or if a term is your proposal. If your proposed term or the definition you have drafted is based on information found in an authoritative source, you can add the words 'based on' followed by a reference to that source.

The obligatory part contains the identification of the institution and the language department in ISO code, or in the case of entries updated by Coordinators, 'Terminology Coordination'.

In addition, it is possible to add an explanation, e.g. the institution, the department and the unit, in parentheses, in order to give more information to the user. Each language department may choose to use this option, if they consider it necessary, in which case they should decide on a uniform manner of indicating the department and the unit.

It is also possible to add the date on which the term was discussed. The date must be indicated in a uniform way for each language (see above).

The form of the reference is the following: COM-<ISO code> (institution, language department, unit) (date)

Examples of possible references:

Raad-NL (12.10.2012) ЕП-БГ, въз основа на [позоваване или линк към оригиналния източник]

For terminology coordination teams use the following: COM-Terminology Coordination Council Terminology Coordination EP-Terminology Coordination

13.3 <u>Entry-to-entry links</u>

It is possible to link to another entry in any free text field (except 'Term' and 'Term in context').

13.3.1 Automatic creation using the entry ID

To create an entry-to-entry link using the entry ID as the link text, click on the 'Add link' button in the formatting bar and open the 'Entry-to-entry link' tab. You can insert the text that will display as hyperlink and the entry ID. Once you have entered your entry ID, a drop-down

list will appear containing 'all' followed by all languages available on the entry. You can either pick 'all' or select a single language.

External link Entry-to-entry link		
Text:		
legislature		
Entry ID:		
1393108		
1393108 legislature		
Language:		
en		•

13.3.2 MANUAL CREATION USING THE ENTRY ID

If you prefer, you can create the link manually by typing IATE:entryID directly in the text field, e.g. IATE:1393108.

If you wish, you can add the language to be displayed, e.g. IATE:1393108/en.

This will automatically create a link to the relevant entry (and language) if it exists.

IMPORTANT: Please make sure you do not take any formatting when copy-pasting entry IDs, since formatting will break the automatic link generation. Remove the formatting with the 'Clear format' button.

13.3.3 AUTOMATIC CREATION USING THE URL

If you wish to use the term (or other appropriate text) rather than the entry ID as the link text, click on the 'Add link' button in the formatting bar but stay on the 'External link' tab. Enter the link text in the 'Text' box and the IATE permanent link (displayed at the bottom of the full entry view) in the 'URL' box.

If you wish, you can add the language(s) to be displayed, e.g.:

- <u>https://iate.europa.eu/entry/result/1393108/all</u>
- https://iate.europa.eu/entry/result/1393108/en
- https://iate.europa.eu/entry/result/1393108/en-fr
- https://iate.europa.eu/entry/result/1393108/en-all

As this tab is primarily for external links, the date of consultation will be added automatically, and should be deleted manually.

The choice between these three options depends on your needs and preferences and/or those of your language community. The first option is automatic and prevents copy-pasting and formatting issues. The second option may be quicker. In both cases, the hyperlink text is the

entry number, which can enhance clarity, but may interrupt the flow of the text. The third option allows you to use the term (or other appropriate text) as the link text, making it easier to read, but inserting the URL (and removing the date of consultation) takes more time and effort. Although the entry number is not visible in the link text, it can be seen when you hover over the hypertext.

13.4 Local storage clipboard

You can use the clipboard to store content, including links, in order to reuse it at a later stage. It is designed to help you ensure consistency among your references and to speed up the insertion of frequently used references. For the time being, content is stored in the local storage of your web browser, which means that it is browser- and PC-dependent. If the local storage is cleaned, the references in the clipboard will be lost. A permanent storage solution is planned for the future.

How to save content to the clipboard

Select the field that you intend to store and open the clipboard by clicking on the button:



Click the save button:

Regulat Policy	tion (EU) No 1380/2013 on the Common Fisheries
Your cl	ipboard is empty.
	Regulation (EU) No 1380/2013 on the Common Fisheries Policy
	×

You can also right-click on a populated free text field and select 'Save to clipboard'.

Definition: "The ordina European F proposal fro		Il consist in the joint adoption by the f a regulation, directive or decision on a
---	--	---

This feature is also available for Domains, where you can store your most used domains for easier reuse.

	Domain:	
	SEARCH RESET Clipboard)
≻	Save to clipboard	7
	1011 European Union law	
	legislative procedure Save to clipboard	
⊳	Insert from clipboard	
	1011 European Union law	
	Remove from clipboard Insert from clipboard	

How to reuse content that was previously saved

While editing a field, click on the clipboard button (or use the shortcut Ctrl+q) and click on $\textcircled{\bullet}$ to retrieve the content:

+	Regulation (EU) No 1380/2013 on the Common Fisheries Policy
	×

This also enables you to remove unneeded content from your clipboard, by clicking on the 🗖 button.

NB: even if this feature is primarily intended to store references, it can also be used for other kinds of recurrent content in free text fields.

14. DELETE AND UNDELETE

14.1 <u>Delete</u>

Whole entries are deleted mostly in the context of consolidation, when entries with no added value or secondary entries which have been merged onto the primary entry for a concept are deleted.

Entries can be deleted from the full entry view via the contextual menu accessed by rightclicking on the IATE ID or the Quick edit panel (option available at LIL):



LIL	1
✓ Edit ☐ Delete entry]	
+ Add new language	
> Save as template)	
Lock entry	
Network attachments of Add to batch attachments of	perat
Add to batch collections ope	eratie
🔄 Add to merge operation	

Click on 'Delete entry' to delete the whole entry, including all its sublevels (a message will ask you to confirm this operation).

An individual language can be deleted from an entry by users with rights for that language. You can do this from the full entry view, via the contextual menu accessed by right-clicking on the language code, or the same option in the Quick edit panel (also under the language code). Click on **Delete language** to delete a LL together with all its terms (a message will ask you to confirm this operation).

NB You cannot delete a language if it is the only language on the entry or if it is the anchor language.



Terms (TL including all its fields) have to be deleted one by one. You can do this from the full entry view, via the contextual menu accessed by right-clicking on the outer border of the term level or via the quick edit panel. A message will ask you to confirm this operation. **NB** You cannot delete a TL if it is the only term on the entry.



Batch deletion

Administrators can also delete full entries, LLs and/or TLs via the 'Batch deletion' screen. You first download an.xlsx template called 'Batch deletion', in which you add the IDs of the entries to be deleted, the languages (optional) and the terms (optional). You can decide whether or not the batch deletion should be shown in the standard 'Undelete monitoring screen' (see 12.2 Undelete). To hide the deletion, enter '0' in the 'visible' column; to show it, enter '1'. (NB Only Administrators can see 'hidden deletions' in the 'Undelete monitoring screen'.)

When you upload the Excel file to IATE, you must assign a request name (by default IATE uses the name of the file, but you can change it) and decide whether to execute the batch deletion after core hours ^{Execute after core hours} (as this is a resource-intensive operation, which may overload the system, you are strongly recommended to execute it 'after core hours', in which case it will be executed after 10.00 p.m.). The operation is launched in asynchronous mode. You can follow the status of the request and the results in the 'Asynchronous requests' screen (in the 'Management' menu).

X 🖉 📽 🏝 🚯				
Validation Collections Attachments Import	Asynchronous requests	Marks Merge Undelete	Batch deletion	
Filename:				
Batch_deletion.xlsx				
• Request name:				
Batch_deletion.xlsx		Execute after core hours		
				Launch async job
Download:				
Batch deletion				

Deletion checks

A language can be left empty if there are no equivalent terms in that language. It is therefore possible to delete all the terms in a language and leave it empty. However, at least one other language on the entry must contain at least one term (i.e. an entry should always contain at least one term).
As a general rule, if you delete a whole entry or part of an entry (depending on your IATE user rights), you must ensure that **there is no loss of relevant information**: any relevant content present in the (part of the) entry to be deleted should be transferred elsewhere (another entry, lookup form, notes on the same entry, etc.). For details, see the checklist applicable to all deletions under section 19.2 Interinstitutional delete.

14.2 <u>Undelete</u>

Deleted content can be recovered via the 'Undelete' screen, which is accessed via the 'Management' menu.

The 'Undelete' screen displays deleted content sorted by deletion date and grouped by entry, which means you can see all content deleted in the past for any given entry.

You can filter by a specific date or date range, user, language, entry ID, owner of the deleted data, user having deleted the content or type of deletion ('All deletions' means all data deleted by any institution; 'Interinstitutional deletions' means all data deleted by institutions which did not own the data). Administrators can also see and search for 'hidden deletions' (deletions performed in batch mode with a specific 'hide' option).

In the 'Undelete' screen you can preview the deleted level and its history in order to decide whether to undelete 0 the information. Already undeleted levels will display this icon \blacksquare .

Deleted at	fter			Deleted before			Username			
01.06.20	6.2019 🗶 🛗 20.07.2019				× 🛍					
Owner Entry ID						Language				
Not speci	Not specified					Not specified				
Deletion ty	/pe									
All deletio	ns		•						Q Se	earch
Entry ID	Level	Language	Term		Deletion date	Deleted by		Owner		
-	Level	Language ro	Term		Deletion date		DINCA (Council)	Owner Council		•
931866						Constantin E	DINCA (Council) PES COSTA (Council)			
931866 3580479	LL	ro	-		15.7.2019 9:57	Constantin E Rui Filipe LO		Council	٢	•
931866 3580479 3580479	LL TL	ro pt	- Montador de som		15.7.2019 9:57 12.7.2019 14:21	Constantin E Rui Filipe LO Rui Filipe LO	PES COSTA (Council)	Council	U	@
Entry ID 931866 3580479 3580479 3580479 3580479	TL TL	ro pt pt	- Montador de som Montador de som		15.7.2019 9:57 12.7.2019 14:21 12.7.2019 12:10	Constantin D Rui Filipe LO Rui Filipe LO Rui Filipe LO	PES COSTA (Council) PES COSTA (Council)	Council Council Council		@

IATE 1 deletions have been migrated and are also available – for information only – under a second tab in the 'Undelete' menu.

Validation	n Collections	Attachment	s Import Asynchronous requests	Marks Merge	Undelete	Batch deletion	
IATE 2	IATE 1						
Deleted at	fter		Deleted before	Entry ID		Language	
01.01.20	19	× 🛍	31.01.2019 🗶 🛗			Not specified	*
						× Cl	ear Q Search
Entry ID	Туре	Language	Term		Deletion date	Deleted by	Owner
	Type Delete Term Entry	Language	Term investīciju vētīšana		Deletion date 30.1.2019 10:52:19	Deleted by	Owner
3578297	1				30.1.2019	Deleted by	Owner
Entry ID 3578297 3578297 3579581	Delete Term Entry Delete Language	lv	investīciju vētīšana		30.1.2019 10:52:19 30.1.2019	Deleted by	Owner

15. CONSOLIDATION

If you find problems involving several languages or entries from different institutions, entries covering more than one concept or where the concept is badly defined, or duplicates, you may wish to start a consolidation operation.

This can be done:

- where only one or two languages or entries are concerned, by directly contacting the languages/institutions involved with your suggestions for change;
- where more than two languages or entries are concerned, by suggesting a consolidation project to the <u>terminology coordination service</u> of your institution; if you know how, you can prepare the project yourself, according to the procedures followed by your institution.

You should ensure your language section on the primary entry for each concept involved has been 'cleaned up' before involving any other players in consolidation.

Suggestions should be the result of careful scrutiny of entries, ensuring that entries for which merging (see <u>below</u>) or deletion is suggested refer to the same concept. Particular consideration should be given to the possibility that the terms used in certain languages may describe reality differently (e.g. 'one term/one concept' in one language may be subdivided into 'two terms/two concepts' in other languages, making it difficult for that language to follow requested merges).

15.1 <u>How to select a primary entry</u>

If there are two or more entries for the same concept, you should select one as the 'primary' entry (to be retained and improved), while all others are 'secondary' or 'duplicate' entries, which should ultimately be deleted. <u>Primary entries</u> that have been marked as such are identified by means of a star at LIL. It is usually terminology coordinators at central level who mark entries as primary during consolidation projects.

• First search thoroughly for entries which **cover the same concept** and examine their quality. To do this you should search for all spelling variants of all terms which might be

used to denote the concept (e.g. synonyms, ideally in all languages found on the entry, but at least in FR and EN).

- Decide whether potential duplicates really do denote the same concept by checking the domain code(s) and the information contained in the entry (definition, note, context, reference).
- Check other languages that you understand in the entries selected to see if there are signs of corruption (different concepts in the same entry) or other problems.
- Bear in mind that domain codes are not always reliable and a lack of definition/context may also mean the concept is unclear.

After having identified the 'best candidates', select the primary entry to be completed, using the following **criteria** (in order of importance):

- 1) Overall coherence (one and the same concept for all languages).
- 2) Overall quality (amount of relevant information contained). Consider: collections, especially project collections, management field, definition, references and their reliability, reliability codes, context, usage notes, etc.
- 3) Number of languages present.
- 4) Ownership (if there are two equally good candidates belonging to different institutions, prefer your institution's entry, as you can validate the changes you make).
- 5) Minimum content: the entry must have a correct domain code. If the domain code is missing or incorrect, correct it (see '<u>Domains</u>' above).
- 6) EN must be present. If it is not, add an EN term with as much information as possible, or send a message to the functional mailbox of your institution's terminology coordination team and/or the mailbox of your institution's EN Terminology team before marking the entry as primary.
- 7) The entry should have an <u>anchor language</u> indicated and be updated in that language. This is usually EN (or FR), but could be LA (e.g. for animals, plants and other life forms) or another language (for country-specific concepts). If no language has been selected as anchor language, select one. If there is no reason for selecting another language, select EN. If in doubt, contact your institution's <u>terminology coordination</u> <u>team</u>.
- 8) There must be relevant references for at least the anchor language.

If none of the entries fulfil the criteria, choose the one which you consider to be the best, and make it as complete as possible.

If all entries are corrupt (i.e. confuse different concepts), it may be best to create a new entry. This applies particularly where there is a small group of closely related concepts (near synonyms) which have become confused. However, creating a new entry should be the last resort. Always build on an existing entry if possible.

Can there be more than one primary entry per concept?

- No. There may be several primary entries for the same term, if it is used to denote different concepts (even where these are very close to each other).
- Where two entries for the same concept are both marked as primary (e.g. by different institutions working on projects in the same subject field), the institutions should agree which entry should retain the primary mark.

16. MERGING ENTRIES

A merge module allows users with specific rights to merge the content of two or more entries into a single one. Two options are available, depending on the type of merge needed: a manual operation for selectively merging the content of two entries (one master and one secondary), where content is merged onto the master entry; and an automatic operation for a bulk merge of two to ten entries, where all the content is merged onto a newly created entry.

Users with specific rights can select two or more entries for merging from three different locations:

- from the results page, by clicking on the 'Manage entry' icon 🗳 and adding the entry to a merge operation;

🛨 3561486				6 💥
Ndd to batch a	tachments operation) 🚯 Add to batch collections operation) 🖾 Add to merge operation			
pharmaceutio	al industry [SOCIAL QUESTIONS > health]		СОМ	
. ∄ en	test	***	COM	
fr	essai	***	📴 🗊 🕼 📃 🌩 сом	

- from the full entry view, by adding the entry to a merge operation (option in contextual menu or Quick edit panel at LIL);
- from the 'Merge' screen in the 'Management' menu, by entering the entry IDs.

Validation Collections A	ttachments Import Asynchron	ous requests Marks Merge Undelete Batch deletion
Entry ID: 112545	Entry ID: 112546	Add to merge operation:
(Owner: CdT)	(Owner: CdT)	11200g112040
Master Secondary	Master X Secondary	
		Clear Start manual merge

In this screen you can store several entries for future merge operations. You can click on the \Box 'Remove from selection' button to remove an individual entry, or on the 'Clear' button to remove all entries.

16.1 <u>Manual merge</u>

This feature is restricted to users with the role of 'administrator', 'terminologist+' and 'terminologist'. Users with the role of 'terminologist+' or 'terminologist' can only merge languages for which they have editing rights.

A manual merge operation allows you to consolidate duplicates and clean corrupt entries by transferring content from a secondary entry to a master entry. Entries with protected data can

only be selected for manual merge if the protection has been applied by your institution and you have the necessary permissions to work on those entries.

In the merge screen, select two of the entries as 'Master' and 'Secondary'.

The operation works as follows:

- The master and secondary entries are both locked. The lock lasts 24 hours, or until removed manually.
- LIL: system information from the master is kept automatically.
- LIL: sensitive values (confidential, protected, primary) are taken from the master or secondary depending on the user selection ('Keep master' or 'Keep secondary').
- LIL: editable fields which are not sensitive can be concatenated, kept from the master or kept from the secondary. Concatenation (joining data from both entries) is the default option.

IATE ID: Creation date: Created by: Owner: Primarity: Confidentiality:	112545 3.7.2002 CdT CdT Not primary			IATE ID: Creation date: Created by: Owner:	112546 3.7.2002 CdT	
	Not confidential			Primarity: Confidentiality:	CdT Not primary Not confidential	
Protection:	Not protected		Keep master	Protection:	Not protected	
Domains: Collections:	52 ENVIRONMENT EEA-GEMET related to subject area EEA Gene ral Multilingual Environmental Thesaurus 19 99	•	Keep secondary	Domains: Collections:	52 ENVIRONMENT EEA-GEMET related to subject and EEA Gene ral Multilingual Environmental Thesaurus 19 99	•

NB: As shown in the picture above, you can access the history of the entry from the merge screen by clicking on the history icon O.

After the LIL has been merged, it is collapsed and a message indicates the time of the merge operation.

- LL: system information from the selected LL (master or secondary) is kept automatically.
- LL: sensitive values (protected, validation status including pre-IATE) are taken from the master or secondary depending on the user selection ('Keep master' or 'Keep secondary').
- LL: editable fields which are not sensitive can be concatenated, kept from the master or kept from the secondary. Keeping the LL from the master is the default option.
 When concatenating the LLs, the information concatenated in a single field will be numbered (1 for 'from the master', 2 for 'from the secondary'). Multiple references will be inserted in order in multiple reference fields on the master entry.

TL: term levels from the master can be kept or deleted. TLs from the secondary can be inserted, ignored, or concatenated if the term matches a term in the master (exact match or close match – not case sensitive and disregarding spaces and dashes). When concatenating a TL, the system information from the master is kept, and sensitive values from the master prevail (protected, not validated). You can collapse the TLs during the merge operation to get a better view of the whole entry.

There is a single button for merging a language (LL and all its TLs, after selecting the desired options for each). When a language has been merged, the language code will be marked in green in the language navigation bar together with the merge date.

If an LL is present on the secondary, but not on the master, the default value will be 'Keep secondary', but you may decide to skip the merge for that particular language.

If you need to transfer all the collections (at LIL, LL and TL) or all the customers (TL) from the secondary to the master entry, you will find a dedicated button under the button. This batch transfer of collections and customers does not trigger unvalidation.

	ollections Attachments	Import Asynch	ronous requests Marks	Merge Undele	Batch deletion	
Manual merge: 359	3956,785776					
Master		3		Secondary		Transfer all collections
IATE ID:	* 3593956			IATE ID:	* 785776	
Creation date:	18.3.2021 17:22			Creation date:	1.1.1989 0:00	
Created by:	CdT			Created by:	Council	
Owner:	CdT			Owner:	Council	
Primarity:	Primary			Primarity:	Primary	
Confidentiality:	Not confidential			Confidentiality:	Not confidential	
Protection:	Not protected			Protection:	Not protected	

A rollback button allows Administrators (but not Terminologists or Terminologists+) to reverse the merge operation at any time.

When you have completed the merge operation, the options available depend on your user rights. If you are a Terminologist or Terminologist+, you can unlock the entries and leave the screen.

Leave locked and continue later Unlock and leave

Depending on the languages present in the entry and your user rights, you might then be able to delete the secondary entry manually.

Administrators can unlock the entries and leave the screen or unlock the entries and delete the secondary entry, using the red button.

Leave locked and continue later	1	Unlock, delete secondary and leave	Unlock and leave	
	·			÷.,

16.2 <u>Automatic merge</u>

An automatic merge operation allows you to consolidate from two to ten duplicates by merging all of them into a brand-new entry that you can clean up afterwards. All the merged entries (master and secondaries) are deleted automatically (if you have the necessary permissions).

This operation is available to Administrators and Terminologists+.

In the merge screen, select one of the entries as Master and the rest as Secondary.

Entry ID: 1905711 2 legislative procedure Master Secondary	International International Asynchronous Asynchronous International Inte	s requests Marks Merge	Add to merge operation:
Search by ID			Clear Start manual merge Start automatic merge

In order to avoid polluting sensitive content, primary entries and entries marked as confidential at LIL, LL or TL cannot be included in an automatic merge operation. Entries with protected data can only be included if the protection has been applied by your institution and you have the necessary permissions to work on those entries.

The operation works as follows:

- The master and all the secondary entries are locked. The lock lasts 24 hours, or until removed manually.
- A preview of the new entry containing the merged data is displayed. You can check it and decide whether to execute the merge or discard it.

- Discard		Execute automatic mer
Discard		Execute automatic mer
itomatic merge previ	ew	
tries that will be deleted aft	ter the operation:	
Entry ID: 1905711 🗗	Entry ID: 47399 🖸	★ Entry ID: 883241 🖸
legislative procedure	legislative procedure	legislative procedure
This entry will be deleted	This entry will be deleted	This entry will be deleted
eview of resulting master er	ntry:	
	ntry: entry resulting from your merge. The new entry has not been saved.	
	-	Print) Side by side view List view
	entry resulting from your merge. The new entry has not been saved.	Print) Side by side view List view
Varning! This is a preview of the master	entry resulting from your merge. The new entry has not been saved.	Print) Side-by-side view List view

• The preview includes a warning of the entries that will be deleted or that cannot be deleted due to lack of permissions (for example, in the case of a protected master or secondary entry). If the character limit for a particular field is exceeded, the content is automatically truncated.

Automatic merge preview		
Entries that will be deleted after the ope	ration:	
A Entry ID: 1756476 🖸	🛦 Entry ID: 1557388 🗹	🛦 Entry ID: 1635978 🗷
second term	test	test
This entry cannot be deleted	This entry cannot be deleted	This entry cannot be deleted

The data are merged as follows:

- LIL: data from all entries are concatenated in the new LIL, which will contain the admin info from the master entry.
- LIL confidential fields: if there are confidential fields in any of the entries, the corresponding field in the new entry will be confidential.
- LIL Lifecycle: if present in any of the entries, it is transferred to the new entry. If several values are present, the following order is applied: abandoned, historical, proposed.
- LIL Cross-references: if present in any of the entries, they are transferred to the new entry. In case of conflicting cross-references, only the first one is kept.
- LL: data from all entries are concatenated in the new LL, which will contain the admin info from the master entry, if that language was present in the master.
- LL pre-IATE: if an LL is marked as pre-IATE in any of the entries, this value is transferred to the new LL.
- LL confidential fields: if there are confidential fields in any of the LLs merged, the corresponding field in the new LL will be confidential.

- Concatenated LLs will be set to 'not validated'. LLs inserted without modifications will retain the validation value they previously had.
- TL: all TLs from all the entries will be inserted individually in the new entry (including duplicated terms). Each TL will retain the admin info from the original entry.
- TL pre-IATE: if a TL is marked as pre-IATE in any of the entries, this value is transferred to the new TL.
- TL confidential fields: if there are confidential fields in any of the TLs inserted, the corresponding field in the new TL will be confidential.
- New TLs from the secondary entries will be 'not validated'. TLs from the master entry will retain their original validation value.
- A new mark (comment) is created in the new merged entry with the list of entries that were part of the automatic merge operation.

17. MARKS: FEEDBACK, TASKS AND COMMENTS

Various types of marks can appear on an entry: feedback (from public users), comments (from internal users, without a recipient), and tasks (set by internal editors and addressed to a recipient who is asked to perform an action, with a status: new, ongoing, done). You can append comments or tasks to any type of mark, thus creating threads, which can be archived by users with specific rights (see below). You can also convert a comment into a task, or vice versa.

• Marks can be accessed via the 'Marks' icon at LIL in full entry view. This icon changes according to the status of the mark(s) on the entry: if there are no marks; if there are new or ongoing tasks; if all tasks have been completed (i.e. marked as 'done').

If a task has the type 'for deletion' and concerns the whole entry, a label will be visible in the full entry view at LIL to make users aware that deletion is suggested. If you have permissions to create tasks, you will be able to create a task with the type 'for deletion' via the contextual menu or side panel in full entry view. This task will be automatically addressed to the central division of the LIL owner with a standard comment.

Similarly, 'for update' tasks can be created at LL by clicking on 'Mark for update' in the contextual menu or side panel. These tasks are automatically addressed to the language division of the LL owner.



Marks can be modified as follows:

• Feedback cannot be changed (only the status can be changed by the recipient).

• Comments can be edited by their author and by Administrators, but only if there are no appended marks.

• Tasks can be edited by their author and by Administrators, but only if there are no appended marks or if their status is New. If the mark is created by a terminologist, the user's institution and division are pre-filled by default. If the user is an administrator, the institution and division fields are empty by default.

When editing the free text field, you can apply formatting (restricted to the standard options available in IATE text fields), use special characters, insert hyperlinks, and use the clipboard function.

Marks can be deleted (but once deleted they cannot be undeleted). Users with specific rights can delete marks as follows:

Delete feedback and any item appended to it --> only by Administrators.

• Delete a comment with no items appended to it --> by author, users in the author's division, Administrators.

• Delete a task and any item appended to it --> by author, users in the author's division, Administrators, or users in the recipient's division if the mark has the status 'Deletable by recipients'.

If the mark to be deleted has marks appended to it, a warning will be displayed. If the deletion is confirmed, the mark and all marks appended to it will be deleted.

There is no automatic archiving of marks, but they can be archived manually. The archive icon \blacksquare can be found on the main mark of a thread (the initial mark). When archiving a mark, the whole thread (including all appended marks) is archived. Archived marks can be consulted in full entry view ('Marks' icon) under the 'Archived marks' tab, and they can also be retrieved in the Marks monitoring screen by selecting 'Search in archived marks'. Archived marks cannot be modified or deleted.

If an entry containing active marks is deleted, the marks are kept in memory and are retrieved if the entry is undeleted.

There is a 'Marks' monitoring screen for easier follow-up by users with specific rights. It contains filters and links to the specific entries. The Marks monitoring screen enables you to retrieve marks meeting specific criteria (containing a specific text, addressed to a specific institution/division, with a specific type or status, with a specific creation date, or created by a specific user). The 'Institution' field is automatically set to your institution. The 'Division' field is also set to your division, unless you are an Administrator, in which case it is set to 'Not specified'.

Validation Collections Attach	nents Asynchronous requests Marks	Merge Undelete	
Text		Туре	
		Not specified	▼.
Institution CdT	Division Central Terminology	Author (Username)	IATE ID
Status	Related to	Created after	Created before
Not specified	Not specified	**	#
Search in active marks			X Clear Q Search

17.1 <u>Feedback from external users</u>

External users can submit 'feedback' via a form that can be opened from the full entry view (link available at the top and the bottom of the entry).

The 'Email' and 'Comment' fields are mandatory. Users can optionally indicate whether the feedback relates to the whole entry or a specific language.

//
•
Send

Central terminology services manage feedback via the 'Marks' monitoring screen. Feedback is labelled as such, and it is possible to update its status ('New', 'Ongoing', 'Done') and append comments or tasks to it. It is also possible to forward the feedback by email by clicking on the 'Forward' button. A comment is automatically appended to the feedback to record that it was forwarded on a specific date.

The only part of a feedback item that can be modified is its status.

17.2 <u>Tasks</u>

Tasks can be created by users with specific rights and assigned to an institution or division. You can indicate the type of task and whether it is related to a specific project or codecision file, and whether it can or cannot be deleted by the recipient.

The recipient of the task will be able to update the task status ('New', 'Ongoing', 'Done') and, if needed, forward the task by email using the Forward by email button.

It is possible to append comments or further tasks to a task.

17.3 <u>Comments</u>

Comments can be created by users with specific rights. They are not assigned to anyone and do not have a status. It is possible to append other comments or tasks to them.

18. WATCH MECHANISM

The watch mechanism enables you to 'follow' specific IATE content and be informed when it is modified or deleted. This feature is intended mainly for Administrators, so that they can monitor the evolution of collections or follow up the completion of specific entries, but it is also available to basic users, translators and terminologists who are interested in the evolution of particular terms or entries. Watch lists are user-specific.

You can watch whole entries, parts of entries and collections, and create lists of items to be monitored, by clicking on your username (top right) and selecting 'Watchlists'. The items in the lists are sorted by last change date of the level you are watching.

User profile User preferences Last entries Watchlists	
Watched entries Watched collections	
$ ot\!$	-
K new list	
A second list	
🔏 new watch list	
Results 1 - 4 / 4	
Create new watchlist	
Name of the new watchlist	+

Watching entries

You can add entries to a watchlist either from the full entry view ('Watch' option in Quick edit panel, contextual menu and 'Watch' icon at LIL, LL and TL) or directly from the watchlist by inserting the list of IDs and indicating the level to be followed. You can watch a level individually or in cascading mode (including the levels below). The level watched, and whether it cascades or not, is recorded in a row in the table of watched entries.

		Collapse all Expand all Print Side-by-side view List view
Quick edit #47635 ×	IATE ID Add new language	A Watchist: ECHA
	 SAdd to batch attachments operation Add to batch collections operation An	
Add new language	An Watch	
Add to batch collections operatic Find duplicates	K Mark for deletion	
Add to table view	Notes: Cross-references:	
× Mark for deletion	Inbound cross-	

When watching an individual level, an alert (orange bell icon) will be displayed if the level has been modified or deleted.

When watching in cascading mode, an alert will be displayed if the level or sublevels have been modified or deleted, or if a new sublevel has been created (a new LL or TL in the case of a cascading LIL, or a new TL in the case of a cascading LL).

New entries or levels can be added to an existing list at any time.

Add to watchlist		
Selected entries	Operation local	
Add entries by ID or comma-separated list of IDs +	Operation level	TL
- 1667039 (coca chewer)		
- 1667040 (reformatories)	not cascading	🗙 Discard 🗸 OK
- 1667041 (loss of self-control)		
- 1667042 (mentally ill person)		

Figure: adding data to a watch list from the 'Watchlists' page by inserting a list of IDs.

	Entry ID	Level	Language	Term	Last modified on	Last modified by	
0	A 3570332	LIL	-	-	23.2.2022 10:08		0
	🔏 3639276	LL (cascading)	en	-	15.2.2022 23:02		9 O
	🔀 3639276	LL (cascading)	fr	-	14.12.2021 19:06		Q
	🔀 3648113	LL (cascading)	en	-	11.5.2021 14:58		Q
	<i>🔀</i> 3648070	LL (cascading)	en	-	6.5.2021 12:15		Q
	K 3648064	LL (cascading)	en	-	29.4.2021 12:14		. 0
	🔀 3648064	LL (cascading)	fr	-	29.4.2021 10:56		Q
	<i>🔀</i> 3648062	LL (cascading)	en	-	28.4.2021 11:52		(
	🔀 3648063	LL (cascading)	en	-	28.4.2021 11:39		(
	🕺 3639278	LL (cascading)	en	-	28.4.2021 10:21		9 0
					1 2 3 ♦		
					Results 1 - 10 / 22	1	

Figure: detailed view of a watchlist with full pagination. An orange bell indicates that a level has been modified. Strikethrough indicates that a level has been deleted.

Watching collections

You can search for a collection (LIL, LL or TL collection) and select it to be watched. In this case too, you can watch only the level to which the collection is attached (not cascading), or the sublevels as well (cascading).

Alerts will be displayed following the principle explained above.

Watched entries Watched collections	
CdT-LL collection to test watch-2020 (cascading)	
Z COM-SV-Migration	-
COM-CHEMICALTESTS (cascading)	-
CdT-AGENCY NAMES (cascading)	
Results 1 - 4 / 4	
Start watching a collection	
eascading	
Search	X Clear Q Search
	Open expanded search

You can mark the alerts as read both individually (prior selection) or in batch (Mark all as read Mark selected as read).

When you see an alert, it might be useful to consult the History or the Preview of the entry or level that is available directly in the watchlist table.

		(
Wat	tched colle	ction: CdT-LL c	collection to	o test watch-2020	(٢
	Entry ID	Level	Language	Term	Last modified on	Last modified by	
	4 139326	LL (cascading)	pt	-	11.9.2020 9:58		• •
	X 930407	TL	en	non-legislative act	4.9.2020 15:41		
	X 1085991	TL	en	lookup	4.9.2020 15:40		 • •

Filtering watched items

In the list of watched items (either by collection or by list of entries), you can filter P by user name and user institution by hovering over this information in the column 'Last modified by'. When you apply a filter, a search box will also be displayed where you will have the possibility to change your filter values or to clear the filtering altogether.

Last modified by	User institution
	Not specified
	Close Clear Q Search

Unwatching entries/collections

It is possible to unwatch a collection by removing the list, and to unwatch entries by removing individual rows or the whole list.

Entry ID	Level	Language	Term	Last modified on	Last modified by	
4 3639276	LIL (cascading)	-	-	23.2.2022 9:59	1	
× 3648113	LIL (cascading)	-	-	11.5.2021 14:58	1	
 × 3648070	LIL (cascading)	-	-	6.5.2021 12:15		Q
X 3648064	LIL (cascading)	-	-	29.4.2021 12:16	1	
× 3648062	LIL (cascading)	-	-	28.4.2021 11:52		
× 3648063	LIL (cascading)	-	-	28.4.2021 11:47	1	<u>@</u>
🔏 3639278	LIL (cascading)	-	-	28.4.2021 10:21	1	
× 903624	LIL (cascading)	-		7.4.2021 11:17		
× 3639274	LIL (cascading)	-	-	7.4.2021 8:56	1	Q
× 930074	LIL (cascading)	-	-	6.10.2020 16:19	1	3

You can also unwatch specific entries by selecting the option or icon directly in full entry view.

To avoid overloading the system, this functionality is asynchronous. This means that you may need to refresh your screen to see the latest alerts or watch labels (but in principle an automatic reload is triggered and the watch transactions are processed in near real-time).

19. ENTRIES 'OWNED' BY OTHER INSTITUTIONS

19.1 Interinstitutional update

Interinstitutional update was introduced in 2012: it allows users to modify data on an entry 'owned' by another institution. Data changed at LL and TL still have to be validated by the institution which technically 'owns' them.

The following basic rules are meant as guidelines for interinstitutional updating, thereby avoiding potential conflicts and validation backlogs. Validation backlogs should be avoided to ensure that all new or modified data, in particular data added by institutions other than your own, become visible for the public. The practical implementation should be agreed at language community level.

Generic advice

- Follow the rules of common courtesy at all times.
- Consider establishing rules for your language community.
- Stick to languages you know well enough.
- In delicate or controversial cases, consider asking a colleague from the other institution to perform the changes rather than doing it yourself.
- Unless changes are obvious, add rather than replace.
- If you can't reach a consensus, reflect both points of view.

• Validation queues should be monitored and dealt with regularly.

Specific rules

- When updating entries belonging to other institutions, terminologists should refrain from replacing existing valid references with what they consider to be better references; it is preferable to add your reference as a second or third reference. The person validating can then decide whether it's worth keeping one or the other, or both. However, terminologists should not hesitate to replace a reference which is clearly wrong (e.g. does not contain the term, definition or context referred to), defective (e.g. broken hyperlink), obsolete (e.g. proposal replaced by adopted act), obviously unreliable or so concise that the source cannot be identified.
- Before making substantive changes to a primary entry that is or has been part of a consolidation project (check the various 'Management' fields), you should contact the institution which owns the entry or launched the project, as the case may be.
- When downgrading a term belonging to another institution, a comment should be added explaining the reasons for doing so. If the term has been downgraded because a better primary entry exists, a comment should be added indicating the number of the primary entry.
- Before deleting a whole TL which has been worked on by another institution, please check with/contact the colleagues from the other institution who worked on it.
- The reason for some modifications may not be obvious, and there will inevitably be differences of opinion from time to time. It should therefore be possible to explain the reason for a modification. Pending the introduction of a feature which will make it possible to add comments to the 'history', the reason for a particular modification can be explained using one of the following workarounds:
 - Address a comment or send an email to the language unit/entity responsible for validating the entry.
 - After modifying an entry, send an email to the language unit/entity who entered the data you have modified, explaining the change you have made and indicating your willingness to discuss the issue with them should they disagree.
 - Where there is clearly a difference of opinion between institutions, send an email to the other institution before making a modification, with a view to discussing the issue and reaching a consensus. If no consensus can be reached, modify the entry so as to explain both points of view.

19.2 Interinstitutional delete

General rule: if you delete a whole entry or part of it (depending on your IATE user rights), you must ensure there is no loss of relevant information: any relevant content present in the (part of the) entry to be deleted should be transferred elsewhere (another entry, lookup form, notes on the same entry, etc.).

Interinstitutional delete checklist

Before deleting (part of) an entry belonging to another institution, make sure that:

- it is a clear duplicate (i.e. it must clearly refer to the same concept as the primary) or has no added value;
- it is not part of an ongoing project (check management field, collections, management comments);
- it is not a primary entry.

If the deletion follows a merge, make sure that:

- the LIL has been concatenated to ensure that, for instance, no collection-related information is lost;
- the primary entry is then cleaned up (if necessary, with the help of native speakers of the languages concerned).

19.3 Change of ownership

Users with specific rights can change the ownership of a specific LIL, LL or TL: double-click the 'Owner' field in order to select the new owner from the drop-down list. Then indicate whether the change applies only to the current level or if it should cascade to lower levels. Don't forget to confirm the change.

Domain:	legislation [LAW > sources and branches of the law > source of law]	
	legislative procedure (POLITICS > parliamentary proceedings) special legislative procedure (EUROPEAN UNION > European Union law > EU law > drafting of EU law]	
Primarity:	Primary	
Anchor language:	fr	
Origins: Origin:	(EU) European Union	
Lifecycle:		
Management:	[Council] - Lisbon 100-09 (Treaties)	
Notes:		
Cross-references: Cross-reference:	current entry is antonym of 930970 ordinary legislative procedure 🚥	
Inbound cross-references: Cross-reference:	883241 legislative procedure is broader than current entry	
Related projects:	Load TPM info	
Collections:	elated to subject area General European Union Terminology	
	O Council-DA-EU_TERMER related to subject area EU jargon	
	O Council-DA-JURA related to subject area Law	
	Ø EU-GA-FOCAL EXCL related to project management Excluded from Focal Irish project	
Attachments:		
Confidentiality:	Not confidential	
Entry status:	not raw	
Protection:	not protected	
vner:		
CdT		
scade ownership changes:		
Change ownership of sublevels too		
ange validation status:		
Set all LL and TL as pre-IATE		

If the ownership of a non-validated LL or TL is changed, the non-validated data will move to the validation cycle of the new owner institution. It is also possible to batch-change the validation status of the levels concerned when changing ownership.

If the ownership is changed at LL, you also have the possibility to keep the current validation status (provided that you have the necessary permissions).

20. COLLECTIONS MANAGEMENT SCREEN

In the 'Collections' management tab in the 'Management' menu, you can carry out the following operations:

- Search for collections by ID, name, description, language, institution, type, creation date, and confidentiality.
- Modify existing collections (change name, description and type).
- See how many and which entries are included in a collection.
- Open the collection content in 'Search by collection' (using the 'View' button) or in 'Advanced search'.
- Obtain statistics on the specific collection (number of entries/primary entries/terms/definitions/notes/contexts) by clicking on 'Show more' and then on 'Statistics'.
- See and copy the permanent link to a collection.
- Delete an existing collection from the database (only possible if no entries are linked to it).
- Create a new collection.
- Batch-link a collection to a list of entries (the system verifies that the selected entries exist).
- Batch-unlink a collection from a list of entries.

Validation Collections Attachments Import	Asynchronous requests Marks Table view Merge U	Indelete Batch deletion
ID Language Spanish	Name Institution Consilium	Description Type Not specified
Created after	Created before	Confidentiality
		Not confidential
Delay (Export only) Delay (Export only) Execute after core hours Sort by: Creation date ID Name Type Ascending Descending	Search entries by collections	Clear Export Q Search
E Consilium-ES-Peces related to subject area Fish names		@
Consilium-ES-CONV related to subject area		•
E Consilium-ES-POLMIL related to subject area		®•
🚰 🖻 Consilium-ES-RC 🛛 related to subject area		@ *
		+Add new collection

You can also search for a set of collections and obtain a list of the entries belonging to all those collections by clicking on 'Search entries by collection' (a results page will open in a separate tab).

Sort by: Creation date ID Name Type Ascending Descending	Search entries by collections	Close results Close expanded search
COM-Industrial emissions related to subject area L 2010/75 integrated pollution prevention/control		@ ;
E COM-Greenhouse emissions related to subject area Greenhouse emissions monitoring/reporting		•
EXAMPLE COM-Vehicle Emissions related to subject area UNECE standards & EU legisl. on vehicle emissions		(

You can export a list of all collections or of a set of collections following a collections search from the expanded search. By default, the export is launched after core hours. The export file contains the main metadata on the collections, and is retrieved from the 'Asynchronous requests' tab.

ID	Name	Description
Language	Institution	Туре
Not specified	Not specified	Not specified
Created after	Created before	Confidentiality
		Not specified
Delay (Export only)		Clear 🖺 Export Q Search

More information on how to manage collections can be found in section 12.1.16 Collections.

21. ATTACHMENTS MANAGEMENT SCREEN

On the 'Attachments' management tab in the 'Management' menu, you can carry out the following operations:

- Search for attachments: filename, note, creation date, modification date.
- Modify existing attachments (change file, filename, note and confidentiality value).
- Delete an existing attachment from the database (the system checks whether the attachment is linked to other entries, and if so an alert is displayed).
- Upload a new attachment to the database.
- Batch-link an attachment to a list of entries (the system verifies that the selected entries exist).
- Batch-unlink an attachment from a list of entries.

Validation Collections Attachments Import Asynchronous requests Marks Merge Undelete Batch deletion	
Filename Attachment note	
Created after Created before Changed after Changed before	
	#
	ar Q Search
	Q Search
F1_1539.png Last modification: 8.9.2020	
Entries in which this attachment is used: 2 [View] [Expand]	
Kaart runderdelen	o x 🖉
GrammarInfo.PNG	
net creation on Last modification: 8.9.2020 means mode Entries in which this attachment is used: 1 [View] [Eupand]	
	🔍 🗙 🖉
Ombudsman award	
Last modification: 8.9.2020 Entries in which this attachment is used: 4 [View] [Eupand]	
	Q 🗙 🖉
CONFIDENTIAL MEPs names in BG.xIsx	
Last modification: 8.9.2020 Entries in which this attachment is used: 50 [View] [Expand]	
	Q 🗙 🖉
wind pump.PNG	
Last modification: 8.9.2020 Entries in which this attachment is used: 4 [View] [Eupand]	
	Q 🗙 🖉
Results 1-5 / 912	Next 🗲
Upload File (click or Drag & Drop)	
Maximum size allowed: 5 MB	
✓ Star	t batch operation

More information on how to manage attachments can be found in section 12.1.18 Attachments.

22. ADVANCED SEARCH (QUERY BUILDER)

Users with specific rights can run advanced searches combining different criteria and operators, with the option of displaying, counting or exporting the results for further analysis and data management. The last 10 advanced searches are saved automatically under the 'Last queries' button (queries saved in the database and associated to your user profile).

Using the advanced search, you can:

- select a specific IATE data structure field and a related parameter (number, drop-down value, text, etc.)
- add additional criteria by adding rules ('Add rule' button)
- add or clone a group of criteria with a different general operator (AND/OR)
- sort the inserted criteria differently using the drag and drop arrows
- delete inserted criteria (using the 'Delete rule' or 'Delete group' buttons)

• obtain full entries in your selected display languages (default) or only strict results matching your criteria (e.g. only terms with a specific reliability value, but not other synonyms if they don't match the reliability value selected).

Search	Search by collection Advanced search	Batch search					
					Standa	rd view Interpret	ers' view
AND	R					🕂 Add rule 🕤 Ad	dd group
	D OR 1			+ Add rule	Add group 🔀 Delete	group 🎦 Clone	group
	LIL] Primarity	in Yes V				X Delete	rule
	IT [LIL] Domain (including subdomains)	v in v	0 - Domain code not specified 🛛 🗙			× Delete	rule
	LLL] Has language	v in v	Bulgarian ×			× Delete	rule
	<mark>sults in:</mark> cs da de el en es et fi f	r]ga]hr]hu]it]It	[v mt ni pi pt ro	sk si sv ia mu	ıl ★ 🖻		•
++ S	rict mode disabled (returns full entries)						
				RE	SET Count	Export	Search
	Show textual query	Last queries	Saved qu	pries	Impo	rt query	

The parameters have the following meanings:

- IN: means one of the inserted values (OR)
- NOT IN: means that none of the inserted values are present (AND)
- ALL: means all the inserted values (AND)
- ONLY: means EXCLUSIVELY the inserted value
- Textual fields: include the same matching options as in the standard search
- Date fields: include different combinations for specific dates or date ranges
- 'is empty' in textual fields also includes fields containing '---', which is the convention used for empty mandatory fields migrated from IATE 1
- 'is not empty' in textual fields excludes fields containing '---'

All fields from the IATE data structure (including the main system fields: creation/modification/validation) are available except for the following: 'Origin note' and 'Customer note'.

To quickly find the field you are looking for, hover your mouse over the field box. You will then see a search box where you can type keywords. To see all available fields, expand the list by clicking on the arrow.

AND	R			
	QSearch			
Ц 1 1	[LIL] Primarity	▼	in	Yes 🔻

The language selection works as follows:

- **Has language** (LIL) means that the entry contains (operators: IN, ALL, ONLY) or does not contain (operator: NOT IN) that language (e.g. the rule '[LIL] Has language – not in – Bulgarian' will retrieve entries which do not contain Bulgarian).

- **Belongs to language** (LL or TL) means that the criteria for a specific LL or TL field or group of fields belong to a particular language (e.g. a specific term reference in French TLs).
- **Show results in** means that the results matching the criteria of the search will only be displayed or exported for the selected languages (which must of course exist on the entries found).
- For these three features, you have the possibility to select all EU languages at once.

It is also possible to select 'Number of languages' (LIL) and search for entries with a concrete number of languages or within a range.

Users with technical knowledge can also consult the textual query they have built with the different rules by clicking on the 'Show textual query' option.

Show textual query	Saved queries	Import query
{ "group": { "condition": "AND", "rules": ["field": "14", "field": "14", "field": "14", "input": "sting", "input": "stelect", "operator": "6", "value": "1" }, { "id": "15", } }		
"field": "15", "tupe": "etripe"		1
Give this query a name		Download Forward via email Save query

It enables them to:

- **Download** the query as a text file;
- Forward the query via email;
- Save the query with a specific name in order to retrieve it at a later stage under the 'Saved queries' or to forward it by email, as mentioned above.

Show textual query	Saved queries	Import query
Primary Finance Primaries Finance without BG	{ "group": { "condition": "AND", "rules": [(
	"id": "15", "field": "15", "trac": "atrice"	•
	F	temove Download Forward via email Import query

You can also import queries that you have prepared outside the 'Advanced search/export' screen, by copying the query into the 'Import query' box and clicking on the 'Import query' button. The imported query is then transformed into the selected criteria/operators/parameters in the top part of the screen.

Once your query is ready, you can of course launch the search, but it is also possible to request a count of results (i.e. count the number of entries) and to export the results in various output formats, as described in section 24 Export IATE data in Excel, TBX and SDLTB.

More detailed information about 'Advanced search' and specific examples is available in <u>Annex III</u>.

23. BATCH SEARCH

Users with specific permissions can search for a set of entries by uploading a list of entry IDs or a list of terms. To run a search by a **list of entries IDs**, first download the template (.xlsx) available in the 'Batch search' screen and enter the entry IDs in the first column. You can also filter for language and term to restrict the search (optional).

	Q 🖉 🦛 🚨 🙃
Search	d search Batch search
	Upload File (click or Drag & Drop)
Download:	ist of terms Search by entries

Once you have uploaded the Excel file, you can set the following options:

- 1. Type: select 'search by entries' from the dropdown list.
- 2. Request name: by default, IATE fills in the name of the file you uploaded, but you can change it.
- 3. Output format: choose between .xls (default), .sdltb, .sdltb light and .tbx.
- 4. Execute after core hours which may overload the system, you are strongly recommended to execute it 'after core hours', in which case it will be executed after 10.00 p.m.
- 5. Export all fields: if you choose Excel as output format, you can decide whether to export all fields or only a specific set of fields, which can be selected from the list.

The operation is launched in asynchronous mode. You can follow the status of the request and the results in the 'Asynchronous requests' screen (in the 'Management' menu).

There is no technical limit on the number of entries that can be included in the Excel file for a batch search, but the recommendation is not to exceed 500 in order not to overload the system. The output file can contain up to 100 000 entries for Administrators and 5 000 entries for other internal users.

Filename:		* Type:	
Template_search_by_entries.xlsx		Search by list of entry IDs	
Request name:	 Output format 		
Template_search_by_entries.xlsx	XLS	Execute after core hours	Export all fields
Export IATE ID as plain text			
Export IATE ID as plain text			Clear Launch asynchronous jo
Export IATE ID as plain text			Clear Launch asynchronous jo

The second option to run a batch search is by a **list of terms**. First download the template, enter your list of terms (one per line), and upload it to IATE, then select the type of batch search, the **source language** of the terms and the **matching type**. The rest of the options are as described above, including the recommendations on the length of the list.

NB: unlike in the standard search, the default matching type is *Exact match*. Matching options *Any word* and *Regular expression* are not available in Batch search.

Templa		arch_by	_list_of_	terms.)	dsx									Type: Search by list of terms
Reque Templa			_list_of_	terms.)	dsx					Outpu XLS	it forn	nat	•	Execute after core hours Export all fields
Source bg it	e lang cs lt	uage da Iv	de mt		en pl	es pt	et ro	fi sk	fr sl	ga sv	hr Ia	hu mul	•	Matching type: Exact match
ownloa	ad:													

Batch search report: when you run a batch search by list of terms, you will get a detailed report as follows:

- Exported matched entries with the selected fields (Export tab)
- Summary of matching entries: list of IATE matches per term and list of matching IDs (Report tab)
- Details of the language coverage for each matching entry: list of EU languages with an X for the languages present in the matching entries (Languages tab)

Should you wish an exported file with clickable IDs pointing to the specific full entry view, don't forget to select the option Export IATE ID as link before launching your request.

24. EXPORT IATE DATA IN EXCEL, TBX AND SDLTB

You can export search results in Excel format for a more detailed analysis and global overview. Other available output formats are TBX and SDLTB (including light and mini versions with fewer fields), which enable the use of a specific dataset in CAT tools.

You can export the results of a standard search (only the queried languages displayed in the results page are exported) or an advanced search (with the option to choose which languages to view and export). The standard export limit is set to 5 000 entries, while Administrators can run bigger exports (up to 100 000 entries). Please note that big exports should be executed after core hours (default option) in order to minimise the impact on the performance of the system. The exported file is available to download for seven days.

If you choose **Excel** as the output format, you can choose whether to export all fields in the IATE data structure (including technical fields, which are needed for batch update operations, as explained in section 25 Batch update of existing content (only Administrators)) or only a specific set of fields which you can select from the list. You can also choose whether to export the IATE ID as a clickable URL leading to the full entry view or as plain text (default option). Please be aware that the size of large export files could increase significantly when exporting the IATE ID as a URL. The last selected parameters are saved in the export model and can be reused for subsequent export requests across searches and sessions (please note that this is saved in the local storage of the browser and may be reset if you clear your browser cache or if a new version of IATE is released).

You can also select a simplified Excel version (**XLS light**) with a different layout (one row per entry) and fewer metadata: Entry ID (as hyperlink), Domains (showing only the root domain(s) concatenated in a single cell, separated by ';'), Full domains (containing the domain path), Primarity, Lifecycle, Term (concatenated in a single cell if several terms for the language, separated by '|'), Reliability, Evaluation, Definition. The languages exported are the ones selected in the initial search.

If you choose **TBX** or **SDLTB full**, the following predefined set of fields is exported: entry ID, Domain, Primarity, Language code, Definition, Language level note, Term, Term type, Evaluation, Reliability, Term reference, Term note, Institution TL, pre-IATE TL.

SDLTB light includes the following predefined set of fields: entry ID, Domain, Primarity, Language code, Term, Term type, Evaluation, Reliability, Term reference, Institution TL.

SDLTB mini offers an even more restricted set of fields: entry ID (with hyperlink), Domain, Origin, Language code, Term, Evaluation.

The exported file can be retrieved in the 'Asynchronous requests' tab in the 'Management' menu, where you can monitor the status of the export, download the file once it is ready, and view the export criteria selected (for advanced searches, you can find the code for the query here; you can import this into the 'Advanced search' screen to repeat the query).

Please note that HTML-encoded data (bold, italics, subscript, underscript, small font and URLs) are exported with the HTML code. For the time being, IATE accepts different HTML tags sent by different browsers (i.e. and for bold, and <i> and for italics).

If you are running an export to work on the data and submit a batch update, you should export all fields, including technical ones. Subdomains are exported with their full path and it is strongly advised to follow this pattern in imports. CJEU domains are always introduced with 'CJEU' to avoid any overlapping with EuroVoc domains.

A 'Templates repository' tab is available in the 'Information' menu. It contains templates for the customised exports in SDLTB and TBX.

25. IMPORT NEW ENTRIES (ONLY ADMINISTRATORS)

Users with specific rights can import new entries in batch from an Excel file using the template available in the 'Import' tab on the 'Management' menu. These templates are also available in the 'Templates repository' tab on the 'Information' menu.

NB: Imported files cannot be bigger than 4 MB.

Validation	Collections Attachments	Import	Asynchronous requests Marks	Table view	Merge Undelete	Batch deletion
			Upload File (click o	or Drag & Dr	op)	
Download:						
	Import new entries		Import new LLs and TLs into existing entries	x	Collections linking / unlinking	

The Excel file has a column for each field of an entry, and a separate row for each TL. However, entry-specific information ('Domain', 'Origin', 'Lifecycle', etc.) just needs to be encoded in the first row for each entry (there is no need to repeat the information in all rows relating to the entry). Mandatory fields ('Domain', 'Language code', 'Term', 'Term reference', 'Reliability', 'Term type') must be completed. Rows belonging to the same entry should be given the same identifier (a common 'e ID', for example, 1, 2, 3, etc.) so that they can be grouped together. Please note that any hidden or filtered rows will be ignored and will not be processed. Hidden columns will, however, be taken into account.

The import template can be used to import not only textual content data but also metadata such as protection, primary, confidentiality, validation status (for instance: pre-IATE, not validated or validated), etc. Regarding subdomains, it is mandatory to include the full domain path as indicated in the import template sample so that duplicated subdomains can be correctly imported. Example of domain path: LAW|rights and freedoms|human rights or CJEU|LAW|Civil law.

To import the data, drag the Excel file and drop it on the import field, or click on the import field to browse and select the Excel file. Assign a project name (the default will be the file name). Under 'Type', select 'Import new entries'. Click on the 'Import' button.

Validation Collections Attachments Marks	Table view Merge Undelete Batch deletion
Filename:	
Financial-regulation_consolidated-table.xls	
* Request name:	Туре:
Financial-regulation_consolidated-table.xls	Import new entries
Execute after core hours	x Clear Import
Download:	
Import new entries Import new LLs and TLs into existing entries	Collections linking / unlinking

The import operation is launched in asynchronous mode to avoid timeouts. It is recommended that you run import operations after core hours (default option) in order to minimise the impact on the performance of the system. You can follow the status of the request and the results in the 'Asynchronous requests' tab on the 'Management' menu, where all entries from the Excel file are displayed with their Excel ID and the new IATE ID. In the event of errors, you can easily identify the failed entries for further analysis. A list of the newly created IDs can be retrieved in text format, or viewed in a results page.

Validation Collections	Attachments Import Asynchronous requests	Marks Merge Undelete		
				U
[Import new entries]	Template_ImportNewEntries_IATE2.xls	16.7.2019	Finished	
Import results				
Excel ID: 2	Excel ID: 1			
Entry ID: 3580605	Entry ID: 3580606			
			View in results page	Export list of entry IDs

Users with interinstitutional administrator permissions can also import new entries with a specific owner at LIL, LL and TL ('on behalf of') and with specific admin info (creation date, created by, last modification date, last modified by, validation date, validated by).

26. IMPORT NEW LLS AND TLS INTO EXISTING ENTRIES (ONLY ADMINISTRATORS)

Users with specific rights can add new LLs and TLs to existing entries in batch from an Excel file using the template available on the 'Import' tab of the 'Management' menu.

NB: Imported files cannot be bigger than 4 MB.

Validation Collections Attachmen	ts Import	Asynchronous requests Mark	ks	Table view	/ Merge Undelete Ba	atch deletion
		Upload File (cl	lick o	r Drag & Dr	op)	
Download:		Import new LLs and TLs			Collections linking /	
		into existing entries			unlinking	

The Excel file has a column for each field at LL and TL, and a separate row for each TL. Mandatory fields ('Language code', 'Term', 'Term reference', 'Reliability', 'Term type') must be completed. The existing IATE ID should be inserted. Please note that any hidden or filtered rows will be ignored and will not be processed. Hidden columns will, however, be taken into account.

The import template can be used to import not only textual content data but also metadata such as protection at LL and TL, confidentiality of LL and TL fields, validation status (for instance: pre-IATE, not validated or validated), etc.

To import the data, drag the Excel file and drop it on the import field, or click on the import field to browse and select the Excel file. Assign a project name (the default will be the file name). Under 'Type', select 'Import new LLs and TLs into existing entries', then click on the 'Import' button.

Validation Collections Attachments Import Asynchronous requests Marks	Table view Merge Undelete Batch deletion
Filename:	
Update-legal-terms.xls	
* Request name:	Туре:
Update-legal-terms.xls	Import new LLs and TLs into existing entries
Execute after core hours	Batch update of existing entries Collections linking / unlinking Import new entries
	Import new LLs and TLs into existing entries
Download:	
Import new entries Import new LLs and TLs into existing entries	Collections linking / unlinking

The import operation is launched in asynchronous mode to avoid timeouts. It is recommended that you run import operations after core hours (default option) in order to minimise the impact on the performance of the system. You can follow the status of the request and the results in the 'Asynchronous requests' tab of the 'Management' menu, where all entries from the Excel file are displayed with their IATE ID. In the event of errors, you can easily identify the failed entries for further analysis.

Permissions apply, which means that if you do not have specific permissions to modify the entry, the relevant LL and TL will not be imported (a 'Forbidden' label will be displayed in the results).

Users with interinstitutional administrator permissions can also import new LLs and TLs with a specific owner at LL and TL ('on behalf of') and with specific admin info (creation date, created by, last modification date, last modified by, validation date, validated by).

27. BATCH UPDATE OF EXISTING CONTENT (ONLY ADMINISTRATORS)

Users with specific rights can update existing IATE content in batch mode as follows:

- Run an export following a standard search or an advanced search (query builder). All fields should be exported (including the technical fields).
- ✓ Retrieve the exported data from the 'Asynchronous requests' tab of the 'Management' menu and modify the data off-line (you can modify, remove or add content, including the validation status at LL and TL).
- ✓ Load the updated Excel file for batch update on the 'Import' screen.

NB: Imported files cannot be bigger than 4 MB.

Validation Collections Attachments Marks	Table view Merge Undelete Batch deletion
Filename:	
Export_for_batch_update_SK.xlsx	
Request name:	Туре:
Export_for_batch_update_SK.xlsx	Batch update of existing entries
C Execute after core hours	X Clear Import
Download:	
Import new entries Import new LLs and TLs into existing entries	Collections linking / unlinking

 \checkmark View the results of batch operations on the 'Asynchronous requests' screen.

Validation Collections	Attachments Import Asynchronous requests	Marks Merge Undelete	
			U
Batch update of existing entries	Opdate_legal-terms_1672019.xlsx	16.7.2019	Finished
Import results			
Excel ID: 3580565	Excel ID: 3580573		
Entry ID: 3580565	● Entry ID: 3580573		
			● View in results page Export list of entry IDs

NB: technical columns should not be altered. New LILs, LLs and TLs cannot be added via this procedure.

Permissions apply, which means that if you do not have specific permissions to modify a specific field, the modification will be skipped and the entry marked as failed (a 'Forbidden' label will be displayed in the results).

It is recommended that you run batch update operations after core hours (default option) in order to minimise the impact on the performance of the system.

28. IMPORT FILE FOR BATCH LINKING OR UNLINKING OF COLLECTIONS (ADMINISTRATORS ONLY)

Users with specific rights can link and/or unlink collections at LIL, LL or TL in batch, using the Excel template available on the 'Import' tab of the 'Management' menu.

Validation	Collections Attachments	Import	Asynchronous requests Marks	Table view	/ Merge Undelete	Batch deletion
			Upload File (click o	or Drag & Dr	op)	
Download:						
	Import new entries	×	Import new LLs and TLs into existing entries		Collections linking / unlinking	

In the Excel file, the user can indicate, using a separate row for each operation:

- the relevant IATE ID, when the operation is to be performed at LIL,
- the relevant IATE ID and the language code, when the operation is to be performed at LL,
- the relevant IATE ID, the language code and the term, when the operation is to be performed at TL.

The user can then upload the Excel file, select the import type 'Collections linking / unlinking' from the drop-down menu, and click on 'Import'. This will allow multiple collections to be linked to or unlinked from the indicated set of entries in one go.

Validation Collections Attachments Import Asynchronous requests Marks	Table view Merge Undelete Batch deletion
Filename:	
Test_collection_batch_link_unlink.xlsx	
Request name:	Туре:
Test_collection_batch_link_unlink.xlsx	Collections linking / unlinking
Execute after core hours	X Clear Import

The processing results can be viewed in the 'Asynchronous requests' screen.

29. IMPORT FILE FOR BATCH CREATION OR UPDATE OF CROSS-REFERENCES (ADMINISTRATORS ONLY)

Users with specific rights can create and/or update cross-references in batch, using the Excel template available on the 'Import' tab of the 'Management' menu.

In the Excel file, the user can indicate, using a separate row for each operation:

- the source IATE ID,
- the relevant cross-reference type,
- the target IATE ID.

The reciprocal cross-reference (from target IATE ID to source IATE ID) will be managed (created or updated) automatically.

The user can then upload the Excel file, select the import type 'Import cross-references' from the drop-down menu, and click on 'Import'. This will allow multiple cross-references to be created or updated according to the data provided in the import file.

Validation Collections Attachments Mark	s Table view Merge Undelete Batch deletion
Filename:	
Template_ImportCrossReferences.xlsx	
Request name:	Туре:
Template_ImportCrossReferences.xlsx	Import cross-references
Execute after core hours	× Clear Import
Download:	
Import new entries Import new LLs and TLs into existing entries	Collections linking / unlinking / Import cross-references

The processing results can be viewed in the 'Asynchronous requests' screen.

NB: existing cross-references can be updated but not deleted in batch.

30. DATA MANAGEMENT: TABLE VIEW

The purpose of this table (available from the 'Management' menu) is to offer an overview of selected entries in order to facilitate their management (validation monitoring, pre-IATE follow-up, missing languages, etc.). You can load IATE entries in various ways and select (and order) the metadata to be displayed. The available actions and metadata are detailed in a <u>dedicated section in the Online Help</u>, available directly from the 'Table view' screen.

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			Validation	Attachments	Asyn	chronous requests	narks	Table view Merge	Undelete Batch dele	lon	
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If you want to print the list of these entries in a simplified and user-friendly format, click on the 'Print' button. This will give you a view where you can select your desired languages and a few visualisation options.

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Results 1-7	1						Expand 💦 🚺
	* ÷	Entry ID 877731	Domains research (PRODUCTION,	ئ fr	open learning	Languages da, de, en, es, et, fi, fr, ga, it, iv, ni, pi, ro,	0? 9
+	×	07751	TECHNOLOGY AND RESEARCH > research and intellectual property]		opernearning	sk, sl	
			3236 information technology and data processing [EDUCATION AND COMMUNICATIONS]				
			3206 education [EDUCATION AND COMMUNICATIONS]				
□ ₽	*	1758301	telecommunications [EDUCATION AND COMMUNICATIONS > communications > communications systems]	en	audioconference	bg, cs, da, de, el, en, es, et, fi, fr, ga, hr, hu, it, It, Iv, mt, nl, pl, pt, ro, sk, sl, sv	00
			information technology [EDUCATION AND COMMUNICATIONS > communications > communications industry]				
0 +	*	3578688	peace [INTERNATIONAL RELATIONS > international balance]	en	rules-based international order	bg, cs, da, de, el, en, es, et, fi, fr, ga, hr, hu, it, it, iv, mt, nl, pl, pt, ro, sk, sl, sv	<u>()</u>
□ ∲	*	3589517	public health [SOCIAL QUESTIONS > health > health policy > organisation of health care]	fr	personal protective measure	bg, cs, da, de, el, en, es, et, fi, fr, ga, hu, it, It, Iv, mt, nl, pl, pt, ro, sk, sl, sv	0??
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The list of entries displayed in 'Table view' is saved to the temporary local storage of the browser. You can save your lists to a file and retrieve them by clicking on 'Add entries from file'. We advise you to save them regularly so that they are not lost when new versions of IATE are deployed or when you change browser or computer.

31. TERM RECOGNITION MODULE (TRM)

2

The Term Recognition Module (TRM) allows you to compare terms in a given source document with the terminology stored in IATE. You can manually upload one or several documents and retrieve a termbase containing the relevant entries available for that document/those documents.

The requested termbase can be bilingual or monolingual. The target languages supported are all official EU languages, plus IS, NO, RU and TR. In the case of bilingual termbases, you have the option to retrieve results that are only available in the source language but not in the selected target language by switching the selector to 'Include matches without target'.

The Term Recognition Module accepts documents in all EU official languages. The output format of the extract is either TBX, SDLTB, highlighted HTML or JSON (technical format). It should be noted that SDLTB is not fully compliant with monolingual termbases and produces errors for the time being.

Q 🖋 📽 🔯 🚣	0 M		
Term Recognition Module (TRM)	traction Module (TEM)		
Create TRM request Retrieve TRM request	s		
	oload File (Click or Drag & Drop) c,xis,ppt,docx,xisx,pptx,pdf,rtf,htmi,htm,xmi,csv		Term Recognition Module (TRM) The IATE Term Recognition Module (TRM) enables you to compare terms in a source document with the terminology stored in IATE. You can manually upload one or several documents and retrieve a termbase containing the relevant IATE entries. You can choose between four output formats: TBX and SDLTB, that can be used with a computer-assisted translation tool for quick consultation/automatic display while translating. HTML, a user- friendly format that can be used by interpreters, experts, authors or users not working with CAT tools; and JSON, a technical format. The default analysis type is algorithm-based (using the same algorithms as a standard IATE search), but an alternative analysis option based on similarity of results (N-gram) is also available, which should provide improved results for highly inflected or compounding languages.
TRM templates			
Exclusion file (template)	Proposed exclusion list with most frequent EN words in DGT corpus (applied by default)	Proposed exclusion list with m EN terms in IATE	

Creating a request:

- You can upload one or multiple documents in one request (in any EU official language) and retrieve a single termbase for all documents or multiple termbases (one for each document uploaded). The most common editable formats are accepted (Word, Excel, PowerPoint, editable PDF, HTML, XML, CSV).
- A proposed exclusion list containing the EN words which appear most frequently in the DGT corpus, which should not be retrieved as part of the termbase, is uploaded by default with any EN TRM request (including requests coming from the batch task or TRM live plug-ins). This list is also available for consultation under the 'Create TRM request' tab. Additionally, it is possible to upload your own exclusion file, using the template available for download at the bottom of the screen. To use this option, you have to upload at least two files. You will then be given the option of marking one of them as an exclusion file. Stemming is applied to the exclusion file, but there are some limitations (plurals or declined forms which do not match the stem will not be detected). You should assign a name to the project and select the target languages and the output format, and you can also apply any necessary filters (no filters are applied by default).
- You can choose the execution time for your request. For larger requests, it is recommended that you choose the option of scheduled execution after core hours (overnight).

• The source language is detected automatically by default, although you can force the selection of a specific source language (i.e. in the case of very short documents, lists of terms, or closely related languages). Non-EU languages are not supported as source languages.

The default analysis type for SDLTB, TBX and JSON output is algorithm-based (same algorithms as used in the standard search), but an experimental analysis option based on similarity of results (N-gram) is also available, which should provide improved results for highly inflected or compounding languages.

If you select HTML output, a default analyser is selected, which you cannot change.

Several filters are available if you need to refine the results. Note that lookup forms are excluded by default from source and target term types. You need to tick the option if you want them to be retrieved.

Entries flagged as 'historical' (see also section 12.1.10 Lifecycle) will be automatically excluded from all retrievals.

A pair of filters allows you to include ('In collection') or exclude ('Not in collection') terms belonging to a certain collection (attached at LIL, LL or TL). You can select as many collections as you need, and the chosen filter will include the entries that are in one or more of the collections, or exclude the entries found in any of those collections.

By default, the LL aggregated field completion score of the target language is set as 'average to high', which means that the result does not contain target language sections with only a few fields filled in (score 0 to 2). If you wish to retrieve entries where the target language section is more complete, with several fields filled in, you can select 'high' (score 6 to 16). If you want to access any available content, choose 'all' (score 0 to 16).

EPPO_Consolidated_Annual_Activity_Report_2022 p df Choose source language Detect automatically Choose target language Bulgarian Croatian Czech Danish Dutch German Greek Hungarian Itish Italian	Latvian Lithuanian Maltese Polish Spanish Swedish all
EPPO_Consolidated_Annual_Activity_Report_2022.pdf Upload File (click or Drag & Drop) Upload File (click or Drag & Drop) Choose source language Detect automatically * Choose target language Bulgarian Croatian Creation Creation Creation Stovak Icelandic Norwegian	
EPPO_Consolidated_Annual_Activity_Report_2022.p df Upload File (dick or Drag & Drop) Choose source language Detect automatically * Choose target language Bulgarian Croatian Czech Danish Dutch German Greek Hungarian Italian Portuguese Romanian Stovak Stovak Stovak all	
EPPO_Consolidated_Annual_Activity_Report_2022.p df Upload File (click or Drag & Drop) Choose source language Bulgarian Croatian Creation Choose target language Bulgarian Croatian Choose and Creation Choose and Creation Choose target language Bulgarian Croatian Stovak Stovak Icelandic Norwegian Russian	
Upload File (click or Drag & Drop) • Choose target language Bulgarian Croatian Czech Danish Dutch German Greek Hungarian Italian Portuguese Romanian Slovenian Icelandic Norwegian Turkish all	
Bulgarian Croatian Czech Danish Dutch German Greek Hungarian Irish Italian Portuguese Romanian Slovak Slovenian Icelandic Norwegian Russian Turkish all	Latvian Lithuanian Maltese Polish Spanish Swedish all
Bulgarian Croatian Czech Danish Dutch German Greek Hungarian Irish Italian Portuguese Romanian Slovak Slovenian Icelandic Norwegian Russian Turkish all	Latvian Lithuanian Maltese Polish Spanish Swedish all
	I
Analysis type:	
	Output format:
Algorithm-based	SDLTB
	1
Primarity:	Entry confidentiality:
Not specified	Not specified
Domains Click to add domains	
In collection	Not in collection
Nothing selected	Nothing selected
Term type (Source language):	Term type (Target language): Abbrev
Evaluation (Target language):	Term validation (Target language): Validated Not validated Pre-IATE all
Minimum reliability (Target language):	LL aggregated completion score (Target language):
Not specified	average to high
Owner (Institution) of target TL: Everything except: CoR [CdT] EUMS [Consilium] FL [CdT] FL_SCIC [COM] IATE TMN [CdT] Sviss Data [COM] TAXEUD [COM]	Customer (Target language): Nothing selected

Retrieving a request:

This tab shows the status and details of your request (the page needs to be refreshed to have the status updated). Processing should normally take a few minutes. Requests taking longer than 90 minutes to be processed are timed out in order not to create a bottleneck in the system. They will be marked as failed. The recommended alternative is to relaunch the request and select the scheduling option for execution outside core hours, in which case the timeout period is extended to 10 hours.
Term Recognition Module (1 Create TRM request Retr	RM) Term Extraction Modu	le (TEM)		्
Source·file·ti	tle.docx	Submitted: 22.2.2022 15:22	Submitted 0/2	
Request name: UID: Completed: Target language: Analysis type: Number of termbases generated: Output format:	4B3F524C6BF8415A8371193A Pending de,fr Algorithm-based One termbase for each docume SDLTB		LL aggregated completion score: Term type (Source language): Term type (Target language):	average to high abbrev formula phrase short form term abbrev formula phrase short form
Source files: Filter out confidential data:	No		Owner (Institution) of target TL:	term CdT, CJUE, COM, Consilium, ECA, ECB, EESC/COR, EIB, EP, External, ACER [CdT], CEDEFOP [CdT], CEPOL [CdT], Codict [EP], COM Freelance [COM], EASA [CdT], EBA [CdT], ECHA [CdT], EDPS [CdT], EEA [CdT], EFSA [CdT], EIGE [CdT], EIOPA [CdT], EU-SHA [CdT], EUAA [CdT], ENISA [CdT], EIOFA [CdT], EU-SHA [CdT], EUAA [CdT], EUIPO [CdT], Eurofound [CdT], EU-SHA [CdT], FRA [CdT], FRONTEX [CdT], IATE [CdT], Subinst [CdT]
Source-file-title.docx de Submitted	fr Sub	nitted		

You can view the details of a request by clicking on the 'Show more' button. You can cancel your request at any time by clicking on the red cross.

When results have been retrieved, the status boxes are green and the output files are available for download via the dedicated buttons, either one by one \square or all together \square .

Business and huma	n rights	Submitted: 13/03/2019 18:04:52	Finished 24/24 Completed	
1177820 EN-FR		Submitted: 08/03/2019 14:25:39	Finished 1/1 Completed	
🖲 Test		Submitted: 27/02/2019 16:05:46	Finished) [1/1 Completed]	
Human rights EN		Submitted: 27/02/2019 09:50:39	Finished 1/1 Completed	
Project name:	Human rights EN			
Completed:	27.2.2019 10:04			
Target language:	en			
Analysis type:	Algorithm-based			
Number of termbases generated:	One termbase containing all o	locuments		
Output format:	SDLTB			
Project files:	EPRS_BRI(2018) 630290_EN_Religion_and_hur EPRS_BRI(2017) 614638_EN_Migration_and_h EPRS_BRI(2019)633142_EN_	uman_rights.pdf		
Process as sensitive:	No			
Filter out confidential fields:	No			

When no results have been retrieved, the status boxes are red, with the indication 'Failed'.

est_errors	Submitted	: 26.10.2021 15:51 [Finished] 0/4	Completed
Request name:	test_errors	LL aggregated completion score:	average to high
UID:	6B90171FC3374F8880E6AF710012D0ED		
Completed:	26.10.2021 16:23	Term type (Source language):	abbrev formula
Target language:	es,fi,fr,lt		phrase
Analysis type:	Algorithm-based		short form term
Number of termbases generated:	One termbase for each document	Term type (Target language):	abbrev formula
Output format:	SDLTB		phrase short form
Source files:	Presentation1.pptx		term
Process as sensitive:	No	Owner (Institution) of target TL:	CdT, CJUE, COM, Consilium, ECA, ECB, EESC/COR, EIB, EP,
Filter out confidential data:	Yes	IL:	External , ACER [CdT], CEDEFOP [CdT], CEPOL [CdT], Codict [EP], COM Freelance [COM], EASA [CdT], EASO [CdT], EBA [CdT], ECHA [CdT], EDPS [CdT], EEG [CdT], EFSA [CdT], EIGE [CdT], EIOPA [CdT], EMA [CdT], EMCDDA [CdT], EMSA [CdT], ERA [CdT], ESMA [CdT], EU-OSHA [CdT], EUIPO [CdT], Eurofound [CdT], Eurojust [CdT], Europol [CdT], FRA [CdT], FRONTEX [CdT], IATE [CdT]
Presentation1.pptx			
es Failed	fi Failed	fr Failed	It Failed

In this case, check your source file (particularly the length of the document) and applied filters again, and resubmit the request. You can schedule longer documents or divide them into smaller pieces (maximum 50 pages each) to avoid triggering the 90-minute processing timeout.

If the request still fails, you might need to contact the IATE team for help. In this case, make sure that you copy the error details by clicking on the error itself, and paste them into an email to forward to the IATE team.

Multiple termbases belonging to the same project can be downloaded at the same time (parallel individual downloads).

NB: depending on your browser settings, the multiple download might be blocked. In that case, you need to enable the pop-up from the browser. After clicking on the 'Download all' button, click on the red icon \square appearing in the address bar. Depending on your preferences, you might also want to make sure that your download settings are not set to 'Ask every time where to save the file before downloading'.

testing CONFIDENTIAL		Submitted: 31/1/2019 15:58:57	(Finished) 2/2 Completed	🔛 📉 Show le
Project name:	testing			
Completed:	31.01.2019 16:06			
Farget language:	fr			
Analysis type:	Algorithm-based			
Number of termbases generated:	One termbase for each document			
Output format:	твх			
Project files:	ECHA-term LT NA.docx ECHA-term LT CdT.docx			
Process as sensitive:	Yes			
Filter out confidential fields:	No			

If you have used the option 'Cancel on demand' (by clicking on the red cross, as indicated above), results will be retrieved up to the moment of the cancellation, and languages for which termbases have been already retrieved will appear in green, while the unprocessed ones will appear in red, with the indication 'Failed'.

ereate TRM		Submitted: 21.2.2022 20:39	Cancelled 0/2	Completed
Request name: UID:	create TRM B4589FBECD004487A72E0131	FF5F5F3F4	LL aggregated completion score:	average to high
Completed: Target language: Analysis type:	21.2.2022 20:43 fr,mt Algorithm-based		Term type (Source language):	abbrev formula phrase short form term
Number of termbases generated: Output format: Source files:	One termbase for each docume SDLTB test+export+word.rtf	nt	Term type (Target language):	abbrev formula phrase short form term
Filter out confidential data:	No		Owner (Institution) of target TL:	CdT, CJUE, COM, Consilium, ECA, ECB, EESC/COR, EIB, EP, External, ACER [CdT], CEDEFOP [CdT], CEPOL [CdT], Codict [EP], COM Freelance [COM], EASA [CdT], EBA [CdT], ECH [CdT], EDPS [CdT], EEA [CdT], EFSA [CdT], EIGE [CdT], EIOPA [CdT], EMA [CdT], EMCIDDA [CdT], EMSA [CdT], ERA [CdT], EIOPA [CdT], EU-OSHA [CdT], EUAA [CdT], EINSA [CdT], ERA [CdT], EIOPA [CdT], EU-OSHA [CdT], EUAA [CdT], EINSA [CdT], ERA [CdT], EIOPA [CdT], EU-OSHA
est+export+word.rtf	mt Fai eiled on de Your TRM r mand.	iled equest has been cancelled on de		

Highlighted HTML as output format:

The HTML output screen is divided in two sections (see the screenshot below): on the left, the source document is displayed with highlighted matches available in IATE (two highlight colours are used to facilitate the analysis of the results). When you click on a highlighted term, the right section displays the matching IATE entries with the target terms. Metadata like primarity, domain, origin, reliability, evaluation and term reference are also displayed. When you click on the IATE ID, the full entry view is opened in a new tab.

The sorting of results is similar to that in standard search: priority is given to primary entries, maximum reliability across all TLs for the target language, validated target terms and non-lookup matches followed by lookup matches (if selected).

Once it has been downloaded, the highlighted HTML output can be consulted offline.

1 The EBA benchmark rate should be simple, easy to use and representative	ľ	
The specification of the rate bywayof a formula should ensure that the rate remains representative over time and should enable due account to be taken of national circumstances	H	3 results found for "benchmark rate"
The formula should be limited to a number of publicly available data in order to ensure that it is easy to use and simple	ш	* 1104087
1 The time periods for the underlying rate should follow the time periods set out in Annex. II to Directive 2014/17/EU for those scenarios where an external	H	international finance accounting exchange policy
reference, rate is used for calculating the borrowing rate. Therefore, the EBA benchmark rate rhould be based on an underlying rate for the 20 years before the ESIS is provided by the creditor to the consumer	Ш	taux de change au comptant ★★★ Reference: Gloss dei termini di finanza,UV/2280/83
1	Ш	cours de change au comptant ***
To be representative, the formula should rely on an underlying rate relevant to the Member State in which the ESIS is provided to the consumer	Ш	Reference: Gloss.économie,BTB;JOCE L 146/1973;Gloss.dei termini di finanza,IX/2280/83
The underlying rate should be the European Central Bank's ('ECB') main refinancing rate for Member States having the Euro as their currency, and the national Central Bank's (refinancing rate (or equivalent national Central rate) for other Member States	Ш	cours au comptant *** Reference: Gloss économie,BTB
These rates will produce a benchmark rate which is representative of the local mortgage market	Ш	
and complete historical data on those rates are available for all Member States	Ш	1113064 Finance
However, since historical data on the ECE's main refinancing rate are only available from 1 January 1999, the earliest start date of the historical period should be set on 1 January 1999	Ш	taux de référence de l'euro *** Reference: COM97/560/n
This earliest start date should apply to ESISs provided in all Member States in order to ensure that the same historical time period will be used across the European Union	Ш	899421
1	ы	FINANCE
The formula should acknowledge that the borrowing rate will in part reflect. funding costs, which the refinancing rate information is a proxy for, by also taking into account the lowest underlying rate in the preceding 20 years	Ш	taux de référence ** Reference: Proposition.
1	H	
As the formula forms part of an illustrative example, it is sufficient that creditors update the underlying rate on an annual basis	ш	
1	ы	
in order to lensure that, within each Member State, creditors use the same difference between the highest and the lowest values of the underlying rate, the calculation of the EBA benchmark rate should be done using the same reference date which should be the first working day of each year	Ш	
1	Ш	
in order to ensure that the illustrative examples reflect local circumstances, the EBA benchmark rate should not be used, where a competent authority has specified a benchmark rate, the benchmark rate [specified] in this decision should not apply	H	

Additional information:

- IATE cached data for TRM are updated every three hours (all settings and outputs, except TRM retrievals where n-gram option is selected, in which case the copy used is updated weekly).
- The following data are excluded from the retrievals:
 - $\circ~$ MUL and Latin data

- Two-character words
- Terms which only contain digits or digits with special characters
- Raw entries
- Stopword lists are applied in the term recognition.
- Deprecated, obsolete, not validated, and pre-IATE terms are included by default in the retrievals. Filters are available to exclude them if needed. Lookup forms are excluded by default, but the setting can be changed if needed.
- For termbases to be distributed to freelancers, you should filter out confidential data.
- The HTML output incorporates the results in the resulting HTML file. It can be consulted offline.
- The retrieval files (termbases or HTML) are available to download for 72 hours.

This feature is also available in standalone mode (offline) for processing sensitive documents. Please consult your central terminology service should you need additional information.

32. TERM EXTRACTION MODULE (TEM)

The Term Extraction Module (TEM) allows you to extract candidate terms from a document or set of documents, and/or from one or more URLs. It extracts candidate single-word and multi-word terms which appear more frequently in the uploaded corpus than they do in general language. You can also upload an exclusion file with a list of terms that should not be proposed as candidates. Different scores as term specificity, frequency and others are used to rate the candidates according to their relevance. The following languages are currently supported: DE, EN, ES, FR, IT. The module offers two types of extraction: monolingual and bilingual.

32.1 <u>Monolingual term extraction</u>

Create TEM request:

- You can upload one or multiple monolingual documents in the same request. The most common editable formats are accepted (Word, Excel, PowerPoint, editable PDF, HTML, XML, CSV, etc.). It is also possible to launch an extraction from one or several URLs.
- It is also possible to upload an exclusion file (list of terms that should not be extracted). You can either generate your own exclusion list using the template available for download at the bottom of the screen, or use one of the proposed exclusion lists (most frequent EN words in DGT corpus and most duplicated EN terms in IATE). To use this option, you have to upload at least two files. You will then be given the option of marking one of them as an exclusion file (only one exclusion list can be applied per request). You also have the possibility of applying both proposed exclusion lists automatically (feature only available for English), indicating a threshold:
 - Low: excludes 33 % of the content of the two lists
 - Medium: excludes 66 % of the content of the two lists
 - High: excludes all the content of the two lists.

Term Recognition Module (TRM)	e (TEM)		
Create TEM request Retrieve TEM requests			
Source files	Source URLs	Term Extraction Module (TEM)	
Upload File (click or Drag & Drop) Accepted files: doc, xis, ppt, docx, xisx, ppt, pdf, rft, htm, htm, xml, csv Accepted languages: de, en, es, fr, it	Insert one or more URLs separated by a new line Clear Add URLs to TEM project	The IATE Term Extraction Module (TEM) enables you to extract term candidates from a document, a set of documents and/or one or several URLs. The currently supported languages are DE, EN, ES, FR, IT. You can upload an exclusion file containing a list of terms that should not be proposed as term candidates.	
Sector Monolingual			
• Request name			
Apply automatically exclusion lists (EN):			

Retrieve TEM requests:

This tab shows the status and details of a request (the page needs to be refreshed **U** to have the status updated).

Q 🖋 🕫	🖗 土 i			
Term Recognition Module (Term Extraction	Module (TEM)		
Create TEM request Re	trieve TEM requests			
				U
· · · · · · · · · · · · · · · · · · ·		o to the to 45 5 2022 45-40		
Monolingual European gre	en deal	Submitted: 15.5.2023 15:16	Submitted	
Request name:	European green deal			
Submitted:	15.5.2023 15:16			
Source files:	https://commission.europ 2024/european-green-dea	a.eu/strategy-and-policy/priorities-2019- al_en		
Exclusion file:	default_exclusion_file_hig	jh.xlsx		
Bilingual Initiative citoyer	nne européenne	Submitted: 20.4.2023 18:25	Finished	(1)

The 'expand' icon opens the request details: submission and completion timestamps, request language(s), input file(s) and URL(s), exclusion list (if any).

When you click on the 'view terms' icon, or directly on the name of the request, the candidate terms will be displayed in a third tab.

The candidate management screen offers many display options and filters:

- **List view Columns** to display the candidates in a list or in columns.
- **Fullscreen** to maximise the number of elements visible on the screen.
- Alphabetical Rank to sort candidates alphabetically or by rank (by relevance).
- to apply ascending or descending sorting.
- Results per page 5 10 25 50 100 to select the number of candidates to be displayed per page.

Status Saved Deleted Excluded Not specified View all

- candidates without a specified status, or only saved, deleted or excluded ones.
- Single words Multiple words View all to view all types of candidates or only single words or multiple words.

Checking the box beside each candidate term allows you to see the available sample occurrences (up to 20) in the uploaded corpus, together with the candidate term's source file. Once you have made a selection of occurrences, a button enables you to 'view only the selected occurrences'. The selected occurrence will be used as context at entry creation. If nothing is selected, the first occurrence will appear by default. A list of potential duplicates in IATE is provided automatically.

Double-clicking on the candidate term offers the possibility to launch an 'all words' search for the selected words composing the term.

Next to each candidate term, the total number of occurrences indicates how many times the candidate term is present in the provided corpus.

Checking the box beside each candidate enables the applicable actions in the 'Actions' menu. In addition, the actions for each single candidate term can be selected from the contextual menu (right-click) and via shortcuts (as detailed in the contextual menu):

- Unselect all.
- Save/Unsave: to retain/ignore the candidate terms. Ssaved candidates are indicated by a specific icon 🖹 and can be filtered in or out.
- Add to exclusion list: to mark candidate terms as excluded . Excluded candidates can be filtered in or out and exported for reuse in an exclusion list.
- Delete term/Undelete: to mark candidate terms as deleted X. Deleted candidates can be filtered in or out.
- Batch search: to run a search by list of terms to find out whether the selected candidate terms already exist in IATE. You can select the matching option for the search, the fields to be exported, and to schedule the batch search request (default). The result will be available from the asynchronous requests list (in the Management menu), where an Excel file can be downloaded **I**. The export will include the terms that are already present in IATE, including all languages and the corresponding metadata (domains, term references, terms in context, context references, note, etc.).
- Create new entry: to create one or more raw entries for one or more candidates (by Administrators and Terminologist+). The domain(s) can be defined via the pop-up window. Other fields are set automatically: the term reference is the document name, the term type is 'term' by default, the reliability is set to 2, the part of speech is defined by the TEM engine, the context is either the selected one or the first one. The

newly created entry(ies) are accessible by clicking on the pen \checkmark icon.

- Add to project: to add the selected candidate terms to the preparatory material table of a terminology project for which you are a coordinator.
- Export: to download a set of candidates. This feature can be used for different purposes as terms to be exported can be filtered (saved, deleted, excluded, all).

32.2 <u>Bilingual term extraction</u>

Bilingual term extraction is run on parallel documents or URLs, with English as the source or target language. The second language will also be detected automatically. The languages supported are DE, EN, ES, FR, IT.

Term Recognition Module (TRM)	ie (TEM)			
Create TEM request Retrieve TEM requests				
Source files	Source URLs	Term Extraction Module (TEM)		
Upload File (olick or Drag & Drop) Accepted files: .doc, xis, .ppt, .docx, .xisx, .ppt, .pdf, .rtf, .html, .htm, .xml, .csv	Insert one or more URLs separated by a new line	The IATE Term Extraction Module (TEM) enables you to extract term candidates from a document, a set of documents and/or one or several URLs. The currently supported languages are DE, EN, ES, FR, IT. You can upload an exclusion file containing a list of		
Accepted languages: de, en, es, fr, it	Clear Add URLs to TEM project	terms that should not be proposed as term candidates.		
Bilingual				
Target files	Target URLs			
Upload File (click or Drag & Drop) Accepted files .dex, ika, ppt, dor, xika, ppt, pdf, rdf, htm, htm, xml, csv Accepted augusges .de, en, e r, it e	Insert one or more URLs separated by a new line			
Accepted rangeogee. ee, en, ee, n, a	Clear Add URLs to TEM project			
• Request name				
Apply automatically exclusion lists (EN):				
None		▼		
		CANCEL		

Bilingual extraction offers the same enhanced management features as those available for monolingual requests (see explanations above).

It proposes pairs of candidate terms and enables the creation of bilingual raw entries by Administrators and Terminologist+.

Please note that sorting options and filtering by single or multiple words are applied to source candidates.

A batch search can only be launched for a selection of source OR target candidate terms.

32.3 Data processing

The Term Extraction Module processes corpora submitted by users as follows:

- 2. Pre-processing (maths rules, tokenization, etc.)
- The text corpus is extracted into a TXT file.
- A word tokeniser (UIMA) transforms the text into a list of tokens.
- A POS tagger (TreeTagger) attributes a syntactic label to each token, and the lemmatiser sets the lemma of each word. TreeTagger uses the English parameter file PENN tagset.
- Additionally, UIMA stemmer is used to extract the stem form of each word.

- A term spotting process is run to detect which sub-sequences could be term occurrences (multi-word term spotting is done with the help of UIMA tokens regex engine and a list of regex rules on UIMA annotations).
- A contextualiser is used to produce a context vector for each single-word term.
- Score calculation on each candidate is run as follows:
 - morphological analysis and splitting single word term when compound;
 - grouping terms with their variants based on:
 - 1. Prefix compositions.
 - 2. Native and neoclassical composition.
 - 3. Syntagmatic variations.
 - 4. Synonymic rules and dictionary.
 - 5. Small edition distance.
- 3. Post-processing (set of custom rules)
- Two-letter standalone tokens are removed (e.g. II, EU, OJ).
- Tokens that contain only two letters together with other non-words (numbers, punctuation and other tokens such as 24-hour, 31-year-old, etc.) are removed (e.g. 2014/17/EU; 2008/48/EC; p.34).
- Tokens with the same letter repeated several times are removed (e.g. III).
- Tokens with @ are removed (e.g. info@easo.europa.com).
- Tokens with .com are removed (e.g. Shutterstock.com).
- Candidates with grammatical category adjective (a) or adverb [®] are not extracted alone but only in multi-word units.
- Candidates present in the exclusion file (if the user uploaded one) are not retrieved.

Any feedback will be very welcome to further improve this new module.

33. TERMINOLOGY PROJECTS MODULE (TPM)

The Terminology Projects Module (TPM) enables users with the necessary rights to manage terminology projects and related tasks directly in IATE. Detailed information on TPM is available in the <u>IATE Online Help</u>.

34. NOTIFICATIONS

A notifications engine has been developed in IATE. For the time being, it only sends out notifications related to the Terminology Projects Module. You can find detailed information on the notifications engine in the <u>IATE Online Help</u>.

35. EXPERIMENTAL FEATURES

A set of experimental features for testing and evaluation purposes has been made available recently in the production environment. They are intended to support terminology work in the areas of data enrichment and ordinary legislative procedure (OLP) post-adoption terminology checks. More details are available in the IATE Online Help: <u>experimental features</u> and <u>post-adoption</u>.

36. STATISTICS

IATE includes a statistics module with global and advanced statistics which are updated every night and are available to all internal users. User-specific statistics are also available and are generated on demand (only for own data).

The global statistics offer a selection of quantitative and qualitative indicators regarding the content stored in the IATE database. They can be viewed in graphical format in the 'Global statistics' tab and in tabular format in the 'Tabular view' tab, from where they can also be exported into Excel.

The qualitative indicators show figures for all IATE data and also for all data excluding pre-IATE, which means that for language data to be counted, the LL should not be set to pre-IATE and at least 1 TL in that LL should not be set to pre-IATE.

<u>Tip:</u> Hover your mouse over the title of the global statistic to get more information.

It is possible to hide some of the values shown in the pie charts. You can remove a value by left-clicking on it (either in the colour box or on the text) under the chart. Removed values are shown in strikethrough. If you click on them again, they will reappear in the chart.

Advanced statistics can be found in the 'Daily statistics' tab. The figures for the last month are displayed by default, but you can define a specific time range. If you select a daily display, the maximum time range available is one year. The statistics can be viewed as graphs or tables, with detailed or aggregated values, and per day, week or month. The advanced statistics contain detailed search statistics, movements per institution/division (user), movements per object (owner of the data), exports (internal and public ones), TRM standard and TRM live. The statistics for the selected period can be exported in Excel format.

User-specific statistics include creations, modifications, deletions and validations for the selected period and are only available in Excel format.

Some statistics are counted differently in the new IATE (for example, movements, which were counted per level in IATE 1, are counted per field or set of composite fields in the new version). Therefore, statistics as from 25 February 2019 might not be comparable with previous figures.

37. TUTORIALS

A 'Tutorials' tab is available under the 'Info' tab 🙂 with a collection of IATE tutorials on different topics. These short videos will quickly help you understand the IATE features they describe.

- IATE data modification
- IATE Term Extraction Module (TEM)
- IATE Term Recognition Module (TRM)
- IATE SDL Term Recognition batch task plug-in demo
- IATE TRM Terminology Provider plug-in demo
- IATE Terminology Projects Module (TPM part 1) demo
- IATE Terminology Projects Module (TPM) assignee view
- IATE Terminology Projects Module (TPM) for external collaborators

38. TEMPLATE REPOSITORY

A collection of all the templates used in IATE to launch batch operations, import data and create TRM or TEM requests.

39. DOWNLOADABLES

Located under the 'Info' tab (1), the 'Downloadables' page is a space for users with specific rights to store and download large files.

40. IATE SEARCH WIDGET

The IATE search widget makes it possible to search for and display multilingual EU terminology from IATE on a website, platform or blog by embedding a piece of code. The widget runs queries on public IATE data and does not require any login.

A set of <u>templates</u> is available to cover various use cases, showcasing IATE's look and feel. The IATE search widget is fully customisable to match the design of the site on which it is placed, and the search criteria and labels can be adapted to the target users.

Webmasters can find detailed <u>documentation</u> on the search widget on the 'IATE for developers' screen.

41. USER ACCESS CONTROL

Users with specific rights ('Administrator' and 'Super Administrator' roles) have access to a specific module for managing users' accounts, roles, permissions and institutions.

Each central terminology service can manage users by creating new user accounts manually, resetting IATE 1 passwords, adding or updating a user's division, working language(s), and autovalidated language(s), adding alternative roles for users (for testing purposes, for example) and disabling users. The central terminology services can also consult the list of institutions, sub-institutions and their respective divisions, as well as the available standardised roles and the permissions attached to each of them. One or more sub-institutions can be added to a user belonging to a parent institution in order to give this user the possibility to manage the sub-institutions' data with their parent institution account. This means in practice that a user with a sub-institution assigned in their account will be able to modify/validate/autovalidate/delete/undelete data owned by the specific sub-institution as they would be able to do with data from the parent institution. The movements will be assigned to the user from the parent institution for audit and statistics purposes.

The IATE Support and Development Team can create, modify and remove institutions, subinstitutions and divisions, as well as roles and permissions.

A dedicated manual is available for users with specific permissions.

42. ACCESSIBILITY

IATE complies with the international WCAG 2.0 guidelines, with an AA level of conformance. Keyboard support, colour choice, contrast, size, resizability and other aspects have been implemented according to the guidelines. Compatibility with screen readers has been enhanced for the parts accessible by external users (search, results, full entry view, documentation) as a starting point.

A list of the main keyboard shortcuts is available on the Info page.

43. ANNEX I: BASIC VOCABULARY¹

Appellation: designation of a concept whose extension is made up of a single object or multiple parts that form a single object. The 'appellation' term type has been removed. It will be replaced in future with a new LIL field 'Concept type' (individual/general). For the time being, individual concepts should be linked to collection EU-MUL-INDIVIDUALCONCEPTS, so that they can be identified and retrieved easily.

Concept: unit of thought constituted through abstraction on the basis of properties common to a set of objects

NB Concepts are not bound to particular languages. They are, however, influenced by the social or cultural background.

Context: text or part of a text in which a term occurs

Definition: statement which describes a concept and permits its differentiation from other concepts within a system of concepts

Designation: any representation of a concept

Intensional definition: definition based on the [...] set of characteristics which constitutes a concept

Neologism: term newly coined or recently borrowed from a foreign language or from another subject field

Note: statement which provides further information on any part of the terminological record

Special language: linguistic subsystem, intended for unambiguous communication in a particular subject field using a terminology and other linguistic means

Symbol: designation of a concept by letters, numerals, pictograms or any combination thereof.

Synonymy: relation between designations representing only one concept in one language

Term: designation of a defined concept in a special language by a linguistic expression *NB* A term may consist of one or more words [i.e. simple term or complex term] or even contain symbols.

Terminology work: any activity concerned with the systematisation and representation of concepts or with the presentation of terminologies on the basis of established principles and methods

¹ All definitions sourced from ISO 1087:1990 Terminology – Vocabulary, except for 'appellation', for which the definition was sourced from ISO 704:2009 Terminology work - Principles and methods.

44. ANNEX II: FORMATTING

Formatting

IATE offers a WYSIWYG ('what you see is what you get') editor with a formatting bar in each field. This means that you should no longer insert formatting via HTML tags, but use the options in the formatting bar instead. When copying content from external sources into an IATE field, <u>only the allowed formatting will be maintained</u>.



You should only use the allowed formatting options and avoid introducing other formatting, which may be lost or pose problems when exporting data for use in other tools like CAT tools.

Allowed formatting: bold **B**, italics **I**, superscript x^2 , subscript x_2 , small text **A**, hypertext **S**.

A 'Clear formatting' button *allows* you to remove formatting from a text selection in one click. A 'Change capitalisation' button *A* facilitates the case change, particularly in EUR-Lex titles with full capitalisation.

45. ANNEX III: ADVANCED SEARCH

	Q	ø	O S	1	i	
Search Advanced search Batch sea	rch					

'Advanced search' is available for all internal IATE users: administrators, terminologists, translators and basic users.

Main principles

- Most of the IATE fields are available.
- Possibility to limit results to selected languages.
- Possibility to count the number of entries before running the actual search or export.
- Possibility to obtain results in a hitlist or in an export file, with strict (only the items matching your criteria) or entry view (the whole entry containing a match is returned).
- Asynchronous export: results are not available immediately which could create timeouts for big queries but can be retrieved in the 'Asynchronous requests' screen.
- Internal users can export up to 5 000 entries, while Administrators can export up to 100 000 entries.

The query consists of individual search criteria, one per row. This is called a 'rule'. The rule has 3 parts:

1) the IATE data field you are interested in,

2) a suitable **operator**, which varies according to the IATE field you have chosen, and

3) a related **parameter**, meaning the content of the IATE field, which can be a number, a date, a value or free text. Depending on the IATE field and the operator you have chosen, you can put either one parameter or several (for example, running a search in several collections).

The first step is to select the data field. Then you will automatically get the suitable operators, and a third field for the number, value, date or free text.

- For fields where the content is taken from a fixed set of values, you will get a dropdown list (e.g. LIL Has language) or a predictive typing feature (e.g. LIL Belongs to collection / LIL Domain).
- For dates, you will get a calendar (e.g. LIL Creation date). Either move with arrows, or insert the date you need: first year, then month and then the day, with hyphens in between.
- For free text fields, just write in the field what you are looking for.
- The LIL Entry ID field allows you to insert a comma-separated list of IATE IDs.

More about operators

There are three sets of operators, used for different types of data:

• For preset values:

in	If you select more than one value, this means 'or'. So at least one of the values listed is present in the entry.
not in	Use this for excluding a value. If you insert several values, none of them is present in the entry.
all	If you select more than one value, this means 'and'. So all values listed must be present in the entry (but not exclusively – there can be other values as well).
only	For Domains, Collections and Language: having exclusively the selected value(s) and nothing else.

• For dates:

greater than	After the selected date
greater than or equal to	On or after the selected date
less than	Before the selected date
less than or equal to	On or before the selected date
equal to	Only the selected date
between	From the first selected date to the second date (including the start and end dates)

• For free text fields:

Exact match	The field contains all the text written here and in the same order.
Partial string	Retrieves results containing the string inserted in the search field within a longer string. The string does not need to be full words.
Is empty	The field does not contain anything (or only includes '', which is the value used for mandatory fields which were empty in IATE 1).
Is not empty	The field contains a value, whatever that value is (excluding '', which is considered as an empty value).
Regular expression	Allows you to run more advanced searches using a specific regular expression syntax. You can find some examples at the end of the document and more detailed information here:
	https://www.elastic.co/guide/en/elasticsearch/reference/current/regexp- syntax.html

More about IATE fields available

Advanced search covers an almost complete list of fields.

They are organised by levels, LIL - LL - TL, and within the levels, they are sorted **alphabetically**.

Note that some fields with the same name are available at different levels, such as owner, creation date and modification date, so make sure you pick the correct one.

More about queries

A query can have as many criteria (rules) as needed.

To add additional rules, use the button: + Add rule

To delete a rule, use the button: * Delete rule

You can clear the whole query by pressing \square

Rules are combined in two different ways: AND means that all criteria (all rules) must be met, and OR means that it is enough that just one of the criteria is met.

When building a query, it is also important to understand **how to use groups** (Add group). A group is a set of several criteria that are all applied together. It's an independent subpart of the main query. You can also think of it as a segment in parentheses. Groups can be useful when you are looking for something in a specific language, to make sure that the selected values apply only to that specific language, by adding the criteria **LL/TL Belongs to language** and then the rules you need in this same group.

Example:

Language level EN has a definition, but language level FR does not.



Language selection

In addition to the rules, you can select which languages should be included in the results. This is an additional filter applied to the query. By default, all available EU languages are shown

(blue means displayed and white means not displayed). If you wish to see results in certain languages only, click on those languages in the language bar (for non-EU languages, click on the 'See more' icon).

Please note that RESET clears everything, including the language selection.

What is 'strict mode'?



'Strict mode disabled' gives you the full content of the IATE entries matching your query. For example, if you are looking for deprecated terms in Latin within a specific collection, and you select to retrieve only Latin, you will get a list of entries belonging to that collection and the whole Latin LL where at least one TL is deprecated (that is, you will also retrieve non-deprecated synonyms).

See example of the query and the first three results:

DOR					🕇 Add rule 😌 Add gr
	elongs to collection	in COM-I	FISH NAMES-2018 ×		X Delete n
	Belongs to language	in Latin ×			× Delete n
	aluation	in V depred	cated ×		× Delete n
o <mark>w results</mark> in g cs da		ir ga hr hu it	lt iv mt ni	pl pt ro sk sl	sv la mul 🗈 🌣
ults 1-10 / 9	2				
785468					1 💰
	SCIENCE > natural and applied sciences] [1] [AGRICULTURE, FORESTRY AND FISHERIES]				Council
t la.	Alosa alosa		****		Council
	Clupea alosa deprecated		****		Council
	Redirected from: vulgaris				
	Alausa vulgaris		***		сом
\$ 3570395					2 ¢
	SCIENCE > natural and applied sciences] (1) [AGRICULTURE, FORESTRY AND FISHERIES]				сом
£ la	Patella aspera		****	1	сом
	Patella ulyssiponensis aspera <mark>deprecate</mark>	1	**	B	сом
\$ 3541052					3 o
	SCIENCE > natural and applied sciences] ONMENT > natural environment] I1) [AGRICULTURE, FORESTRY AND FISHERIES]				СОМ
	Notacanthus chemnitzii		****	1	COM
isheries (564	Notacanthus chemnitzii Redirected from: Notocanthus chemnitzii		****	<u>œ</u> ™_ ₽	сом

If you want to see only items fully matching your query (deprecated TLs), then you should enable the Strict mode.



Strict mode enabled (returns only matching rows in an entry)

The retrieved data for the same query would be as follows:

esults 1-10 / 9	22			
\star 785468				1 🧬
	[SCIENCE > natural and applied sciences] 41) [AGRICULTURE, FORESTRY AND FISHERIES]			Council
± la	Clupea alosa deprecated	****	E B 	Council
★ 3570395				2 v.
	[SCIENCE > natural and applied sciences] 41) [AGRICULTURE, FORESTRY AND FISHERIES]			СОМ
. € la	Patella ulyssiponensis aspera deprecated	**	€ 3	СОМ
★ 3541052				3 🖧
wildlife [ENVIR	[SCIENCE > natural and applied sciences] RONMENT > natural environment] 41] [AGRICULTURE, FORESTRY AND FISHERIES]			СОМ
<u>ئ</u> اa	Notocanthus chemnitzii deprecated	***	<u>æ</u>	СОМ

NB: In strict mode, the language selection bar is disabled. Any specific language selection needs to be incorporated in the query.

Retrieval of results

You can retrieve results in three ways: COUNT (number of entries), SEARCH (hitlist) or EXPORT (Excel, TBX, SDLTB, SDLTB light).

count gives you the number of entries that fulfil your search criteria. This is very useful in estimating whether you have built your query correctly. NB: it is not possible to stop the count function.

Search is a normal search, where you get a hitlist as a result. You could use this to check whether you get what you are looking for and to work on the entries individually.

Export prepares a separate file with the resulting entries. You can choose between three formats: XLS, TBX and SDLTB (full or light).

NB: If these buttons are not working, it means that your query has a free text field open for editing. Leave that field by moving the cursor somewhere else in the screen.

More information on export outputs

For TBX and SDLTB the field selection is fixed: Entry level: Entry ID, Domain, Primarity value Language level: Language code, Definition, Language note Term level: Term, Reliability, Evaluation, Term reference, Term note, Institution owner of the term level

SDLTB light contains fewer fields: Entry level: Entry ID, Domain, Primary value Language level: Language code Term level: Term, Reliability, Evaluation, Term reference, Institution owner of the term level

By default, the XLS export file will contain all available fields, but you can select the fields to be included in the file by clicking on Export all fields. A form will be displayed with all the available fields that can be exported (LIL Entry ID being mandatory).

Name of request	
Fields to export	
Entry ID Lifecycle	Management
Protection Origin	Confidentiality Origin note
Note	Note reference
Domain	Domain note
	Creation date
Modification date	Owner
Legacy ID	Legacy database
Entry status Cross-references (Type)	Related projects Cross-references (IATE ID)
LL Language	Anchor language
Protection	Validation
Management	Related material
Note	Note reference
 Definition	Definition reference
Creation date	Modification date
 Owner	Collections
Confidentiality	_
TL	
Protection	Validation
Evaluation	Reliability
Display order	Customer
Customer note	Number
Gender	Part of speech
Management	Regional usage
Regional usage reference	Note
Note reference	Term type
Term	Term reference
Language usage	Language usage reference
Term in context	Context reference
Collections	Creation date
Modification date	Owner
Legacy ID	Legacy database
Confidentiality	
Technical info (Export for batch update)	

Launching the request

You must give a name to your request. When you click on \checkmark , the export request will be generated and the following message will be displayed at the top of the screen:

Your export request has been registered. You'll be able to download your files under Management > Asynchronous requests as soon as they have been processed.

Go to the 'Management' menu and open the 'Asynchronous requests' tab Asynchronous requests to find your export file. It will not take long to get the results.

- If the status is In progress, wait a while and use the 'Refresh' button 10 or F5 if needed.
- When the status is **Finished**, download the file by clicking on this button **M**. The way to open the file depends on the browser.
- If the status is *Failed*, click on this icon **S** to see what went wrong.

You can see the details of your query by clicking on the 🖻 button: your query (technical format), the fields you have selected for export, and the output format. You can also relaunch your query from here or copy the textual query and paste it in the Advanced Search – Import query for rerunning it and saving it, as explained below.

Reusing or sharing queries

The last 10 queries are automatically saved under 'Last queries'. You can save frequently used queries for a longer period. After building your query, press Show textual query.

Give your query a name and save it directly in IATE, or store it elsewhere by clicking either on Download or on Forward via email

You will find your saved query under Saved queries. You can reuse it by selecting it and pressing Import query.

Tips on a few useful IATE fields

LIL LEVEL

LIL Belongs to collection: very useful field for termbases. The drop-down list is not complete, given the high number of collections, but you can find a collection by writing its name in the empty cell. This field can be used together with the 'Collection type' field.

DOMAINS: If you want to search only for entries with the exact domain that you select here, use **LIL Domain exact**. If you want to search for entries with that domain or any of its subdomains, use **LIL Domain with existing subdomains**. Please note that the drop-down list is just a short excerpt of EuroVoc domains, and not really useful as it is. Check in EuroVoc or with the basic search mode first, to find the domain you want to use. The only way to find the domain here is to write the keywords in the empty box.

LIL Entry ID: you can insert a long comma-separated list of entry numbers here, maximum 5 000 LIL IDs at a time.

LIL Has language: means that the entry contains a specific language. Do not confuse with LL/TL belongs to language, which is used to target your search to a certain language.

LIL Primarity: whether an entry is a primary or not (yes – no).

LANGUAGE LEVEL

Whenever you search for something **in LL or TL, specify the language** with the rule **LL/TL Belongs to language**! Otherwise you might get the warning:

Warning! You did not specify a language. Are you sure you want to run the search in all languages?

If you don't use this rule, the search is targeted to all EU languages (non-EU languages are excluded to optimise the query).

So, with the following query, you will get entries where the definition reference of the English part has 'Collins' and where the English part was created after 1 January 2018.

ND	OR	or ↓↑		
-[11	1	[LL/TL] Belongs to language	in	English ×
-[1	1	[LL] Definition reference	Pa	artial string Collins
-[1	1	[LL] Creation date	gr	eater than

Without the rule **LL/TL Belongs to language**, the search will find all entries where any language fulfils the criteria on definition references and LL creation date.

Examples of common queries

1. Export based on a collection, containing only terms with reliability 3 and 4 in English – strict match

11	[LIL] Belongs to collection	in V EU-MUL-GLOSSONYMY ×	X Delete
11	[LL/TL] Belongs to language	in English ×	X Delete
11	[TL] Reliability	in v reliable x very reliable x	X Delete

2. My language (DE) missing from a collection. Visualisation of results in the available EU languages.

11		Belong	to colle	ection					•	in	•	EU-MI	JL-GLO	SSONYI	× YN						X Del	ete r
†† [ĮLIL	Has lar	guage						•	not in	•	Germa	an ×								X Del	ete r
w res	sults	in 🔺																				
						et	fi	fr	ga	hr	hu	44	1.1.1		mt	pl	pt	sk		mul		

3. Entries in a certain domain containing both EN and HR. Visualisation limited to those languages as well.

11	[LIL] Dom	ain (includi	ng subdon	nains)					in	•	24 FINA	NCE	×												X Del	te ru
tt 🗌	[LIL] Has	language					K	1	all	•	English	× (Croatiar	n ×											X Del	ete ru
	<mark>ults in </mark> ▲ i da		el en	es	et	fi	fr	ga	hr	hu	it	lt	lv	mt	nl	pl	pt	го	sk	sl	sv	la	mul	6	습	

4. Entries in a certain domain containing either Finnish or Swedish (or both of them), excluding terms from certain institutions/bodies. Visualisation of all available languages in the entry.

AND (OR)																														+ Ad	id rule	Add gro	up
tt]		(LIL] Do	mair	(incl	uding	sub	odoma	iins)				V		n	•	24	4 FINA	NCE	×													2	Delete rul	e
t1		(LIL] Ha	s lan	guag	e							v		n	•	Fi	nnish	×S	wedish	×												Đ	Delete rul	e
L ¹¹		[TL]	Ow	ner									T		not in	•	E	CB ×]					8	Delete rul	e
show r	res	sults	s in	•																															
bg	С	s	da	1	de	el		en	es	L	et	fi	fr	ga	hr	ľ	nu	it	lt	lv	mt	: [r	nl	pl	pt	ro	sk	sl	SV	la	mu	il 🗹	☆		
																																			<
++ S	Stric	ct me	ode (disal	oled (return	is fu	ill entr	ies)																										

5. Primary entries where a particular language is missing (FR). Visualisation of all available languages in the entry.

						in	Yes	•															X Dele	te rule
11 [LIL] Has land	uage				K	2	not in	•	French	n ×													X Dele	te rule
o <mark>w results in ▲</mark> g cs da c	le el en	es	et	fi	fr	ga	hr	hu	it	lt	lv	mt	nl	pl	pt	ro	sk	sl	sv	la	mul	0	*	

6. Terms (TL) created in a certain time period by COM users in a particular language (EN). Strict visualisation (only those terms will be retrieved, not their synonyms belonging to other users or having been created outside the selected period).

AND OR		+ Add rule • Add group
LL/TL] Belongs to language	In English ×	🗙 Delete rule
- ITL] Creation date	between 2019-08-01 , 2019-0	18-31 X Delete rule
LTL] Owner	▼ in ▼ COM ×	X Delete rule
Strict mode enabled (returns only matching rows in an entry)		

7. LLs created after a certain date by Council users in a particular language (ES). Visualisation of full content of the entries in Spanish and English.

11	[LL/TL] Belongs to language	▼ in	Spanish ×	× Delete
11	[LIL] Creation date	•	reater than	X Delete
11	[LIL] Owner		Consilium ×	× Delete
w re	sults in 🔺			

8. Entries where a particular language is the anchor language (EN) and this language does not have a definition. Visualisation of EN LLs.

A	ND	OR																		🕇 Add	rule 📀 Add	d group
-	1	[LIL] Anchor language	T	ir	•	E	nglish	×													× Delet	e rule
-	•	It [LL/TL] Belongs to language	▼	in	English	×															× Delet	te rule
l	•	LL] Definition	▼	is	empty		V]													× Delet	te rule
t	bg	w results in ▲ cs da de el en es et fi Strict mode disabled (returns full entries)	fr	ga	hr	hu	it	lt	lv	mt	nl	pl	pt	го	sk	sl	SV	la	mul	ſ,		•

9. Particular language (DA) TLs with reliability 1 or 2. Visualisation of Danish language (non-strict, all terms under DA will be displayed).

It [TL] Reliability			•	in	•	minimu	e seliebil				-							
ow results in 🔺							in reliabili	lity × re	eliability no	t verified	×							X Delet
g cs <mark>da</mark> de	el en es e	et fi	fr	ga	hr h	u it	lt	lv n	nt nl	pl	pt	ro	sk s	SV	la	mul	G	☆

10. Entries having a certain text in term reference fields of a certain language (BG). Strict visualisation, only those BG TLs will be retrieved.

AND OR				+ Add rule 😌 Add group
- ITLJ Term reference	•	Partial string	publications.europa.eu	X Delete rule
It [LL/TL] Belongs to language	T in	Bulgarian ×		🗶 Delete rule
Strict mode enabled (returns only matching rows in an entry)				

Examples of regular expressions

Begins with 'e', ends with 'n'	e.*n
Begins with 'e', ends with 'n' with maximum 1 letter in the middle	e.?n
Begins with 'e', ends with 'c' with 2 letters in the middle	e(.?){2}c
Begins with 'european'	european.*
Contains a word that ends with 'e' followed by a word that starts with 'd'	.*e d.*
Begins with a word that begins with 'e', ends with 'n' with 6 letters in the middle	e(.?){6}n.*
Contains 'europe'	.*europe.*
Contains the word 'viral' or 'virus'	.*vir(al us).*
Contains the word 'italy' or 'france'	.*(italy france).*
Contains both 'belgium' and 'luxembourg', in this order	.*belgium.*luxembourg.*
Contains both 'spain' and 'germany' in any order	.*(spain.*germany germany.*spain).*
contains two times the word 'europe' in it (and starts with Europe)	(europe.*){2}
Contains two times the word 'europe' in it (either at the beginning or not)	.*(europe.*){2}
Contains 'france' or 'italy' (either both, or one of them repeated)	.*((france italy).*){2}
Contains a number	.*[0-9].*
Does not contain a number	[^0-9]
Contains a number with at least 2-digits	.*([0-9]){2}.*
Is composed by a character which is not a number, followed by a number, followed by a character which is not a number	[^0-9]([0-9])[^0-9]

Contains only one number, with exactly 3-digits	[^0-9]*([0-9]){3}[^0-9]*
Contains only numbers	[0-9]*

46. ANNEX IV: INTELLECTUAL PROPERTY RIGHTS (IPR)

Adhere to copyright rules at all times. A precautionary approach is recommended since copyright laws are not always clear. The principles set out below should help you.

The basics

- Words and terms in themselves are not subject to copyright. Entering a term in the database and indicating its source is fine. However, taking significant quantities of terms from the same source might give rise to problems.
- Always check legal notices copyright notice, copyright clause and any other legal disclaimer. In published sources, you can find this information, as a rule, on the back of the title page, in the foreword or even on the back page; on webpages on the home page.
- Material in the *public domain* is freely available for use, i.e. most material published by public bodies and, generally speaking, any material published more than 70 years ago (from the death of the author, from the publication etc.), does not cause a problem, but do check legal notices.
- Text drafted by staff is 'own material' and free from copyright problems. The text is protected by copyright, but copyright belongs to the EU.
- Similarly, text based on a particular reference, but re-worded or summarised by the terminologist is 'own material'; it is also subject to EU copyright, but you should indicate that your text is 'based on:[...]'. See Types of References > Human Sources.
- Where the source text is protected by copyright, be careful with reproduction (full copying) of all the text or long parts of it, as for this you would need the authorisation of the copyright holder. You can use very short extracts as quotations, as long as you adhere to copyright rules. Be careful and use the three-step test explained below.
- Copyright law is established on a national level. Generally, the copyright laws of Belgium or Luxembourg apply to our work. These laws are quite restrictive. Don't rely on exceptions established in other jurisdictions (for example, the *fair dealings* exception applicable in the UK and the *fair use* exception applicable in the US) without consulting a lawyer.

In practice

- Where possible, draft your own material.
- Try to use material free from copyright restrictions (in the public domain, where use is permitted by Creative Commons or any other licence).
- Try to use primary references rather than secondary sources.
- Check and follow information given on copyright (e.g. a copyright clause and notice on a website or published material).
- Remember graphics and photos are subject to the same copyright restrictions as text.
- When quoting, keep the length to a minimum and clearly identify the source.
- Avoid using the same source extensively, or, if you need to, obtain written permission from the copyright holder (the information cannot be inserted into IATE until you have obtained permission).
- Caution is advised with words that form a trademark (e.g. UFED Universal Forensic Extraction Device; HDMI High Definition Multimedia Interface, etc.). Reproducing trademarks as terms is subject to legally binding restrictions. The reproduction of a

trademark in IATE should not give the impression that it constitutes the generic name of the goods or services for which the trademark is registered and should always be accompanied by any indication that is used by the owner of the trademark (TM for unregistered trademark and ® for a registered trademark). You can use the following shortcuts: TM is <ALT> + Numlock + 0153, and ® is <ALT> + Numlock + 0174. Add the term without the sign as a lookup form. Use links to the trademark owner's website, if needed.

Quantification in quotations

A basic problem is when and how much of a work you are allowed to quote without risking copyright infringement. Regulation of quotation in national copyright laws varies from country to country. Most countries do not establish precise limits on what is acceptable, leaving it to the courts to examine matters on a case-by-case basis. Case law in this area is also scant. It is therefore not possible to set percentages or amounts of material you can quote. The bottom line is that 'free' reproduction must stand the so-called 'three-step test', according to which 1) there must be a stipulation in law providing for such reproduction in certain special cases, 2) such reproduction must not conflict with a normal exploitation of the work, and 3) such reproduction must not unreasonably prejudice the legitimate interests of the copyright holder.

Common sense should ultimately guide you in assessing the amount of material that you may legitimately quote from a copyright-protected source. If in doubt, refrain from quoting or ask the copyright holder for written permission to reproduce the material you would like to use.

47. ANNEX V: TAXONOMY

The Interinstitutional Taxonomy Group (ITG)

The main task of this group, which comprises six translators — three from the Commission (Nikolai Chernev, Gaëlle Clément and Arnolds Žubeckis), two from the Council (Sylvaine Bereder and Barbara Turk) and one from the European Parliament (Egle Staskuniene) — is to set writing rules for updating Latin and MUL entries (abbreviations) on biological species (fish, animals, plants, micro-organisms, etc.) in IATE and update these rules whenever necessary.

These rules have been approved by the central terminology coordination units of the Commission, the Council and the Parliament, and should be complied with whenever creating or updating a taxonomic entry (i.e. an entry identifying a biological species or group of species and its position in a hierarchical classification system).

The $\underline{\text{ITxG}}$ helps consolidate the IATE database, with the ultimate aim of having a single entry for each taxon.

The group may be contacted with regard to the content of any taxonomic entries in IATE by translators from any of the EU institutions, but also by drafters, lawyer linguists, and others. Members of the group may be contacted individually be e-mail or phone or, preferably, by writing to the functional mailboxes

DGT-TAXONOMY@ec.europa.eu and ling.taxonomy@consilium.europa.eu .

NB: You will find in <u>annex C</u> a list of all entries given as examples in these writing rules. These examples can serve as a guide for your work.

Interinstitutional writing rules for taxonomy entries in IATE 2 (Language Independent Level Latin and MUL)

(Language-Independent Level, Latin and MUL)

1. BASIC PRINCIPLES

- *Purpose*: to facilitate the *correct* and *consistent* translation of EU documents. Taxonomy entries in IATE are meant to be 'fit-for-purpose', meaning that, in the Latin part of the entry (Latin is used as the reference language for taxonomy, with The International Code of Virus Classification and Nomenclature allowing for non-Latinized names at species level), the translator will find:
 - (a) correct information on the accepted scientific name (normally the name used in EU legislation); and
 - (b) all relevant information on any other name(s) used in EU legislation² (where these differ from the accepted scientific name).

² For various reasons, a certain number of IATE entries still contain names of taxa which have never been used in EU documents.

- *Content*: entries in IATE must cover one concept <u>only</u>, meaning that there should be an entry for species '*XXX*' and a separate entry for '*XXX* spp.'³ (cf. p. 5, notes concerning 'spp.')
- *Structure*: in principle, an entry should contain only one term. Additional term field(s) are justified if the terms included have also been used in EU legislation⁴.

First displayed term	: the scientifically accepted name, whether the one used in
	EU legislation or not;
Subsequent terms:	the name(s) used in EU legislation if not the scientifically
	accepted name (or names), along with a language usage
	note (see examples pp. 6 and 7, under 'Language usage');
Other names:	different approaches can be used for these, e.g. they can
	be inserted as a term type 'lookup form' along with
	relevant information in the Term 'Note' or 'Language
	Usage' fields (see pp. 6 and 7 concerning the 'Lookup
	Forms' and 'Language Usage' fields)
Subsequent terms:	EU legislation or not; the name(s) used in EU legislation if not the scientifically accepted name (or names), along with a language usage note (see examples pp. 6 and 7, under 'Language usage'); different approaches can be used for these, e.g. they can be inserted as a term type 'lookup form' along with relevant information in the Term 'Note' or 'Language Usage' fields (see pp. 6 and 7 concerning the 'Lookup

• Sources:

Whenever possible, information about a taxon is taken from the <u>list of recommended</u> <u>web-based taxonomic databases</u>. For Latin, the list is drawn up and updated by the Interinstitutional Taxonomy Group $(ITxG)^5$.

If no useful information is found in the recommended sources, look for information in other web-based or print sources (preferably scientific publications). Avoid using EU documents (legislation and internal documents) as primary sources for taxonomic entries.

2. LIL, LATIN, MUL⁶

I. Language-Independent Level (LIL)

Domains ⁷: follow the instructions for the project you are working on⁸, but note that at least **two** domains should be present on any entry (except virus entries): 'life sciences' and 'wildlife', or a subdomain of each of these.

³ Consideration must be given to how the term is used in EU legislation (for example, the use of a *genus* name by itself in EU legislation is extremely rare). Generally, a documentary entry is in LA only and is created for a genus name appearing by itself ('*XXX'*), whereas a complete entry (in multiple languages) is created for '*XXX* spp.', with a cross-reference to the entry explaining the abbreviation 'spp.' (entry 923993) and a cross-reference to the entry, created for documentary purposes, containing only the genus name in LA.

Examples include *Ammodytes* spp. (entry 850635), with a cross-reference to entry 923993 and to *Ammodytes* (entry 3549669).

⁴ E.g. entry 785776.

⁵ The latest version was published in September 2018.

⁶ See example in Annex A (entry 785776)

⁷ For tips to find the right domain in Eurovoc, see annex B.

⁸ In project '[EU] Taxonomy - 2011T011P': 'life sciences' and 'fisheries (5641)'.

For example, you should always add 'Plant taxonomy' or 'Animal taxonomy'⁹, depending on the species¹⁰. As these are subdomains of 'Life sciences', you do not also need to add 'Life sciences'.¹¹

For fish, also add the subdomain 'fish'.

The domains are easily searchable in IATE 2 by typing the relevant name (for ex. 'crustacean' or 'insect') in the search field. If you use a second- or third-level domain, do not add the relevant higher-level domain, i. e. there should be no cascading of domains. For example, if you choose to add the domain 'fishery resources', do not also add the domain 'AGRICULTURE, FORESTRY AND FISHERIES (56)' or 'fisheries (5641)'.¹²

In IATE 2, it is not possible to add a Domain Note (these still show up in entries transferred from IATE 1, but there is no 'Note" field at this level in IATE 2).¹³.

As bacteria¹⁴, fungi¹⁵ and algae¹⁶ are separate kingdoms and therefore do not fall under either 'Animal taxonomy' or 'Plant taxonomy', these domains must not be added to entries for taxa in those kingdoms (see section 3. II).

Viruses do not constitute a kingdom. The mandatory domains for entries on them should therefore be 'life sciences' and 'disease vector'.¹⁷

Anchor language: la

Collections: add the entry to one or more of the following collections as required¹⁸:

EU-LA-TAXONOMY, with the description 'Interinstitutional Taxonomy Group' (this collection contains all taxonomic entries updated/created in accordance with these writing rules)

EU-LA-TAXONOMY_EXAMPLES, with the description 'Taxonomy models and special cases' (only specific entries chosen by the ITxG are added to this collection).

EU-LA-TAXONOMY_LA_ONLY, with the description 'Entry for documentary purposes: only in Latin'.

EU-LA-TAXONOMY_LA_EMPTY, with the description 'No Latin on this entry'.

EU-LA-TAXONOMY_SPP, with the description 'Entries concerning a group of species within the same genus (spp.)'.

⁹ See entry 785808, *Zeus faber*.

¹⁰ NB: On general entries concerning taxonomic categories, such as 'species', 'genus', etc., please add the domains 'Animal taxonomy' and 'Plant taxonomy'. (see entry 1624114, 'species').

¹¹ In IATE 2, all higher domains than the one used for the entry will appear in brackets. Ex: animal taxonomy ["SCIENCE" > "natural and applied sciences" > "life sciences" > "biology" > "zoology"]

¹² In IATE 2, there is no numbering available for the 3^{rd} level (equivalent to Eurovoc descriptors in IATE

^{1),} only for domains (the 1^{st} level) and subdomains (the 2^{nd} level).

¹³ For pests, use the domain 'pest': see entry 1897851, *Anoplophora glabripennis*.

¹⁴ See entry 1495695, Bacteria.

¹⁵ See entry 1478720, Fungi.

¹⁶ See entry 3578870, *Phaeophyceae*.

¹⁷ See entry 2232048, *White spot syndrome virus*.

¹⁸ Council taxonomists must always add taxonomic entries they work on to the collection Consilium-LA-

TAXA.

Primary: to mark an entry as a primary, right-click the entry number and choose 'Set as primary'.

Cross reference: add cross-references whenever necessary.

Examples:

Entries in the form of '*XXX* spp.' are cross-referenced to the documentary entry for '*XXX*' and a reference added to the explanatory entry for 'spp.' (entry 923993).

Entries in the form 'XXX' are cross-referenced to the entry for 'XXX spp.'.

If possible, link an entry for a species to the category immediately above it in the taxonomic hierarchy ('Broader'), i.e. the entry for the genus. (Links to 'Narrower' categories are also possible, but generally not as useful for EU translation purposes).

Management field: This is to be left blank, except in cases where a decision is taken jointly by the terminology coordination units of the Council and the Commission to initiate a taxonomy project. In those cases, add '[EU] Taxonomy {title of project}'¹⁹.

The additions made to the management field by the central terminology services cannot be edited by taxonomists and are to be left as they are.

II. Latin *Language level*

Note: when creating or updating a Note at this level, do the following:

- delete any institution-specific information (Council lists/initials)²⁰;
- insert the taxonomic rank of the taxon for which the entry is being created, **even if it is a species**, in Latin, and add a link to the relevant entry. (Example: 'Taxonomic rank: <u>family</u>.'^{21 22}).

Insert all higher-level taxa relevant to the taxon forming the subject of the entry (thus showing the place of the taxon in the broader taxonomic hierarchy) only if you consider it useful²³.

¹⁹ Whenever the {} brackets appear in this document, they should be removed (and their content replaced with the relevant information) when the note/comment is added in IATE.

²⁰ Example: JCLat (JAN89); AV(MAI06).

To insert a hyperlink to another IATE entry, you need to know the number of the IATE entry you wish to point towards. Highlight the term on which you want to add the hyperlink, click on the hyperlink icon

^{(),} select 'Entry-to-entry link' and type in the number of the other entry. The link wil be added automatically.

²² See entry 3571216, *Ammodytidae*.

Example: Regnum: Animalia Phylum: Chordata

Subphylum: Vertebrata Superclassis: Osteichthyes Classis: Actinopterygii Subclassis: Neopterygii Infraclassis: Teleostei Superordo: Ostariophysi Ordo: Cypriniformes Superfamilia: Cyprinoidea

Insert information to record when the taxon's taxonomic rank or name changes ²⁴; add cross-references at LIL as appropriate;

- For all entries in the collection EU-LA-TAXONOMY_LA_EMPTY, add the following Definition 'Note':

'DO NOT add LA to this entry.'

{Add a short explanation here as to why there should be no Latin}.²⁵

- For all entries in the collection EU-LA-TAXONOMY_LA_ONLY²⁶, add the following Definition 'Note' for fisheries (i.e. to entries for the name of a genus which has a corresponding entry with 'spp.'):

'Taxonomic rank: <u>genus</u>' (with entry-to-entry hyperlink).

Entry for documentary purposes relating to the scientific category {*insert name of the relevant genus in italics*}.

Other languages do not need to be included on this entry, as EU legislation usually refers to the statistical category {*insert name of the genus in italics here, along with a IATE hyperlink to the entry for the genus name followed by* spp.} spp. .'.²⁷

- <u>For 'spp.'²⁸ entries with an FAO statistical code</u>

'Statistical category established by the FAO for fishery production statistics.

For the scientific category, see {*insert genus name in italics with an entry-toentry hyperlink here, which links to the entry for the relevant genus*} (taxonomic rank: <u>genus</u>).'^{29 30}

When using italics for taxa from the Zoological nomenclature³¹ above the rank of genus, add the following definition note about use of italics:
'According to the International Code of Zoological Nomenclature, the scientific names of taxa belonging to the taxonomic rank of genus or below should be rendered in a font different from that used in the rest of the text. These names are usually written in italics. For the names of taxa belonging to higher ranks, however, the Code states that italics should not be used. Nevertheless, in most EU

Familia: Cyprinidae Genus: Hypophthalmichthys Species: Hypophthalmichthys nobilis

²⁴ See entry 785771, *Dipturus batis*.

³¹ Link to the zoological code.

²⁵ See entry 3562342, Western bluefin tuna or 884926, siki.

²⁶ To create a single-language entry in IATE 2, click on the pencil, select 'Full mode" ('Quick mode' won't work), right-click on the words 'Target language', click on the icon in front of 'Remove column'.

²⁷ See entry 3549669, *Ammodytes*. NB: Even if other languages are added to the entry in question, the entry needs to be kept in the 'LA only' collection to enable searches for documentary entries created in connection with an 'spp.' entry.

²⁸ Please note that in EU legislation, this is written 'spp.', but in the FAO ASFIS list there is no full stop (spp).

²⁹ The actual note will appear as in entry 850635: 'For the scientific category, see <u>Ammodytes</u> (taxonomic rank: genus).'

³⁰ See entry 3549669 (*Ammodytes*).

documents (except where a strict adherence to the Code is required), the accepted practice is to italicise names in these higher ranks as well.³²

By convention, we do not use upper-case characters for taxons in EU legislation, but in some specific cases, they might be necessary anyway. In such cases, please add the following definition note:
 'By convention we do not recommend capitalisation of all characters for the

By convention we do not recommend capitalisation of all characters for the highest taxa (i.e. classis, orders or even family) in IATE despite the usage in some of the EU legislation, the ASFIS list or in other databases or scientific sources.' ³³

Term Level

Reliability codes:

For taxa of **any rank**, where there is a **minimum of three independent sources** from the list of recommended sources,

add the reliability code <u>'Very reliable – *****'</u>.

If the taxon under consideration is at a **rank below that of 'species'** (e.g. it is a subspecies or a variety of plant, or a subspecies or morph of an animal) **and sources do not agree** on the scientific name,

add the reliability code 'Reliable - **** '.34

If

(a) the taxon is **ranked as a species or higher** and **sources do not agree** on the scientific name;

OR

(b) the taxon is of **any rank**, but there is **only one source** of evidence for the scientific name; OR

(c) the taxon is of **any rank**, but there is **reliable evidence** that the scientific name in question is **not**-accepted,

add the reliability code <u>'Minimum reliability – ***'</u>.

Term:

The following hemihomonyms, when they relate to the Code of Zoological Nomenclature, must never be italicised (since, in their italicised form, they exist in other nomenclatures as different taxa): Anisoptera, Articulata, Ascoidea, Coccoidea, Echinacea, Furnariidae, Lestoidea, Lichina, Melasina, Oligochaeta, Patellina, Pholidota, Polyphaga, Proboscidea, Pterygota, Raphiinae, Trichiuridae. The family Delphinidae can also be italicised or not, depending on the case:

 a) the family Delphinidae is not italicised when following the legislative requirement to comply with the standard references for nomenclature contained in Annex VIII to <u>32006R0865</u> in order to indicate the scientific names of taxa,.

b) the family Delphinidae is italicised in some cases where there is no formal requirement to comply with the zoological nomenclature, e.g. in the fisheries legislation (e.g. <u>32007R0520</u>).

³³ For example, we suggest Phaeophyceae (instead of PHAEOPHYCEAE in the ASFIS list) or Columbiformes (as opposed to COLUMBIFORMES in 32006R0865) or Margaritidae (instead of MEGAPERIDAE in the <u>Bulletin of Zoological Nomenclature 79 (15 October 2022) ISSN 2057-0570</u>).

 ³⁴ E.g. in the case of *Vicia faba* var. *faba* and *Vicia faba* subsp. *faba* (entry 771231), scientific sources do not agree on the accepted name.
 Add both terms to the entry, one as first displayed term and the other as second displayed term, and

By convention, most Latin names should be written in italics and without capitals, except for the initial letter of the scientific name, e.g. *Sebastes marinus*.

N.B. 'spp.' (referring to several species included in a higher rank, usually genus or family) is not italicised, e.g. *Sebastes* spp.

If necessary, add an explanatory language note about the use of italics and/or upper-case letters (see section II, Language Level, *Note*, above).

Reference:

Use web-based sources, preferably those on the list of recommended sources.

Cite references in accordance with the citation instructions given in the list (followed by link to the *exact* web page; see citation instructions on EurTerm) or, where a source not on the list of recommended sources is used, in accordance with the citation instructions given for the relevant database or with the IATE rules on bibliographic references.

Whenever necessary (i.e. if you find something out of the ordinary), make mention of this in the Term 'Note' field.

Note:

- In this field, include the 'scientific name' + 'author of the classification, year' (as indicated in a relevant database/scientific publication) here. e.g.: *Amblyraja radiata* (Donovan, 1808)
- If relevant (i.e. for the sake of clarity, to help translators and assist terminologists when following up the entry), summarise the steps you took in your research (esp. by way of further explanation as to why the reliability codes

For 'spp.' entries with an FAO statistical code

'This term is used in **EU legislation** in combination with the FAO statistical code (MUL on this entry).

For entries where the taxonomic rank is a family

Depending on the case, use one of the following notes:

- (a) 'Scientific category'.³⁵
- (b) 'Both a scientific and a statistical category.

In **EU legislation**, {*insert family name in italics*} is usually combined with the statistical code from the FAO ASFIS list (MUL on this entry).'³⁶

Lookup forms:

Use the term type "lookup form" for terms which:

(a) have been added at Term Level but have subsequently been found to be junior synonyms, i.e. enough evidence is obtained for the terms to be evaluated as "Deprecated"

³⁵ The term in Latin does not have a corresponding FAO code in the ASFIS list; see entry 3571627 (*Pennatulidae*).

³⁶ See entry 910953 (*Caproidae*).

AND

(b) cannot be found in EUR-Lex (i.e. are not used in EU legislation).

These often include misspellings of the scientifically accepted name. Add a corresponding note in the "Language Usage" field.

Example of a 'Language Usage' note for 'Deprecated' terms labelled as 'Lookup Forms':

'The term {*insert relevant term in italics*}, which is not accepted, has never been used in **EU legislation**'.³⁷

OR

(c) are used in EU legislation/proposals/documents, but are misspellings of the scientifically accepted term.

Language Usage:

1. By default, unless otherwise stated, the accepted name is the name used in EU legislation.

2. Whenever relevant (for the deprecated term or for all terms), indicate the frequency of usage of the term in EU legislation and in any other scientific or statistical classification system.

Here are some <u>suggestions for standard phrases</u>, to be used/adapted in the light of the specific situation:

For species in general:

'In **EU legislation**, this term, which is the scientifically accepted name, is the most prevalent.'³⁸

'In **EU legislation**, this term, which is not a scientifically accepted name, is used (very/extremely) rarely.'³⁹

'This term, which is not a scientifically accepted name, is used in the ASFIS list of species (FAO).

It is used very rarely in EU documents, and is never used in EU legislation.⁴⁰

This term, which is not a scientifically accepted name, has also been used in recent **EU legislation** {it is recommended to add the CELEX number of the legislation here,

³⁷ See entry 785808 (*Zeus faber*).

³⁸ See entry 785776 (*Amblyraja radiata*).

³⁹ See entry 785471 (*Engraulis encrasicolus*).

⁴⁰ See entry 785771 (*Dipturus batis*).

along with the relevant link} (add the date on which the relevant EU legislation was consulted).^{'41}

'In **EU legislation**, this term has sometimes been misspelled as {add misspelling}'.⁴²

For subspecies in general:

'The recommended abbreviation for 'subspecies', to be used for plants, bacteria, fungi and algae, is **subsp**.⁴³, but this abbreviation is not used for animal names.'

For 'spp.' entries:

For a concept denoted by a term in the form 'XXX spp.', insert the following Term 'Note':

'For the meaning of 'spp.' in **EU legislation**, see $\underline{923993}$ {add an entry-to-entry hyperlink here, which links to entry 923993}.'⁴⁴

<u>For entries concerning marine organisms with the taxonomic rank of family and included on the FAO ASFIS list</u>:

Insert a note :

'The combination {*insert family name*} and the corresponding code {**insert FAO code**} established by the FAO for fishery production statistics has not been used in **EU legislation** up until now (insert date on which EU legislation was consulted)'.⁴⁵

Evaluation:

- do not insert an evaluation for accepted names;
- insert 'Deprecated' for a term which is clearly not a scientifically accepted name.

III. MUL

In the context of fisheries, EU legislation uses the FAO 3-alpha code in combination with the Latin name. Therefore always check names relating to marine organisms against the FAO List of Species for Fishery Statistics Purposes (http://www.fao.org/fishery/collection/asfis/en)⁴⁶.

Language Level

Delete any institution-specific information (Council lists/initials).

⁴¹ See entry 785693 (*Micromesistius poutassou*).

⁴² See entry 785487 (*Dicentrarchus labrax*).

⁴³ See entry 1624378 (subspecies).

⁴⁴ See entry 850635 (*Ammodytes* spp.).

⁴⁵ See entry 3571216 (*Ammodytidae*).

⁴⁶ Also called the 'ASFIS list'. The list is updated in February each year (but published a couple of months after that).

Do not add a definition.⁴⁷

Note

For entries where the taxonomic rank is a family:

(both a scientific and a statistical category)

Add the following note:

'NB: In the ASFIS list, this 3-alpha code refers only to those species of the family not mentioned elsewhere on the list (i.e. it does not necessarily cover all species in the family).'⁴⁸

For MUL codes referring to several families:

Always add an explanatory note.⁴⁹

On these entries, the Domains 'Animal taxonomy' or 'Plant taxonomy' should not be used as, strictly speaking, these are not taxonomic entries. However, the entry should be added to the collection EU-LA-TAXONOMY (and, where Council taxonomists work on the entry, also to the collection Consilium-LA-TAXA), as these entries are linked to actual taxonomic entries.

Term Level

Reliability code Insert the code 'Very reliable – ********' on this entry.

Term - abbrev. Insert the statistical code, e.g. 'RJR'.⁵⁰

Reference

'FAO, Aquatic Sciences and Fisheries Information System - ASFIS List of Species for Fishery Statistics Purposes, February {insert year}, {insert as link: http://www.fao.org/fishery/collection/asfis/en}'

Note

'Statistical code established by the FAO for fishery production statistics and used in **EU** legislation in combination with the Latin name.'

If you don't have time to check how the code is used in EU legislation (i.e. by looking in EUR-Lex), add only the first part of the sentence:

'Statistical code established by the FAO for fishery production statistics.'

⁴⁷ A true taxonomical definition would be too technical to be useful for the general user.

⁴⁸ See 3571216 (*Ammodytidae*).

⁴⁹ See the related IATE entries 3571999 (*Loliginidae*), 3571866 (*Ommastrephidae*) and 3572000 (*Loliginidae*, *Ommastrephidae*). Other, slightly different examples are: 3574748 (*Otariidae*), 785740 (*Phocidae*) and 3572495 (*Otariidae*, *Phocidae*).

⁵⁰ See entry 785776 (*Amblyraja radiata*, RJR).

If the code hasn't been used in EU legislation, replace this Note with the following:

'This statistical code, established by the FAO for fishery production statistics, has not been used in **EU legislation** yet. (add the date on which the EU legislation was consulted)'

3. SPECIFIC CATEGORIES OF ENTRIES

I. Trees and fruits (or other plant products)

There should always be two distinct entries, one for the tree/plant and one for the fruit (or other product, e.g. root) of that tree/plant.⁵¹

The Latin term should be included ONLY on the entry for the tree/plant, and Latin should always be the anchor language for that entry.

For the entry concerning the fruit, the anchor language will usually be EN (or FR). Add this entry to the collection EU-LA-TAXONOMY_LA_EMPTY, as well as the following 'Language Level Note': 'Please do not add LA to this entry.

This entry concerns the fruit. Latin should only be added to the entry concerning the plant/tree bearing the fruit, cf. {insert name of plant/tree with an entry-to-entry hyperlink here, which links to the entry for the relevant plant/tree}.

The term field MUST remain empty.'

NB: The Domain should be 'Plant product' (under no circumstances should 'Animal taxonomy' or 'Plant taxonomy' be used).

II. Pathogenic agents and diseases

There should always be two distinct entries, one for the pathogenic agent (virus or bacterium) and one for the disease. 52

The Latin term should be included ONLY on the entry for the pathogenic agent and Latin should always be the anchor language for that entry.

For entries concerning **bacteria** and **fungi**, the 'Domain' should under no circumstances be 'Animal taxonomy' or 'Plant taxonomy', as bacteria and fungi are separate from these two taxonomic kingdoms. For these, the 'Domain' should be 'microorganism'.⁵³

Depending on the case, add a 'part of' cross reference to the IATE entry for Bacteria (1495695) or Fungi (1478720) or Virus (1121657).

⁵¹ See entries 781846 (*Citrus maxima*, tree) and 1572961 (pummelo, fruit) or 1202009 (*Zingiber officinale*, plant) and 771640 (ginger, edible root).

⁵² See entries 347592 (*Synchytrium endobioticum*) and 1255908 (potato wart disease).

⁵³ This solution has been adopted because there is no Eurovoc domain for 'bacteria'. The entry should nevertheless be added to the collection 'EU-LA-TAXONOMY'. See entry 3547730 (*Ralstonia solanacearum*).

Add the following note at Language Level:

For Fungi: 'Fungi constitute a separate taxonomic kingdom from animals and plants.' 54

For Bacteria: 'Depending on which classification system is used, Bacteria are considered as a kingdom or a domain (this latter rank is also known as 'superkingdom' or 'superregnum' in a classification system with three domains). In the three-domain system, the other two domains are Archaea and Eukaryota. Bacteria are considered to be separate from the animal and plant kingdoms.'.

For Viruses: 'This is the <u>virus species name</u>. It is the <u>scientific name</u> of the species. It begins with a capital letter and the entire name must be italicised. It should not be confused with the <u>virus name</u>, which may be more commonly used and known, begins with a capital letter only when the first word is a proper noun, and is never italicised.' See also pp. 2 and 3, section 2.I., 'Domains'.

For the entry concerning the disease, the anchor language will usually be EN (or FR). Add this entry to the collection EU-LA-TAXONOMY_LA_EMPTY, as well as the following 'Language Level Note':

'DO NOT add LA to this entry.

This entry concerns the disease. Latin should only be added to the entry concerning the pathogenic agent causing the disease, cf. {insert name of the agent with an entry-to-entry hyperlink here, which links to the entry for the relevant name}.'

54

See entries 347592 (Synchytrium endobioticum) or 3578868 (Agaricus bisporus).

ANNEX A

EXAMPLE:

ATE ID: 785776			
Do	main: fish [AGRICULTURE, FORESTRY AND FISHERIES > fisheries > fishery resources] wildlife [ENVIRONMENT > natural environment] animal taxonomy [SCIENCE - natural and applied sciences > biology > zoology		
Pri	marity: Primary		
Anchor lan			
da de el en	्या प्राप्त कि मि भी में मि भी तो हुए तो है कि ख	sk sl sv 🛃 nul 😪 🕂	
		mul	
Definition:		Definition:	
Collections:		Collections:	
Owner:	Consilium	Owner:	Consilium
Term:	Amblyraja radiata	Abbrev:	RJR
 Term reference: Term reference; 	- Integrated Taxonomic Information System on-line database (ITIS), Amblyraja radiata economy - Froese, R. and D. Pauly, Editors, 2023, FishBase economy, World Wide Web electronic publication (06/2023)	Term reference:	FAO, Aquatic Sciences and Fisheries Information System - ASFIS List of Species for Fishery Statistics Purposes, Feb. 2022 (653020)
Term type:	term	Term type:	abbrev
Reliability:	****	Reliability:	****
Note:	Amblyraja radiata (Donovan, 1808)	Note:	Statistical code established by the FAO for fishery production statistics and used in EU legislation in
Language usage:	In EU legislation, this term, which is the scientifically accepted name, is the most prevalent (#7.2021).		combination with the Latin name.
Collections:		Language usage:	In the ASFIS list, this code corresponds to the scientific name Raja radiata, which is not accepted.
Owner:	Consilium	Collections:	
	🔍 🛃 📜 👗 🔘 🖉	Owner:	Consilium
			 Image: A state of the state of
Term:	Raja radiata		
* Term reference: Term reference:	- Integrated Taxonomic Information System on-line database (ITIS), Reja radiata et asso - Froese, R. and D. Pauly, Editors. 2023. FishBase, World Wide Web electronic publication (06/2018), Synonyms (et.azo)		
Term type:	term		
Reliability:	**		
Evaluation:	depresated		
Note: Language usage:	Raje radiate Donovan, 1808. This term, which is not a scientify accepted name, was still used in the 2020 ASFIS list of species (FAO), but it has been corrected in the 2022 ASFIS list. It has been used very rarely in EU legislation, the latest occurrence was in CELEX.320100093, but it has also been used neeting in Cocural Regulation (EU 202162.		
Collections:			
0011001101			
Owner:	Consilium		

ANNEX B

EUROVOC domains

The domain of each IATE entry should be the most relevant EUROVOC subdomain (referred to as a 'descriptor' in the previous version of IATE).

In IATE 2, all Eurovoc domains and subdomains are searchable. If you add a lower-level Eurovoc domain (for example, 'insect'), all the higher-level domains will be indicated automatically (see entry 1186228: insect ["ENVIRONMENT" > "natural environment" > "wildlife" > "animal life"). If one of the higher domains (in this case, for example 'wildlife') is already on the entry, you should delete it to avoid the cascading of domains, as this is not considered good practice. IATE 2 will issue an alert when cascading occurs.

To find the relevant subdomain, enter the term, a simplified form of the term, a synonym or a slightly more general term in the domain field and click 'Search' or 'Enter'. If this produces no results, you can 'Expand all'. Do not enter a Latin scientific name. For example, to find the subdomain for *Cacoecimorpha pronubana* (entry 1186228), you can enter the term 'butterfly', which gives the result insect'; 'insect' is therefore the EUROVOC subdomain to use for this species. (See also screenshots below).

Examples of IATE subdomains are 'mollusc', 'conifer', 'cattle', 'oats', 'clover', 'grape', 'tobacco', 'potato', 'coffee', etc.

Example: Search for a domain in IATE 2:

1. Right-click on the word "Domain", click on Edit:

T IATE ID: 3578870	
Domain:	w dlife [ENVIRONMENT > natural environment]
	5 <mark>6</mark> 41 fisheries [Agriculture, Forestry and Fisheries]
	microorganism [SCIENCE > natural and applied sciences > life sciences > biology]
and the second se	D.

2. The domain field will open:

★ IATE ID: 3578870
* Domain:
wildlife [ENVIRONMENT > natural environment]
5641 fisheries [AGRICULTURE, FORESTRY AND FISHERIES] microorganism [SCIENCE > natural and applied sciences > life sciences > biology]
IIIICIOU GUIISIII [SCIENCE > natural ano applied sciences > lite sciences > biology]
▶ 04 POLITICS
► 08 INTERNATIONAL RELATIONS
► 10 EUROPEAN UNION
► 12 LAW
► 14 LAW CIEU
► 16 ECONOMICS
► 20 TRADE
► 24 FINANCE
► 28 SOCIAL QUESTIONS
► 32 EDUCATION AND COMMUNICATIONS
► 36 SCIENCE
► 40 BUSINESS AND COMPETITION
44 EMPLOYMENT AND WORKING CONDITIONS 48 TRANSPORT
52 FN/ROMENT
► 56 AGRICULTURE, FORESTRY AND FISHERIES
60 AGRI-FOODSTUFFS
64 PRODUCTION, TECHNOLOGY AND RESEARCH
► 66 ENERGY
► 68 INDUSTRY
► 72 GEOGRAPHY

3. Type in your search, for example: butterfly.

4. The result of your search will appear as follows:

5641 fisheries [AGRICULTURE, FORESTRY AND FISHERIES] microorganism [SCIENCE > natural and applied sciences > life sciences > biology]
hand a second
butterfly
 ▼ 52 ENVIRONMENT ▼ 5211 natural environment ▼ wildlife ▼ anima me insect (butterfly)

'Butterfly' is in brackets because the actual subdomain is 'insect' (the term 'butterfly" will not appear in the domains). You can now select the domain by clicking on it.

On entry 1186228, one of the IATE domains is therefore: **insect** [ENVIRONMENT > natural environment > wildlife > animal life]'.

ANNEX C

EXAMPLES (TO BE USED TO GUIDE YOUR WORK)

<u>NB</u>: the explanatory notes on these entries are particularly important!

Typical entry	<u>785776</u>	Amblyraja radiata
Entry which does not correspond to a real taxon and taxon(s)	containing a cre	oss-reference to the real
	<u>884926</u> <u>1588190</u> <u>1858934</u>	siki Centroscymnus coelolepis Centrophorus squamosus
<u>'Spp.' problem (always 2 entries + link to the third)</u> 'Genus + spp.' entry Documentary entry connected to 'spp.' entry: (to be included in the collection EU-LA-TAXONOMY general 'spp.' entry (always a cross-reference in the genus+spp entry)	850635 3549669 (_LA_ONLY) 923993	Ammodytes spp. Ammodytes spp.
Entry containing taxa about which scientific sources di	sagree_	
	<u>3511420</u>	Scymnodon squamulosus Zameus squamulosus
Entries on families (notes change depending on use of	<u>the terms in EU</u> <u>3571216</u> <u>910953</u>	-
Entry on a pathogenic agent (with a link to the entry or	the disease)	
	<u>347592</u> <u>1255908</u>	Synchytrium endobioticum potato wart disease
Entry on a bacterium (with a link to the entry on the di	sease)	
	<u>3591405</u> <u>885081</u>	Ralstonia solanacearum potato brown rot
Entry on a tree (with link to the entry on the fruit)		
	<u>781846</u> <u>1572961</u>	Citrus maxima pomelo
Entry on a plant (with a link to the entry on the edible i	oot; this is simi	lar to tree/fruit entries)
	<u>1202009</u> <u>771640</u>	Zingiber officinale ginger
Entry on a taxon (Macrurus rupestris) which was miss	<u>1859356</u>	Coryphaenoides rupestris
	(<i>M</i>	acrurus rupestris, deprecated)
Entry on a taxon with two different but accepted spelling	ngs	

	<u>1172528</u>	Martialia hyadesi(i)					
Entry containing two deprecated terms, each having a species), the actual scientifically accepted name being a		but referring to the same					
	<u>1859759</u>	Lepidonotothen squamifrons Nothothenia kempi) NOS, NOK					
Entry demonstrating changes to the classification of a ta	axon						
	<u>785771</u>	Dipturus batis					
Entries where taxonomic sources disagree on the accept		synonym					
	<u>790470</u>	Sebastes norvegicus					
	<u>919697</u>	Serranus scriba					
Entry containing two unreliable names not used in EU		ne having been left on the					
entry as a term, the other having been moved to 'look-up							
	<u>785808</u>	Zeus Faber					
Entries on taxonomic ranks							
	<u>907850</u>	family					
	1624378	subspecies					
Entry containing a term with reliability code 3	<u>771231</u>	Vicia faba var. faba					
Entries containing MUL codes referring to several families and connected entries							
<u> </u>	3571999	Loliginidae					
	3571866	Ommastrephidae					
	<u>3572000</u>	Loliginidae, Ommastrephidae					
or (slightly different from these)							
	<u>3574748</u>	Otariidae					
	<u>785740</u> 2572405	Phocidae					
	<u>3572495</u>	Otariidae, Phocidae					
Entry on a species with a link to subgenus	1185169	Dociostaurus maroccanus					
	1225011	subgenus					
Entry on a virus with part of its name in English (with a	a cross-refere	nce to the hypernym ⁵⁵					
<u>'virus')</u>	2232048	White spot syndrome virus					
	<u>1121657</u>	Virus					
Entry on a bacterium (with a cross-reference to the high	ner taxonomic	c rank Bacteria)					
	<u>3578869</u>	Escherichia coli					
	1495695	Bacteria					

⁵⁵ Hypernym = a word with a broad meaning <u>constituting</u> a category into which words with more specific meanings fall; a <u>superordinate</u>. For example, colour is a hypernym of red.

Entries on specific fungi (with a cross-reference to the higher taxonomic rank Fungi)

	<u>347592</u> <u>3578868</u> <u>1478720</u>	Synchytrium endobioticum Agaricus bisporus Fungi
Entry on algae	<u>3578870</u>	Phaeophyceae
Entry on coral	<u>1264442</u>	Lophelia pertusa