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Project title : Collection of Pan-European Terminology Resources through Cooperation of Terminology Institutions
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Starting date : 01/01/2005 **Ending date :** 31/12/2006

D8.2 SEMESTRIAL ACTIVITY REPORT

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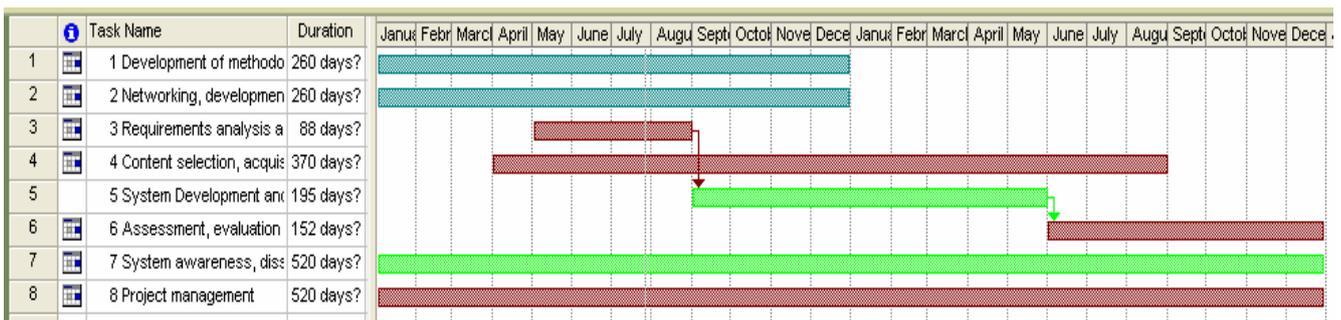
1 Introduction

The purpose of Eurotermbank Project first semestrial progress report is to cover the project activities and status from two perspectives. Section 3 of the Report is the consolidated project overview by each workpackage. It shows the progress in each workpackage, project participants' involvement and level of completion of each WP. This section reflects the overall progress of the project. Section 4 of the Report is an Eurotermbank project overview from partners' perspective. It is a summary of project participants' reports submitted to the project co-ordinator, and it shows each partner's involvement in the course of the entire project during the reporting period.

The report covers a 6 months reporting period from the beginning of the project – January 1, 2005 - through June 30, 2005.

The document is based on the reporting requirements as defined in Article 4 of the General Conditions and in Article 4.2.3 of Annex 1 of the model contract.

2 Workpackage Schedule



3 Description of the activities and results by workpackages

3.1 WP1 - Development of methodology and standards

WP1 leader - CST – University Of Copenhagen

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 1.1	Establishing of “Methodology advisory Board”.	<p>The final establishment of the Methodology advisory board took place at the project workshop held in Cologne March 17th and 18th this year. At this workshop the participants of the board were selected and its first meeting was held in which senior researcher Lina Henriksen (CST) was appointed chairman. The other members of the Methodology advisory board can be seen at the project website. As outlined in the contract, the board will throughout the project time function as a supervising unit with respect to methodology related aspects of the project.</p> <p>Status: The task is completed.</p>
Task 1.2	Development of current terminology processes, exiting standards and best practices.	<p>In order to initiate and to guide the work on the report, Deliverable 1.1: <i>Current standards and best practices assessment report</i>, the CST group made three presentations at the Cologne workshop and one presentation at the Budapest workshop held in the beginning of June:</p> <ul style="list-style-type: none"> - <i>ISO Standards on Terminology</i> <p>In order to establish a common knowledge basis of the existing ISO standards on terminology a walkthrough of the most important standards were given</p> <ul style="list-style-type: none"> - <i>IATE Best Practice</i> <p>As a practical example of the writing and implementation of best standards a presentation of the writing rules used in IATE (Inter-Agency Terminology Exchange) was given.</p> <ul style="list-style-type: none"> - <i>DI.1 Content List</i> <p>Based on preliminary version of the content list of Deliverable 1.1 a talk was given of the expected key elements of the report. As a result of the subsequent discussion, the content list was adjusted.</p> <ul style="list-style-type: none"> - <i>D11 Draft. Current standards and best practices assessment report</i> <p>This was a presentation given in order to reach consensus about both the structure and the content of a preliminary version of Deliverable 1.1.</p> <p>In general one can say that the work on writing this report is the result of a cooperative effort conducted by all project partners. In an iterative process the outline and the</p>

Item No.	Tasks Title	List of activities and results, plans for next phase
		<p>content of the report has been discussed and agreed on.</p> <p>In broad terms, the project partners representing the new EU-countries has primarily provided information on terminology work in their own country while the project partners from Germany and Denmark has contributed by describing more internationally and language independently oriented terminology work.</p> <p>Much editing work has been made at CST in order to insert and encompass the various contributions (also consisting of minor pieces of information) to this report. Based on this fact a more detailed description of who is responsible of which section is left out since it would require a disproportionate amount of work to provide and it is therefore not included in this workpackage status description – looking at the list of presentations made in connection with the work on task 1.1 at project website, however, one is given a good impression of the efforts made by the project partners in terms of writing <i>Current standards and best practices assessment report</i>.</p> <p>A conclusive remark would be that the result of task 1.2 can be considered as being a very practical reference book which will prove very beneficial with respect to the subsequent task in Workpackage 1, which will give recommendations for how to conceive, collect and harmonise terminology material in the new EU-member states involved in the EuroTermBank project.</p> <p>Status: The task is completed – Deliverable 1.1: <i>Current standards and best practices assessment report</i> is uploaded and available at the project website</p>

3.2 WP2 - Networking, development of organizational and legal frameworks

WP2 leader - IIM - Fachhochschule Koeln (University Of Applied Sciences Cologne)

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 2.1	Identification of existing terminology resources	IIM drafted a questionnaire for the description of the existing term resources in Estonia, Hungary, Latvia, Lithuania, and Poland. The questionnaire in the form of an Excel table was sent out to the partners together with written instructions for use, with their feedback requested. The partners instantly began to gather information on the terminology resources available in their respective countries. After the Methodology Development Workshop held on 17 – 18 March at the University of Applied

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		<p>Sciences Cologne, the questionnaire was modified as agreed during the discussion. The questionnaire was posted on the project website, as well as “Criteria for the evaluation of terminology resources for the EuroTermBank Project” and a compilation of the ISO definitions of relevant concepts and terms in the document “Definitions of important concepts and terms for the EuroTermBank Project”.</p> <p>In conjunction to this, IIM offered the possibility to describe the terminology resources in TeDIF (Terminology Documentation Interchange Format) developed in the project <i>European Terminology Documentation Centre Network (TDCnet)</i>. This xml-based format allows to process and exchange the description of terminology resources automatically. TeDIF was presented at the Methodology Development Workshop and subsequently modified according to the special project requirements (“TeDIF – Terminology Documentation Interchange Format for EuroTermBank”). For the application of TeDIF a Document type definition (DTD) is being elaborated. TeDIF is used by TU for describing the Estonian terminology resources, whereas the other partners prefer the Excel template so far.</p> <p>The partners sent their descriptions to IIM. During the project meeting in Budapest (2 – 3 June 2005) IIM informed the partners of the status quo and led a discussion on the further proceeding. In the middle of June IIM presented an extensive survey on the terminology resources described so far, assessing the quality and completeness of the descriptions as well as the contents of the term resources.</p> <p>The identification and description of the term resources by each partner in the new EU member states will go on in the second half of 2005. At the end of the year IIM will provide D2.1 “Identification of existing terminology resources.</p>
Task 2.2	Establishment of the Cooperation Council of terminology resource creators and holders	<p><u>Milestone 3</u>: The Cooperation Council was established according to the contract during the Methodology Development Workshop held on 17 – 18 March at the University of Applied Sciences Cologne. Members so far:</p> <p>Estonia:</p> <ul style="list-style-type: none"> - Arvi Tavast (ETER) <p>Latvia:</p> <ul style="list-style-type: none"> - Juris Borzovs, Professor, University of Latvia and Riga Technical University, Member of the Terminology Commission (Latvian Academy of Sciences) and Chairman of the subcommission for information technologies, Riga Information Technology Institute (RITI) - Eduards Cauna, Terminology Commission of the Latvian

Item No.	Tasks Title	List of activities and results, plans for next phase
		<p>Academy of Sciences Lithuania:</p> <ul style="list-style-type: none"> - Nijole Dudlauskienė, Lithuanian Standards Board, Head of the Standardization Division - Valentina Dagiene, Institute of Mathematics and Informatics <p>Poland:</p> <ul style="list-style-type: none"> - Danuta Kierzkowska, Polish Society of Economic, Legal and Court Translators (TEPIS), President (specialist for legal terminology) - Aniela Topulos, Ms Maria RZEWUSKA, Deputy Director of the Translation Department at the Office of the Committee for European Integration. <p>Infoterm is represented by Christian Galinski (IIM).</p> <p>The cooperation with the following networks and projects is considered as preferable:</p> <ul style="list-style-type: none"> - Infoterm - IATE - INTERA - ENABLER - Lirics <p>Infoterm is involved in the project by the direct participation of its director, Christian Galinski, in the project. CST assures the contact to IATE (Eurodicautom is not maintained anymore.). Representatives of all projects and networks are invited to participate in the Requirements determination workshop planned in conjunction with the TKE 2005 conference in August 2005 in Copenhagen to discuss cooperation issues.</p>
Task 2.3	Establishment of procedural, organisational and legal framework	<p>In order to create a legal framework for the cooperation with terminology resource copyright holders IIM drafted a Model agreement for the provision of terminology resources available free of charge and an Agreement on the use and re-use of terminological data for resources liable to charges on the basis of the “Guide to Terminology Agreements” produced by Infoterm and published jointly by the European Language Resources Association (ELRA) and TermNet (The International Network for Terminology). They both take into account the specific requirements of the project and are drafted with regard to the relevant EU directives. They were presented together with an introduction to the topic during the project meeting in Budapest.</p> <p>At the end of June IIM distributed a version of both agreements modified according to the results of the discussion with the request to present them to the lawyers of the project partners from the new EU member states. After getting their feedback IIM will draft various usable model agreements.</p>

Item No.	Tasks Title	List of activities and results, plans for next phase
		At the end of the year IIM will provide D2.2 “Standard document templates and procedures”, taking into account the results of discussing the agreements not only with lawyers, but also with potential contract partners.

3.3 WP3 - Requirements analysis and system design

WP3 leader - MORPHOLOGIC - Morphologic Számítástechnikai Korlátolt Felelősségű Társaság

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 3.1	Usability and requirements determination (surveys, interviews)	<p>In an initial proposal, which was accepted by the consortium members, MorphoLogic drew up the general guidelines for 1. data owner requirements planning, 2. content format design, 3. user interface design, 4. database and architecture design. This is a document to follow all through the completion of the workpackage.</p> <p>MorphoLogic also drafted a questionnaire of 12 quite complex questions, to which the project partners reflected. This questionnaire was used to identify the potential user groups and the needs and requirements of each user group.</p> <p>Filling-in of the questionnaire was supervised, so an interviewer asked question from the potential users and indicated their preferences in a questionnaire.</p> <p>The questionnaire was filled in by 51 respondents, 7 from Estonia, 11 from Latvia, 13 from Lithuania, 10 from Poland. In each country, the project partners conducted the interviews.</p> <p>During the Budapest meeting, the project partners discussed the results. After the discussion, MorphoLogic drafted a document – based on the findings of the questionnaire survey and an analysis of the websites mentioned by respondents in the survey – on the user requirements specification, which is deliverable 3.1. Although minor updates to the document are pending, the majority of it was accepted by project partners.</p> <p>Milestone 4 – Requirements definition workshop Tilde and IIM prepared a proposal for the Requirements determination workshop to be held in conjunction with the TKE conference on 17 – 18 August in Copenhagen and submitted it to the TKE organisers. During the project meeting in Budapest the partners discussed the topics of the workshop in detail.</p> <p>Status: D3.1 available at project website. Further elaboration of user requirements will be made by the end of the workpackage.</p>

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 3.2	Development of Technical Specifications (general components, data components, interface components)	Tilde has been working on Implementation specification (Design Document; deliverable D3.2). Implementation specification must be completed by the end of August. Level of completion of the specification is about 50%.
Task 3.3	<p>Design</p> <ul style="list-style-type: none"> - Overall architecture and design - Design Data Base, Component and Functional Models - Design of the application software and graphical user interface - Design of data exchange mechanisms - Design of foreseen environment hardware and software 	<p>During project workshop in Budapest a presentation on “User Needs / Main Features” (Guidelines of Design Document) was made by Tilde, possible user interface models were demonstrated by Morphologic, and discussed by project partners.</p> <p>A list of the functionality to appear on the graphical user interface has been prepared as part of D3.1. Partners agreed that CST will prepare a draft version of the logical datastructure which will provide basis for the technical datastructure.</p>

3.4 WP4 - Content selection, acquisition and processing

WP4 leader - LAS - Latvian Academy Of Sciences

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 4.1	Content prioritisation and selection	<p>According to the questionnaire drafted by IIM the information about the existing term resources, their holders, status, etc. in Estonia, Hungary, Latvia, Lithuania and Poland is gathered for assessment, selection and prioritisation of content for EuroTermBank.</p> <p>After the completion of Deliverable 1.1 prepared by CST the collected material will be assessed to opt for the best model of EuroTermBank content of entries.</p> <p>Items about resource acquisition, copyright issues, etc. were discussed during the workshops in Cologne and Budapest.</p>

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 4.2	Establishing of contractual relationships with content (electronic, hardcopy) and content access rights acquisition	The IIM drafted a Model agreement for the provision of terminology resources available free of charge and an Agreement on the use and re-use of terminological data for resources liable to charges on the basis of the “Guide to Terminology Agreements” produced by Infoterm. The offered versions were discussed during the workshop in Budapest. Modified versions of both agreements are passed over to Latvian lawyers for getting their feedback and implementing in draft various usable model agreements.

3.5 WP5 - System Development and Implementation

WP leader - TILDE

WP5 will start in September, 2005.

3.6 WP6 - Assessment, evaluation and system elaboration

WP leader - TU - Tartu Ülikool (University Of Tartu)

WP6 will start in June, 2006.

3.7 WP7 - Awareness, dissemination, marketing and exploitation

WP7 leader - LKI - Lietuvių Kalbos Institutas

Item No.	Tasks Title	List of activities and results, plans for next phase
7.1	User and resource owner awareness creation.	<p>Dissemination and awareness creation by Eurotermbank project partners:</p> <p>Publications</p> <p>IIM prepared together with the press office of the University of Applied Sciences Cologne a press release about the project on the occasion of the Methodology development workshop held in Cologne, which was sent out on 3 March 2005.</p> <p>IIM published an article about the project in TermNet News 87 (June 2005).</p> <p>On 21 March 2005 Prof. Juris Borzovs gave an interview to Science Bulletin on the current situation of terminology work in Latvia and the Eurotermbank project.</p> <p>2005 February – presented information about Eurotermbank project key features in the LKI Web site: www.lki.lt</p>

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		<p>OPI prepared a 2 page of Eurotermbank description (Pol/Eng) for the brochure published by the e-Content NCP in Poland.</p> <p>Presentations</p> <p>Tilde presented Eurotermbank project to the representatives of different eContent program projects at the kick-off meeting in Luxembourg.</p> <p>2005 February – presentation of Eurotermbank project tasks and objectives for LKI and the Centre of Terminology personnel.</p> <p>On 22nd of March presentation of project key features for the personnel of Computer Linguistics Group at Informatics Methodology Department in the Institute of Mathematics and Informatics.</p> <p>In April 2005 Prof. Juris Borzovs reported on the EuroTermBank project during plenary session of the LAS Terminology Commission.</p> <p>28th of April 2005 The Head of technical Committee “Terminology” Dr. A. Auksoriute presented a report about Eurotermbank project key features during the meeting of the Lithuanian Standardization Department Technical Committee “Terminology”.</p> <p>9th of June LKI meeting with the Head of the State Commission of the Lithuanian Language Dr. I. Smetoniene and other experts of this Commission. Presentation of Eurotermbank project key features.</p> <p>OPI made the following presentations of EuroTermBank:</p> <ul style="list-style-type: none"> - During KomputerExpo, Warsaw, 24 January 2005 - Presentation of Eurotermbank in OPI in April and June 2005 - Presentation of Eurotermbank for TEPIS Society, April 2005 - Presentation of Eurotermbank during the seminar in the Institute of Applied Linguistics of the Warsaw Univ., May 2005 <p>Conferences</p> <p>On June 17-19 Prof. Valentina Skujina from LAS attended the AABS conference “The Baltic Way in Europe. Revolution and Evolution” in Valmiera, Latvia and delivered a report “One way of creating multilingual term databases”.</p> <p>Tilde participated in the Second Baltic Conference on Human</p>

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		<p>Language Technologies in Tallinn, April 4-5 (http://ioc.ee/ht2005/). Andrejs Vasiljevs and Raivis Skadiņš presented EuroTermBank terminology database and cooperation network project at the conference. A paper on Eurotermbank was prepared, presented at the conference and published in conference printed materials.</p> <p>On April 21st 2005, Heiki-Jaan Kaalep from the Univ. of Tartu presented an overview of the EuroTermBank project at the annual meeting of ETER, the Estonian Terminology Association.</p> <p>Daiga Deksnė from Tilde and Heiki-Jaan Kaalep from TU attended the EAMT conference in Budapest on May 30 and June 1, 2005, and presented Eurotermbank project in individual contacts.</p> <p>22 of June 2005 during the seminar “The Lithuanian LanguDictionary – present and the future” the director of LKI J. Zabarskaite has delivered a report “The policy of Lituianistic evolution and the future of the Dictionary of the Lithuanian Language” in which she has spoken about Eurotermbank project too.</p> <p>Information on the web Tilde launched EuroTermBank Project Website (D7.3).</p> <p>Presentation: “EuroTermBank Project Overview” was published to project website’s public section.</p> <p>LKI presented information about Eurotermbank project key features in the LKI Web site: www.lki.lt</p> <p>Development of OPI Eurotermbank website (in Polish) http://www.opi.org.pl/index.php?zmienna=cdt</p> <p>Meetings On 3d of March 2005 LKI had a meeting with the personnel of Information Technology Department of the Seimas of the Lithuanian Republic.</p> <p>On April 4 Tilde had an informal meeting with terminologists from European Central Bank informing about Eurotermbank and discussing possible cooperation.</p> <p>20th of May 2005 LKI meeting with Kaunas University of Technology and presentation about Eurotermbank project for the Heads of University Departments has been made by LKI</p>

Item No.	Tasks Title	List of activities and results, plans for next phase
		director J. Zabarskaite and Dr. A. Auksoriute.
7.2	Establishing of content marketplace	<p>The cooperation with the following networks and projects has been considered as preferable: Infoterm, IATE, INTERA, Enables, Lyrics.</p> <p>Infoterm is involved in the project by the direct participation of its director, Christian Galinski, in the project. Representatives of all projects and networks are invited to participate in the Requirements determination workshop planned in conjunction with the TKE 2005 conference in August 2005 in Copenhagen to discuss cooperation issues.</p>

3.8 WP8 - Project management

WP8 leader - TILDE

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 8.1. Project coordination and management		
Task 8.1.1.	Progress monitoring, control and supervision of all main project activities	Project workshops were held to monitor each partner's activity progress and the overall project progress. Reports are prepared by workpackage Leaders and Partner Leaders. Reports are collected by Tilde, published on project website and consolidated in summary reports. Supervision and coordination of activities in workpackages are made by respective workpackage leaders. Tilde provides overall supervision of the progress of each work package and task. For the purpose of monitoring the overall progress and planning activities, Tilde keeps a project timesheet up-to-date.
Task 8.1.2.	Allocation of resources and responsibilities	During project meetings partners made agreements on tasks, deadlines and responsibilities. Allocation of resources to fulfill the task is responsibility of respective partner.
Task 8.1.3.	Coordination of meetings	<p>During reporting period 3 project meetings there organised:</p> <ul style="list-style-type: none"> – Kick-off meeting, 24 – 25 January 2005, Luxembourg: – Methodology development workshop, 17 – 18 March 2005, Cologne: – Progress meeting, 2 – 3 June 2005, Budapest:

Item No.	Tasks Title	List of activities and results, plans for next phase
		After every meeting agreed tasks, deadlines and meeting minutes were prepared. All relevant upcoming information as well as relevant reports and presentations is published in the project website.
Task 8.1.4.	Liaison with EC	<p>All project partners participated at the project kick-off meeting in Luxembourg. Project partners consulted with project officer on management issues.</p> <p>In behalf of project members Tilde contacted Project Officer on issues related to the project.</p>
Task 8.1.5.	Coordination with other projects and institutions	<p>Eurotermbank project was presented to the representatives of different eContent program projects at the kick-off meeting in Luxembourg.</p> <p>Information exchange and coordination with InfoTerm was achieved through participation of InfoTerm director Mr. Galinski in the Cooperation Council.</p> <p>A number of negotiations, presentations, meetings and unofficial meetings with different institutions were made - the Hungarian Council of Terminology (a UNESCO body), European Central Bank, Estonian Terminology Association, TEPIS Society, IT Department of Lithuanian Parliament and others.</p>
Task 8.1.6.	Organisation of project implementation	Partners who are leading particular workpackage - Workpackage Leaders – have prepared detailed implementation plans of respective workpackage. These plans have been discussed and accepted at the project meetings and published on the project website. Status of tasks has been regularly updated on the project website. Progress of the tasks has been monitored by Workpackage leaders as well as Project coordinator.
Task 8.1.7.	Coordinating input of experts	Project partners agreed to invite local terminologists and other experts to project meetings. Several external experts are involved in Cooperation Council (like Arvi Tavast from Estonian Terminology Society, Danuta Kierzkowska from Polish Society of Economic, Legal and Court Translators, Nijole Dudlauskienė from Lithuanian Standards Board). Several content providers and partners have been invited to participate at Eurotermbank Workshop in conjunction with TKE 2005 conference.
Task 8.1.8.	Risk management	Risk management is part of Quality plan that has been prepared. Preventive steps of risk management are being coordinated in project meetings. Leader of each WP monitors his own risks, and Tilde coordinates common project risks.

Item No.	Tasks Title	List of activities and results, plans for next phase
		Major risks are identified, the steps and conditions for reducing, preventing and tolerating the risks have been set up.
Task 8.2.	Contract Management	During reporting period project partners discussed agreements with terminology resource owners. It was agreed that IIM will provide a sample copyright agreement. Project participants are consulting local lawyers to check its conformity with the local legislation of each country. Main contractual relationships will be with copyright holders and terminology developers. Contract management is part of WP2. It is planned to finalize first version of copyright agreements during Copenhagen workshop on August 18-19.
Task 8.3. Reporting		
Task 8.3.1.	Reporting, coordination of reporting and report preparation	Tilde prepared S1 report template for project partners. Partners prepared their semestrial reports from two perspectives – partners contribution in all workpackages of the entire project, and progress report of each workpackage from partners in charge. Based on these reports Tilde prepared consolidated semestrial report D8.2.
Task 8.4. Quality Control and Assurance		
Task 8.4.1.	preparation of quality plans	Tilde prepared and submitted D8.1 EuroTermBank Quality Plan.
Task 8.4.2.	quality control and assurance	Ms. Inese Svilāne from Tilde has been appointed as Quality manager for the project. She has organized implementation of Quality plan and the quality procedures.

4 Description of the activities and results by project partners

4.1 CST - University Of Copenhagen

Item No.	Tasks Title	List of activities and results, plans for next phase
Task 1.1	<p>Establishing of “Methodology advisory Board”.</p> <p>Status: The task is done.</p>	<p>The final establishment of the Methodology advisory board took place at the project workshop held in Cologne March 17th and 18th this year. At this workshop the participants of the board were selected and its first meeting was held in which senior researcher Lina Henriksen (CST) was appointed chairman. The other members of the Methodology advisory board can be seen at the project website. As outlined in the contract, the board will throughout the project time function as a supervising unit with respect to methodology related aspects of the project.</p>
Task 1.2	<p>Development of current terminology processes, exiting standards and best practices.</p> <p>Status: The task is done – deliverable 1.1: <i>Current standards and best practices assessment report</i> is up-loaded and available at the project website.</p>	<p>In order to initiate and to guide the work on the report, Deliverable 1.1: <i>Current standards and best practices assessment report</i>, the CST group made three presentations at the Cologne workshop and one presentation at the Budapest workshop held in the beginning of June:</p> <ul style="list-style-type: none"> - <i>ISO Standards on Terminology</i> <p>In order to establish a common knowledge basis of the existing ISO standards on terminology a walkthrough of the most important standards were given</p> <ul style="list-style-type: none"> - <i>IATE Best Practice</i> <p>As a practical example of the writing and implementation of best standards a presentation of the writing rules used in IATE (Inter-Agency Terminology Exchange) was given.</p> <ul style="list-style-type: none"> - <i>DI.1 Content List</i> <p>Based on preliminary version of the content list of Deliverable 1.1 a talk was given of the expected key elements of the report. As a result of the subsequent discussion, the content list was adjusted.</p> <ul style="list-style-type: none"> - <i>D11 Draft. Current standards and best practices assessment report</i> <p>This was a presentation given in order to reach consensus about both the structure and the content of a preliminary version of Deliverable 1.1.</p> <p>In general one can say that the work on writing this report is the result of a cooperative effort conducted by all project partners. In an iterative process the outline and the content of the report has been discussed and agreed on.</p> <p>In broad terms, the project partners representing the new EU-countries has primarily provided information on terminology</p>

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		<p>work in their own country while the project partners from Germany and Denmark has contributed by describing more internationally and language independently oriented terminology work.</p> <p>Much editing work has been made at CST in order to insert and encompass the various contributions (also consisting of minor pieces of information) to this report. Based on this fact a more detailed description of who is responsible of which section is left out since it would require a disproportionate amount of work to provide and it is therefore not included in this workpackage status description – looking at the list of presentations made in connection with the work on task 1.1 at project website, however, one is given a good impression of the efforts made by the project partners in terms of writing <i>Current standards and best practices assessment report</i>.</p> <p>A conclusive remark would be that the result of task 1.2 can be considered as being a very practical reference book which will prove very beneficial with respect to the subsequent task in Workpackage 1, which will give recommendations for how to conceive, collect and harmonise terminology material in the new EU-member states involved in the EuroTermBank project.</p> <p>Meetings: CST participated in the organisation of the workshop in Cologne, devoted to methodology. Other meetings are mentioned under WP8.</p>
WP2 Task 2.1	Identification of existing terminology resources (in progress)	CST has participated in the discussion on methods for defining relevant existing terminological resources, i.e. on structuring the fact finding.
Task 2.2	Establishing Cooperation Council (in progress)	CST participated in selecting members and in preparing the negotiation of their participation. This negotiation has not yet been concluded.
WP3 Task 3.1	Usability and requirements determination (in progress)	CST participated in the discussion on the questionnaire for user requirements, and provided feedback.
Task 3.3	Design	CST developed the proposal for the data structure, received feedback and updated the proposal.
WP7 Task 7.1	Awareness	CST did some awareness actions, but more efforts will be put into this in future periods, as more results will be available for dissemination.

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WP8	Project management	<p>CST has participated in project management, managing WP1, reporting etc. CST also participated through the very active involvement in the meetings, organising parts of the agenda and giving presentations.</p> <p>Meeting participation:</p> <ul style="list-style-type: none"> - Luxembourg kick-off meeting - Cologne workshop - Budapest workshop

4.2 IIM - Fachhochschule Koeln (University Of Applied Sciences Cologne)

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP1	T1.2 Assessment of current terminology processes, existing standards and best practices	<p><u>Deliverable 1.1 – Current standards and best practices assessment report:</u></p> <p>IIM provided written input on the following topics:</p> <ul style="list-style-type: none"> - German standardization board (DIN) - International Information Centre for Terminology (Infoterm) - ISO 12200 – Computer applications in terminology – Machine-readable terminology interchange format (MARTIF) – Negotiated interchange - ISO 12620 – Computer applications in terminology – Data categories - ISO 16642 – Computer applications in terminology – Terminological markup framework (TMF) - TBX (TermBase eXchange) - Project <i>Standard-based Access to multilingual Lexicons and Terminologies (SALT)</i> - Terminology management tools. <p>IIM assures the contact to Infoterm as its director, Christian Galinski, is part of the IIM project team.</p>
WP1	T1.3 Development of methodology and recommendations	IIM organised the Methodology development workshop on 17 – 18 March 2005 at the University of Applied Sciences Cologne and was represented by Inke Raupach (Senior Researcher) and Marin Raguz (Researcher).
WP2	T2.1 Identification of existing terminology resources	IIM drafted a questionnaire for the description of the existing term resources in Estonia, Hungary, Latvia, Lithuania, and Poland. The questionnaire in the form of an Excel table was sent out to the partners together with written instructions for use, with their feedback requested. After the Methodology Development Workshop IIM modified the questionnaire as

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
		<p>agreed upon and posted it on the project website. IIM elaborated “Criteria for the evaluation of terminology resources for the EuroTermBank Project” and compiled ISO definitions of relevant concepts and terms in the document “Definitions of important concepts and terms for the EuroTermBank Project”. Both documents were uploaded on the project website.</p> <p>In conjunction to this, IIM offered the possibility to describe the terminology resources in TeDIF (Terminology Documentation Interchange Format) developed in the project <i>European Terminology Documentation Centre Network (TDCnet)</i>. This xml-based format allows to process and exchange descriptions of terminology resources automatically. TeDIF was presented at the Methodology Development Workshop and subsequently modified according to the project requirements (“TeDIF – Terminology Documentation Interchange Format for EuroTermBank”). For the application of TeDIF a Document type definition (DTD) is being elaborated.</p> <p>During the project meeting in Budapest (2 – 3 June 2005) IIM informed the partners of the status quo concerning the receipt of resource descriptions prepared by the partners from the new EU member states, and led a discussion on the further proceeding. In the middle of June IIM presented an extensive survey on the terminology resources described so far, assessing the quality and completeness of the descriptions as well as the contents of the term resources.</p> <p>By the end of June, 239 terminology resources have been described.</p>
WP2	T2.2 Establishment of the Cooperation Council of terminology resource creators and holders	<p><u>Milestone 3:</u> The Cooperation Council was established according to the contract during the Methodology Development Workshop organised by IIM at the University of Applied Sciences Cologne.</p>
WP2	T2.3 Establishment of procedural, organisational and legal framework	<p>In order to create a legal framework for the cooperation with terminology resource copyright holders IIM drafted a Model agreement for the provision of terminology resources available free of charge and an Agreement on the use and re-use of terminological data for resources liable to charges on the basis of the “Guide to Terminology Agreements” produced by Infoterm and published jointly by the European Language Resources Association (ELRA) and TermNet (The International Network for Terminology). They both take into account the specific requirements of the project and are drafted with regard to the relevant EU directives. They were presented together with an introduction to the topic during the project meeting in Budapest.</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
		<p>At the end of June IIM distributed a version of both agreements modified according to the results of the discussion with the request to present them to the lawyers of the project partners from the new EU member states. After getting their feedback IIM will draft various useable model agreements.</p>
WP3	T3.1 Usability and requirements determination	<p>IIM studied thoroughly the draft “Questionnaire – a survey on user interface expectations” and sent a written feedback containing several modification suggestions to the partners.</p> <p><u>Milestone 4 – Requirements definition workshop</u> IIM prepared a proposal for the Requirements determination workshop to be held in conjunction with the TKE conference on 17 – 18 August in Copenhagen and submitted it to the TKE organisers. During the project meeting in Budapest the partners discussed in detail the topics of the workshop. IIM checked with the TKE organisers the workshop participation conditions for the project partners.</p>
WP7	T7.1 User and resource owner awareness creation	<p>IIM prepared together with the press office of the University of Applied Sciences Cologne a press release about the project on the occasion of the Methodology development workshop held in Cologne, which was sent out on 3 March 2005.</p> <p>IIM published an article about the project in TermNet News 87 (June 2005).</p>
WP8	T8.1 Project coordination and management T8.3 Reporting	<p><u>Kick-off meeting, 24 – 25 January 2005, Luxembourg:</u> IIM was represented by Klaus-Dirk Schmitz (Research director), Inke Raupach (Senior researcher) and Marin Raguz (Researcher).</p> <p><u>Methodology development workshop, 17 – 18 March 2005, Cologne:</u> IIM organised the workshop at the University of Applied Sciences Cologne, and was represented by Inke Raupach (Senior researcher) and Marin Raguz (Researcher).</p> <p><u>Progress meeting, 2 – 3 June 2005, Budapest:</u> IIM was represented by Klaus-Dirk Schmitz (Research director), Inke Raupach (Senior researcher) and Marin Raguz (Researcher).</p> <p>IIM conducted all required activities to allocate the resources and responsibilities, to attend all project meetings and to meet the reporting requirements.</p>

4.3 LAS - Latvian Academy Of Sciences

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP1	<p>T1.1 Establishing of “Methodology advisory board”(MAB)</p> <p>T. 1.2 Assessment of current terminology processes, existing standards and best practices</p> <p>T.1.3 Development of methodology and recommendations</p>	<p>The LAS nominated Ms. Valentina Skujina to Methodology Advisory Board. She has attended both MAB meetings in Cologne and Budapest.</p> <p>The following presentations have been prepared and communicated to project partners:</p> <ol style="list-style-type: none"> 1) Theoretical principles for terminology work in Latvia; 2) Current situation of terminology work in Latvia. <p>Provided input to Deliverable 1.1 “Current standards and best practices assessment report” about current terminology processes in Latvia and the best practice in terminology work in Latvia. T. 1.2 – completed.</p> <p>Prof. V. Skujina presented <i>Proposals for the development of methodology for Eurotermbank</i> during the Methodology development workshop on 17 – 18 March 2005 at the University of Applied Sciences Cologne.</p>
WP 2	<p>T2.1 Identification of existing terminology resources</p> <p>T.2.2 Establishing of Cooperation Council of terminology resource creators and holders</p> <p>T.2.3 Establishing of procedural, organizational and legal framework</p>	<p>A feedback given to the draft questionnaire. Provided input to Deliverable D.2.1 “Identification of existing terminology resources”. 61 terminology resources were surveyed. Ten different Latvian institutions (Latvian Bank, <i>Latvenergo</i>, <i>Latvijas Gāze</i>, etc.) involved in terminology creation and collection were informed about the Eurotermbank and inquired about their databases. With an exception of one institution possessing own database for internal use, the others don’t maintain their own databases, but use publicly available ones.</p> <p>Started talks with three terminology sub-commissions (Energetics, Information technology and telecommunications, Forestry science) about their resources and term digitalization and the resource acquisition have taken place.</p> <p>Prof. Juris Borzovs, the chairman of Information technology and telecommunications was included in the Cooperation Council (CC) of Eurotermbank, Another representative from Latvia – Mr. E. Cauna, LAS, was also included in CC.</p> <p>Draft versions of Model agreement for the resources free-of-charge and for those liable to charges are being reviewed, translated and presented to Latvian lawyers</p>
WP 3	<p>T.3.1 Usability and requirements determination (surveys, interviews)</p>	<p>16 questionnaires sent by Morphologic were distributed to potential Latvian users and 11 were received back. These encompassed heterogeneous dictionary users, technical writers, terminologists, editors, translators, interpreters, teachers, software development project quality manager, IT specialist, researcher, scientists. They were interested in</p> <ol style="list-style-type: none"> 1. a good grouping of related terms that may help a

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
		<p>person to get a whole picture about a specific topic;</p> <ol style="list-style-type: none"> 2. finding the most precise assignment of target language terms to source language terms during the translating process, as well as to see similar terms if the corresponding term in target language is not available; 3. having some panes, one obligatory pane showing the context, one showing the terminological record, and an optional pane showing the search results. <p>Almost everyone would like the database appear in alphabetic order, containing all terms in the database. All data coming from every dictionary should appear at once, resulting in a big unified record or should appear at a mouse-click on the dictionary's name, resulting in several clickable records, and the data coming from dictionaries should preferably be compiled by speakers of the search language. Tool tips and record links are favoured. Some users would like to add terms to the unified database, but prefer only registered users to add their records and suggest new terms to be approved by the terminology commissions.</p>
WP 4	<p>T 4.1 Content prioritisation and selection</p> <p>T 4.2 Establishing of contractual relationships with content resource owners, content (electronic, hardcopy) and content remote access rights acquisition</p>	<p>The main subject field of terms published in paper or electronic version and their size are identified. In the report "Content selection for the EuroTermBank" in Budapest some subject fields and the appropriate number of terms as a draft version has been offered to partners for further processing.</p> <p>Contractual relationships with content resource owners in two subject field (forestry, energetics) are started.</p>
WP 7	T 7.1 User and resource owner awareness creation	<p>On 21 March 2005 Prof. Juris Borzovs gave an interview to Science Bulletin on the current situation of terminology work in Latvia and the Eurotermbank project.</p> <p>In April 2005 Prof. Juris Borzovs reported on the EuroTermBank project during plenary session of the LAS Terminology Commission</p> <p>On June 17-19 Prof. Valentina Skujina from LAS attended the AABS conference "The Baltic Way in Europe. Revolution and Evolution" in Valmiera, Latvia and delivered a report "One way of creating multilingual term databases".</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP 8		Representatives of the Latvian Academy of Sciences have taken part in all meetings of the EuroTermBank.

4.4 LKI - Lietuvių Kalbos Institutas

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP 1	<p>T 1.1 Establishing of “Methodology advisory board” (MAB)</p> <p>T 1.2 Assessment of current terminology processes, existing standards and best practices.</p> <p>T 1.3 Development of methodology and recommendations</p>	<p>Discussions with LKI Terminology centre personal about possible candidates. The decision have been carried out – the MAB member from LKI – Dr. Albina Aukšoriute, the Head of Terminology centre and member of the editorial board of the publication “Terminology”.</p> <p>Preparation of surveys: “Lithuanian Terminology”, “Principles of Lithuanian Terminology”, “Lithuanian Terminology Resources”, describing the current situation in Lithuania.</p> <ol style="list-style-type: none"> 1. Preparation of presentations for “Methodology development workshop”, 17-18 March 2005, Cologne: “Brief overview about terminology development in Lithuania”, A .Aukšoriute, A. Bieleviciene “The Department of Standardisation in Lithuania”, N. Dudlauskienė; “The State Commission of the Lithuanian Language”, Dr.A. Aukšoriute. Presentations were published in the project Web site. 2. Analysis and LKI input for Deliverable 1.1 – “Development of methodology and standards”(Dr. A.Aukšoriute, N.Baneviciene, R.Stunzinas). <p>N. Dudlauskienė have made presentation and proposals <i>for the development of methodology for Eurotermbank</i> referring to the practice of the Lithuanian Standards Board during the Methodology Development workshop on 17-18 March 2005 at the University of Applied Sciences Cologne.</p>
WP 2	T 2.1 Identification of existing terminology resources.	Resource holders were surveyed and the “Questionnaire for the description of terminology resources” has been filled in. 6 Questionnaires describing the main and the biggest existing Term basis. 24 terminological dictionaries entered into the Lithuanian Term Base. Provided the list of 20 terminological dictionaries approved by the Language Commission. They are in the process of digitalisation and now are only in a working base of the Term Bank of the Republic of Lithuania.

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
	<p>T 2.2 Establishing relations with possible CC members.</p> <p>T 2.3 Establishing of procedural, organizational and legal framework</p>	<p>Meetings with the biggest resources holders: The State Commission of the Lithuanian Language, the Department of Standardization, The creators of the Lithuanian Bank of Terms – the Laboratory for Computer Application in Research at the Institute of Mathematics and Informatics.</p> <p>It was agreed that the Department of Standardization should send their representative as a member of CC – Mrs. Nijole Dudlauskiene.</p> <p>Draft versions of Model agreement for the resources free-of-charge and for liable to charges are being reviewed, discussed with LKI lawyer and CC member.</p>
WP 3	T 3.1 Usability and requirements determination (surveys, interviews)	User needs survey. Filling in “User needs Questionnaires”. LKI has interviewed 13 user’s representatives: one meeting and interview has been organised collectively with the experts of the Department of Standardization and general opinion have been worked out. Other interviewers were: senior lecturer, terminology expert, teacher of the foreign language, IT specialist programmer, lexicography expert, and student, manager of foreign trading company, translator and other.
WP 4	T 4.2 Establishing of contractual relationships with content resource owners.	Started negotiations with content resource owners concerning possible agreements: The State Commission of the Lithuanian Language, the Department of Standardization, The creators of the Lithuanian Bank of Terms – the Laboratory for Computer Application in Research at the Institute of Mathematics and Informatics.
WP 7	T 7.1 User and resource owner awareness creation	<p>2005 February – presented information about Eurotermbank project key features in the LKI Web site: www.lki.lt</p> <p>2005 February – presentation of Eurotermbank project tasks and objectives for LKI and the Centre of Terminology personnel.</p> <p>On 3d of March 2005 meeting with the personnel of Information Technology Department of the Seimas of the Lithuanian Republic.</p> <p>On 22nd of March presentation of project key features for the personnel of Computer Linguistics Group at Informatics Methodology Department in the Institute of Mathematics and Informatics.</p> <p>28th of April 2005 The Head of technical Committee “Terminology” Dr. A. Auksoriute presented a report about Eurotermbank project key features during the meeting of the Lithuanian Standardization Department Technical Committee</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
		<p>“Terminology”.</p> <p>ing with the Head of the State Commission of the hiene and other experts of this Commission.</p> <p>22d of June 2005 during the seminar “The Lithuanian Language Dictionary – present and the future” the director of LKI J. Zabarskaite has delivered a report “The policy of Lituanistic evolution and the future of the Dictionary of the Lithuanian Language” in which she has spoken about Eurotermbank project too.</p>
WP 8	T 8.1 Project coordination and management	<p>Kick-off meeting 24-25 January in Luxembourg and progress meeting 2-3 June 2005 were represented by Senior Researcher Dr. A.Auksoriute and Workpackage Manager A.Bieleviciene.</p> <p>Methodology development workshop 17-18 March 2005, Cologne - besides previous two representatives was attended by CC member N. Dudlauskiene Head of Standardisation Division Lithuanian Standards Board.</p>

4.5 MORPHOLOGIC - Morphologic Számítástechnikai Korlátolt Felelősségű Társaság

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP1	T1.2 Assessment of current terminology processes, existing standards and best practices	<p>T 1.1 Participation of the MorphoLogic representative in the Methodology Advisory Board activities.</p> <p>T1.2 Provided input to deliverable D1.1 "Current standards and best practices assessment report" on terminology work in Hungary, on terminology work at international organizations like SAP and Microsoft, and on terminology tools existing in Hungary.</p> <p>T1.3 Contribution to the development of methodology.</p>
WP 2	T2.1 Identification of existing terminology resources	T2.1 Identification and detailed description of 69 terminology resources available in Hungary as prescribed by IIM – contribution to D2.1.
WP 3	T3.1 Usability and requirements determination	<p>T3.1 Identification of potential users. Creating a questionnaire for the survey of user requirements of different potential user groups. The questionnaire included questions on both the data and the graphical appearance / structure of the terminology database.</p> <p>T3.1 Conducting of 10 interviews based on user requirement questionnaire.</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
		<p>T3.1 Statistical processing of the results of 51 questionnaires.</p> <p>T3.1 Creating D3.1 User Needs Consolidation – Requirements specification report, which includes design elements too.</p> <p>T3.1 Updating the document according to the partners' feedback.</p>
WP 4	T4.1 Content prioritisation and selection	T 4.1 Participation in discussion on content prioritisation and selection during Workshop in Budapest in June 2005
WP 7	T7.1 User and resource owner awareness creation	T 7.1 Raising awareness at several lexicography and terminology workshops and conferences in Hungary.
WP 8	<p>T 8.1.3 Coordination of meetings</p> <p>T8.1.5. Coordination with other projects and institutions</p> <p>T 8.3 Reporting</p>	<p>Organizing the Budapest meeting.</p> <p>Bilateral negotiations with the Hungarian Council of Terminology (a UNESCO body).</p> <p>Representatives of MorphoLogic participated in Luxembourg kick-off and project meeting in Budapest.</p> <p>Periodic progress report prepared and submitted to the Project Coordinator</p>

4.6 OPI - Ośrodek Przetwarzania Informacji

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP1	T1.2 Assessment of current terminology processes, existing standards and best practices	<p>T 1.1 Participation of the OPI representative in the Methodology Advisory Board activities.</p> <p>Participation in the "Methodology Development Workshop in Cologne, in March 2005</p> <p>T1.2 Provided input to deliverable D1.1 "Current standards and best practices assessment report" about current best practice in terminology work in Poland.</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP 2	<p>T2.1 Identification of existing terminology resources</p> <p>T2.2 Establishing of Cooperation Council of terminology resource creators and holders</p> <p>T2.3 Establishing of procedural, organisational and legal framework</p>	<p>T2.1 Identification of over 50 electronic and printed terminology resources. Fulfilling of 26 questionnaires submitted to WP2 Leading Partner – IIM</p> <p>T 2.2 Three representatives from Poland on the list of the Cooperation Council accepted</p> <p>T 2.3 Analysis of the draft text of commercial and non profit agreements with terminology collection owners.</p>
WP 3	T3.1 Usability and requirements determination	<p>T 3.1 Identification of potential users. Translation of user questionnaire into Polish. Conducting of 10 interviews based on user requirement questionnaire elaborated by Morphologic.</p>
WP 4	T4.1 Content prioritisation and selection	T 4.1 Participation in discussion on content prioritisation and selection during Workshop in Budapest in June 2005
WP 7	T7.1 User and resource owner awareness creation	<p>T 7.1</p> <ol style="list-style-type: none"> 1. Dissemination of e-Content brochures: Dissemination of the brochure published by the e-Content NCP in Poland including 2 pages of Eurotermbank description(Pol/Eng) edited by OPI 2. Development of Eurotermbank of OPI website (in Polish) - April 2005 3. EuroTermBank Eurotermbank presentations: <ul style="list-style-type: none"> - Presentation of EuroTermBank Eurotermbank during KomputerExpo, Warsaw, 24 January 2005 - Presentation of Eurotermbank in OPI in April and June 2005 - Presentation of Eurotermbank for TEPIS Society, April 2005 - Presentation of Eurotermbank during the seminar in the Institute of Applied Linguistics of the Warsaw Univ., May 2005
WP 8	T 8.3 Reporting	<p>Representatives of OPI participated in kick-off and all other EuroTermBank project meetings</p> <p>Periodic progress report prepared and submitted to the Project Co-ordinator</p>

4.7 TILDE - SIA Tilde

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP1	<p>Establishing of Methodology Advisory Board”</p> <p>T1.2 Assessment of current terminology processes, existing standards and best practices</p>	<p>Tilde nominated Mr. Andrejs Vasiljevs to the MAB. He attended both MAB meetings in Cologne and Budapest.</p> <p>In co-operation with LAS, Tilde provided input to deliverable D1.1 "Current standards and best practices assessment report" about data exchange formats and classification systems and information on electronic dictionaries in Latvia and best practice of their use.</p>
WP2	<p>T2.1 Identification of existing terminology resources</p> <p>T.2.2 Establishing of Cooperation Council of terminology resource creators and holders</p> <p>T.2.3 Establishing of procedural, organizational and legal framework</p>	<p>Tilde prepared and presented information on terminology resources included in database of Latvian Academy of Science Termnet.lv</p> <p>Milestone 3: Tilde organised establishment of Cooperation Council according to the contract during the Methodology Development Workshop in Cologne on March 17-18.</p> <p>Tilde participated in discussions on organisational and legal framework for Eurotermbank during project meetings in Cologne and Budapest.</p>
WP3	<p>T.3.1 Usability and requirements determination (surveys, interviews)</p> <p>T3.2 Development of Technical Specifications</p>	<p>Tilde participated in user needs assessment. Tilde participated in discussions and provided input to User Needs report as well as participated in preparation of final edition for D3.1.</p> <p>Tilde has been working on Implementation specification (Design Document; deliverable D3.2). Specification depends on User Needs report which was due by the end of June. Implementation specification must be completed by the end of August. Level of completion of specification is about 50%.</p> <p>During project workshop in Budapest Tilde made a presentation on “User Needs / Main Features” (Draft version of Design Document)</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP4	<p>T4.3 Content digitalisation</p> <p>T4.4 Transformation and modification of terminological resources according to structural and technical requirements defined in 3.2</p>	<p>Tilde has developed a framework for digitalization of printed terminology dictionaries. OCR technologies have been tested and the most suitable has been selected. Technology framework of data transfer from unstructured textual form to structured terminology data representation has been developed.</p>
P7	<p>T7.1 User and resource owner awareness creation</p>	<p>Tilde presented Eurotermbank project to the representatives of different eContent program projects at the kick-off meeting in Luxembourg.</p> <p>Tilde created Eurotermbank project website and continuously maintained it. Tilde published all partner, CC and MAB member contact information, relevant project documents, partner information, key tasks in the website.</p> <p>Tilde published presentation: “EuroTermBank Project Overview” to project website’s public section.</p> <p>Tilde provided deliverables: D7.3 EuroTermBank Project Website D7.4 EuroTermBank Project Overview</p> <p>Tilde participated in the Second Baltic Conference on Human Language Technologies in Tallinn, April 4-5 (http://ioc.ee/hlt2005/). Andrejs Vasiljevs and Raivis Skadiņš presented EuroTermBank terminology database and cooperation network project at the conference. A paper on Eurotermbank was prepared, presented at the conference and published in conference printed materials.</p> <p>On April 4 Tilde had informal meeting with terminologists from European Central Bank informing about Eurotermbank and discussing possible cooperation.</p> <p>During the period Tilde identified several awareness opportunities and has presented them to the partners.</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
		Daiga Deksnė of Tilde attended the EAMT conference in Budapest on May 30 and June 1, 2005, and presented Eurotermbank project in individual contacts. She gained experience on user needs and best practices in other areas of terminology use
WP8	<p>T8.1. Project coordination and management</p> <p>T8.1.1. Progress monitoring, control and supervision of all main project activities</p> <p>T8.1.2. Allocation of resources and responsibilities</p> <p>T8.1.3. Coordination of meetings</p> <p>T8.1.4. Liaison with EC</p> <p>T8.1.5. Coordination with other projects and institutions</p> <p>T8.1.6. Organisation of project implementation</p> <p>T8.1.7. Coordinating input of experts</p> <p>T8.1.8. Risk management</p> <p>T8.2. Contract Management</p> <p>T8.3. Reporting</p> <p>T8.3.1. Reporting, coordination of reporting and report preparation</p> <p>T8.4. Quality Control and Assurance</p> <p>T8.4.1. preparation of quality plans</p> <p>T8.4.2. quality control and assurance</p>	<p>Kick-off meeting, 24 – 25 January 2005, Luxembourg: Tilde was represented by Andrejs Vasiljevs (Project director) and Raimonds Lieksnis (Finance Director).</p> <p>Methodology development workshop, 17 – 18 March 2005, Cologne: Tilde was represented by Andrejs Vasiljevs (Project director) and Roberts Rozis (analyst).</p> <p>Progress meeting, 2 – 3 June 2005, Budapest: Tilde was represented by Andrejs Vasiljevs (Project director), Raivis Skadins (Development Manager) and Roberts Rozis (analyst).</p> <p>Tilde participated in arranging the agenda and running project meetings in Luxembourg, Cologne and Budapest.</p> <p>Tilde created a partners' mailing list and kept partners informed about up-to-date issues of the project.</p> <p>Tilde created document templates for accounting, personal timesheets and deliverable.</p> <p>Tilde provided deliverable: D8.1 EuroTermBank Quality Plan</p> <p>Tilde prepared the meeting agenda, summarized the tasks, deadlines and meeting minutes. Tilde published all relevant upcoming information as well as relevant reports and presentations in the project website.</p> <p>Tilde presented requirements for Semestrial reports to the project partners, collected reports from partners and prepared consolidated reports.</p> <p>Tilde prepared and submitted D8.1 EuroTermBank Quality Plan.</p>

4.8 TU - Tartu Ülikool (University Of Tartu)

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP1	T1.2 Assessment of current terminology processes, existing standards and best practices	T1.2 Provided input to deliverable D1.1 "Current standards and best practices assessment report" about current best practice in terminology work in Estonia. T1.2. is thus completed.
WP 2	<p>T2.1 Identification of existing terminology resources</p> <p>T2.2 Establishing of Cooperation Council of terminology resource creators and holders</p> <p>T2.3 Establishing of procedural, organisational and legal framework</p>	<p>T2.2, T2.3 Established contacts with the Estonian Terminology Association (ETER). Arvi Tavast, the chairman of ETER agreed to be included in the Cooperation Council of EuroTermBank. Kaja Uuetallo, the secretary of ETER, participated in EuroTermBank meeting in Budapest. ETER provided the University with a copy of their database of Estonian LSP, containing the authors and source descriptions of published Estonian terminological resources. The University and ETER are harmonising the way they use and update the database of Estonian LSP, hosted by ETER.</p> <p>T.2.1 Provided input to deliverable D2.1 "Identification of existing terminology resources" about 81 Estonian resources.</p>
WP 3	T3.1 Usability and requirements determination	T3.1 Collected questionnaires from representatives of potential users of EuroTermBank web-based services.
WP 4	<p>T4.1 Content prioritisation and selection</p> <p>T4.2. Establishing of contractual relationships with content resource owners, content (electronic, hardcopy) and content remote access rights acquisition</p>	<p>T4.1 Sorted the available resources according to their size</p> <p>T4.2 Contacted the authors and copyright holders of 50 dictionaries and term banks; received a permission to use the resource from authors of 25 resources, and acquired 14 resources in electronic form.</p>
WP 7	T7.1 User and resource owner awareness creation	<p>T7.1 On April 21st 2005, Heiki-Jaan Kaalep from the Univ. of Tartu presented an overview of the EuroTermBank project at the annual meeting of ETER, the Estonian Terminology Association.</p> <p>On May 30th and June 1st 2005 Heiki-Jaan Kaalep from the Univ. of Tartu attended the EAMT conference in Budapest.</p>

WP No.	Tasks Number and Title	Tasks carried out, degree of completion
WP 8		Representatives of the University of Tartu have participated in all the EuroTermBank meetings.

5 Deliverables Due in the Reporting Period

The following reports correspond to the reporting period and have been delivered to the Commission:

D7.3 Project website

D8.1 Quality plan

D7.4 Presentation of project key features

D1.1 Current standards and best practices assessment report

D3.1 User Needs Consolidation – Requirements specification report

D8.2 First year semestrial report (this document)