To: RDA Steering Committee

From: Kathy Glennan, Chair, RSC

Subject: Translations Working Group: Terms of reference, 2021 membership and tasks

This document sets out the members, terms of reference, and specific tasks for the Translations Working Group.

Contents

1   General terms of reference

The Translations Working Group will conduct its business within the general terms of reference for RSC Working Groups (see RSC/Operations/3).

This is a standing Working Group. The chair is a voting member of the RDA Steering Committee (RSC), serving as the Translations Team Liaison Officer.

2   Background

The RSC develops *RDA: Resource Description and Access* for international use with the range of encoding schemes typically employed in library and related applications. RDA uses controlled vocabularies to support resource discovery and is intended to cover all types of content and media. RDA instructions and guidance are published in RDA Toolkit.
The original language of RDA is English.

A full translation of RDA is one where instructions and guidance are translated in addition to RDA Reference metadata (element sets and value vocabularies) found in the RDA Registry. Full translations are often incorporated into RDA Toolkit to provide a choice of languages for users. Sometimes a full translation is not distributed in RDA Toolkit because other distribution methods are used.

Partial translations of RDA are also made. They are usually confined to translations of RDA Reference (element sets and value vocabularies). Partial translations are part of the RDA Registry but are not added to RDA Toolkit. The RSC wishes to include as many translations as possible in the RDA Registry, whether they come from whole or partial translations of RDA.

The RSC has established this standing working group to provide expertise and to assist with the development of RDA and its translations. This is, in a sense, a non-traditional working group, as the membership is essentially all *ex officio* and the working group is their primary communication channel with each other. Membership is fluid, with people added as translations are added.

3 Charge (duties and responsibilities)

The Translations Working Group is charged to:
- Support and advise the RSC in the development of RDA for non-Anglophone communities.

4 Membership

- Daniel Paradis (Chair and Translations Team Liaison Officer; Bibliothèque et Archives nationales du Québec, and for French translation)

- Maria Aslanidi (for Greek partial translation)
- Linda Barnhart (RSC Secretary, ex officio)
- Carlo Bianchini (for Italian translation)
- Cinzia Bufalino (for German translation)
- Anders Cato (for Danish partial translation)
- Ida Conesa Sanz (for Catalan translation)
- Dancs Szabolcs (for Hungarian translation)
- Kathy Glennan (RSC Chair, ex officio)
- Frank Haugen (for Norwegian translation)
- James Hennelly (Director, ALA Digital Reference)
- Damian Iseminger (Technical Team Liaison Officer, ex officio)
- Honor Moody (RDA Examples Editor, ex officio)
- Rania Osman (for Arabic translation)
- Daniel Paradis (for French translation)
- Octavio Rojas (for Spanish translation)
- Peter Schouten (for Dutch partial translation)
- Marja-Liisa Seppälä (for Finnish translation)

5 Tasks

1. Support the work of the RSC and provide expert advice on issues involving translations of RDA.
2. Assist with implementation of Trados software and with developing more efficient translation workflow processes.

3. Produce recommendations for developing and refining processes for the translation of RDA.
4. Identify areas of the RDA English text which can be developed to improve clarity for international users.
5. Identify areas in which the presentation of translations on Toolkit can be improved as well as areas for improvement in the authoring tools and production process.
6. Test the functionality of the RDA Registry for managing multi-lingual vocabularies.
7. Liaise with the RDA Development Team on translations of RDA Reference and the RDA Registry.
8. Identify new sources of partial or full RDA translations.