

Translating administrative terminology using an Olivetti M24

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Perhaps it would be sensible to begin by saying something about the original need that led to the establishment of the Norwegian Project for Multilingual Administrative Nomenclature (ADNOM) on 1 January 1982. The Head of the Translation Division at the Ministry of Foreign Affairs had approached me during the 1970s to discuss the question of how to standardise in English and other foreign languages the names of Norwegian institutions, occupational designations, titles of Acts of the Storting and so forth. The reason he raised the issue was that many Norwegian institutions were known under several different English names abroad, because different translators went for different solutions, with the result that considerable confusion sometimes arose, not least for the Norwegian postal authorities.

In the course of our discussions we decided to draw a clear distinction between technical terminology on the one hand and administrative terminology on the other. Norway already had a Council for Technical Terminology, and we decided to define technical terminology as sets of terms relating to phenomena in the real world which do not change from one language community to another. For example, an Olivetti M24 is the same machine with the same parts and the same functions no matter which language community it is being used in. It should therefore be possible to devise instruction and operating manuals for the Olivetti M24 in any language community where personal computers are known, provided one has done the necessary 'detective work', which means checking that one really has labelled the parts and functions in conformity with the language in question. In this way one can also construct glossaries such as *Norsk dataordbok*¹, which list terms and perhaps definitions in more than one language.

We decided to define administrative terminology as sets of terms relating to phenomena that *do* change from one language community to another because human beings in different societies choose to administer their affairs differently. In Norway we do not find the same educational system as one finds in England and Wales, we do not find the same legal system or the same system of social security. This means that Norway has terms in Norwegian that designate phenomena that are specifically Norwegian, just as Britain has designations such as the 'Chancellor of the Duchy of Lancaster' that are specifically British, and we have to face the fact that very often we will not find cultural equivalents to help the translator.

The Translation Division of the Ministry of Foreign Affairs has as part of its mandate a duty to promote the use of standardised administrative terminology and nomenclature in English, French and German throughout the state administration in Norway, but the only official language in this country is Norwegian in either of its two forms, Bokmål and Nynorsk. This means that although all Norwegian children are required by law to be taught English at school, there are no official English names for any Norwegian institutions, and individual translators are free to invent whatever names they choose. Clearly this is an unfortunate situation and it is one which the ADNOM project is trying to solve, albeit very slowly.

There is not time here to go into all the aspects of the ADNOM project, but suffice it to say that we have worked out in co-operation with the Centre for Translation and Language Studies at the University of Surrey and the Council for Technical Terminology in Oslo a set of principles to be followed in devising foreign-language terminology and nomenclature to provide translation equivalents for Norwegian phenomena. Briefly, for example in the case of English, we agree on terms and names with the various ministries and directorates concerned, and we then store them in our database at the University of Oslo.

Originally ADNOM stored data in the Norwegian Term Bank at the University of Bergen, and indeed the first edition of the ADNOM glossary² was produced in co-operation with the Norwegian Term Bank. However, as a result of changes in staff in Bergen and with the advent of reasonably priced personal computers, it became essential for ADNOM to transfer its database to the University of Oslo. At an earlier Aslib conference my ADNOM colleague, Brit Elin Førsund and I discussed personal computers with various delegates, and we finally decided that what we wanted was an Olivetti M24 with a 20 megabyte hard disk. The M24 uses MSDOS, which means that it is compatible with IBM machines, and the MSDOS version we are using is 3.10. We were able to buy our Olivetti M24 in February 1986 as a result of a grant earmarked for this purpose from the Norwegian Research Council for Science and the Humanities (NAVF) at the end of 1985. So generous was the grant from the Research Council that we also decided to buy a colour monitor to display our records, and there is

no doubt in our minds that we prefer the colour screen to monochrome. At the same time with the same grant we bought an Olivetti ET111 electronic typewriter with an interface for connection as a printer to the M24. The ET111 gives us very high-quality printouts, but it is of course relatively slow. For rapid printing we have to use another printer at the University. ADNOM has a formal co-operation agreement with the Norwegian Council for Technical Terminology as a result of which Håvard Hjulstad made his TPED (TermPostEDitor = Term Record Editor) program³ available to us free of charge. I should perhaps mention at this point that Håvard Hjulstad was the person responsible for the programming and computer work in connection with two major Norwegian dictionaries of Bokmål⁴ and Nynorsk.⁵ Since I am not a programmer and being an absolute beginner where computers are concerned, I shall do my best to describe TPED and the way we use it in terms that I hope everybody will understand. What we needed was a program that would allow us to store entries, or records as we normally call them, in our database in such a way that we could have fields in Norwegian in its two forms, in English and in various other languages, with the possibility of inserting information about the source of our data and of being able to modify any individual field at any time. Let me say at once that ADNOM's database goes from Norwegian to English and other languages, and that Norwegian is always the source language. In Norway the two forms of Norwegian, Bokmål and Nynorsk, have equal status, which means that all our records begin with terms or names in both forms. A typical TPED record has the following format:

RECORD NUMBER 0000000719

NB00	Rådet for videregående opplæring
NB01	RVO
NB03	videregående opplæring
NN00	Rådet for vidaregåande opplæring
NN01	RVO
NN03	vidaregåande opplæring
EN00	National Council for Upper Secondary Education
NB10	Kirke- og undervisningsdepartementet
NB10	Skoleavdelingen
TT83	A
TT93	Brev av 28.4.83

If we take the example of a record where we have managed to collect data in more languages, it will look much the same with the addition of the relevant field codes:

RECORD NUMBER 0000000138

NB00	Nordisk samisk institutt
NN00	Nordisk samisk institutt

EN00	Nordic Sami Institute
SM00	Sami instituhtta
FI00	Pohjoismainen saamelaisinstituutti
TT83	A
TT93	Brev fra Sámi instituhtta datert 9. januar 1986

TPED has language codes such as NB for Norwegian Bokmål, NN for Norwegian Nynorsk, EN for English, SM for Sami and FI for Finnish. I should perhaps at this point say a brief word about the language I have called Sami. It is probably better known as Lappish to most people outside Norway, but the Sami people themselves dislike the terms Lapp and Lappish. There are roughly 35,000 speakers of Sami, of whom some 20,000 live in Norway. The language belongs to the Finno-Ugric group and is thus totally different from Norwegian. It is not an official language in Norway, but for cultural reasons we feel it is very important to include Sami in our database. The programme allows other language codes to be added at any time, which means that if we are suddenly able to find people willing to work on, say, the standardisation of the names of Norwegian institutions in French, then we can simply insert the code FR for fields in French.

The field-type codes consist of two digits. For example 00 stands for a primary term, 01 for a synonym or abbreviation, 10 is a higher term, and so forth. Field codes such as TT83 and TT93 stand for internal project classification and source of information respectively. In our first example, record no. 719, we can see that the National Council for Secondary Education comes under Kirke- og undervisningsdepartementet (Ministry of Education) and Skoleavdelingen (Schools Department) within the Ministry of Education. NB03 is a search term in Bokmål, which allows one to search for the Council simply by keying in 'NB videregående opplæring'.

TPED has five files of the following form:

ADNOM.DTA	random access file
ADNOM.TXT	sequential file
ADNOM.IXN	file providing indexing by number
ADNOM.IXF	file providing indexing by field
ADNOM.FRM	file for inserting the field codes

For example, if one wishes to search for the Nordic Sami Institute in Finnish, one keys in 'F' for 'Find' followed by 'FI Pohjoismainen saamelais', which should produce on the screen record no. 138. One can then key in 'N' for 'Next', which produces the question 'By number or field?'. If one types 'N' for 'Number', record no. 139 will be displayed; if one types 'F' for 'Field', the next record displayed will have a similar Finnish field.

The great advantage of TPED is that any of our records can be edited,

altered or deleted, or individual fields can be deleted, with great simplicity. One simply finds the record in question and keys in 'A' for 'Alter'. TPED then behaves like a word-processing program, and one can make any alterations, deletions or additions to the existing record without having first to delete it and then build it up again. In practice this often means that we can make changes to an existing record while speaking on the telephone with somebody in authority who says, for example, that such and such an institution has just changed its name in Norwegian or that the institution concerned has been abolished.

Clearly ADNOM is a project that must continue indefinitely, and it is also a project in which the database is constantly expanding. In view of the need for virtually unlimited storage space we have connected our Olivetti M24 as a terminal to the main computer at the University of Oslo, and this functions perfectly thanks to the communications program called KERMIT. We hope that at some time in the future it may be possible for translators to have online access to our database, but for the moment we are planning a new edition of the ADNOM glossary to be published by Universitetsforlaget in the course of 1987.

When ADNOM began in 1982, we had a card index in 'shoe boxes'. Today, thanks to Olivetti and the Norwegian Council for Technical Terminology, we have a computerised terminological database which has completely revolutionised our work. The standardisation of administrative terminology and nomenclature is a long and time-consuming process. We must often have several meetings with people in various ministries or directorates before agreement can be reached on a particular English translation equivalent. However, the task is much more rewarding when one has at one's disposal the benefits of modern computer technology, which in the long term will allow us to make our database available to a much wider public.

REFERENCES

1. *Norsk Dataordbok*. (3rd revised ed.), Universitetsforlaget 1984.
2. *ADNOM*. (Norwegian - English glossary), Universitetsforlaget 1984.
3. *TPED*. (program documentation), Håvard Hjulstad, Norwegian Council for Technical Terminology, Riddervolds gate 3, N-0258 Oslo 2.
4. *Bokmålsordboka*. Universitetsforlaget 1986.
5. *Nynorskordboka*. Del norske samlaget 1986.

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BRIEF SURVEY OF COMPUTER EQUIPMENT USED BY ADNOM

ADNOM uses an Olivetti M24 with a 20 megabyte hard disk to store data in the form shown in Examples 1 to 4.

The program used is TPED (TermPostEditor = Term Record Editor) designed by Håvard Hjulstad at the Norwegian Council for Technical Terminology.

The Olivetti M24 is connected to the University of Oslo data network as a terminal, which means that in the relatively near future we hope translators will be able to access our files on line. Through Universitetsforlaget we do however publish the *ADNOM glossary* (ISBN 82 - 00 - 07351 - 3) as very many people like to have our data in the form of a book. The obvious advantage of the computerised database is that our records can be revised, updated or corrected immediately we receive new information.

Each record shows:

1. term in Norwegian Bokmål
2. term in Norwegian Nynorsk
3. term in English
4. internal project code
5. source of information

TPED allows us to insert a considerable number of language codes, which means that we can have fields for all the most relevant languages. For some records we have already inserted fields for Finnish and Sami.

TPED also has field codes for synonyms, antonyms, related terms, definitions, examples, etc.

The data files are stored in the following form:

ADNOM.DTA	random access file
ADNOM.TXT	sequential file
ADNOM.IXN	for indexing by record number
ADNOM.IXF	for indexing by field
ADNOM.FRM	for inserting the field codes

The files can be searched in any language for which there is a code in the form file. To search for the term *skoledirekør* in the random access file, one keys in

NB skoledirektør (i.e. the code for Bokmål and the term)

The screen then displays the record in full, in whatever languages and with whatever other information we have entered.

For all information concerning our data one can contact Brit Elin Førsund, who is responsible for entering and editing all records. Her address is Department of English, University of Oslo, P.O. Box 1003, N-0315 Oslo 3, Norway.

For all information concerning TPED one can contact Håvard Hjulstad at the following address: Norwegian Council for Technical Terminology, Riddervolds gate 3, N-0258 Oslo 2, Norway.

RECORD NUMBER 0000000718
 NB00 Rådet for Medisinsk Forskning
 NB01 RMF
 NB01k fork
 NB03 medisinsk forskning
 NN00 Rådet for Medisinsk Forsking
 NN01 RMF
 NN01k fork
 NN03 medisinsk forskning
 EN00 Council for Medical Research
 NB10 Norges almenvitenskapelige forskningsråd
 TT83 A
 TT93 NAVF Håndbol og Fremmedspr. betegnelse. Jan. 62

RECORD NUMBER 0000000719
 NB00 Rådet for videregående opplæring
 NB01 RVO
 NB01k fork
 NB03 videregående opplæring
 NN00 Rådet for videregående opplæring
 NN01 RVO
 NN01k fork
 NN03 videregående opplæring
 EN00 National Council for Upper Secondary Education
 NB10 Kirke- og undervisningsdepartementet
 NB10 Skoleavdelingen
 TT83 A
 TT93 Brev av 28/4-83

RECORD NUMBER 0000000001
 NB00 amanuensis
 NN00 amanuensis
 EN00 lecturer
 NB01 universitetslektor
 NN01 universitetslektor
 TT83 D
 TT93 ADNGM

RECORD NUMBER 0000000032
 NB00 Nordisk språksekretariat
 NN00 Nordisk språksekretariat
 EN00 Nordic Language Secretariat
 FI00 Pohjoismaiden Kielisihteeristö
 TT83 A
 TT93 Nordiska samarbetsorgan 1985:3

RECORD NUMBER 0000000037
 NB00 Stor meddomsrett
 NN00 Stor meddomsrett
 EN00 Grand Composite Court
 NB00 lagmannsrett som i visse saker består av tre fagdommere og fire domsmenn som sammen avgjør både skyldspørsmålet og straffutmålingen
 TT83 E
 TT93 Utenriksdepartementet (oversettelseskontoret)

RECORD NUMBER 0000000151
 NB00 Fiskeridepartementet
 NN00 Fiskeridepartementet
 EN00 Ministry of Fisheries
 NB03 departement
 FI00 Kalastusministeriö
 TT83 A
 TT93 Liste fra UD

Example 1

RECORD NUMBER 0000000026

NB00 Nordisk ministerråd
 NN00 Nordisk ministerråd
 EN00 Nordic Council of Ministers
 FI00 Pohjoismaiden ministerineuvosto
 TT83 A
 TT93 Nordiska samarbetsorgan 1985:3

RECORD NUMBER 0000000138

NB00 Nordisk samisk institutt
 NN00 Nordisk samisk institutt
 EN00 Nordic Sami Institute
 SM00 Sámi instituhtta
 FI00 Pohjoismainen saamelaisinstituutti
 TT83 A
 TT93 Brev fra Sámi instituhtta datert 9. januar 1986

RECORD NUMBER 0000001142

NB00 kulturstyre (komm)
 NN00 kulturstyre (komm)
 EN00 Municipal Committee for Cultural Affairs
 NB31 Et av hovedutvalgene i kommunen. Tilsvarende hovedutvalg for kultur.
 TT83 E
 TT93 Benell, Gabrielsen, Tølfesby: Terminologi innen lokalforvaltningen, 1984

RECORD NUMBER 0000000545

NB00 Formann i Fagstyret
 NN00 Formann i Fagstyret
 EN00 Dean of Medicine
 NB10 Universitetet i Tromsø
 NB10 Fagområde medisin
 TT83 A
 TT93 Brev av 22/4-82

RECORD NUMBER 0000000547

NB00 formannskap
 NN00 formannskap
 EN00 Municipal Executive Board
 NB31 Kommunens øverste politiske organ under kommunestyret.
 TT83 E
 TT93 Benell, Gabrielsen, Tølfesby: Terminologi innen lokalforvaltningen, 1984

RECORD NUMBER 0000000120

NB00 Avdeling C: Statistikk og forsikringsmatematikk
 NB03 statistikk
 NB03 forsikringsmatematikk
 NN00 Avdeling C: Statistikk og forsikringsmatematikk
 NN03 statistikk
 NN03 forsikringsmatematikk
 EN00 Section C: Statistics and Actuarial Science
 NB10 Universitetet i Oslo
 NB10 Matematisk institutt
 TT83 A
 TT93 Brev 23/9-82

Example 2

RECORD NUMBER 0000001378

NB00 Universitetet i Oslo
NN00 Universitetet i Oslo
EN00 University of Oslo
FI00 Oslon yliopisto
TT83 A

RECORD NUMBER 0000001152

NB00 Universitetet i Bergen
NN00 Universitetet i Bergen
EN00 University of Bergen
FI00 Bergenin yliopisto
TT83 A
TT93 Brevark fra Universitetet i Bergen

RECORD NUMBER 0000000386

NB00 ungdomsskole
NN00 ungdomsskole
EN00 lower secondary school
TT83 E
TT93 ADNOM

RECORD NUMBER 0000001243

NB00 Grunnskoleloven
NN00 Grunnskoleloven
EN00 Compulsory Education Act
NB31 Lov av 13 juni 1969 om grunnskolen
TT83 C
TT93 ADNOM

RECORD NUMBER 0000000002

NB00 vitenskapelig assistent
NN00 vitsskapeleg assistent
EN00 assistant lecturer
TT83 D
TT93 ADNOM

Example 3

RECORD NUMBER 000000003

NB00 forskningsstipendiat
NN00 forskningsstipendiat
EN00 research fellow
TT83 D
TT93 ADNOM

RECORD NUMBER 000000004

NB00 forskningsassistent
NN00 forskningsassistent
EN00 research assistant
TT83 D
TT93 ADNOM

RECORD NUMBER 000000349

NB00 Det historisk-filosofiske fakultetsbibliotek
NN00 Det historisk-filosofiske fakultetsbibliotek
EN00 Faculty of Arts Library
NB10 Universitetet i Oslo
TT83 A
TT93 Brev fra UB i Oslo 15.4.86

RECORD NUMBER 000001381

NB00 Vestlandets Kunstakademi
NB03 kunstakademi
NN00 Vestlandets Kunstakademi
NN03 kunstakademi
EN00 National Academy of Fine Arts, Bergen, Norway
TT83 A
TT93 Brev fra Vestlandets Kunstakademi 24/11-81

RECORD NUMBER 000000489

NB00 Oldsaksamlingen/Vikingskipshuset
NB03 Vikingskipshuset
NN00 Oldsaksamlingen/Vikingskipshuset
NN03 Vikingskipshuset
EN00 University Museum of National Antiquities Viking Ship Museum
NB10 Universitetet i Oslo
TT83 A
TT93 Brev av 28/5-82

Example 4