

To: RDA Steering Committee

From: Renate Behrens, RSC Chair

Subject: Translations Working Group, 2024

This document sets out the membership, terms of reference, and specific tasks for the Translations Working Group. It updates [RSC/Chair/2023/11](#) and differs from it only in updating the ex officio membership of the group to reflect the appointment of the new RDA Editor in January 2024.

1. General terms of reference

The Working Group operates within [RSC/Operations/3](#), the general terms of reference for RSC Working Groups.

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 a 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 Group is charged to:

- Support and advise the RSC in the development of RDA for non-Anglophone communities

4. Membership

Szabolcs Dancs, Chair and Translations Team Liaison Officer, Hungary, also responsible for Hungarian translation

Maria Aslanidi, Greece, for Greek partial translation

Carlo Bianchini, Italy, for Italian translation

Anders Cato, Denmark, for Danish partial translation

Luna Sindin Cordery, Catalonia, for Catalan translation

Frank Haugen, Norway, for Norwegian translation

Rania Osman, Egypt, for Arabic translation

Daniel Paradis, Quebec, for French translation

Peter Schouten, Netherlands, for Dutch partial translation

Marja-Liisa Seppälä, Finland, for Finnish translation

Aija Uzula, Latvia, for Latvian partial translation

Meelis Somelar, Estonia, for Estonian partial translation

Ingeborg Töpler, Germany, for German partial translation

Eda Ünalán Kaya, Turkey, for Turkish partial translation

Jorge do Prado, Brazil, for Portuguese translation

Felipe Martinez, Mexico, for Spanish translation

Renate Behrens, RSC Chair, ex officio

James Hennelly, Director of ALA Digital Reference, ex officio

Jessica Grzegorski, RDA Examples Editor, ex officio

Damian Iseminger, Technical Team Liaison Officer, ex officio

Anne Welsh, RSC Secretary, ex officio

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 multilingual 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