

VALSTYBINĖS LIETUVIŲ KALBOS KOMISIJOS  
N U T A R I M A S

**REGARDING THE APPROVAL OF THE METHODOLOGY OF THE TERM BANK OF THE  
REPUBLIC OF LITHUANIA**

2 February 2004 No N-1 (90)  
Vilnius

Pursuant to Article 5.2 of the Law on the Term Bank of the Republic of Lithuania (*Official Gazette*, 2004, No 7-129), the State Commission of the Lithuanian Language r e s o l v e s :  
to approve the Methodology of the Term Bank of the Republic of Lithuania.

CHAIRPERSON OF THE COMMISSION

IRENA SMETONIENĖ

APPROVED

by Resolution No N-1 (90) of the State  
Commission of the Lithuanian Language of 2  
February 2004;  
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**METHODOLOGY OF THE TERM BANK OF THE REPUBLIC OF LITHUANIA**

**I. GENERAL PROVISIONS**

1. The aim of the Methodology of the Term Bank of the Republic of Lithuania (hereinafter referred to as 'the Methodology') is to define the purpose of the Term Bank of the Republic of Lithuania, the rights and duties of its managers and users, its structure and information units, also to establish rules for its building, management and use and to describe the technical data, requirements and functions of the Information System of the Term Bank (hereinafter referred to as 'LTB IS').

2. The purpose of the Term Bank is to ensure a consistent usage of the approved terms of the Lithuanian language, particularly those used in the legal acts of the Republic of Lithuania, to create a common information system for various public authorities, which could be accessed by and receive data from other natural and legal persons and which could be used freely by specialists in different fields not only in Lithuania, but also in other countries.

3. For the purposes of this Methodology:

3.1. **The Information System of the Term Bank of the Republic of Lithuania** means a database and the entirety of hardware, software and organisational means ensuring the electronic implementation and functioning of the Term Bank.

3.2. **Database** means a methodologically arranged set of term entries of a certain subject field or the entirety of such sets.

3.3. **Archival term entry** means a former term entry stored in the Term Bank.

3.4. **Archive of the Term Bank** means the entirety of the archival term entries.

The other terms used in this Methodology have the meaning as defined in the Law on the Term Bank of the Republic of Lithuania (*Official Gazette*, 2004, No 7-129).

**II. ADMINISTRATOR, MANAGERS AND USERS OF THE TERM BANK**

4. The State Commission of the Lithuanian Language (hereinafter referred to as 'the Language Commission') shall be the manager and administrator of the Term Bank

5. The Office of the Seimas of the Republic of Lithuania shall be the Manager of the Information System of the Term Bank.

6. Upon obtaining the authorisation of the Manager of the Term Bank, public institutions, other natural and legal persons become registered users of the Term Bank within the rights accorded to them.

7. All Internet users may be registered users of the Term Bank entitled to see the entries of approved, recommended and deprecated terms.

### **III. FUNCTIONS AND RIGHTS OF THE TERM BANK MANAGERS AND THE FUNCTIONS, RIGHTS AND OBLIGATIONS OF ITS REGISTERED USERS VARTOTOJŲ FUNKCIJOS, TEISĖS IR PAREIGOS**

8. The Manager of the Term Bank shall perform the following functions:
  - 8.1. organise the addition and updating of terms in the Term Bank;
  - 8.2. designate the work stations entitled to add status notes to the terms (*approved, recommended, deprecated*), to introduce approved, recommended and deprecated terms into the Term Bank, to replace, delete or formulate archival term entries in the Term Bank;
  - 8.3. define the rights of the registered users and the scope of the accessible information;
  - 8.4. administer the system of the passwords of the registered users;
  - 8.5. suspend, renew and/or adjust the rights of the registered users to connect to the LTB IS;
  - 8.6. inform the registered users – contributors of term entries – about the deficiencies, inaccuracies, etc. of the data in the term entries managed by them;
  - 8.7. perform other tasks related to the management of the Term Bank data.
9. The Manager of the Information System of the Term Bank shall perform the following functions:
  - 9.1. build and develop the LTB IS;
  - 9.2. advise the Manager of the Term Bank and on its authorisation carry out the supervision of the LTB IS;
  - 9.3. ensure the continued functioning of the LTB IS;
  - 9.4. ensure the security of the LTB IS;
  - 9.5. ensure the access of the users of the Term Bank to the LTB IS;
  - 9.6. advise the users of the Term Bank on all issues related to the functioning of the LTB IS;
  - 9.7. carry out the technical supervision of the LTB IS;
  - 9.8. organise data exchange with other information systems;
  - 9.9. ensure the continuity of the functioning of the LTB IS in contingencies;
  - 9.10. develop a manual for the installation of the IS and a user's manual.
10. The registered users – providers of term entries – shall perform the following functions:
  - 10.1. manage the term entries (their sets) in the area under their supervision;
  - 10.2. prepare sets of term entries for the Term Bank;
  - 10.3. correct, adjust their term entries (their sets) in accordance with the recommendations of the experts appointed by the Language Commission and of the Terminological Sub-Commission;
  - 10.4. change their passwords at least twice a year.
11. The managers of the Term Bank shall be entitled to:
  - 11.1. have access to all the data of the Term Bank including the term entries (their sets) under the preparation by the registered users – providers of term entries;
  - 11.2. demand that the registered users – providers of term entries – should correct the incorrect and/or imprecise data in the term entries;
  - 11.3. not to consider and/or not to introduce term entries (their sets) that are not properly prepared, i.e. deficient from the point of the linguistic correctness or inconsistent with the recommendations of the experts and/or the Terminological Sub-Commission, etc.
12. Registered users – providers of term entries – shall be entitled to:
  - 12.1. to add data to, correct or delete their entries (their sets) in the process of development before they are introduced in the Term Bank;
  - 12.2. on the basis of their right of review, make use of term entries (their sets) in the process of development by other providers of term entries before they are introduced in the Term Bank;
  - 12.3. on the basis of their right of review, use the archive of the Term Bank;
  - 12.4. use the correct terms of the Term Bank in their own databases, documents, etc.
13. Other registered users shall be entitled to:
  - 13.1. read the approved and recommended term entries and the deprecated terms;
  - 13.2. read term entries (their sets) in the process of development for the Term Bank;
  - 13.3. read archival term entries.
14. Registered users – providers of term entries – shall be obliged to:
  - 14.1. submit their term entries to the Term Bank completely finished and correct linguistically as well as from the point of view of its subject;

14.2. correct the incorrect, imprecise, etc. data in their term entries within 10 days of the receipt of the recommendations of the experts and/or the Terminological Sub-Commission;

14.3. submit the lists of persons responsible for the development of term entries (their sets) to the Managers of the Term Bank.

15. Other registered users shall be obliged to:

15.1. ensure the protection of the received information of the Term Bank;

15.2. inform the managers of the Term Bank of the unauthorised attempts to use the data of the Term Bank;

15.3. notify the managers of the Term Bank, ahead of time, of their intention to extend or discontinue their status as registered users of the Term Bank or of the destruction of the data received.

#### **IV. STRUCTURE OF THE TERM BANK**

16. Public institution shall submit term entries (their sets) for the Term Bank categorised according to the fields (which may be sub-classified into sub-fields) assigned to them by law or regulations. Terms submitted by other legal persons (research institutions, higher education establishments, etc.) or natural persons may be categorised according to the Classification of Scientific Fields, their Subdivisions and Subject Categories (*Official Gazette*, 1998, No 6-126) or the General Register of Areas of Study and Courses Offered for Full Time University and Non-University Higher Education Studies at the Higher Education Establishments of Lithuania (*Official Gazette*, 2001, No 31-1027).

17. The main unit of the Term Bank shall be a **term entry**. It shall be composed of:

17.1. the mark indicating the field (domain),

17.2. the mark indicating the language,

17.3. the term,

17.4. definition,

17.5. grammatical information of the term: part of speech, gender, number, accentuation class,

17.6. equivalents in other languages: English, German, French, Russian, Latin, etc. and their grammatical data: part of speech, gender,

17.7. synonyms and variants of the term,

17.8. origin of the term,

17.9. abbreviations of the term,

17.10. textual examples,

17.11. addenda to the term: symbols, formulas, figures, diagrams, sounds, etc.,

17.12. source of the textual example(s),

17.13. notes: notes in the source, notes on the term by the compilers,

17.14. status of the term: approved, recommended, deprecated,

17.15. date of the validation of the status,

17.16. identification code of the provider of the term,

17.17. code of the person who has introduced the term into the Term Bank,

17.18. date of the introduction of the term in the Term Bank,

17.19. code of the reviser of the term,

17.20. date of the revision of the term.

18. A revised or deleted term entry shall be relegated to the archive. An archival term entry shall be composed of:

18.1. the term entry (before it was related to the archive),

18.2. date of the archival entry,

18.3. notes on the relegation of the term entry to the archive.

#### **V. INTERACTION OF THE TERM BANK WITH DATABASES AND OTHER SOURCES**

19. The manager of the Information System of the Term Bank shall define the procedures for the transfer of the databases of public institutions to the Term Bank. Those procedures shall be first adapted to individual databases and later they shall be standardised.

20. Data of databases or terminological dictionaries in specific fields may be provided for the Term Bank by higher education establishments, research institutions and other legal or natural persons. The procedures

for the transfer of terms into the Bank Term shall be defined by the manager of the Information System of the Term Bank.

21. Terminological dictionaries shall be compiled according to the General Requirements for the Electronic Compilation of Terminological Dictionaries.

22. Terms from databases shall be provided in accordance with the requirements for the term entry referred to in Point 16 hereof.

## **VI. PROCEDURE FOR THE ENTRY AND REVISION OF DATA IN THE BANK TERM**

23. Term entries (their sets) shall be submitted to the Language Commission in the procedure established in the Law on the Term Bank of the Republic of Lithuania. Two – electronic and hard – versions shall be submitted to the Language Commission.

24. A term entry submitted for consideration shall be composed of:

24.1. the term,

24.2. definition,

24.3. equivalents in other languages: English, German, French, Russian, Latin, etc. and their grammatical data: part of speech, gender,

24.4. grammatical characteristics of the term: part of speech, gender, number, accentuation class (if irregular or not obvious),

24.5. synonyms, if any,

24.6. abbreviation, acronym of the term, if any,

24.7. textual examples, if necessary,

24.8. addenda to the term: symbols, formulas, figures, diagrams, sounds, etc., if any,

24.9. source – reference to the text in which the term was found.

25. The Language Commission shall verify the term entries submitted against the data of the Term Bank and commission an expert linguistic and, if necessary, special expert examination. Experts shall be appointed by the Council for the Coordination of Linguistic Programmes approved by the Language Commission. Experts may have no direct relationship to the development of the term entry(ies) (set(s) of entries). Experts shall be remunerated for their work from the Linguistic Programmes Fund under service or copyrights contracts in accordance with the approved rates and the scientific degree or academic title of the expert.

26. Experts shall submit a report (review and opinion) on their expert examination to the Terminological Sub-Commission by the deadline set by the Language Commission. New term entry set(s) which has (have) not been introduced in the Term Bank and the relevant opinion of the experts shall be discussed at the meeting of the Terminological Sub-Commission in the presence of the providers and developers of the term set.

27. Pursuant to the provisions of the Law on the Term Bank of the Republic of Lithuania, the meeting of the Terminological Sub-Commission shall decide either to consider and approve the term entry set(s) for the Language Commission (the recommendation is to accord the status of an approved term) or to endorse it for the Chairperson of the Language Commission (the recommendation is to accord the status of a recommended term) or to invite the providers (developers) of the term entries to modify the term entries in accordance with the opinion of the meeting of the experts and/or the Sub-Commission. If necessary, modified term entries (their sets) shall be reconsidered by the Terminological Sub-Commission.

28. Disputes of experts shall be addressed and solved by the meeting of the Language Commission.

29. After the examination of the proposals of the Terminological Sub-Commission and the terminological quality of the term entries, the Language Commission shall take a decision on the approval of the terms.

30. Term entry providers shall finalise their term entries for the Term Bank within 10 days of the receipt of the decision on the status of the terms (*approved* or *recommended*).

31. The record of the status of the terms and the term entries shall be introduced in the Term Bank by the staff of the Language Commission responsible for such introduction.

32. Term entry providers may propose to modify or delete term entries in the Term Bank. Those must be reasoned proposals. They shall be discussed by the Language Commission in the procedure set in Points 23-31 hereof. Upon the approval by the Terminological Sub-Commission or by the Language Commission, term entries shall be modified or deleted only by the staff of the Language Commission responsible for their modification or deletion. Modified or deleted term entries shall be relegated to and stored in the archive of the Term Bank.

## **VII. USE OF THE DATA OF THE TERM BANK**

33. Use of the Term Bank as a database shall be subject to the provisions of the Law on Copyright and Neighbouring Rights of the Republic of Lithuania.

34. Approved and recommended term entries and deprecated terms included in the Term Bank shall be freely accessible to all Internet users.

## **VIII. INFORMATION SYSTEM OF THE TERM BANK**

35. The LTB IS shall be administered by the Database Administrator of the Information Technologies Department of the Seimas of the Republic of Lithuania.

36. Requirements for the LTB IS software:

36.1. it shall function in real time;

36.2. it shall support work in the WWW environment through WAN and the dispatch and receipt of data online via a WWW application;

36.3. it may be administered from one work station while ensuring individual introduction of data and use of the accumulated data according to the user's rights;

36.4. it shall ensure introduction of data from various sources and work with the accumulated data on the basis of Internet technologies;

36.5. it shall build and provide a read possibility of the data archive;

36.6. it shall be extendable and adjustable subject to the changing needs and requirements;

36.7. it shall ensure its regular functioning in cases of inessential modifications;

36.8. the data shall be stored in Unicode Character Code, which makes it possible to store, receive, send or process the characters of the Lithuanian and other languages, including accented Lithuanian characters.

37. The main functions of the LTB IS shall include:

37.1. registration of the users of the Term Bank. Registration shall cover users of the status of the manager of the Term bank, the manager of the Information System of the Term Bank and registered users;

37.2. transfer of terms from other terminological databases;

37.3. introduction, correction, deletion of term entries;

37.4. search for terms within a subject area, for a separate word in the term or any of its parts or a word combination, language, status, source or provider of the term; the outcome of the search shall come in a term list;

37.5. provision of all the information on the term available in the list;

37.6. management of the term archive;

37.7. assurance of the possibility for the expansion of the Term Bank (introduction of new subject areas, languages).

## **IX. SECURITY OF THE INFORMATION SYSTEM OF THE TERM BANK**

38. Technological security of the LTB IS shall be ensured by:

38.1. installing a special place for the central server that can be accessed only by using a permit;

38.2. creating a system of authorisations for users to access and work with data;

38.3. installing a storage for operating systems and database backups;

38.4. developing technologies for data management;

38.5. approving rules for data exchange with other information systems;

38.6. ensuring the continued functioning of the system in contingencies;

38.7. adherence to the requirements of Lithuanian Standard LST ISO/IEC TR 13335 "Information Technology. Security Technologies".

39. Technological security of the software of the LTB IS shall be ensured by:

39.1. recognising each individual user of the data;

39.2. a system of passwords;

39.3. automatic registration of all the electronic actions in managing the data or attempts at carrying out such actions;

39.4. immediate assistance to the users of the information system in various situations;

39.5. systemic programs and applications dedicated to the protection of the data.

40. Responsibility for the security of the data in the Term Bank shall be placed on the Office of the Seimas of the Republic of Lithuania, which shall be assigned the functions of the Manager of the Information System of the Term Bank.

## **X. REORGANISATION AND LIQUIDATION OF THE TERM BANK**

41. Issues related to the reorganisation or liquidation of the Term Bank shall be addressed jointly by the Administrator of the Term Bank and the Manager of the Information System of the Term Bank.

42. The data of the Term Bank to be liquidated shall be turned over to another manager, another archive or shall be destroyed in the procedure set in the laws or other legal acts of the Republic of Lithuania.

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