Food and Agriculture Organization
of the United Nations

FAO TERM PORTAL

User's Guide

February 2016

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1. Introduction to the FAO Term Portal

As a multilingual organization, FAO has created a Term Portal to create, store, manage and maintain concepts, terms and definitions in order to assure terminology standardization within a large number of subjects in all the FAO languages – Arabic, English, Spanish, French, Russian and Chinese, including some Italian and also Scientific Names for plants and aquatic species. The idea behind the creation of the Term Portal is to offer a container or one-stop-portal for searching all systems and glossaries.

FAO pays particular attention to enhance language use and to standardize technical terminology for its meetings, documentation and publications. It also promotes standard best practices for terminology management and storage, facilitating growth, interoperability and exchange. The general terminology for FAO as a whole is contained in the FAOTERM database, managed by the Meeting Programming and Documentation Service (CPAM).

Upgraded in October 2014 to make it more user-friendly and faster, the Term Portal has, therefore, been conceived as a single search window for all databases (namely, FAOTERM, our historical database, NOCS, the Names of countries database) and glossaries, in one or several languages, in different subjects (such as agricultural sciences, nutrition, biotechnology, fisheries, forestry, food safety, etc.) as a mechanism to enhance the search and exchange of terminological information.

In addition, the FAO Technical Divisions often need to create glossaries specific to their fields of activity, in one or several languages, to ensure the harmonization of the linguistic information, its consistency and reliability, and to coordinate, maintain and share the existing linguistic resources while fostering the development of new ones. Several thematic glossaries have, therefore, been developed in close collaboration with the relevant Technical Divisions and, although these glossaries do not cover each topic in its entirety, they nevertheless present some core concepts of common interest among technical experts and linguists. Glossaries are jointly maintained by the Language Support Group in CPAM and the interested FAO Technical Divisions.

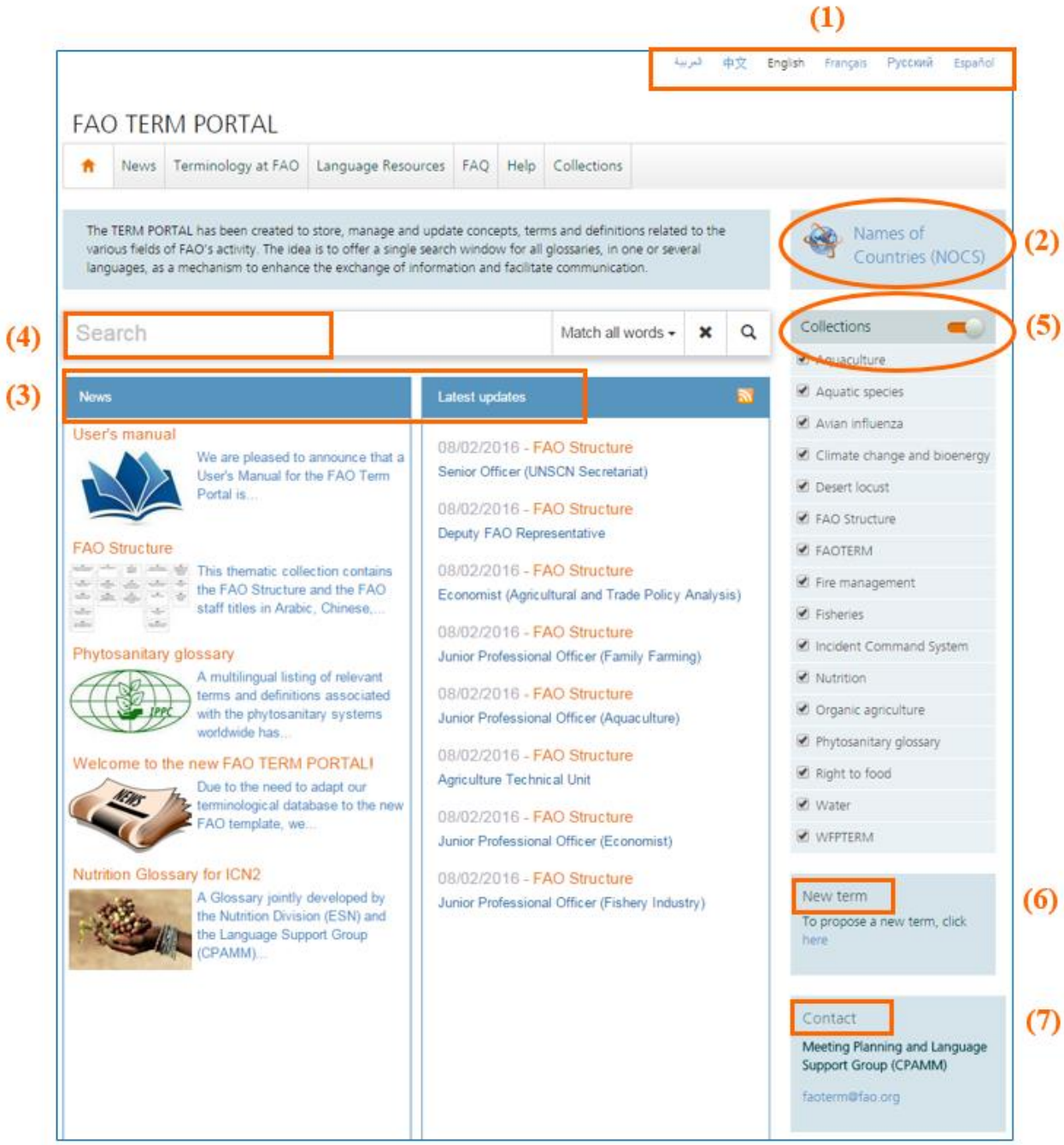
The terminological development of the Term Portal involves various activities, among which the screening of FAO meeting documentation and major publications for the retrieval of terminology concepts useful for all users. The process of developing terminology includes the following steps:

- identification of texts and corpora
- term extraction methodology
- comparative analysis of concepts
- collaborative terminology - inclusion of all stakeholders: linguists, terminologists, technical experts; proposals of terms by user feedback
- research of equivalents in all FAO languages
- terminography/terminology methodology - building the records
- validation of terminology in all languages
- developing term records in accordance with good practices and ISO standards

2. Home Page description

The FAO Term Portal Home page provides you with a number of tools you may wish to use in order to look up for existing terminology, suggest new terminology, be up-to-date with the latest news on the terminology portal and with new term additions.

This is how the Term Portal Home page looks like:



(1) **Web site language**: you may choose your preferred language of navigation for the Portal among Arabic, Chinese, English (set as default language), French, Russian and Spanish.

(2) **Names of Countries (NOCS)**: by clicking on this link, you are brought to the Names of Countries database where you will be able to search for the official names of all FAO Member countries in the six official languages of FAO and Italian. In addition to some areas and territories, you will also be able to retrieve the names of the capital cities, adjectives of nationality and currencies of each Member country (see Section 6).

(3) **News and Latest updates**: these two panels show the news about FAO terminology activities and the latest terminological updates and additions.

(4) **Search**: this box allows for the terminology search and also provides some advance tools to refine your research (please see Section 3).

(5) **Collections**: this list shows all FAO collections within which you may perform a search. Each collection can be included in or excluded from your term search (please refer to Section 3).

(6) **New term**: we invite you to make new terms proposals to the Language Support Group by clicking on this link and filling the relevant form with the term details.

(7) **Contact**: should you need to contact our Language Support Group, please use the given e-mail address: faoterm@fao.org .

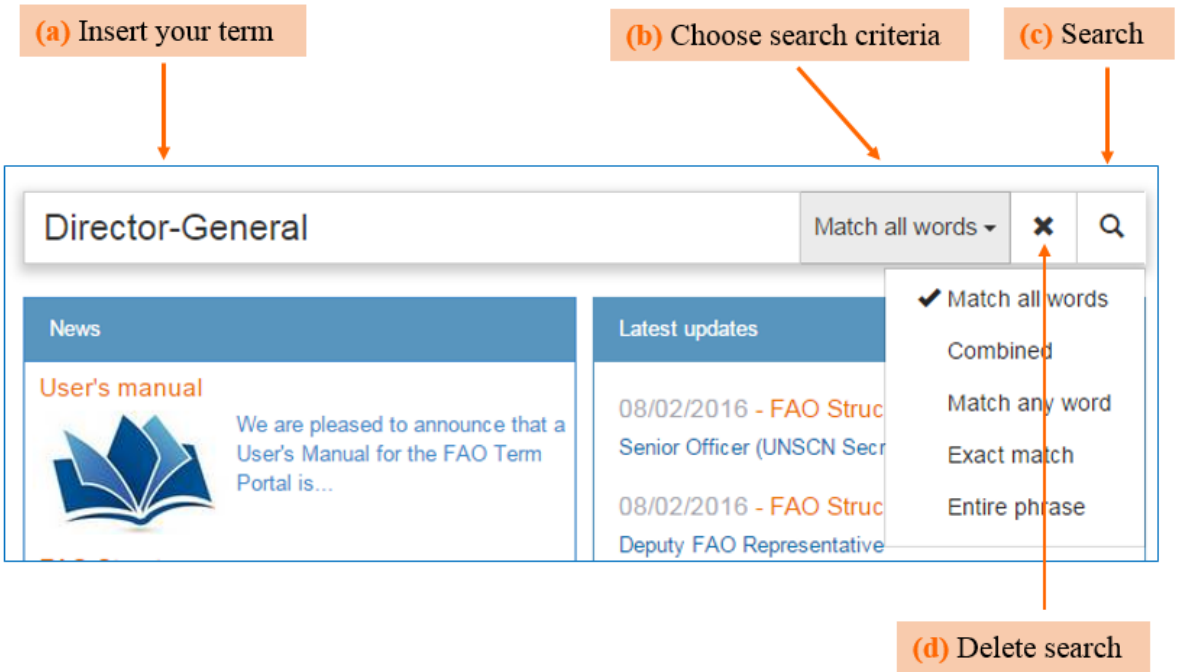
3. How to search for a term

The FAO Term Portal allows for the search of terms contained in FAOTERM, the historical FAO database, and in 15 thematic glossaries for a total of around 100,000 entries.

In order to perform a search within the Term Portal you need to take the following steps:

(a) Enter your query in the Search window (this can be a word, expression, abbreviation, etc.);
(b) Choose the most suitable search option among:
- **Match all words**: when you would like the results to show ALL the words placed in the search window;
- **Combined**: a combination of the Match all words and the Exact match search, with a priority given to the Exact match option.
- **Match any word**: when you would like the results to show ANY of the words placed in the search window;
- **Exact match**: look for the word or expression exactly as you have entered it. This option is useful in order to limit the amount of results retrieved from a search. It should, however, be reminded that this option may sometimes limit too much the results obtained;
- **Entire phrase**: if you wish to look for a chain of words, including prepositions and articles.

(c) Click on the Search icon;
(d) Delete the typed term to perform another search, if necessary.



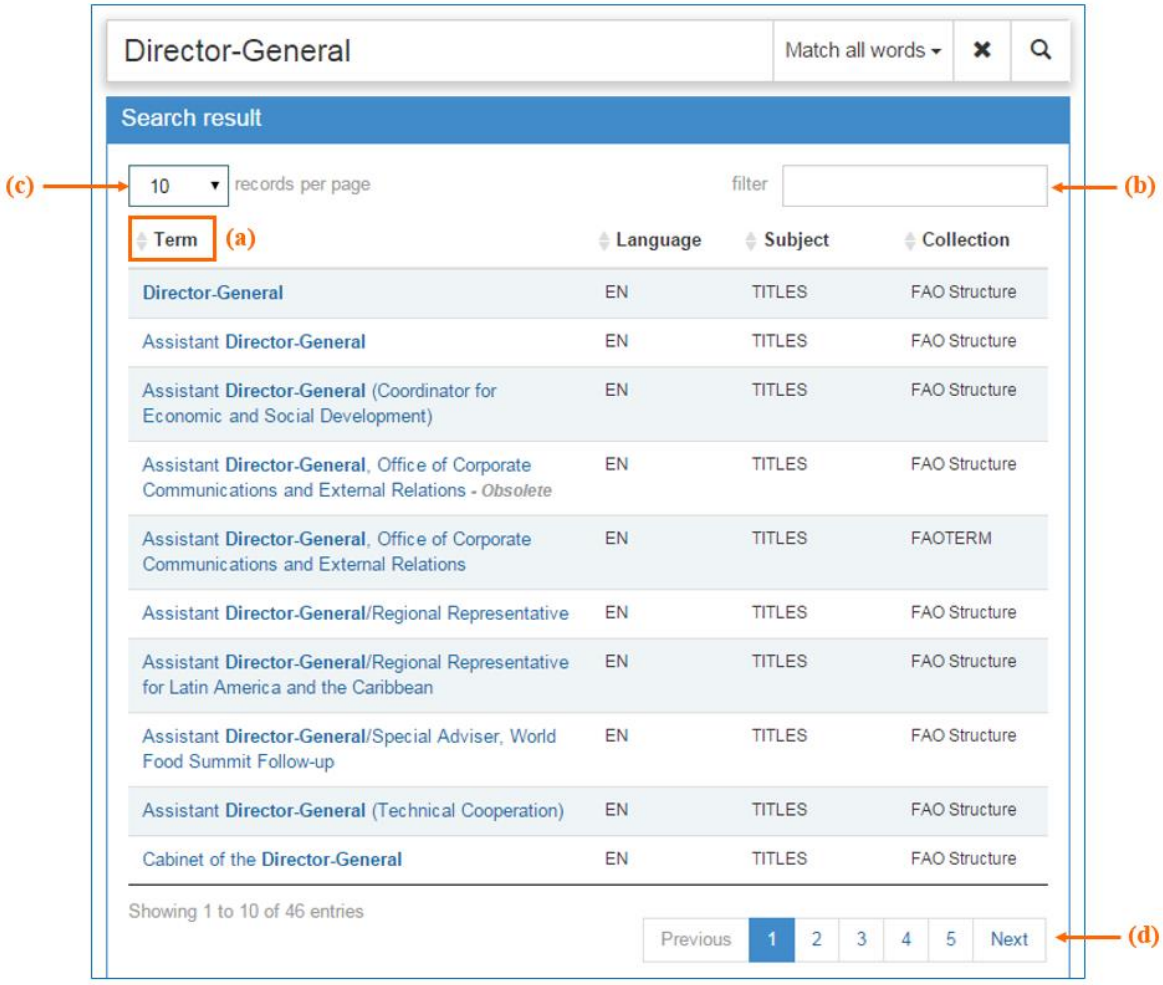
Once selected, an option stays for the next search. If you do not require this function, remember to revert to the default option, i.e. “Match all words”.

Collections

By default the term Search is performed within all FAO collections indicated on the right-side of the page. If you wish to restrict the search to some specific collections (for example, only FAOTERM and FAO Structure) and exclude others from the results, use the tick button near each collection title to select/deselect them. Alternatively, use the button located on top right of the list to select/deselect all collections.

4. Results view

Once you pressed the Search icon, the Portal will display the Results view showing a list of matching terms together with some useful information on each result.

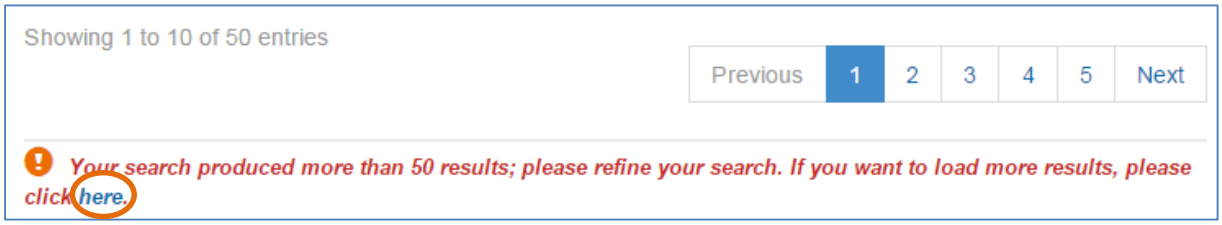


As you may notice, the first column shows the terms and, if applied, the "obsolete" status (e.g. the fourth result of the above list) (for details on this status refer to Section 5(a)), the second column specifies the language of the term, the third indicates the subject assigned to that specific term and the last column illustrates the collection to which the term belongs. You may also decide to view the results' list differently and order it on the basis of one of these fields (term, language, subject or collection) by clicking on the Title of the column (see point **a** in the previous image). For instance, should you need to order your results on the basis of the collection, you have to click on the Collection title on top of the column.

The Search can be furtherly filtered by using the Filter box (see point **b** in the previous image) or the Collection list on the right side of the table (see Section 3).

You may also increase the maximum number of records displayed in every page (from 10 as default value, to 100 records per page) by choosing from the scroll-down menu on top left of the table (see point **c** in the previous image). In order to view next/previous results' pages, click on the page numbers under the results' list (see point **d** in the previous image). If the search

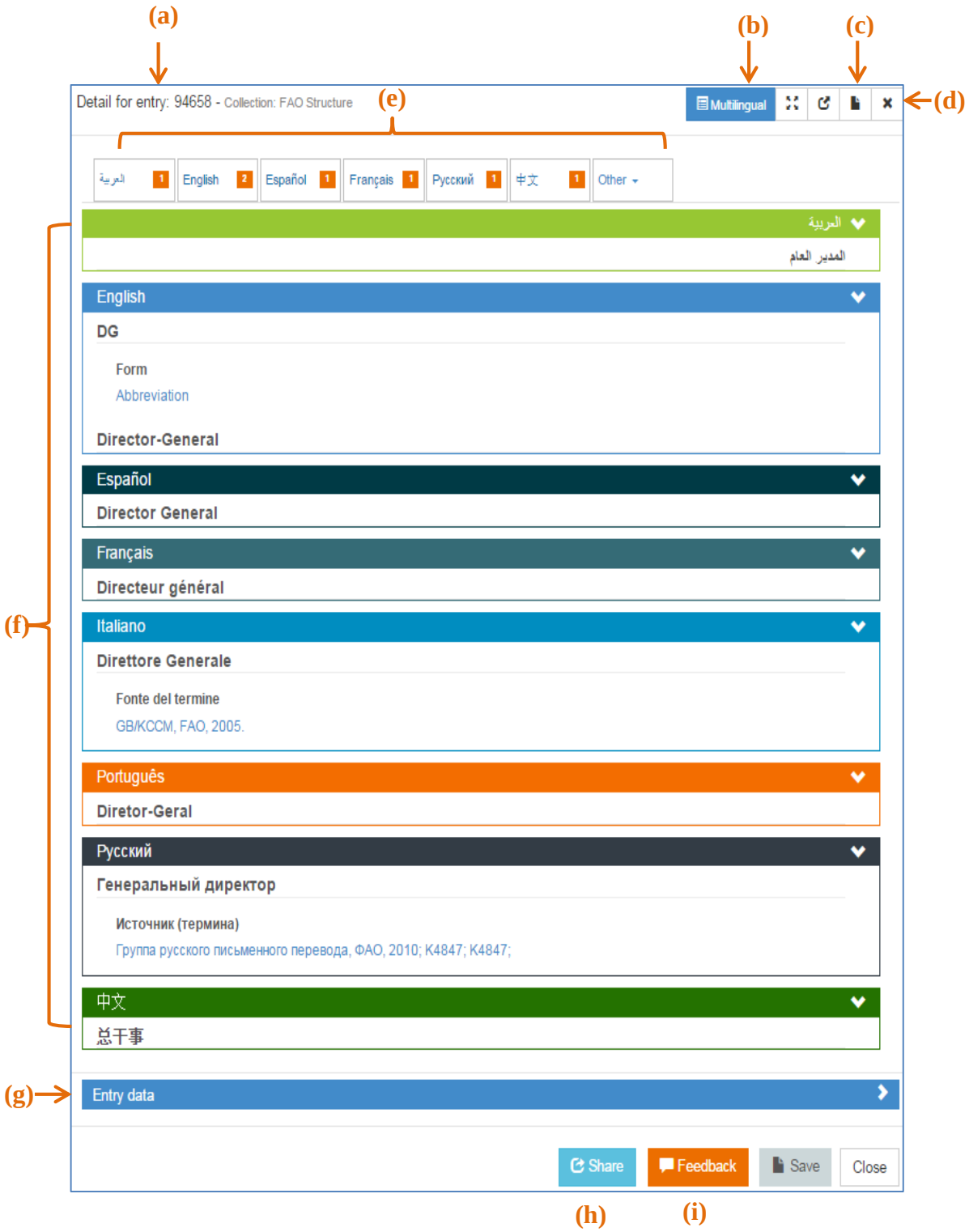
gave more than 50 results, the following message shows up and you need to click on the blue link to load and view more than 50 results.



By hovering the mouse over each term of the list, you can also view the languages of the terms contained in each entry. In the following example, the entry includes terms in Arabic (AR), English (EN), Spanish (ES), French (FR), Italian (IT), Portuguese (PT), Russian (RU) and Chinese (ZH). If the entry number is the same of another term, it means that the results proceed from the same record and that the terms are synonyms.

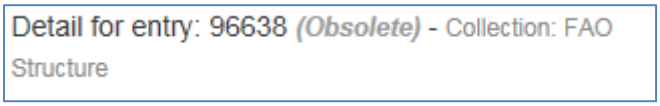
5. Entry Details view

From the Results view, click on single entries to view their content. They will be shown on a separate window in a multilingual view, as in the following example:



The Entry Details view is composed of the following elements:

(a) Entry number and Collection: on top left of the window you will find the number of the entry within the FAO database, the name of the collection the entry belongs to and, if applied, the "obsolete" status of the entry. **"Obsolete"** entries are kept in the Portal for statistical or historical purposes, but the "obsolete" status indicates that they are no longer in use.



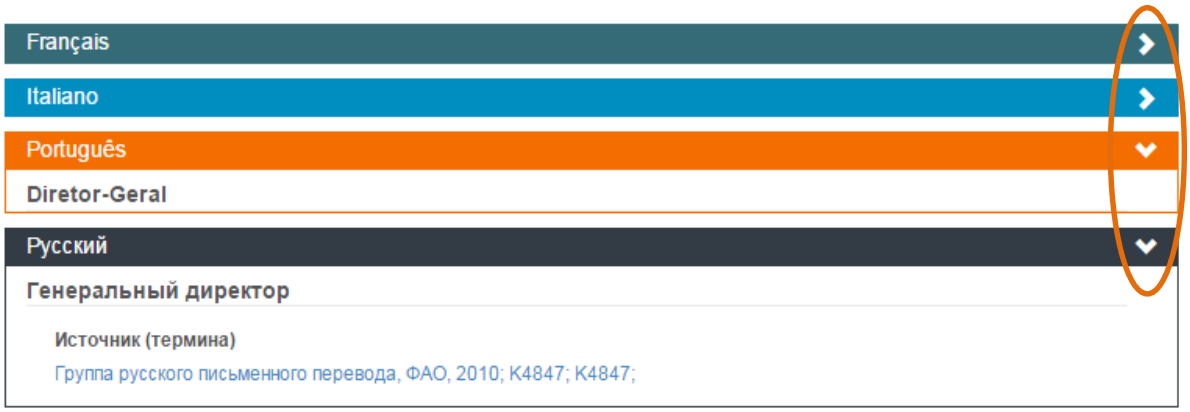
(b) View buttons: Multilingual view (to return to this view from the bilingual views), View full screen (to expand the record you are viewing), and View in a new window (to open the entry in a new separate browser window for the sake of comparison with other records or any another use).

(c) Save: by pressing the page icon at the top or bottom of the record page, you can download a PDF file of the current entry and save or print it, as most appropriate.

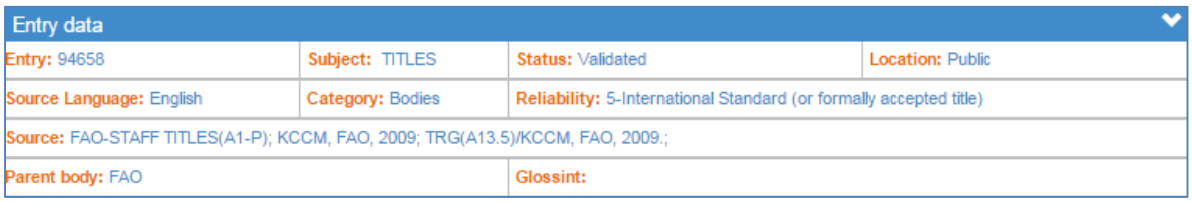
(d) Close: in order to close the open entry you can either press the "cross" button on top or bottom right of the page, or you can press the Esc button of your keyboard.

(e) Bilingual views: by choosing one of these tabs, you can access the bilingual view (see below for additional details). Under the tab "Other", there are non-FAO languages.

(f) Terms and terms' details: each entry is composed of terms in different languages. You can decide to show or collapse each language panel by pressing the > or ∨ icons on the right side.



(g) Entry data: the last panel of the page shows the metadata belonging to the specific entry, such as entry number, subject, status, main source, etc.



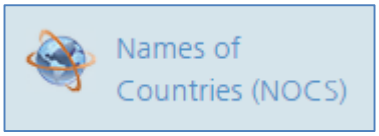
(h) **Share**: click on this icon at the bottom of the page if you wish to share the contents of an entry with other colleagues or send comments on a specific record to the site administrators. This function will automatically open a new e-mail message containing the link to the entry in the database.

(i) **Feedback:** click on the orange icon at the bottom of the record page in order to send feedback on a specific entry, fill in the required information and send it. The module will be received by the Administrators of the Term Portal.

6. Names of Countries (NOCS)

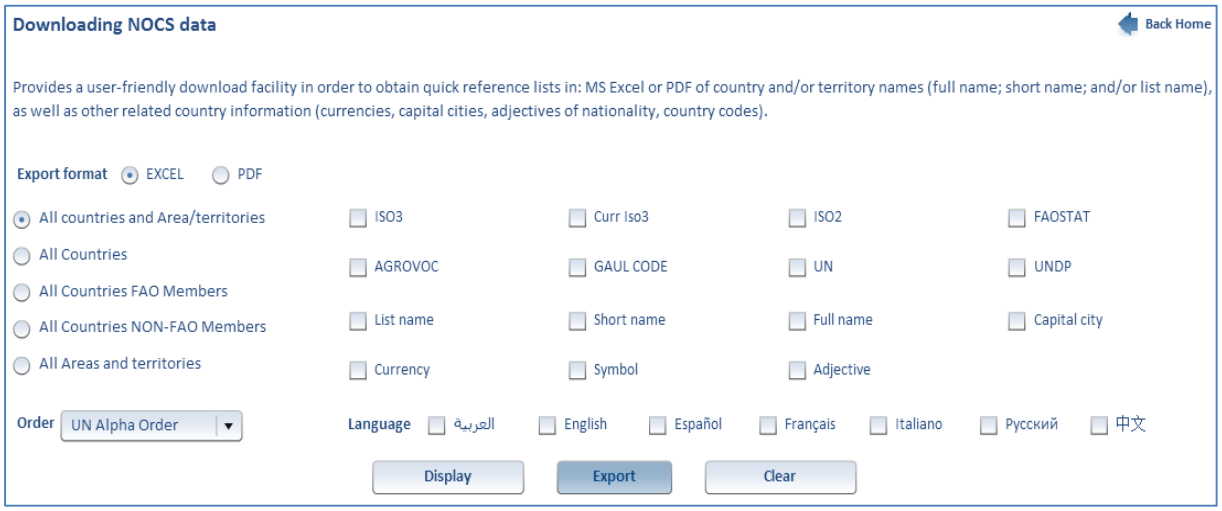
From the FAO Term Portal Home page you can access the Names of Countries (NOCS) database in which you may not only search for the official names of all FAO Member countries, the names of the capital cities, areas and territories, adjectives of nationality and currencies, but you are also provided with a tool to download all this information in Excel and/or PDF formats. In order to do that, take the following steps:

(1) Click on the Names of Countries link on the FAO Term Portal Home page.



(2) In NOCS Home page click on the tabs **Services – Download**:

(3) Select the export format and choose among different criteria in order to customize the content of the list you wish to download. For instance, you can include/exclude non-FAO Members, areas and territories, you may add short/full name forms, ISO codes, capital cities, currencies, etc., and you can select only the necessary languages.



7. FAQ (Frequently Asked Questions)

Q: Where can I find the titles of the FAO staff?

A: The FAO staff titles and the FAO Structure are under the thematic collection denominated "FAO STRUCTURE". However, please remember that the names of the officers are not given here and that titles such as "Chief, ... Service" have to be split when searching for them: 1) Chief and 2) the name of the Service.

Q: How can I get a list of FAO names of countries?

A: Try the Download function under "Services" in the NOCS database. You can select as many combinations as you wish and export them in either Excel or pdf format (see Section 6).

Q: I see many repeated records in the search results. Why?

A: There might be repetitions due to the joining of all the thematic collections together, but mainly the system retrieves as many occurrences of the term as are present in the database, in all languages. Thus if the English abbreviation "SIPAM" is used also in French and Spanish, you will get 3 SIPAM in the list of results: one for the English, one for the French and one for the Spanish language.

Furthermore, different technical areas have different notions of the meaning of a term and we try to retrieve and store all of them.

In the case of FAO Structure, full titles might appear identical, but the acronyms are different. For example: NRLD, TCID and AGAD are different organizational symbols, but they correspond to the same full English title: Office of Director. Thus you have to be careful when searching for them.

Q: Can I get an extraction of terms from the Portal?

A: It is possible to get extractions of the database on demand, sending an appropriate request to the following address: faoterm@fao.org. However, we wish to remind users that a terminology database is quite dynamic and it changes more frequently than expected, because of the evolving nature of the languages and the new focus given to some areas of FAO activity. An online double checking of equivalents is always recommended after a while.

8. Contact

Should you need any further assistance on the use of the FAO Term Portal or be in need of a terminology research, kindly contact the Meeting Planning and Language Support Group (CPAMM) at the following address: faoterm@fao.org.