

NEW ENGLISH-IRISH DICTIONARY PROJECT

PHASE TWO

INFORMATION PACK

PHASE 1: INTRODUCTION

Phase 1 of the New English Irish Dictionary project has been brought to a successful conclusion, and assessment of the various deliverables from that phase has been completed. Phase 1 involved the planning and technical design of the dictionary. Phase 2 of the project will deal with the compiling, drafting and writing of the entries for both the electronic and print versions of the dictionary.

The deliverables from Phase 1 comprise the systems and tools which will be used for Phase 2; this means that all the necessary systems are already in place and functional as Phase 2 starts and the drafting process begins.

PHASE 1: DELIVERABLES

Among the deliverables developed and completed during Phase 1 are the following:

- **Headword Selection:** This involved establishing selection principles and the compilation of a headword list of 49,500 words for the print version of the dictionary. A further 500 headwords will be selected (for the print version) during Phase 2 based on the same selection principles.
- **A first comprehensive draft of the Style Guide for the Dictionary.** This covers all the guidelines for the various stages and processes of work during Phase 2, including compilation of entry material, translation, editorial work and work management.
- **Design and compilation of the corpora which will form the basis of the dictionary entries.** These include The Irish Language Corpus (30 million words), the Hiberno-English Corpus (25 million words), and a

corpus of international English (200 million words). These corpora are known collectively as *The New Corpus for Ireland/Nua-Chorpas na hÉireann*. These corpora will be updated on a regular basis, and the Irish Language corpus in particular will be expanded and enriched during the course of the project, and afterwards for use in other projects.

- Development and design of the computational and analytical elements and systems required for Phase 2, The Document Type Definition (DTD), Corpus Query System (CQS) and Dictionary Writing System (DWS).
- A list of the linguistic labels and abbreviations which will be used in the dictionary entries.
- 100 sample entries which illustrate decisions regarding entry layout issues such as, ordering according to meaning, dialectal variations for certain Irish words, classification and layout of sample phrases, labelling of information types etc.
- A broad range of templates for varying types of entry.

PHASE 2: CATEGORIES OF WORK

Phase 2 of the project will involve the following stages.

Compilation of Frameworks

The first part of the entry writing process is the compilation of an English language framework, a detailed, example-rich database demonstrating all uses and meanings for each headword in the headword list, together with material from the Corpus and grammatical and functional details. The Frameworkers carrying out this task will use the search and analysis tools associated with the corpora as well as their own intuitive understanding of the source language.

Translation Work

Translators will translate the framework material into Irish using the Irish Language Corpus allied with their own knowledge and experience as translators. The translated frameworks provide the basis from which the editors will compile the actual dictionary entries. All major dialects will have equal representation especially where more than one Irish word or phrase can be used to translate an English equivalent. Not all of the information contained in the frameworks will appear in the final dictionary entries of the print version, however they will function as databases and further

information can be taken from them when compiling the electronic version of the dictionary, and for further related projects in the future.

Editing Work

The editors will create the actual dictionary entries from the translated frameworks. The Editors analyse (and correct if necessary) the frameworks and craft the entries to ensure that the necessary types and levels of information are contained in the entries. The chief tasks for which the editors will be responsible can be described as follows.

- Checking the translated frameworks
- Compiling the dictionary entries
- Dealing with editorial questions and problems as they arise
- Setting out an editorial policy with senior editorial staff
- Making final editorial decisions and laying out entries in their final form.

Foras na Gaeilge will recommend and agree a dictionary writing system with the contractor(s). The selected system must be capable of demonstrating the following features:

- that it can satisfactorily produce both the electronic and print versions of the dictionary
- that it can support the electronic functions as will be specified in the tender documentation
- that it will be user-friendly
- that it may be used for future dictionary projects (such as short/pocket English-Irish dictionaries, and Irish-English dictionaries etc.)
- that it can perform these tasks at a competitive rate.

THE ELECTRONIC VERSION

The dictionary will be produced in both print and electronic format, and the delivery of the electronic version of the dictionary will be specified as a contract deliverable for Phase Two of the project. The electronic format will allow for **a)** longer and more detailed entries for each headword than is possible in the print version **b)** additional entries **c)** a range of compatible formats (i.e. PC & MAC) and **d)** a broad range of functions. The task of developing the technical specifications and providing the

computer software for these specifications will be provided for in the project plan. For example, a study of existing electronic bilingual dictionaries suggests that the type of function listed below might serve as a guideline.

- A cross referencing system to other entries.
- Information from the corpus regarding synonyms and word frequency etc.
- Search facilities which will allow the user investigate word usages, frequencies and patterns, and also inflected forms of Irish-language words.
- Additional grammatical information for the Irish headwords.
- Lists of dialectal phrases.
- Spoken pronunciation of every Irish word which translates an English headword.
- A list of all the idioms in English and Irish contained in the dictionary.
- Archive facilities etc.
- Summary features - allowing users view a summary of an entry.
- Adjacent entries features – allows users look at entries above and below current entry.
- Tutorial and Help features to assist new users in navigating the package.

THE PHASE 2 PROCUREMENT PROCESS

The guidelines as set out by the Government Departments and the European Union must be adhered to when advertising a project of this nature for tender. The key step in the procurement process for Phase 2 will be the Request for Tenders.

Request for Tenders

The Request for Tenders (RFT) is published when formal tenders for the project are being sought. Since there are a number of sub-phases within Phase 2, there won't be a single RFT, but rather a number of RFTs will be published as required, relating to specific components of the project.

Assessment will be made in accordance with the Public Procurement Guidelines and the most suitable tenderer to undertake the work will be selected in accordance with the selection criteria.

The RFT for Phase 2a of the project has already been published (Frameworks development phase), and the tenders for this phase are currently being evaluated.¹

Seeking Expressions of Interest

Depending on the particular phase of the project, Foras na Gaeilge may decide to seek expressions of interest from interested parties prior to the publication of an RFT.

The aim of this is **a)** to allow interested parties to submit evidence of their financial and technical capacity and relevant experience and competence to undertake the work, **b)** to give them an opportunity to become familiar with the output from Phase 1, and **c)** to make known to Foras any ideas and suggestions which they may wish to make on the project.

PROJECT PERSONNEL

Given the size and complexity of the project it is envisaged that detailed substantial proposals will be required in the case of each of these headings in the tender documentation. While applicants will be free to make their own suggestions as regards staffing and personnel when tendering, the following duties and responsibilities must given specific consideration as being of central importance to the project.

Project Management

As the project involves different teams of people working on separate issues careful and efficient project management will be essential to keep the project on course and within budget.

Important managerial issues such as **Financial and Personnel Management**, as well as **Staff Recruitment and Training**, will also fall under the general umbrella of Project Management.

Other issues will include **Text Flow Management**, to ensure an efficient flow of work both to and from editorial staff.

¹ You can view the RFT for Phase 2a at http://www.etenders.gov.ie/search/search_show.aspx?ID=AUG090493

The contractor(s) will work closely with Foras's own Project Manager in managing these aspects of the work.

Editorial Management

It is envisaged that there will be several strata of editors working on the project, from those responsible drafting the dictionary entries from the frameworks to the senior editorial staff. The senior editorial staff will be responsible for **Quality Control** of the text at each stage of the editorial process, **Liaising** with expert consultants and advisors, and **Troubleshooting** on Editorial Issues.

Once again contractor(s) will liaise closely with Foras's Lexicography Editor in handling editorial issues at all stages of the project.

Technical Work

The project will be greatly dependent on reliable IT systems being in place in order to ensure the efficient integration of different aspects of the work being done. The dedicated software packages (developed during Phase 1) will be used by all staff.

Provision will therefore be required for the following:

- Technical support systems for general day-to-day running of the project.
- Back-up and security systems for the work of the project.
- Regular delivery of updated material to Foras na Gaeilge (i.e. on a monthly/quarterly basis).
- A project web page: this should include regularly updated information on the progress of the project, and a forum which will give the general public an interface with the project (see **Public Participation** below).
- An Intra-net for project staff, if required.
- Staff training in the use of project systems .

Public Participation

Given the nature of the project, and the large amount of public money involved, it is both desirable and necessary that the public have the opportunity to actively contribute to the project, and to be kept informed of its progress. It will be the responsibility of Foras na Gaeilge to manage this public interface, however input and feedback will be required from the contractor(s). Such an interface will consist of the following:

- Regularly updated information on the project's progress to be made publicly available. This information should be published on the project web page and in the form of press releases.
- A forum whereby the general public have an opportunity to actively participate in the compilation of the dictionary. The public should have limited access to the work of the project through the project webpage, and should be able to share their opinions with the dictionary's compilers. The benefits of this are twofold: a) the public are kept up to date with the project's progress, and b) the project will get live feedback on the dictionary's use and its users requirements.

Monitoring, Reporting and Liaison with Foras na Gaeilge

Given the nature of this project a close working relationship between the contractor and Foras na Gaeilge will be essential, and provision for this will to be included in tender proposals.

Foras na Gaeilge

October 2007