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Katedra anglistiky

Bakalářská práce

Abbreviations and Acronyms in the Texts of the European Union

Knihovna JU - PF



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autor: Šárka Čalounová

obor: ANHS

vedoucí práce: Mgr. Petr Dvořák

JIHOČESKÁ UNIVERZITA
V ČESKÝCH BUDĚJOVICÍCH
PEDAGOGICKÁ FAKULTA
KATEDRA ANGLICKÉHO JAZYKA
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"Prohlašuji, že jsem tuto bakalářskou práci vypracovala samostatně a použila jsem pouze literaturu a internetové zdroje uvedené v bibliografii."

Šárka Čalounová

Děkuji vedoucímu mé bakalářské práce panu Mgr. Petru Dvořákovi za trpělivost a rodině Jonesových za pomoc s překladem.

ANOTACE

Tato bakalářská práce se zabývá texty a dokumenty Evropské unie a používáním zkratk a akronymů v těchto dokumentech.

V úvodu práce se seznámíme stručně s historií Evropské unie a důležitými dokumenty, které stály u zrodu tohoto společenství.

V další části práce jsou popsány orgány Evropské unie i s dokumenty, které tyto orgány vydávají. Nejdůležitějšími dokumenty jsou dokumenty Evropského práva, které jsou uvedeny i se stručným popisem procesu přijímání legislativy.

Důležitým bodem je také překlad dokumentů a odborný styl.

Nejdůležitější částí této práce je popis zkratk a jejich druhů a pravidla jejich užití v různých textech Evropské unie.

Poslední část je věnována četnosti zkratk užitých ve Smlouvě o Ústavě pro Evropu.

ANNOTATION

This bachelor thesis is concerned with the texts and documents of the European Union and the usage of abbreviations and acronyms in them.

At the beginning of this thesis we learn briefly about the history of the European Union and its important documents.

The following part describes the institutions of the European Union and the documents of these institutions. The most important documents – EU law documents – are stated with a short description of the process of legislation.

The translation of documents, the used language and style play also an important role.

The most important part of this thesis are the description of types of abbreviations and the rules for using abbreviations in different EU texts.

The last part is devoted to the frequency of abbreviations in the Treaty establishing a Constitution for Europe.

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1. INTRODUCTION

The European Union reminds some people of an incomprehensible maze which can never be understood although the Union is created primarily by people and for people.

All the texts and documents which the European Union seem to throw up at us any second make it look even worse.

The language of professional documents has never been easy to understand, that is why they are called "professional", only professionals can understand them. The EU documents are professional documents too, but these documents influence the lives of EU citizens may be more than anybody can imagine and so it is important and useful to learn something more about them that may help us to think of them as our help not our fear.

In this work I will try to not really analyse the EU texts and documents but to describe the way they are formed, the used language containing many abbreviations and acronyms that help the text be more transparent.

"BY UNION THE SMALLEST STATES THRIVE. BY DISCORD THE GREATEST ARE DESTROYED." Sallust

The idea of united Europe had been on mind of many Europeans for decades. Especially after World War II the European Continent needed to unite and ensure its people that such a disaster will not happen again. Many European countries were devastated and weakened. People knew that every country for itself can neither effect its safety for a long time nor help the economic growth without working uniformly together.

2. HISTORY OF THE EU IN BRIEF

1946 – Winston Churchill calls upon European democratic countries to build a "United States of Europe".

1948 – Organisation for European Economic Co-operation (OEEC) was established mainly to coordinate the distribution of aid to by-World War II-ruined Europe (Austria, Belgium, Denmark, France, Greece, Iceland, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Sweden, Switzerland, Turkey, the United Kingdom and West Germany).

18 April 1951 – The Treaty of Paris was signed by 6 European countries and set up European Coal and Steel Community (ECSC) which established and controlled the coil and steel market in Europe (Belgium, West Germany, France, Italy, Luxembourg and the Netherlands).

25 March 1957 – The Treaties of Rome were signed establishing European Economic Community (EEC), which established and supported the common market and European Atomic Energy Community (Euratom), which created and controlled the market for atomic energy. Both treaties were signed by six European countries (Belgium, West Germany, France, Italy, Luxembourg and the Netherlands).

8 April 1965 – The Merger Treaty was signed merging all 3 European Communities and establishing a single Commission and a single Council of Ministers.

1 January 1973 – 1st enlargement of the European Communities (Denmark, Ireland, the United Kingdom)

1 January 1981 - 2nd enlargement of the European Communities (Greece)

1 January 1986 - 3rd enlargement of the European Communities (Portugal, Spain)

1986 – The Single European Act was signed, first step toward the single European market

3 October 1990 – East Germany reunites with West Germany and becomes part of the European Community.

7 February 1992 – The Treaty on European Union (The Maastricht Treaty) was signed creating a new structure with 3 "pillars" (community, political and economic pillars). The official designation is "the European Union".

1 January 1995 - 4th enlargement of the European Union (Austria, Finland, Sweden)

2 October 1997 – The Treaty of Amsterdam was signed amending the Maastricht Treaty

26 February 2001 – The Treaty of Nice was signed amending the Treaty on European Union and the Treaties establishing the European Communities

1 May 2004 - 5th enlargement of the European Union (Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia)

The European Union is a union of 25 European independent countries and 20 official languages at present. It was established with the goal to keep the peace and achieve some standards of living on the European continent with the help of the single market and the single currency which is presently used by 12 countries. The European Union consists of a number of different institutions that together carry out activities on behalf of the Member States and can only act within the limits of the powers given it by Treaties, to which all Member States must agree.

3. ORGANIZATION OF THE EU

INSTITUTIONS OF THE EU

The European Commission

- represents the interests of Europe as a whole, is independent of national governments
- consists of 25 commissioners
- drafts proposals for new European laws, which it represents to the European Parliament and the Council of the European Union

The European Parliament

- represents the interest of the people of Europe
- consists of 732 members
- passes the European laws, shares this responsibility with the Council of the European Union, share also responsibility for the EU's annual budget

The Council of the European Union

- consists of Ministers representing each of the Member States
- shares with Parliament the responsibility for passing laws and taking policy decisions
- develops the EU's Common Foreign and Security Policy
- approves the EU's annual budget together with the European Parliament

The Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions, the European Central Bank, the European Investment Bank

Each of the 25 countries has its own culture, language and history, despite the fact that some of them were united and again disunited in the past. The European union does not intend to break all that or make people forget it. Each country retains its originality and culture. Significant changes happen mostly on the field of economy and most of the texts and documents are also related to it.

The single market demands many actions, orders, restrictions, regulations and directives which determine and state under what circumstances, conditions, rules and regulations can each Member State become part of and act on this market. All these orders, rules and restrictions must be drawn up and put into writing and made accessible to the general public:

"Any citizen of the Union and any natural or legal person residing or having its registered office in a Member State has a right of access to Parliament documents in conformity with Article 255 of the EC Treaty, subject to the principles, conditions and limits laid down in European Parliament and Council Regulation (EC) No 1049/2001 and pursuant to the specific provisions contained in these Rules of Procedure."

4. DOCUMENTS OF THE EU

There are many types of EU documents, including Commission Documents (Commission Documents), Parliamentary documents, Council documents, judgments and opinions from the EU courts, and documents from the committees. Many documents are published in the Official Journal (O.J.)

4.1 Commission Documents

Commission Documents, also known as COM documents, include legislative proposals, communications, and reports such as "green papers" or "white papers" issued by the staff of the European Commission.

a) Green papers

Green papers are discussion papers published by the Commission on a specific policy area. Primarily they are documents addressed to interested parties, organisations and individuals, who are invited to participate in a process of consultation and debate. In some cases they provide a stimulus for subsequent legislation.

b) White papers

White papers are documents containing proposals for Community action in a specific area. They sometimes follow a green paper published to launch a consultation process at European level. While green papers set ideas presented for public discussion and debate, white papers contain an official set of proposals in specific policy areas and are used as instruments for their development.

4.2 Council of the European Union Documents

Prior to 1999, Council of the European Union documents typically were kept confidential. Due to provisions in the Treaty of Amsterdam and a general policy of improved transparency in EU decision-making, more Council documents are now being made public. One of the types issued by the Council is the Common Position, a statement of the Council's position regarding an amendment to legislation by the European Parliament. Types of documents are:

a) Summaries of Council Acts

b) **Council Minutes**, which consist of two types-minutes concerning the adoption of the legal

acts and general minutes

c) Press releases

4.3 Parliamentary Documents and Reports

As an important institution involved in the legislative process, the European Parliament generates documents such as committee reports and floor debates. In addition, the European Parliament maintains the following documents:

- a) Agendas**
- b) Draft reports**
- c) Reports**
- d) Part-session minutes**
- e) Attendance register and results of roll-call votes**
- f) Texts adopted by Parliament**
- g) Resolutions**
- h) Written declarations**
- i) Debates in plenary**
- j) Bulletins**
- k) Parliamentary questions**
- l) Rules of procedure**
- m) Documents from previous parliamentary terms**

4.4 European Economic and Social Committee Documents

The EESC regularly distributes a number of publications, including:

- a) Main opinions**
- b) CESE Info** (a monthly newsletter)
- c) Monthly Bulletin** (summarizing all opinions adopted by the Committee)
- d) Annual report**

4.5 Committee of the Regions Documents

- a) Opinions and resolutions**
- b) Press releases**
- c) Activity Reports**

4.6 EU Courts Documents

Case Law, together with primary and secondary legislation, is an important component of EU law. Opinions and decisions of the Court of Justice of the European Union, the Court of First Instance and the conclusions of the Advocates General can be found for example in:

Reports of Cases Before the Court of Justice and the Court of First Instance, Common Market Law Reports, European Union Law Reporter and others.

4.7 The Official Journal

The Official Journal of the European Union (O.J.) publishes the text of legislation and other official acts of the European Union. It contains treaties, types of legislation, working papers, judgments of the European Court of Justice, proposals for legislation, and other official communications between EU institutions. Prior to 1973 when the United Kingdom and Ireland joined the EU, the O.J. Was not published in English. Currently, the O.J. is published daily in 20 languages. It consists of three series:

L – binding legislation

C – information, preparatory work, notices and recommendations

supplement S - tenders

5. EU LAW

The European Communities's main intention of achieving European unification is based entirely on the rule of law. Community law is an independent legal system which takes precedence over national legal provisions. A number of pivotal participants are involved in the process of implementing, monitoring and further developing this legal system for which a variety of procedures apply. In general, EU law is composed of three different, but interdependent, types of legislation:

5.1 PRIMARY LEGISLATION

Primary legislation includes in particular the Treaties and other agreements having similar status. Primary legislation is agreed by direct negotiation between Member State governments. These agreements are laid down in the form of Treaties which are then subject to ratification by the national parliaments. The same procedure applies for any subsequent amendments to the Treaties.

The Treaties establishing the European Communities have been revised several times through:

- the Single European Act
- the Treaty on European Union
- the Treaty of Amsterdam

The Treaties also define the role and responsibilities of EU institutions and bodies involved in decision-making processes and the legislative, executive and juridical procedures which characterise Community law and its implementation.

5.2 SECONDARY LEGISLATION

Secondary legislation is based on the Treaties and implies a variety of procedures defined in different articles thereof. In the framework of the Treaties establishing the European Communities, Community law may take the following forms:

- **Regulations** which are directly applicable and binding in all EU Member States without the need for any national implementing legislation.
- **Directives** which bind Member States as to the objectives to be achieved within a certain time-limit while leaving the national authorities the choice of form and means to be used. Directives to be implemented in national legislation in accordance with the procedures of the individual Member States.

- **Decisions** which are binding in all their aspects for those to whom they are addressed. Thus, decisions do not require national implementing legislation. A decision may be addressed to any or all Member States, to enterprises or to individuals.
- **Recommendations and opinions** which are not binding.

5.3 CASE-LAW

Case-law includes judgments of the European Court of Justice and of the European Court of First Instance, for example, in response to referrals from the Commission, national courts of the Member States or individuals.

The process of creation and publication of a text or a document together with its translation is not an easy process and according to the words of Edward Seymour, the revisor in the English Division of the European Parliament it is often a race against time: " ... Politicians like to respond at the last possible minute to current events – to draft, re-draft and amend in the quest for consensus, while linguists wait at their desks. The form of words that emerges sometimes late at night, from this refining process may be hard even for its author to understand, but an accurate rendering in the other official languages must be produced and printed before the committee's next meeting, at nine in the morning."

6. LEGISLATIVE PROCESS

Five institutions of the European Union are involved in the legislative process: the Commission, the Council of the European Union, the Parliament, the Committee of the Regions, and the Economic and Social Committee. The Commission, the Council and the Parliament are primarily involved in enacting legislation. The Economic and Social Committee and the Committee of the Regions serve in a consultative role. In general it is the European Commission that proposes new legislation, but it is the Council and Parliament that pass the laws. The rules and procedures for EU decision-making are laid down in the treaties. Every proposal for a new European law is based on a specific treaty article, referred to as the "legal basis" of the proposal. This determines which legislative procedure must be followed. There are four methods for enacting legislation in the EU:

1. Co-decision – This procedure is now used for most EU law-making. In the codecision procedure, Parliament does not merely give its opinion: it shares legislative power equally with the Council. If Council and Parliament cannot agree on a piece of proposed legislation, it is put before a conciliation committee, composed of equal numbers of Council and Parliament representatives. Once this committee has reached an agreement, the text is sent once again to Parliament and the Council so that they can finally adopt it as law.

2. Cooperation – The cooperation procedure is a rarely-used procedure according to which the European Parliament is allowed two readings of legislative proposals, but does not have the final say about which amendments become law, this power is reserved by Council. Historically, this procedure was more widely used, but recent treaty revisions have given priority to the more common co-decision procedure. Today, the cooperation procedure applies only to certain aspects of economic and motery union law.

3. Assent – The assent procedure means that the Council has to obtain the European Parliament's assent before certain very important decisions are taken. The procedure is the same as in the case of consultation, except that Parliament cannot amend a proposal: it must either accept or reject it. Acceptance ("assent") requires an absolute majority of the vote cast.

4. Consultation - Under the consultation procedure, the Council consults Parliament as well as the European Economic and Social Committee and the Committee of the Regions.

Parliament can: approve the Commission proposal, reject it or ask for amendments. If Parliament asks for amendments, the Commission will consider all the changes Parliament suggests. If it accepts any of these suggestions it will send the Council an amended proposal. The Council examines the amended proposal and either adopts it or amends it further. In this procedure, as in all others, if the Council amends a Commission proposal it must do so **unanimously**.

7. TRANSLATION SERVICES

Other important part of the way of EU documents to EU citizens are their translations. The European Union uses the languages chosen by its citizens' own national governments, not a single language or a few languages chosen by itself and which many people in the Union might not understand.

The EU policy of official multilingualism as a deliberate tool of government is unique in the world. The EU sees the use of its citizens' languages as one of the factors which make it more transparent, more legitimate and more efficient.

The role of the language services in the European Union institutions and bodies is to support and strengthen multilingualism in the European Union and to help to bring the Union's policies closer to its citizens. In particular, the work of translators of written text enables the European Union to meet its legal obligations in terms of informing and communicating with its citizens.

The Union passes laws directly binding on its citizens and companies, and as a matter of simple natural justice, they and their courts must have a version of the laws they have to comply with or enforce in a language they can understand. Everyone in the Union is also entitled and encouraged to play a part in building it, and must be able to do it in his/her own language.

There are translation services producing language versions of written material for all of the EU's various institutions and bodies. Each in its way contributes to enhancing the transparency, legitimacy and efficiency of the Union. Their precise tasks and working methods vary depending on the special mission of each institution.

The translation service for the European Commission is the Directorate-General for Translation of the European Commission (DGT) and is the largest translation service in the world. Other Community institutions and bodies have their own translation departments, whereas the various Community agencies send their translation work to the Translation Centre for the Bodies of the European Union.

Equal status for the official languages does not mean that all texts are translated into all the official languages. An internal memo, for example, will be sent in only one language which may or may not involve translation.

A committee may decide to work in a limited number of languages until it produces a proposal for wider discussion; this must then be made available in all the official languages.

In the interests of cost-effectiveness, the Commission conducts its internal business in English, French and German, going fully multilingual only when it communicates with the other EU institutions, the Member States and the public.

Documents requiring translation into all the official languages are written in bold:

a) Preparatory stage

- **Green or White Paper for wide public consultation**
- Internal discussion documents
- Studies ordered by the Commission
- Public speeches explaining proposed policy
- Successive versions of the draft directive for approval by the Commission
- Summary records of advisory committee debates

b) Legislative stage

- **Final version prepared for submission to Council and Parliament**
- **Press release announcing presentation of the proposal to the Council**
- **Incorporation of amendments proposed by the other institutions (Parliament and Council)**
- Speaking notes for the Commission member defending the proposal

c) Implementation

- **Periodic reports by Commission to Council and Parliament on implementation of the directive in the Member States**
- Reports from Member States on how they are implementing the directive
- Replies to questions from Members of the European Parliament about implementation at European Union level

In most other cases translation is usually into only two or three working languages, usually English, French and/or German and it is not always directed towards producing legislation.

8. LANGUAGE OF THE EU DOCUMENTS

Each text and document published by the Publications Office, the publishing house of the institutions and other bodies of the European Union responsible for producing and distributing EU publications on all media and by all means, must be primarily drawn up and published in one highly-professional-style language.

The language of economists and lawyers itself teems with numbers, terms and difficult grammatical structures in order to transmit as much information as possible in the shortest possible structure and makes it difficult for a common reader to understand the meaning and all quirks. On top of that the language of documents of such federation as the European Union contains names and terms related only to the European Union which a common reader may have never heard before.

Many names and terms used only in the texts and documents of the European Union consist very often of three, four or more words, repeat in one document several times or appear in many other documents. In commonly used language it is usual that long more-word terms, frequently used names or sometimes even words are abbreviated and acronymized by reasons that languages have tendencies to economy and what is more abbreviations and acronyms succor to comprehend a text better and faster, especially a professional text.

The same tendencies appear in the professional language used in the texts of the European Union. With the amount of names of different institutions, bodies and different terms used within the European Union it is not always easy to understand a text or document. Different abbreviations and acronyms help to orientate in such a text. At first sight such a text does not seem easy to understand at all and a lot of abbreviations and acronyms make it look incomprehensible but at a closer look used abbreviations and acronyms prove their importance and utility in these texts and documents. Of course, it has to be kept in view too that too many abbreviations and acronyms can make text on the contrary unintelligible.

9. ABBREVIATIONS

Abbreviations, one of the most noticeable features of present-day language, seem to be a modern habit of today's language users. Surprisingly what a mistake it is. The fashion for abbreviations can be traced back over at least 150 years. In 1839, a writer in the New York "Evening Tatler" comments on what he calls "the initial language ...a species of spoken shorthand, which is getting into very general use among loafers and gentlemen of the fancy, besides Editors, to whom it saves much trouble in writing ...". He was referring to OK ("all correct"), PDQ ("pretty damn quick") and many other forms introduced, often with a humorous or satirical intent, by society people.

The fashionable use of abbreviation – a kind of slang or jargon, especially among a certain group of specialists or presently very popular among young people – comes and goes in waves but it is never completely absent. Particularly the last century every possible branch was filled up with abbreviations such as science, technology, armed forces, the media and many other special fields.

The reason for using abbreviated forms as mentioned above is linguistic economy. The demand for comprehensiveness and precision has been growing along with technical progress and the language cannot be left behind. Anybody who wants to go with times and not to be the outsider should have some abbreviations "in stock". It can seem slightly exaggerated but by the abbreviations used while talking to somebody it is not difficult to tell to which social group or in what field the talking person belongs or works. No deep knowledge is necessary to recognise a computer buff. All the USBs, AVGs and CPUs can sound like words from an alien language. Unfortunately more and more such words have been becoming a part of a commonly used language and considering the expansion of computers and their faster penetration into people's lives this trend is more likely to grow. However this trend does not refer only to computers, with the amount of newly established organizations, institutions and associations more and more abbreviations will appear.

9.1 Definition

An abbreviation is a shortened form of a word or a letter or a group of letters representing the particular word, name, group of words or term. An abbreviations does not normally have its own distinctive pronunciation, for example e.i. = that is. Abbreviations were used already in ancient Greek.

9.2 Types of abbreviations

The whole group of abbreviations is still divided into severap groups. The number of groups can differ in various publications but the first two main groups are usually named in every definition of abbreviations:

a) initialisms

Initialisms are formed from the initial letters of a group of words and are spoken as individual letters such as BBC, DJ, USA. The vast majority of abbreviations fall into this category. Not all use only the first letters of the constituent words: PhD, for example, uses the first two letters of the word philosophy and TV takes a letter from the middle of the word.

b) acronyms

The word acronym comes from the Greek words akros (topmost, extreme) + onoma (name), meaning together "the heads of names". Acronyms are formed from the initial letters of a group of words and are pronounced as single words, such as NATO, laser and UNESCO. Such items would never have periods separating the leters – a contrast with initialisms, where punctuation is often present (especially in older styles of English). Some linguists do not recognize the distinction between acronyms and initialisms and use the former term for both.

The world's longest known acronym is:

NIIOMTPLABOPARMBETZHEL BETRABS BOMONIMONKONOTDTEKHSTROMONT.

This acronym was found in the Concise Dictionary of Soviet Terminology and means: The laboratory for shuttering, reinforcement, concrete and ferroconcret operations for composite-monolithic and monolithic constructions of the Department of the Technology of Building-assembly operations of the Scientific Research Institute of the Organization for building mechanization and technical aid of the Academy of Building and Architecture of the USSR.

c) clipping

Clipping is a part of a word which serves for the whole, such as *ad* and *phone*. These examples illustrate the two main types: the first part is kept (the commoner type is as in *exam*, *pub*, *demo*) and the last part is kept (as in *bus*, *plane*). Sometimes a middle part is kept, as in *fridge* and *flu*. There are also several clippings which retain material from more than one part of the word, such as *maths* and *gents*. *Turps* is a curiosity, in the way it adds an -s. Several clipped forms also show adaptation, such as *fries* (from *French fried potatoes*), *Betty* (from *Elizabeth*) and *Bill* (from *William*).

d) blends

A blend is a word which is made out of the shortened forms of two other words, such as *brunch* (*breakfast* + *lunch*), *heliport* (*helicopter* + *airport*), *smog* (*smoke* + *fog*) and *Eurovision* (*European* + *television*). Scientific terms frequently make use of blending (as in the case of *bionic*), as do brand names (a device which cleaned your teeth while you used the phone might be called *Teledent*) and neologisms.

e) awkward cases

Abbreviations which do not fall clearly into the above four categories. Some forms can be used either as initialisms or acronyms (*UFO* - "U F O" or "you-fou"). Some mix these types in the one word (*CDROM*, pronounced "see-dee-rom"). Some can form part of a larger word, using affixes (*ex-JP*, *pro-BBC*, *ICBMs*).

f) facetious forms

TGIF – *Thank God It's Friday*

CMG – *Call Me God* (properly, "*Companion of St Michael and St George*")

10. HOW TO WRITE THE EU DOCUMENTS

The EU texts and documents are determined to the general public and as such they have to be drafted and drawn up. All documents must drawn up in an intelligible and understandable way and in accordance with uniform principles of presentation and legislative drafting so readers and subsequent users can clearly recognize their rights and obligations.

10.1 Tools and manuals used in the EU

10.1.1 INTERINSTITUTIONAL STYLE GUIDE

As noted previously the Office for Official Publications of the European Communities is responsible for producing and distributing EU publications. For any preparation of a text the Publications Office uses especially the Interinstitutional style guide. In this guide rules and conventions for a uniform publications style for all the institutions were set down. The Interinstitutional style guide is as a rich source of general information and offers its users always up-to-date information.

10.1.2 EURODICAUTOM

Eurodicautom is the European Commission's multilingual resource of terms set up in 1973 where terms can be found in Dutch, French, German, Italian, Danish, English, Greek, Portuguese, Spanish, Finnish, Swedish and Latin. It comprehends terms especially from agriculture, telecommunications, transport, legislation and finance, regarding the EU. It is regularly up-dated. At present Eurodicautom includes over 5 500 000 data.

10.1.3 TIS

The Terminological Information System of the General Secretariat of the Council of the European Union (TIS) provides translators with terms and abbreviations regarding agriculture, environment, atomic energy, harmonisation of legislation and food processing in Dutch, French, German, Italian, Danish, English, Greek, Portuguese, Spanish, Finnish, Swedish, Latin and Irish. It contains over 200 000 data.

10.1.4 EUROPEAN COMMUNITIES GLOSSARY

This glossary contains about 220 terms and their definitions regarding EU integration, institutions and activities. Terms can be found in Dutch, French, German, Italian, Danish, English, Greek, Portuguese, Spanish, Finnish and Swedish.

10.1.5 JOINT PRACTICAL GUIDE

"The drafting of a legislative act must be:

- clear, easy to understand and unambiguous
- simple, concise, containing no unnecessary elements
- precise, leaving no uncertainty in the mind of the reader."

This is the first of the general principles stated in the Joint Practical Guide.

The three institutions involved in the procedure for the adoption of Community acts, the European Parliament, the Council and the Commission, agreed to common guidelines with the intention to improve the quality of drafting of Community legislation by the Interinstitutional Agreement of 22 December 1998. This Guide is to be used by everyone who is involved in the drafting of the most common types of Community acts. It should also serve as inspiration for any act of the institutions together with other more specific instruments, such as the Council's Manual of Precedents, the Commission's Manual on Legislative Drafting, the Interinstitutional style guide published by the Office for Official Publications of the European Communities or the models in Legis Write.

10.2 Usage of abbreviations and acronyms in the EU documents

These 2 guides are the main tools with stated obligatory conventions used for composing any EU texts and documents. It is therefore appropriate to mention the rules about acronyms and abbreviations stated in these guides.

10.2.1 JOINT PRACTICAL GUIDE

"Provisions of acts shall be concise and their content should be as homogeneous as possible. Overly long articles and sentences, unnecessarily convoluted wording and excessive use of abbreviations should be avoided."

Further in the text it is written that :

The extent to which abbreviations should be used depends on the potential addressees. The abbreviation should be familiar to them or be clearly defined when first used (for example 'European Central Bank, hereinafter "ECB"').

Another rule for abbreviations stated in this Guide applies to short titles:

" ... if it is used, it is the only permitted abbreviation of the title of the act in question."

and to full titles:

...the full title of a legislative act comprises among others of the abbreviation of the Community concerned, ..."

10.2.2 INTERINSTITUTIONAL STYLE GUIDE

The Interinstitutional style guide consists of 4 parts, Annexes and Index. Each part is related to a certain subject (part 1 refers to the Official Journal, part 2 refers to General publications, part 3 refers to the Conventions common to all languages and part 4 refers to Publications in English) but all of them can be applied to any texts published by the Publications Office.

10.2.2.1 Rules related to the Official journal

Abbreviations, contractions and acronyms

Abbreviations are only used in annexes and tables. In the body of the text full forms are used. Contractions and acronyms are acceptable in the body of a text provided that on first occurrence the full form precedes the acronym.

Forms

Abbreviated form

OJ L

OJ C

OJ C ... A

OJ C ... E

(i) all other footnotes:

OJ L 99, 1.4.2001, p.1.

OJ C 349, 6.12.2000 (Danish edition)

(ii) in tables:

OJ L 99, 1.4.2001, p.4."

10.2.2.2 Rules related to general publications

a) Bibliographies

General

For convenience, the usual abbreviations should be used: p., cont., Vol. etc.. Any explanatory information such as publishing frequency, place of publication, etc., should be given in English, even if the publication is only available in another language.

b) Cataloguing data

Page count and number of illustrations

The number of preliminary pages with roman numerals is shown separately. This is followed by the number of pages with arabic numerals (calculated by including the last printed page, but excluding the cataloguing data page). The total numbers of any tables, figures, graphs, illustrations or plates then follow separately. However, if the tables, graphs, etc. are too numerous to count then the abbreviation 'num. tab., fig.' (or as the case may be) will suffice:

(i) 132 pp., 88 tab., 60 fig., 6 pl.

or

(ii) 132 pp., num. tab., fig., pl.

Summary

The summary or abstract must cite the objectives and the subject of the work, or the reasons for which it was written if that is not self-evident from the title. The methodological principles, the sources and main themes should be indicated. The results and conclusions should be clearly shown.

Use keywords that could be utilised by a computer to select texts. Conversely, avoid the use of obscure terms, acronyms, abbreviations or symbols unless they are defined in the summary.

10.2.2.3 Rules related to all publications in English

a) Latin abbreviations and phrases

Write all Latin abbreviations in roman:

i.e.; e.g.; op. cit.; NB; ibid.; et al.; et seq.

b) Abbreviations, contraction, symbols and acronyms

Abbreviations should be avoided if the sense is not clear. The device for clarifying them is to spell out the abbreviation at the first mention, add the abbreviation in parentheses and use the abbreviation thereafter. Otherwise add a list of abbreviations to the preliminary matter of the job in hand.

Note the difference between a true abbreviation, in which the end of the word is lopped off (vol., co., inc.) and a contraction or suspension, in which the interior of the word is removed (Mr, Dr, contd, Ltd). The contraction is always printed without the final full point, whereas the abbreviation retains it.

Units of measurement and scientific symbols such as 'ha', 'km', 'mg', etc. do not need a final full point. They are not closed up to figures and do not have plurals:

4ha, 9 m, 20 psi, 55 dB(A), 2 000 kc/s

'No' is a symbol and does not take a final full point, but does take a plural 's'.

An acronym is defined as 'a word formed from the initial letters of other words' (e.g. NATO, Unesco). Some of these are formed from French titles (e.g. Cedefop).

As a general principle, acronyms do not have a full point between the capitals.

To facilitate the printing of multilingual texts, the Publications Office has adopted the following rules for most of the Community languages.

- (i) Where an acronym, contraction or abbreviation, including names of programmes, of six letters or more can be pronounced, it is printed in upper and lower case (e.g. Unesco, Esprit).
- (ii) An acronym, contraction or abbreviation, including names of programmes, of up to five letters is printed in capitals (e.g. EEC, COST, AIDS).

Acronyms of names that are usually used in the plural should be written as they are spoken (e.g. OCTs, SMEs, not OCT, SME, etc. unless used as an adjective).

c) Miscellaneous

The use of 'viz.' should be avoided. Use 'namely'. The abbreviation 'cf.' is acceptable and should not be changed to 'see'.

Avoid abbreviating Article to 'Art.' in running text. Avoid using the § sign, which means 'section' in English, but 'paragraph' in other languages.

11. ANALYSIS OF ONE EU DOCUMENT

11.1 The Treaty establishing a Constitution for Europe

The Constitution brings together for the first time the many treaties and agreements on which the EU is based. It defines the powers of the EU, stating where it can act and where the Member States retain their right of veto, codifies uniform human rights and democratic principles, and regulates decision-making in the EU. It also defines the role of the EU institutions.

On 29 October 2004, the Heads of State or Government of the 25 Member States and the 3 candidate countries signed the Treaty establishing a Constitution for Europe which was unanimously adopted by them on 18 June 2004.

This Treaty can only enter into force when it has been adopted by each of the signatory countries in accordance with its own constitutional procedures: it is called the ratification of the Treaty by the Member States.

Once the Treaty has been ratified and the ratification has been officially notified by all the signatory States, the Treaty can enter into force and become effective.

The people of France and the Netherlands rejected the text of the Constitutions. The failure of the constitution in these countries caused other countries to postpone or halt their ratification procedures. The Constitution now has an uncertain future. Had it been ratified, the Treaty would have entered into force on 1 November 2006.

A period of reflection, explanation and discussion is currently under way in all countries, whether or not they have ratified the Constitution.

The process of ratification by the Member States has therefore not been abandoned.

The Treaty establishing a Constitution for Europe is one of the most important document for the EU citizens and as such it should be intelligible and understandable. This part of this thesis will be devoted to the analysis of the usage of acronyms and abbreviations in this particular document and whether this document is really understandable.

11.2 Structure of the Treaty establishing a Constitution for Europe

The Constitutional Treaty has 485 pages and is divided into five main parts.

Following a constitution-style **Preamble**, Part I is devoted to the principles, objectives and institutional provisions governing the new European Union.

Part I is divided into nine Titles:

- the definition and objectives of the Union
- fundamental rights and citizenship of the Union
- Union competences
- the Union's institutions
- the exercise of Union competence
- the democratic life of the Union
- the Union's finances
- the Union and its neighbours
- Union membership

Part II of the Constitutional Treaty comprises the European Charter of Fundamental Rights.

It contains seven Titles, preceded by a Preamble:

- dignity
- freedoms
- equality
- solidarity
- citizen's rights
- justice
- general provisions

Part III comprises the provisions governing the policies and functioning of the Union.

Part III also contains seven Titles:

- provisions of general application
- non-discrimination and citizenship
- internal policies and action
- association of the overseas countries and territories
- the Union's external action
- the functioning of the Union
- common provisions

Part IV groups together the general and final provisions of the Constitution, including entry into force, the procedure for revising the Constitution and the repeal of earlier Treaties.

Final Act contains a large number of declarations annexed to this part of the Constitutional Treaty.

11.3 Analysis of the Treaty establishing a Constitution for Europe

Introductory pages

The introductory pages contain only 2 abbreviations:

- C series, No 910 – abbreviation for the word "number 910"
- ISBN 92-824-3100-2 – abbreviation for the International Standard Book Number, which is a unique identifier for books

Preamble

The Preamble of the Constitutional Treaty contains names of the Member States and names of their representatives. No abbreviation or acronym is used here.

Part I

Title I – no abbreviation or acronym

Title II – no abbreviation or acronym

Title III – no abbreviation or acronym

Title IV – no abbreviation or acronym

Title V – no abbreviation or acronym, although long names consisting of 2 and more words appear in the text (for example North Atlantic Treaty Organisation) they are not abbreviated

Title VI – no abbreviation or acronym, long terms and names are written in full

Title VII – no abbreviation or acronym

Title VIII – no abbreviation or acronym

Title IX – no abbreviation or acronym

Part II

Preamble – no abbreviation or acronym

Title I – no abbreviation or acronym

Title II – no abbreviation or acronym

Title III – no abbreviation or acronym

Title IV – no abbreviation or acronym

Title V – no abbreviation or acronym

Title VI – no abbreviation or acronym

Title VII - no abbreviation or acronym

Part III

Title I – no abbreviation or acronym

Title II – no abbreviation or acronym

Title III – no abbreviation or acronym, this title including 132 pages contains no abbreviated words or terms, all mentioned names of institutions or organizations are written in full

Title IV – no abbreviation or acronym

Title V – no abbreviation or acronym

Title VI – no abbreviation or acronym

Title VII – no abbreviation or acronym

Part IV

General and Final provisions – contain no abbreviations or acronyms, stated mainly names of the Member States and signatures of the representatives of the Member States.

Protocols and annexes

third protocol "Protocol on the Statute of the Court of Justice of the European Union"

- Article 1 – the abbreviation **EAEC** (the European Atomic Energy Community), stated in brackets after the name being written in full
- Article 19 – the abbreviation **EFTA** (the European Free Trade Association), stated in brackets after the name being written in full
- Article 22 – the abbreviation **EAEC** mentioned the second time without brackets and without the name written in full
- Article 23 – the abbreviations **EFTA** and **EAEC**
- Article 39 – the abbreviations **EAEC** mentioned twice
- Article 40 – the abbreviation **EFTA**
- Article 54 – the abbreviation **EAEC**
- Article 57 – the abbreviation **EAEC**
- Article 60 – the abbreviation **EAEC** mentioned twice
- Article 65 – the abbreviation **EAEC**

eighth protocol "Protocol on the treaties and acts of accession of the Kingdom of Denmark, Ireland and the United Kingdom of Great Britain and Northern Ireland, of the Hellenic Republic, of the Kingdom of Spain and the Portuguese Republic, and of the Republic of Austria, the Republic of Finland and the Kingdom of Sweden"

- Article 15 – the abbreviation **DOR** (Division of Operating Reactors)
- Article 21 – the abbreviation **No** (Number) appears three times

- Article 27 – the abbreviation **EEC** (the European Economic Community) stated together with the number of the particular directive
- Article 28 – the abbreviation **No**
- Article 29 – the abbreviation **No**
- Article 30 – the abbreviations "Article 37 of Regulation (EC) No ..." meaning Article 37 of Regulation of the European Communities number
- Article 46 – the abbreviation **EEC** stated together with the number of the particular directive
- Article 52 - the abbreviation **EEC** stated together with the number of the particular directive
- Article 55 – the abbreviations **EEA** (the European Economic Area) and **EFTA** (the European Free Trade Association) appear both in this article three times, mentioned the first time in brackets after the the names written in full
- Article 57 – the abbreviation **EEC** stated together with the number of the particular directive, mentioned three times
- Article 59 – the abbreviation **No**
- Article 63 – the abbreviation **NUTS** (the Nomenclature of Units for Territorial Statistics)
- Article 72 – the abbreviations **EEC** mentioned twice, **No** stated together with the number of the particular regulation, **NO_x** (Nitrogen oxides) mentioned three times, **COP** (the Conformity of Production), **EC** (the European Communities)
- Article 73 – the abbreviation **EC**

At the end of this protocol numbers of references to particular Official Journals are stated and these references contain abbreviations **OJ** (the Official Journal) and **p.** (page) , for example, **OJ L 73, 27. 3. 1972, p. 47**

ninth protocol "Protocol on the Treaty and the Act of Accession of the Czech Republic, the Republic of Estonia, of Republic of Cyprus, the Republic of Latvia, the Republic of Lithuania, the Republic of Hungary, the Republic of Malta, the Republic of Poland, the Republic of Slovenia and the Slovak Republic"

- Article 1 – the names containing abbreviations: **EC Treaty** (the Treaty establishing the European Community), **EAEC Treaty** (the Treaty establishing the European Atomic Energy Community), **EU Treaty** (the Treaty on European Union)
- Article 3 – the name containing an abbreviation: the **EU Treaty** mentioned twice
- Article 5 – the name containing an abbreviation: the **EC Treaty** mentioned twice
- Article 16 – the abbreviations **EC** stated together with the number of the particular decision four times, **VAT** (the value added tax) mentioned three times, **GNI** (the gross national income), mentioned three times

- Article 17 – the abbreviations **VAT**, **GNI**
 - Article 18 – the abbreviation **EUR** (euro)
 - Article 19 – the abbreviation **EUR**
 - Article 20 - the abbreviations **ECSC** (the European Coal and Steel Community) together with the number of the particular decision, **ECSC Treaty** (the Treaty establishing the European Coal and Steel Community), **EUR**
 - Article 21 - the abbreviations **ISPA** (the Instrument for Structural Policies for Pre-accession), **EC No** stated twice, **EAGGF** (the European Agricultural Guidance and Guarantee Fund)
 - Article 22 – the acronym **Euratom** (the European Atomic Energy Community), the abbreviations **EDIS** (the Extended Decentralised Implementation system), **(EC) No** mentioned four times, **ISPA** mentioned twice, **EEC**, **ECSC**
 - Article 23 – the abbreviations **IACS** (the Integrated Administration and Control system), **(EEC) No**
 - Article 24 – the abbreviations **SIS** (the Schengen Information system), **OLAF** (the Anti-Fraud Office)
 - Article 28 – the abbreviation **EC** mentioned twice
 - Article 30 – the abbreviations **(EC) No**
 - Article 33 – the abbreviations **EC** mentioned twice, **EAEC**
 - Article 37 – the abbreviation **EAEC**
 - Articles 38, 39 – the abbreviation **EUR**
 - Article 42 – the abbreviations **ECSC**, **CZK** (Czech Koruna), **VPO** (the Vysoké pece Ostrava), **IPPC** (the Integrated Pollution Prevention and Control) mentioned twice, **VPFM** (the Válcovny plechu Frýdek Místek)
 - Article 45 – the abbreviations **(EEC) No**
 - Article 53 – the abbreviations **(EEC) No**
 - Article 57 – the abbreviations **(EC) No**, **FTD** (the Facilitated Transit Document), **FRTD** (the Facilitated Rail Transit Document)
 - Article 63 – the abbreviation **ECSC**, **PHS** (the Polske Huty Stali), **PLN** (Polish Zloty), **S.A.**, **Sp. z o.o.**, **L.W.** meaning the types of companies in Polish
 - Article 65 – the abbreviations **(EEC) No**
 - Article 74 – the abbreviation **EU** (the European Union)
- Ath the end of this protocol numbers of references to particular Official Journals **OJ**, **EEC** regulations, **EC** regulations, **Euratom** regulations are stated with "p." for page number

33rd protocol "Protocol on the acts and treaties which have supplemented or amended the Treaty establishing the European Community and the Treaty on European Union"

- Article 1 – the abbreviations **OJ**, **p.** referring to Official Journals and particular pages, **EC** referring to a particular decision

- Article 2 – the abbreviations **ECSC**, **EEC**, **Euratom**, **OJ**

36th protocol "Protocol amending the Treaty establishing the European Atomic Energy Community"

- Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 – the abbreviation **EAEC**

Annex I – the abbreviations **OJ**, **p.** referring to the particular Official Journal and page

Final Act

12th declaration "Declaration concerning the explanations relating to the Charter of Fundamental Rights"

- Article 1 – the abbreviation **ECR** (the Reports of Cases before Court)

- Article 2 – the abbreviation **ECHR** (the European Court of Human Rights) mentioned six times

- Article 3 – the abbreviations **ECR**, **ETS** (the EU Emissions Trading Scheme)

- Article 4 – the abbreviation **ECHR** mentioned twice

- Article 5 – the abbreviations **ECHR** mentioned three times, **OJ**

- Article 6 – the abbreviation **ECHR** mentioned twice

- Article 7 – the abbreviation **ECHR** mentioned three times

- Article 8 – the abbreviations **EC**, **ECHR**, **OJ**

- Article 9 – the abbreviation **ECHR** mentioned twice

- Article 10 – the abbreviation **ECHR** mentioned once

- Article 11 – the abbreviations **ECHR**, **EC**, **ECR**

- Article 12 – the abbreviation **ECHR** mentioned three times

- Articles 13, 14 – the abbreviation **ECHR** mentioned once

- Article 15 – the abbreviations **ECR**, **TEC** (the Treaty establishing the European Community)

- Article 16 – the abbreviations **ECR**, **SPA** (Spain)

- Article 17 – the abbreviations **ECHR**, **ECR**

- Article 18 – the abbreviation **TEC**

- Article 19 – the abbreviations **ECHR**, **ECR**

- Article 20 – the abbreviation **ECR**

- Article 21 – the abbreviations **ECHR**, **EC**
 - Article 22 – the abbreviation **EC**
 - Article 23 – the abbreviations **EC**, **EEC**
 - Article 27 – the abbreviation **EC** mentioned four times
 - Article 28 – the abbreviation **ECHR**
 - Article 30, 31 – the abbreviations **EC**, **EEC**
 - Article 32 – the abbreviation **EC**
 - Article 33 – the abbreviations **EEC**, **EC**, **UNICE** (the Union of Industrial and Employers' Confederation of Europe), **CEEP** (the European Centre of Enterprises with Public Participation and of Enterprises of General Economic Interest), **ETUC** (the European Trade Union Confederation)
 - Articles 34, 35, 37, 38 – the abbreviation **EC**
 - Article 40 – the abbreviations **ECR** (mentioned eight times), **EC**
 - Article 42 – the abbreviation **EC**
 - Article 45 – the abbreviation **ECR**
 - Article 47 – the abbreviations **ECHR** mentioned four times, **ECR** mentioned four times
 - Articles 48, 49 – the abbreviation **ECHR** mentioned twice
 - Article 50 – the abbreviations **ECHR**, **ECR** both mentioned twice
 - Article 51 – the abbreviations **ECR** mentioned four times, **ECR** (the European Round Table of Industrialists), **e.g.**
 - Article 52 – the abbreviations **ECR**, **ECHR**, **TEC**, **e.g.**, **CFI** (Court of First Instance), **vs.** (versus), **Cf.** (compare), **No**, **AM&S** (American Music & Sound)
 - Article 53 – the abbreviation **ECR**
- 34th declaration "Declaration by the Commission on the Sovereign Base Areas of the United Kingdom of Great Britain and Northern Ireland in Cyprus"
- the abbreviations **EC**, **EAGGF**

The last page of the Treaty establishing a Constitution for Europe contains three abbreviations:

- **pp.** for pages
- **VAT** for the value added tax
- **EUR** for Euro

11.4 Summary of the analysis

As seen from the previous 6 pages, the Treaty establishing a Constitution for Europe has avoided the usage of abbreviations. At the first sight without reading the Treaty it looks like there are too many abbreviations. The contrary is the case.

Except the first two abbreviations **No** and **ISBN** common to any publication there are no abbreviations or acronyms in Preamble, Part I, Part II and Part III. These parts treat of the basic policies, rights, provisions and objectives of the European Union and its citizens. They are determined to "common readers", readers that are interested in the mechanism of the European Union. These parts are therefore not very complicated to read and do not contain abbreviations or acronyms. Occasionally there are long terms or names in these parts of the Treaty but they do not disrupt the readers. They are just part of the particular sentence and because they appear rarely, there is no need to use abbreviations or acronyms instead.

Part IV, where most of the abbreviations and acronyms appear, treats of protocols which are important for the running of the Union and how different institutions of the Union can and have to act. This part is not, in fact, as intended for common readers as it is for the EU institutions. A common reader would probably not be so closely interested in, for example, the procedure of a case, what everything the Judge has to do before he takes up his duties and so on. This part is also difficult to read because of the language of law, which is hard to understand itself, very often refers to different treaties. Most of the treaties have long names and repeat in the text several times, therefore it is appropriate to use abbreviations. The problem can emerge, when there is not only one abbreviation and a reader, of course, begins to lose the sequence of the text. He or she can not remember what each abbreviation means and stops to orientate in the text.

Final Act, treating of declarations, does not contain many abbreviations or acronyms. Texts of the declarations are not long but also not that easy to understand. The worst of them is the 12th declaration where many abbreviations appear. It is very long and with the amount of abbreviations it is very hard to comprehend.

12. CONCLUSION

In my work I investigated why some of the EU documents are unintelligible and incomprehensible and contain, in my opinion, sometimes too many abbreviations or acronyms.

I started with a brief description of the EU history. As we can see, the European Union is based on many treaties which are from time to time amended and consist of more and more pages containing more or less understandable text.

The organization of the EU seem to be also something incomprehensible. Something like a tangle of institutions that just pass laws and make the lives of EU citizens more complicated but it just seems so. Each institution has, of course, its duties and responsibilities and takes care of the smooth running of the EU which consists presently of 25 members with 457 millions inhabitants together. It is not easy to take control of such a big community. Many laws, regulations and directives are needed and they have to be applicable to any of the Member States at once.

Each institution has different sorts of texts and documents that are published and accessible to the general public. Before they can be published somebody has to correct and translate them.

The language of these documents is sometimes very tricky and complicated. Especially the language of legal documents which contains terms and long names.

Texts of the EU documents teem with terms and long names and it is therefore appropriate to use abbreviations instead of writing the names in full. Not every text contains an abbreviation but most of them do and it is appropriate. In spite of the fact that some texts with many abbreviations do not make sense at first sight, the abbreviations are rightly in the texts. If they were not and the texts contained only terms and long names written in full then the texts would be incomprehensible.

13. SHRNUÍ

V mé práci jsem se snažila zkoumat, proč jsou některé dokumenty Evropské unie tak nesrozumitelné a nepochopitelné a obsahují, dle mého názoru, někdy příliš mnoho zkratk nebo akronymů.

Práce začíná stručným popisem historie Evropské unie, dle kterého také poznáme, že sama Evropská unie je založena na mnoha smlouvách, které jsou čas od času upravovány a doplňovány o další a další stránky více či méně srozumitelného textu.

Uspořádání Evropské unie se také zdá být něčím nepochopitelným. Něčím jako změtí institucí, které jen chrlí zákony a více ztěžují život obyvatelům Unie. Ale to se jen zdá tak být. Každá instituce má samozřejmě své povinnosti a zodpovědnosti a napomáhá hladkému průběhu celého mechanismu Evropské unie, který se skládá z 25 členských států dohromady s 457 miliony obyvatel. Není jednoduché řídit tak velké společenství. Je potřeba vydávat mnoho zákonů, nařízení a směrnic, které budou aplikovatelné na všechny členské státy.

Každá instituce vydává a zpřístupňuje veřejnosti různé druhy textů a dokumentů, které musí být také zkorigovány a přeloženy.

Jazyk těchto dokumentů je někdy záludný a komplikovaný. Obzvláště jazyk právních dokumentů, které obsahují odborné názvy.

Texty dokumentů Evropské unie obsahují mnoho termínů a dlouhých názvů, a proto je na místě nahrazovat je zkratkami. Ne každý text zkratky obsahuje, ale většina z nich ano. Přestože se může zdát na první pohled, že některé texty, kde se objevuje mnoho zkratk a akronymů nedávají smysl, mají v takovémto textu své opodstatnění. Pokud by v těchto textech termíny a dlouhé názvy byly vypsány v plném rozsahu, pak by se tyto texty staly opravdu nesrozumitelnými.

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15. APPENDICES

1. Abbreviations, symbols and contractions in common use
2. Main Acronyms and Abbreviations
3. Member States
4. Community currencies

Abbreviations, symbols and contractions in common use

1. Civil titles

Mr – Messrs

Mrs

Miss

Ms

Dr - Drs

Prof. - Profs

HRH

St

HE (His or Her Excellency)

2. Units of measurement

(written without points, they are not closed up to figures and take no plural)

mm – millimetre

cm – centimetre

cc – cubic centimetre (engines, etc., but use cm^3 in scientific and technical work)

m – metre (use m^2 not sq. m)

km – kilometre (use km^2 not sq. km)

mg – milligram

g – gram

kg – kilogram

t – tonne

grt – gross registered tonnage (shipping)

ml – millilitre

l – litre

hl – hectolitre

ha – hectare

s – second

min – minute

h or **hr** – hour

A – ampere

cd – candela

Hz – hertz

V – volt

4. Statistical symbols and abbreviations

p – provisional figure

r – revised figure

% AT – percentage variation

MP/ØP – weighted average

AM – average annual growth

nes – not elsewhere specified

p.m. - token entry

5. Other abbreviations

EU-6 – the first six countries of the EC

EU-9 – the first nine countries of the EC

EU-10 – the first 10 countries of the EC

EU-12 – the first 12 countries of the EC

EU-15 – the first 15 countries of the EU

EU-25 – total of the countries of the EU

fob – free on board

cif – cost, insurance and freight

psr – produced in specific regions (quality wines)

plc – public limited company

SA – *société anonyme*

SARL – *société á responsabilité limitée*

SPRL – *société de personnes á responsabilité limitée*

GmbH – *Gesellschaft mit beschränkter Haftung*

SNC – *Società in nonne collettivo*

SpA – *Società per azioni*

BV – *Besloten Vennootschap*

NV – *Naamloze Vennootschap*

The following abbreviations are used mainly in footnotes and bibliographies; in running texte the complete form is preferable:

Art. (Arts) – Article(s)

W – watt

kW – kilowatt

MW – megawatt = 10^3 kW

kWh – kilowatt-hour

GWh – gigawatt-hour = 10^6 kWh

°C – degree Celsius

J – joule

n – nano-

N – newton

TJ – terajoule = 10^9 kJ

tkm – tonne-kilometre

toe – tonne of oil equivalent

Chap. - Chapter

Vol. - Volume

p. - page

pp. - pages

Tab. - Table

Gr. - Graph

Pl. - Plate

Ill. - Illustration

Fig. - Figure

cont. - continued

6. Political groups in the European Parliament

PSE – Group of the Party of European Socialists

PPE – Group of the European People's Party

UPE – Union for Europe Group

ELDR – Group of the European Liberal Democrat and Reform Party

GUE/NG1 – Confederal Group of the European United Left – Nordic Green Left

V – Green Group in the European Parliament

ARE – Group of the European Radical Alliance

I-EDN – Group of Independents for a Europe of Nations

NI – Non-attached Members

7. Key to country groupings

ACP states – Africa, Carribean and Pacific States party to the Lomé Convention

ASEAN – Association of South-East Asian Nations (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam)

Benelux – Economic Union of Belgium, Luxembourg and the Netherlands

BLEU – Belgo-Luxembourg Economic Union

CIS – Commonwealth of Independent States

EFTA – European Free Trade Association

EUR-11 – group of 11 Member States participating in monetary union

EUR-12 – group of 12 Member States currently participating in (EUR-11 and Greece)

Mercosur – Southern Cone Common Market (ES: Mercado Común del Sur)

SADCC – Southern African Development Co-ordination Conference, the forerunner of the Southern African Development Community (SADC)

Main Acronyms and Abbreviations

A

- AASM** – Associated African States and Madagascar
ACE – 1. Community actions relating to the environment
 - 2. action for cooperation in the field of economics
ACNAT – Action by the Community relating to nature conservation
ACP – African, Caribbean and Pacific States party to the Lomé Convention
ADAPT – Community initiative on adaptation of the workforce to industrial change
AEC – Atomic Energy Commission (USA)
AETR – European agreement concerning the work of crews of vehicles engaged in international road transport
AG – DE: Aktiengesellschaft
Agrimed – Mediterranean agriculture (Community programme)
AID – Agency for International Development (USA)
AIDS – acquired immune deficiency syndrome
AIM – advanced informatics in medicine (Community action)
Altener – programme for the promotion of renewable energy sources in the Community
ANC – African National Congress
APEC – Asia-Pacific economic cooperation
ASBL – FR: *association sans but lucratif*
ASCII – American standard code for information interchange
ASEAN – Association of South-East Asian Nations
ASEM – Asia-Europe Meeting
ASOR – Agreement on the international carriage of passengers by road by means of occasional coach and bus services
AU – African Union (replaced the OAU)

B

- BABEL** – 'Broadcasting across the barriers of European languages' initiative
BCC – Business Cooperation Centre
BC-NET – business cooperation network
Benelux – Economic Union of Belgium, Luxembourg and the Netherlands
BEP – biomolecular engineering programme
BEUC – European Bureau of Consumers' Unions
BIC – 1. Business and innovation centre
 - 2. Community measure for the creation and development of business and innovation centres and their network
Biomed – specific programme of research and technological development, including demonstration, in the field of biomedicine and health
BLEU – Belgo-Luxembourg Economic Union
BRAIN – basic research in adaptive intelligence and neurocomputing
Bridge – biotechnology research for innovation, development and growth in Europe
BRITE – basic research in industrial technologies for Europe
BRITE-EURAM – basic research in industrial technologies for Europe – European research on advanced materials
BSE – bovine spongiform encephalopathy

C

CAA – Civil Aviation Authority

CAD – computer-aided design

Caddia – cooperation in automation of data and documentation for imports/exports and agriculture

CAP – common agricultural policy

CARE – Community database on road accidents

CBSS – Council of the Baltic Sea States

CCAMLR – Commission for the Conservation of Antarctic Marine Living Resources

CCC – 1. Customs Cooperation Council

– 2. Consumers' Consultative Council

CCCN – Customs Cooperation Council Nomenclature

CCITT – Consultative Committee on Innovation and Technology Transfer

CCT – Common Customs Tariff

CD-ROM – compact disc read-only memory

CE – as in 'CE marking': European Community conformity marking

CECA – FR: Communauté européenne du charbon et de l'acier (in EN: ECSC)

Cedefop – European Centre for the Development of Vocational Training (FR: Centre européen pour le développement de la formation professionnelle)

Cedex – courrier d'entreprise à distribution exceptionnelle (in FR addresses)

CEECs – central and east(ern) European countries

CEIES – Advisory Committee on Statistical Information in the Economic and Social Spheres (FR: Comité consultatif européen de l'information statistique dans les domaines économique et social)

CELEX – interinstitutional computerised documentation system for Community law (*Communitatis Europaeae Lex*)

CEN – European Committee for Standardisation (FR: Comité européen de normalisation)

Cenelec – European Committee for Electrotechnical Standardisation (FR: Comité européen de normalisation électrotechnique)

CEPOL – European Police College

CEPT – European Conference of Postal and Telecommunications Administrations (Conférence européenne des administrations des postes et des télécommunications)

CERD – European Research and Development Committee (FR: Comité européen de la recherche et du développement)

CERN – European Organisation for Nuclear Research (FR: Organisation européenne pour la recherche nucléaire)

CESE – Comité économique et social européen (EN: EESC)

CFCs – chlorofluorocarbons

CFP – common fisheries policy

CFPE – Community financing projects for the environment

CFSP – common foreign and security policy

cif – cost, insurance and freight

CIRCE – European Communities Information and Documentary Research Centre (FR: Centre d'information et de recherche documentaire des Communautés européennes)

CIREA – Centre for Information, Discussion and Exchange on Asylum (within the General Secretariat of the Council)

CIS – Commonwealth of Independent States

CITES – Convention on International Trade in Endangered Species of Wild Fauna and Flora

CJ – Court of Justice

CLRAE – Congress of local and Regional Authorities of Europe

CMEA – Council for Mutual Economic Assistance (Comecon)
CN – Combined Nomenclature
cobol – common business-oriented language
Codest – Committee for the European Development of Science and Technology (FR: Comité de développement européen de la science et de la technologie)
Cogeca – General Committee for Agricultural Cooperation in the EC (FR: Comité général de la coopération agricole (CE))
Comecon – Council for Mutual Economic Assistance
Comedi – commerce electronic data interchange
Comett – Community programme in education and training for technology
Comext – database of external trade statistics
COPEC – Joint Committee on Equal Opportunities for Women and Men (FR: comité paritaire de l'égalité des chances)
CoR – Committee of the Regions
CORDIS – Community Research and Development Information Service
Coreper – Permanent Representatives Committee
Corine – coordination of information on the environment in Europe
Cosine – cooperation for open systems interconnection networking in Europe
COST – European cooperation in the field of scientific and technical research
CPVO – Community Plant Variety Office
CRAFT – European cooperative research action for technology
CREST – Scientific and Technical Research Committee (FR: comité de la recherche scientifique et technique)
Cronos – database of macroeconomic time series
CSCE – Conference on Security and Cooperation in Europe (now OSCE)
CSF – Community support framework
CST – Scientific and Technical Committee
CTS – conformance testing services

D

DECT – digital European cordless telecommunications
DELTA – development of European learning through technological advance
DG – directorate -general
DIANE – direct information access network for Europe
DIN – DE: *Deutsche Industrie Norm*
DOSES – development of statistical experts systems
DOSIS – development of statistical information services
DRAM – dynamic random access memory
DRIVE – dedicated road infrastructure for vehicle safety in Europe
DTP – desktop publishing

E

EAA – European Environment Agency
EAC – European Association for Cooperation
EAEC – European Atomic Energy Community
EAGGF – European Agricultural Guidance and Guarantee Fund
EAR – European Agency for Reconstruction
EASA – European Aviation Safety Agency
EBRD – European Bank for Reconstruction and Development
EC – European Community/Communities

ECA – 1. European Chemicals Agency
 - 2. European Court of Auditors
ECB – European Central Bank
ECDIN – Environmental chemicals data and information network
ECDPC – European Centre for Disease Prevention and Control
ECIP – EC International Investment Partners
ECHO – 1. Directorate-General for Humanitarian Aid
 - 2. European Commission host organisation
Eclair – European collaborative linkage of agriculture and industry through research
ECOS – European city cooperation system
Ecosoc – Economic and Social Council
ECSC – European Coal and Steel Community (As from 24 July 2002 (date of expiration of the ECSC Treaty), ECSC is no longer used.)
ECU – European currency unit (used as a monetary symbol, lower case when used as a word); replaced by the euro on 1 January 1999
EDA – European Defence Agency
EDF – European Development Fund
EDI – electronic data interchange
Edifact – electronic data interchange for administration, commerce and transport
EEA – 1. European Economic Area
 - 2. European Environment Agency
EEC – European Economic Community (now EC)
EEIG – European Economic Interest Grouping
EESC – European Economic and Social Committee
EFICS – European forestry information and communication system
EFSA – European Food Safety Authority
EFTA – European Free Trade Association
Ehlass – European home and leisure accident surveillance system
EIB – European Investment Bank
EICs – Euro Info Centres
EIF – European Investment Fund
EIN – European informatics network
Einecs – European inventory of existing commercial chemical substances
ELISE – European network for the exchange of information on local initiatives for the creation of employment
EMCDDA – European Monitoring Centre for Drugs and Drug Addiction
EMEA – European Medicines Agency
EMI – European Monetary Institute
EMS – European Monetary System
EMSA – European Maritime Safety Agency
EMU – economic and monetary union
ENEA – European Nuclear Energy Agency
ENEL – IT: Ente nazionale energia elettrica
ENISA – European Network and Information Security Agency
Envireg – regional action programme on the initiative of the Commission concerning the environment
EOTC – European Organisation for Testing and Certification
EP – European Parliament
EPA – Environment Protection Agency
EPO – 1. European Patents Office, 2. European Patent Organisation

EPOCH – European programme on climatology and natural hazards
EPOS – 1. electronic point-of-sale
 - 2. European pool of studies (and analyses)
EPSO – European Communities Personnel Selection Office
ERA – European Railway Agency
Erasmus - European Community action scheme for the mobility of university students
ERDF – European Regional Development Fund
ERICA – European Research Institute for Consumer Affairs
ERM – exchange rate mechanism
ERMES – European radio messaging system
ESA – 1. European Space Agency
 - 2. European system of integrated economic accounts
 - 3. Euratom Supply Agency
ESAF – enhanced structural adjustment facility
ESC – Economic and Social Committee (now EESC)
ESCB – European System of Central Banks
ESF – European Social Fund
Esprit - European strategic programme for research and development in information technology
ESSI – European software and systems initiative
ETF – European Training Foundation
ETSI – European Telecommunications Standards Institute
EU – European Union
EUA - European unit of account (replaced on 9 April 1979 by the ecu, which was in turn replaced by the euro on 1 January 1999)
EUI – European University Institute
EUISS – European Union Institute for Security Studies
EUMC – European Monitoring Centre on Racism and Xenophobia
EUR – euro
EURAM – European research on advanced materials
Euratom – European Atomic Energy Community (EAEC)
Eureka – European Research Coordination Agency
EURES – European employment services
EURET – European research for transport
Euraim – European advanced informatics in medicine
EURO-AIM – European Organisation for an Audiovisual Independent Market
Eurocontrol – European Organisation for the Safety of Air Navigation
Eurofound – European Foundation for the Improvement of Living and Working Conditions
Eurolib – European library project
Euronet-DIANE – direct information access network for Europe
Europol – European Police Office
Eurostat – the statistical office of the European Communities
Eurotecnet - European technical network
Eurotra – machine translation system of advanced design
Eurydice – information network on education in Europe
EUSC – European Union Satellite Centre
EVCA – European Venture Capital Association
EWOS – European workshop for open systems

F

FADN – farm accountancy data network
FAO – Food and Agriculture Organisation
FAR – fisheries and aquaculture research programme
FAST – forecasting and assessment in the field of science and technology
FBR – fast breeder reactor
FEOGA – FR equivalent of EAGGF
FIDE – International Federation for European Law
FIFG – Financial Instrument for Fisheries Guidance
FLAIR – food-linked agro-industrial research
fob – free on board
FORCE – Community action programme for the development of continuing vocational training
Forest – research and technological development in the forestry sector

G

G7 - Group of Seven
G24 – Intergovernmental Group of Twenty-four on International Monetary Affairs
G77 – Group of 77
GATS – General Agreement on Trade in Services
GATT – General Agreement on Tariffs and Trade
GCC – Gulf Cooperation council
GCV – gross calorific value
GDP – gross domestic product
GISCO – geographic information system for the Commission
GmbH – DE: *Gesellschaft mit beschränkter Haftung*
GNP – gross national product
GRIPS – general relation -based information processing system
GSM – global system for mobile communications
GSP – generalised system of preferences

H

Handynet – European Community computerised information system on disability questions
HCFCs – hydrochlorofluorocarbons
HDTV – high-definition television
Helios - handicapped people in the European Community living independently in an open society
HIV – human immunodeficiency virus
Horizon – Community initiative on handicapped persons and certain other disadvantaged groups
HS – Harmonised System

I

IAEA – International Atomic Energy Agency
IATA – International Air Transport Association
IBC – integrated broadband communications
IBRD – International Bank of Reconstruction and Development
IBSFC – International Baltic Sea Fishery Commission
ICAO – International Civil Aviation Organisation
ICJ – International Court of Justice

ICPs – interuniversity cooperation programmes
 ICRC – International Committee of the Red Cross
 IDA - multiannual Community programme to support the implementation of trans-European networks for the interchange of data between administrations
 IDST – FR: *information et documentation scientifiques et techniques*
 IEA – International Energy Agency
 IEFR – International Emergency Food Reserve
 IFC – International Finance Corporation
 IFRC – International Federation of Red Cross and Red Crescent Societies
 IGC – Intergovernmental Conference
 ICO – International Labour Organisation
 IMCO – Intergovernmental Maritime Consultative Organisation
 IMF – International Monetary Fund
 IMO – International Maritime Organisation
 IMP – integrated Mediterranean programme
 Impact II – programme for an information services market
 INCO - specific programme of RTD, including demonstration, in the field of cooperation with third countries and international organisations
 INFCE – international nuclear fuel cycle evaluation
 INFO 2000 - multiannual Community programme to stimulate the development of a European multimedia content industry and to encourage the use of multimedia content in the emerging information society
 Inmarsat – International Maritime Satellite Organisation
 Innovation - specific programme of RTD, including demonstration, in the field of cooperation with third countries and international organisations
 INSIS – interinstitutional system of integrated services
 INTAS - International Association for the Promotion of Cooperation with Scientists from the new independent States of the former Soviet Union
 Intelsat – International Telecommunications Satellite Organisation
 Interprise - programme for the improvement of the business environment and the promotion of the development of enterprises, and in particular small and medium-sized enterprises, in the Community
 Interreg II - Community initiative concerning border development, cross-border cooperation and selected energy networks
 Intrastat – statistical collection system
 IRDAC – Industrial Research and Development Advisory Committee
 IRIS – 1. interrogation requirements information system
 - 2. network of demonstration projects on vocational training for women
 ISBN – international standard book number
 ISDN – integrated services digital network
 ISIC – International Standard Industrial Classification of all Economic Activities
 ISO – International Organisation for Standardisation
 ISSN – international standard serial number
 IT – information technology
 ITER – international thermonuclear experimental reactor
 IUCN – International Union for Conservation of Nature and Natural Resources

J

J - joule

JANUS – Community information system for health and safety at work

JESSI – joint European submicron silicon initiative

JET – Joint European Torus

JICS - Joint Interpreting and Conference Service

JOPP – joint venture Phare programme

JOULE – joint opportunities for unconventional or long-term energy supply

JOULE-Thermie - specific programme for RTD, including demonstration, in the field of non-nuclear energy

JRC – Joint Research Centre

K

Kaleidoscope - programme to support artistic and cultural activities having a European dimension; Kaleidoscope 2000

KBS – knowledge-based system

Konver – Community initiative concerning defence conversion

L

LAN – local area network

LDC – least developed country

Leader – links between actions for the development of the rural economy

LEDA – local employment development action programme

LEIs – local employment initiatives

Leonardo da Vinci - action programme for the implementation of a European Community vocational training policy

LIBOR – London interbank offering rate

Licross – League of Red Cross Societies

LIFE – financial instrument for the environment

Lingua – programme to promote foreign language competence in the European Community

LME – London Metal Exchange

LPG – liquefied petroleum gas

M

MARS – project monitoring agriculture with remote sensing

MAST – marine science and technology

Matthaeus – exchange programme of customs officials

MCA – monetary compensatory amount

MEDIA - action programme to promote the development of the European audiovisual industry

MED-Invest - programme to support cooperation for the development of SMEs in Mediterranean non-member countries, in association with European SMEs and professional bodies

MED-MEDIA – programme to support cooperation between media institutions, organisations and companies in the Community and in the Mediterranean non-member countries

Medspa - strategy and plan of action for the protection of the environment in the Mediterranean

MED-URBS - programme to support cooperation between local authorities in the Community and those in Mediterranean non-member countries

MEP – Member of the European Parliament

Mercosur – Southern Cone Common Market (ES: Mercado Común del Sur)
MFN – most favoured nation
mips – millions of instructions per second
MISEP – mutual information system on employment policies
MSA – Multilateral Steel Agreement

N

NABS – nomenclature for the analysis and comparison of science budgets and programmes
NACE – general industrial classification of economic activities within the European Communities
NAFO – North-West Atlantic Fisheries Organisation
NAFTA – North American Free Trade Agreement
NAMSA – NATO Maintenance and Supply Agency
NARIC – National Academic Recognition Information Centre
NASA – National Aeronautics and Space Administration
NATO – North Atlantic Treaty Organisation
NCI – New Community Instrument
NEA – Nuclear Energy Agency
Neptune – new European programme for technology utilisation in education
NGO – non-governmental organisation
NIC – newly industrialised country
NICE – nomenclature of the industries in the European Communities
Nimexe – nomenclature of goods for the external trade statistics of the Community and statistics of trade between Member States
NIP – national indicative programme
NIS – new independent States (of the former Soviet Union)
Norspa – North Sea special programme of action
NOW – new opportunities for women (Community initiative for the promotion of equal opportunities for women in the field of employment and vocational training)
NUTS – nomenclature of territorial units for statistics

O

OAPEC – Organisation of Arab Petroleum Exporting Countries
OAS – Organisation of American States
OAU – Organisation of African Unity (replaced by the AU)
OCAS – Organisation of Central American States
OCTs – overseas countries and territories
OD – overseas department
OECD – Organisation for Economic Cooperation and Development
OHIM – Office for Harmonisation in the Internal Market
OJ – *Official Journal of the European Union*
(before 1 February 2003: *Official Journal of the European Communities*)
ONP – open network provision
OP – organophosphate
OPEC – Organisation of Petroleum Exporting Countries
OPET – Organisation for the Promotion of Energy Technologies
OSCE – Organisation for Security and Cooperation in Europe (replaced the CSCE from 1 January 1995)
OSHA – European Agency for Safety and Health at Work

OSI – open systems interconnection
OT – overseas territory
OVIDE – videotex for Members of the European Parliament

P

PACE – Community action programme for improving the efficiency of electricity use
PAO – FR: *production/publication assistée par ordinateur*
PARA – programme of agricultural income aid
PC – personal computer
PEDAP – programme to modernise Portuguese agriculture (PT: *programa específico de desenvolvimento da agricultura em Portugal*)
PEDIP – programme to modernise Portuguese industry (PT: *programa específico de desenvolvimento da indústria portuguesa*)
PESCA – Community initiative concerning the restructuring of the fisheries sector
PETRA – action programme for the vocational training of young people and their preparation for adult and working life
Phare – programme of Community aid to central and east European countries
PhD – Doctor of Philosophy
PINC – Community's illustrative nuclear programme
plc – public limited company
PLO – Palestine Liberation Organisation
PME – FR: *petite et moyenne entreprise*
Poseican – programme of options specific to the remote and insular nature of the Canary Islands
Poseidom – programme of options specific to the remote and insular nature of the French overseas departments
Poseima – programme of options specific to the remote and insular nature of Madeira and the Azores
PPP – 1. purchasing power parity
 - 2. 'polluter pays' principle
PPS – purchasing power standard
Prisma – preparation of regional industry for the single market
PSTN – public switched telephone network
PTTI – Postal, Telegraph and Telephone International
PVC – polyvinyl chloride

Q

QC – Queen's Counsel
QUEST – 1. quality electrical systems test
 - 2. quarterly European simulation tool
 - 3. query evaluation and search technique

R

RACE – research and development in advanced communication technologies for Europe
RAM – random access memory
RAPID – database giving daily view of EU activities, managed by the Directorate-General for Press and Communication of the European Commission
Raphael – Community action programme in the field of cultural heritage
RARE – associated networks for European research
R & D – research and development

RDD – research, development and demonstration
Rechar – programme to assist the conversion of coal-mining areas
Recite – regions and cities for Europe
REGEN – Community initiative on energy networks
REGIS – Community initiative concerning the most remote regions
Reitox – European information network on drugs and drug addiction
Renaval – programme to assist the conversion of shipbuilding areas
Resider – programme to assist the conversion of steel-producing areas
RETEX – Community initiative for regions heavily dependent on the textiles and clothing sector
ROM – read-only memory
RTD – research and technological development

S

SA – FR: *société anonyme*
SAARC – South Asian Association for Regional Cooperation
SAD – single administrative document
SADC – Southern African Development Community
SAF – structural adjustment facility
SAFE – SAFE programme (safety actions for Europe) aimed at improving safety, hygiene and health at work, in particular in small and medium-sized enterprises
SALT – strategic arms limitation talks
SARL – FR: *société à responsabilité limitée*
SAST – strategic analysis in the field of science and technology
SAVE – specific actions for vigorous energy efficiency
SCAD – automated central documentation service (database) (FR: *service central automatisé de documentation*)
SCENT – system for a customs enforcement network
Science – plan to stimulate the international cooperation and interchange necessary for European researchers
SDI – strategic defence initiative
SDR – special drawing right
SdT – FR: *service de traduction* (European Commission; replaced by the Directorate-General for Translation)
SEDOC – European system for the international clearing of vacancies and applications for employment
SGML – standard generalised mark-up language
SICAV – FR: *société d'investissement à capital variable*
SIENA – database of external and intra-Community trade based on Nimexe (Eurostat) (FR: *système intérimaire d'exploitation de la Nimexe automatisé*)
SIMAP – Information system for public procurement
SIS – Schengen information system
SITC – standard international trade classification
SME – small and medium-sized enterprise
SMIC – FR: *salaire minimal interprofessionnel de croissance*
SMIG – FR: *salaire minimal interprofessionnel garanti*
SMU – small and medium-sized undertaking
SOLAS – International Convention for the Safety of Life at Sea
SpA – IT: *società per azioni*
SPES – stimulation plan for economic science

Sprint – strategic programme for innovation and technology transfer
SPRL - FR: *société de personnes à responsabilité limitée*
Stabex – system for the stabilisation of ACP and OCT export earning
STAR – special telecommunications action for regional development
START – strategic arms reduction talks
STEP – science and technology for environmental protection
STOA – scientific and technological options assessment
Stride – science and technology for regional innovation and development in Europe
Sysmin – special financing facility for ACP and OCT mining products
Systran – computer translation system
SWIFT – Society for Worldwide Interbank Financial Transfers

T

TAC – total allowable catch
Tacis – technical assistance to the Commonwealth of Independent States
TAFI – textile anti-fraud initiative
TAM – trade assessment mechanism
TARIC – integrated tariff of the European Community
TCDC – technical cooperation among developing countries
TEDIS – trade electronic data interchange systems
Télématique - Community initiative for regional development concerning services and networks related to data communication
Tempus – trans-European mobility scheme for university studies
TENs – trans-European networks
TGV – high-speed train (FR: *train à grande vitesse*)
Thermie – programme for the promotion of energy technology
TIDE – technological initiative for the socioeconomic integration of the disabled and elderly
TIF – international transit by rail (FR: *transport international par chemin de fer*)
TIR – international carriage of goods by road (FR: *transport international de marchandises par route*)
TRIPs – trade-related aspects of intellectual property rights
TUC – Trades Union Congress

U

UCLAF – Unit for the Coordination of Fraud Prevention
UHF – ultra-high frequency
UHT – ultra-heat-treated (milk or cream)
UMTS – universal mobile telecommunications system
UN – United Nations
UNBRO – United Nations Border Relief Operation
UNCED – United Nations Conference on Environment and Development
Unctad – United Nations Conference on Trade and Development
UNDP – United Nations Development Programme
UNDRO – United Nations Disaster Relief Organisation
UNECE – United Nations Economic Commission for Europe
UNEP – United Nations Environment Programme
Unesco – United Nations Educational, Scientific and Cultural Organisation
UNHCR – Office of the United Nations High Commissioner for Refugees
UNICE – Union of Industrial and Employers' Confederations of Europe
Unicef – United Nations Children's Fund

UNRRA – United Nations Relief and Rehabilitation Agency
UNRWA – United Nations Relief and Works Agency for Palestine Refugees in the Near East
UPU – Universal Postal Union
URBAN – Community initiative concerning urban areas
URL – uniform resource locator

V

v – versus

Valoren - Community programme for the development of certain less favoured regions of the Community by exploiting indigenous energy potential (FR: *valorisation du potentiel énergétique endogène*)

VALUE – programme for the dissemination and utilisation of research results (FR: *valorisation et utilisation pour l'Europe*)

VAT – value added tax

VHF – very high frequency

VOCs – volatile organic compounds

W

WEU – Western European Union

WFTU – World Federation of Trade Unions

WHO – World Health Organisation

WIPO – World Intellectual Property Organisation

WTO – World Trade Organisation

WWF – Worldwide Fund for Nature (formerly World Wildlife Fund)

Y

YES – youth exchange scheme

Short name in original language (geographical name)	Official title in original language (protocol name)	Short name in English (geographical name)	Official title in English (protocol name)	Country code [1]	Former abbreviation [1]
Belgique/België	Royaume de Belgique/ Koninkrijk België	Belgium	Kingdom of Belgium	BE	B
Česká republika	Česká republika	Czech Republic	Czech Republic	CZ	—
Danmark	Kongeriget Danmark	Denmark	Kingdom of Denmark	DK	DK
Deutschland	Bundesrepublik Deutschland	Germany	Federal Republic of Germany	DE	D
Eesti	Eesti Vabariik	Estonia	Republic of Estonia	EE	—
Ελλάδα [*]	Ελληνική Δημοκρατία	Greece	Hellenic Republic	EL	EL
España	Reino de España	Spain	Kingdom of Spain	ES	E
France	République française	France	French Republic	FR	F
Ireland	Ireland	Ireland	Ireland	IE	IRL
Italia	Repubblica italiana	Italy	Italian Republic	IT	I
Κύπρος/Κίβρις [*]	Κυπριακή Δημοκρατία	Cyprus	Republic of Cyprus	CY	—
Latvija	Latvijas Republika	Latvia	Republic of Latvia	LV	—
Lietuva	Lietuvos Respublika	Lithuania	Republic of Lithuania	LT	—
Luxembourg	Grand-Duché de Luxembourg	Luxembourg	Grand Duchy of Luxembourg	LU	L
Magyarország	Magyar Köztársaság	Hungary	Republic of Hungary	HU	—
Malta	Repubblika Ta' Malta	Malta	Republic of Malta	MT	—
Nederland	Koninkrijk der Nederlanden	Netherlands	Kingdom of the Netherlands	NL	NL
Österreich	Republik Österreich	Austria	Republic of Austria	AT	A
Polska	Rzeczpospolita Polska	Poland	Republic of Poland	PL	—
Portugal	República Portuguesa	Portugal	Portuguese Republic	PT	P
Slovenija	Republika Slovenija	Slovenia	Republic of Slovenia	SI	—
Slovensko	Slovenská republika	Slovakia	Slovak Republic	SK	—
Suomi/Finland	Suomen tasavalta/ Republiken Finland	Finland	Republic of Finland	FI	FIN
Sverige	Konungariket Sverige	Sweden	Kingdom of Sweden	SE	S
United Kingdom	United Kingdom of Great Britain and Northern Ireland	United Kingdom	United Kingdom of Great Britain and Northern Ireland	UK	UK

[*] Latin transliteration: Ελλάδα = Elláda; Κύπρος = Kýpros.

[1] The abbreviation to use = ISO code, except for Greece and the United Kingdom, for which EL and UK are recommended (instead of the ISO codes GR and GB). The former abbreviations (generally taken from the international code for automobiles) were used until the end of 2002.

NB: Ireland is the full name laid down in the Irish Constitution; 'Eire' (the name in Irish) and 'Republic of Ireland/Irish Republic' are incorrect in English.

Use 'the Netherlands' not Holland, which is only part of the Netherlands (the provinces of North and South Holland); a capital T is not necessary on 'the'. In tables 'Netherlands' will suffice.

Use 'United Kingdom' for the Member State, not 'Great Britain', which comprises England, Scotland and Wales; these three together with Northern Ireland are the constituent parts of the United Kingdom. The purely geographical term 'British Isles' includes Ireland and the Crown Dependencies (the Isle of Man and the Channel Islands, which are not part of the United Kingdom).

Community currencies

ISO code	Currency
EUR [1]	euro
CYP	Cyprus pound
CZK	Czech koruna (pl. koruny)
DKK	Danish krone (pl. kroner)
EEK	kroon (pl. kroonid)
GBP	pound sterling
HUF	forint (inv.)
LTL	litas (pl. litai)
LVL	lats (pl. lati)
MTL	Maltese lira (pl. liri)
PLN	zloty (pl. zlotys)
SEK	krona (pl. kronor)
SIT	tolar (pl. tolars)
SKK	Slovak koruna (pl. koruny)

[1] The euro replaced the ecu (ISO code = ECU) on 1 January 1999 and 12 Community currencies on 1 January 2002.