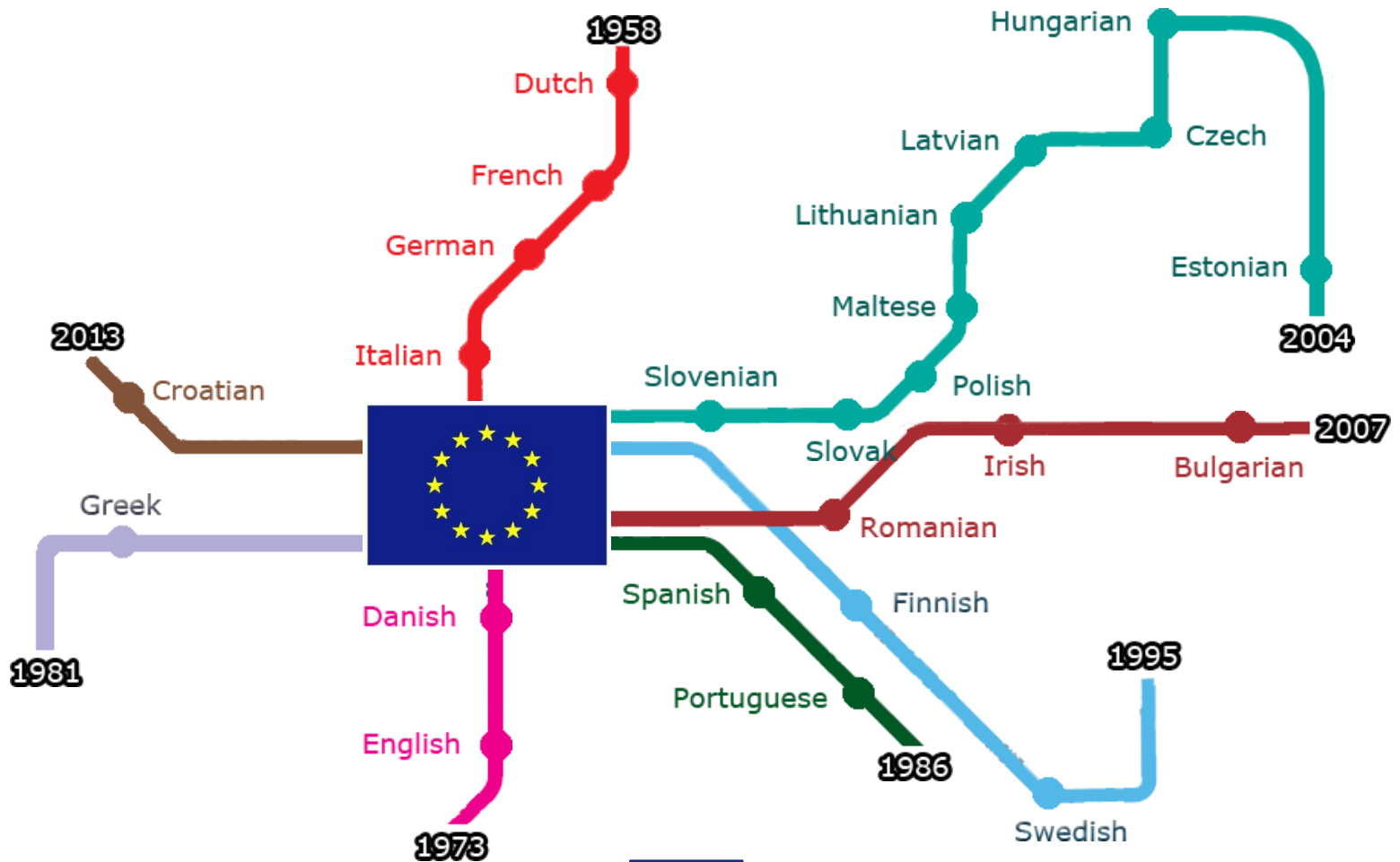# DG Translation

Helping the Commission communicate

- ➢ **Centre of excellence in translation and multilingual communication**

- ➢ **Integral part of the legislative process**

- ➢ **Your partner in business**
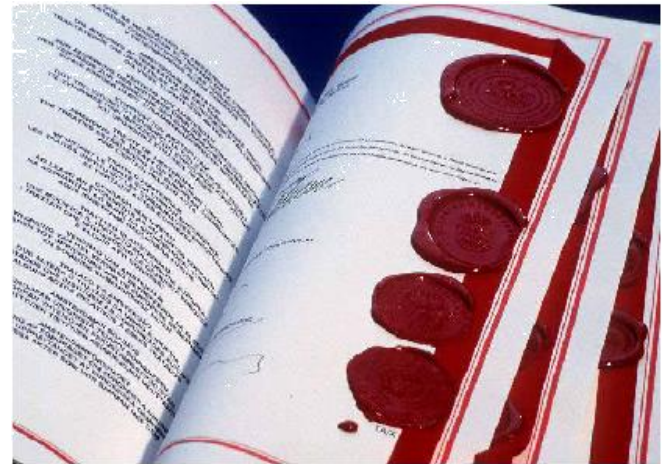
EU official languages over time

The legal basis

Treaty on the Functioning of the European Union

- Citizens have a right to address the official EU bodies in any of the EU's official languages and to receive a reply in that language.

Council Regulation No 1/58

- Regulations and other documents of general application shall be drafted in the official languages.

Translation is part of the legislative process

- Translation is central to the legislative process

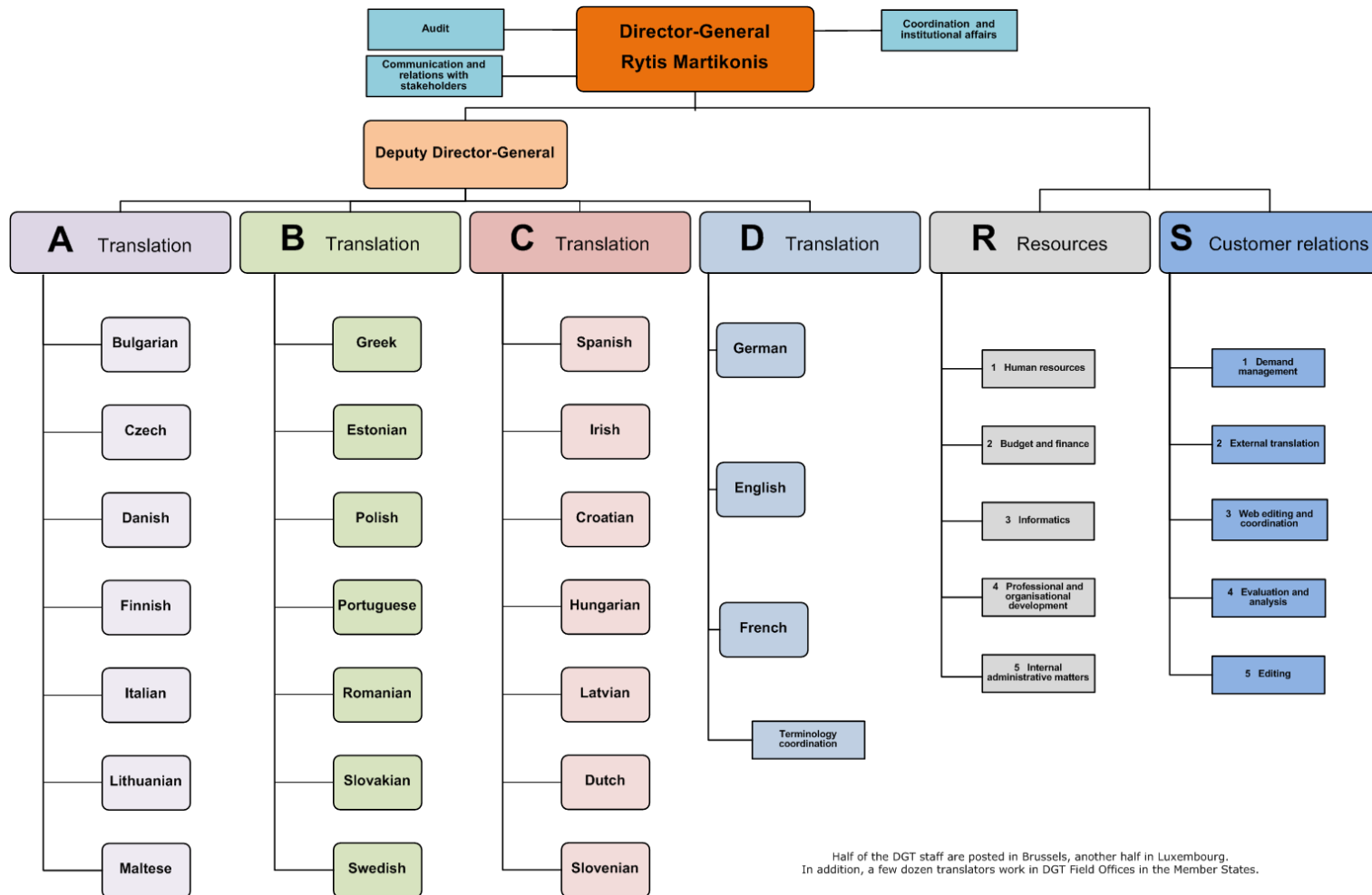- Translation and editing contribute to better regulation

DG Translation

- ± 1700 highly trained native speakers

- Linguistic and thematic expertise

- State-of-the-art tools
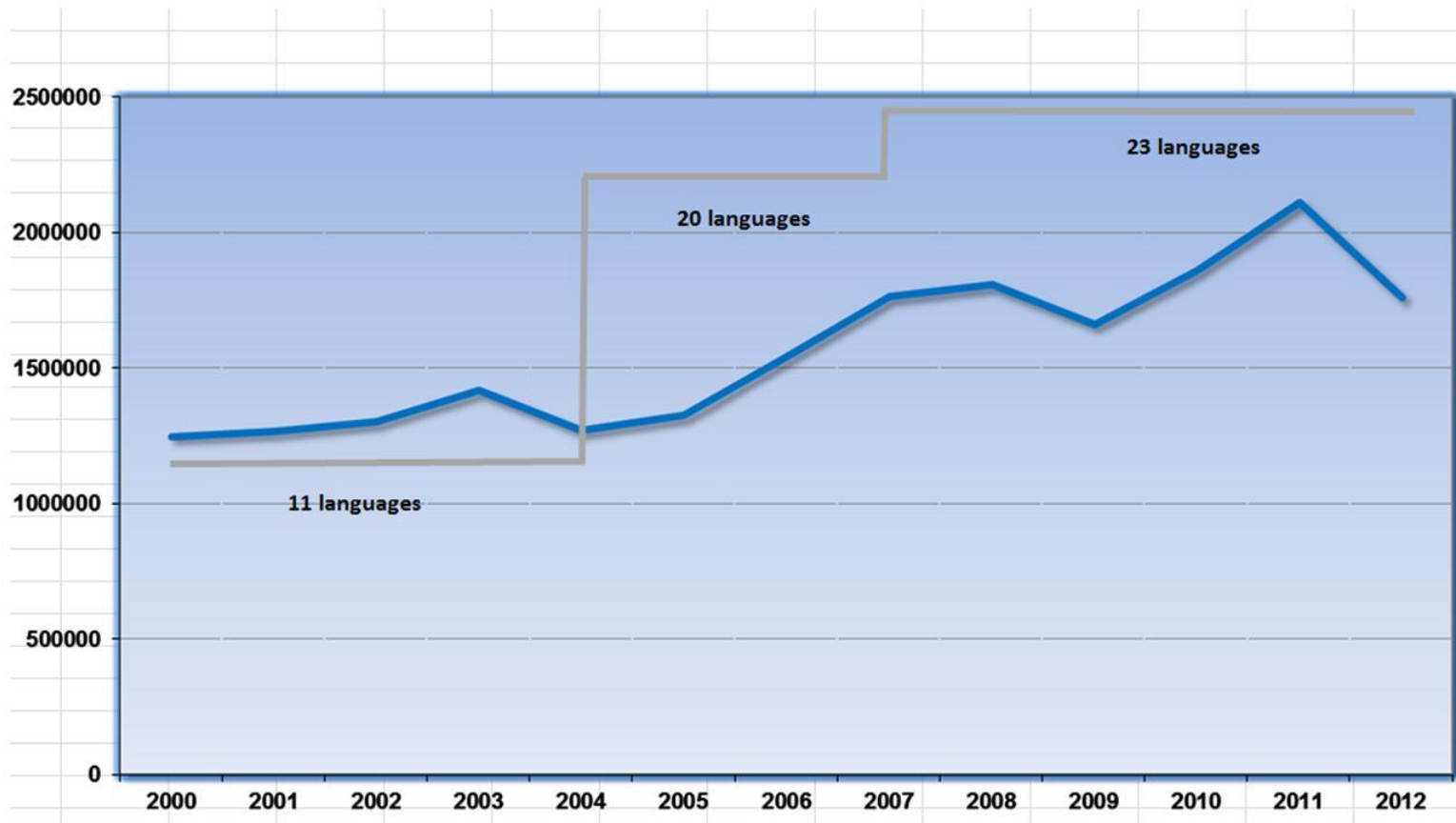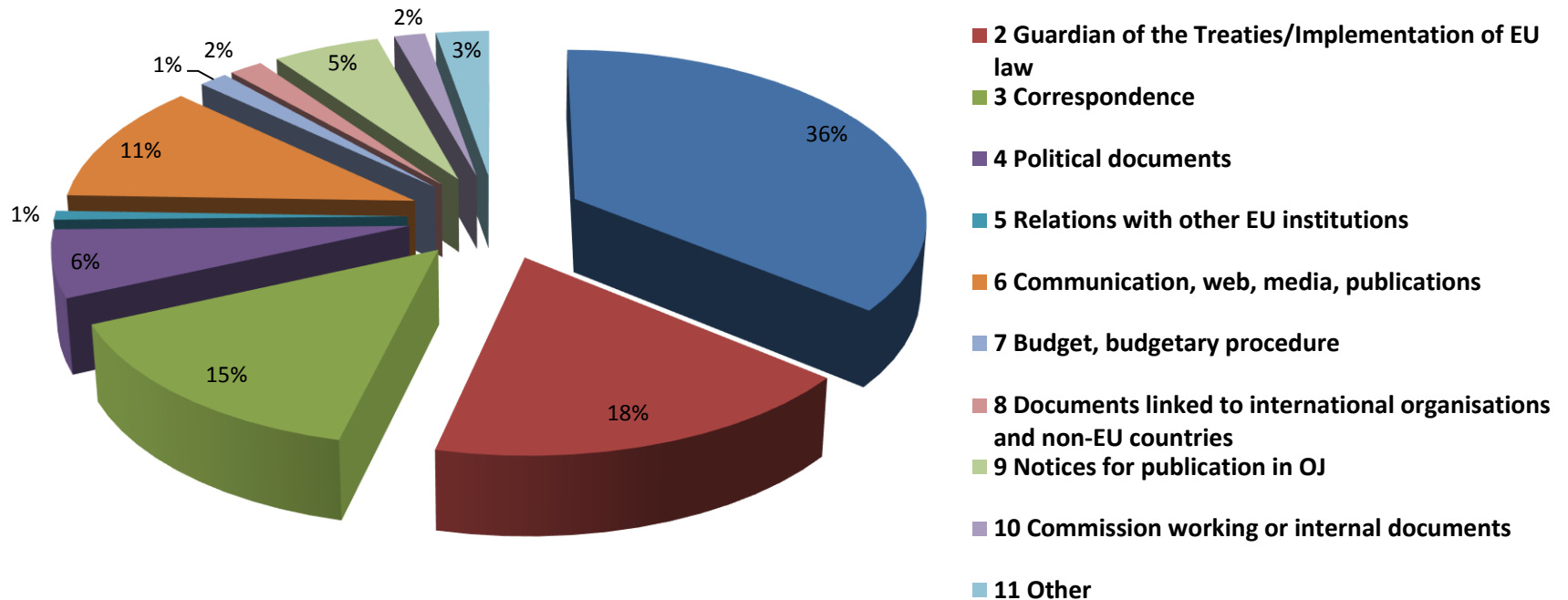
Organisation (as from 1/1/13)

Half of the DGT staff are posted in Brussels, another half in Luxembourg.
In addition, a few dozen translators work in DGT Field Offices in the Member States.

1.76 million pages translated in 2012 working in 23 languages, now 24

Main document types 2012

Pie chart legend:

- **1 EU law, including the legislative process** — 36%
- **2 Guardian of the Treaties/Implementation of EU law** — 18%
- **3 Correspondence** — 15%
- **4 Political documents** — 6%
- **5 Relations with other EU institutions** — 1%
- **6 Communication, web, media, publications** — 11%
- **7 Budget, budgetary procedure** — 1%
- **8 Documents linked to international organisations and non-EU countries** — 2%
- **9 Notices for publication in OJ** — 5%
- **10 Commission working or internal documents** — 2%
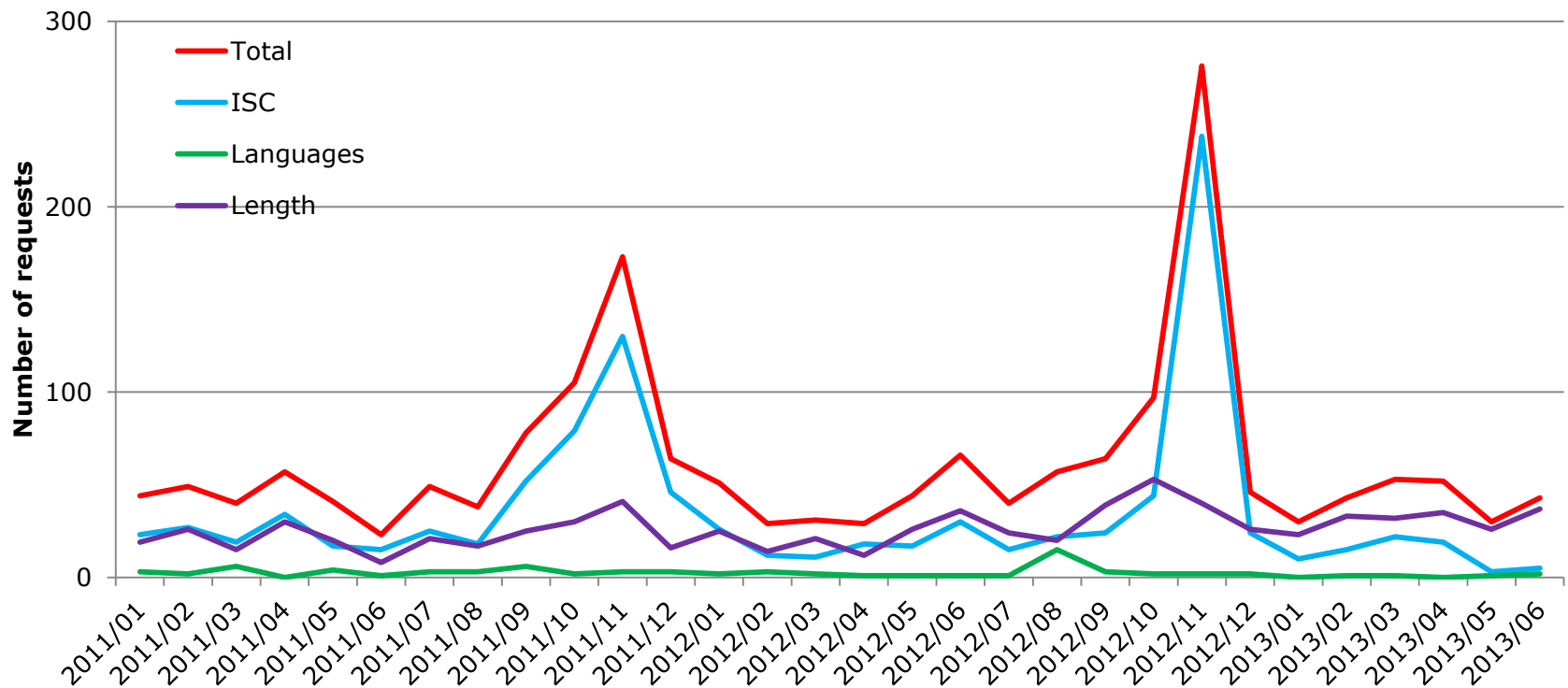- **11 Other** — 3%

Translation strategy
Communication SEC(2006)1489

- Balance between translation needs and available resources

- Length restrictions for:
  - Explanatory memoranda/Communications from/to the Commission/White Papers/working papers: **15 pages**
  - Summary of impact assessments: **10 pages**
  - Legislative financial statements: **4 pages**
  - Green Papers: **30 pages**

Requests with derogations 2011-2013

Requests with derogations represent between 0,4% and 4,6% (peak Nov 2012) of all requests, middle value 0,8%

Our products and services

- Efficiency for all

- Fit-for-purpose quality

- Reliability

- Stand-by on evenings and weekends

Products	Services
• Full-length translation (TRA)	• Editing (EDIT)
• Web translation (WEB)	• Web editing and webwriting advice
• Written summary (RSE)	• Translation Hotline
• Oral summary (RSO)	• Corrigenda service
• Machine translation	• Linguistic advice
• Post-edited machine translation (PER)	• Stand-by service
• Translation of classified texts	• Document screening
• Subtitling	

Quality assurance

1. **Before translation:** editing of originals, Clear Writing campaign and training, preparatory work

2. **During translation:** consistent terminology, multilingual concordance

3. **After translation:** spot-checking; evaluation; feedback

Making a request

- **POETRY** – for "normal" translations

- **e-GREFFE** – for documents belonging to the Commission's decision-making process

More info on DGT-Intracomm:
https://myintracomm.ec.europa.eu/serv/en/dgt/making_request/Pages/index.aspx

MT@EC

A new machine translation system

- all the EU's official languages
- used by EU institutions' translators and other staff
- July 2013: in use by the whole Commission

➢ *Does not replace human translation!*

Clear Writing campaign

- Be concrete not abstract

- KISS! **K**eep **I**t **S**hort and **S**imple

- Cut out excess nouns

- Ask before you start: what, who, when, where, how, why, how much?

- DGT can help!

Useful contacts

Translation and summaries: DGT-DEMAND-INFO

Translation hotline: DGT-HOTLINE

Editing service: DGT-EDIT

Linguistic advice: DGT-EDIT-HELPLINE

Useful contacts (2)

Corrigenda: DGT-CORRIGENDA

Translation correspondent in your DG

For more details:
https://myintracomm.ec.europa.eu/serv/en/dgt/help/dgt_contact/Pages/index.aspx

Thank you for your attention!