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## **TRANSLATION QUALITY INFO SHEETS FOR CONTRACTORS**

DG Translation's Quality Management Framework calls for our translations to be fit for their intended communicative purpose to satisfy the expressed or implied needs and expectations of our direct customers, our partners in the other EU institutions, the end-users, and any other stakeholders. These info sheets specify the purpose and related quality requirements of the various texts we translate.

## Text category A: LEGAL DOCUMENTS

1. EU legal acts: regulations, directives, decisions, recommendations, opinions, international agreements;
2. Documents used in administrative or legal proceedings and inquiries, such as infringements, mergers, anti-trust, state aid and anti-dumping cases, e.g. submissions to the courts, letters of formal notice, reasoned opinions, statements of objection, etc.;
3. Documents for procurement or funding programmes, tenders, grants applications, contracts.

A. LEGAL DOCUMENTS	1. EU LEGAL ACTS
<b>Description and purpose</b>	EU legal acts have a legal effect: they create rights, obligations and legitimate expectations. The readership, be it citizens or courts, must be able to act in complete confidence that the information in the document is reliable.
<b>Drafting instructions</b>	Ensure compliance with EU drafting rules, formalised formulations and templates in the <i>Joint Practical Guide (JPG)</i> , the <i>Manual of Precedents</i> , the <i>Interinstitutional Style Guide</i> <sup>1</sup> , the Normative memory, LegisWrite, and language-specific style guides <sup>2</sup> . The sentence rule applies: the target text should have the same 'sentence boundaries' as the source text. Texts should be fit for publication.
<b>Terminology</b>	Ensure terminological consistency within the act itself (without synonyms or reformulations) and with the legal basis and basic act(s). Whenever new terms are to be created, DGT should be consulted. This should be done by sending a message to the functional mailbox of DGT's language department you are working with.
<b>Quotes</b>	Direct quotes of provisions and titles of legal acts should always be cited from <a href="#">EurLex</a> (check latest consolidated version or the latest corrigendum) or from national authoritative legal databases. Also for indirect quotes (i.e. quotes without quotation marks) it is important to always check the source to ensure that it is not misrepresented.
<b>Pay special attention to</b>	<ol style="list-style-type: none"><li>1. Basic legal acts and other reference legal acts, including treaties in EurLex</li><li>2. Terminology: internal and external consistency; IATE</li><li>3. Drafting instructions in style guides</li><li>4. Translation memories updated by DGT</li><li>5. Errors in the source text or in reference materials; if spotted, point it out in a message to DGT's functional mailbox</li></ol>

<sup>1</sup> *Joint Practical Guide* (<http://eur-lex.europa.eu/content/techleg/EN-legislative-drafting-guide.pdf>);  
*Interinstitutional Style Guide* (<http://publications.europa.eu/code/>).

<sup>2</sup> Language specific style guides and other instructions can be found on the translation and drafting resources site [https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources\\_en](https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources_en)

A. LEGAL DOCUMENTS	2. DOCUMENTS USED IN PROCEEDINGS AND INQUIRIES
<b>Description and purpose</b>	These documents are used in administrative or legal proceedings and inquiries, such as infringements, mergers, anti-trust, state aid and anti-dumping cases, e.g. requests for information, submissions to the courts, letters of formal notice, reasoned opinions, statements of objection, etc. The outcome of these proceedings may have direct binding legal effect and may depend on the accurate rendering of the original meaning.
<b>Drafting instructions</b>	The <i>Interinstitutional Style Guide</i> <sup>3</sup> , the Normative Memory, LegisWrite, and language-specific style guides <sup>4</sup> apply. Guidance for leeway for editing while translating is provided in <i>The essential guide to drafting Commission documents on EU competition law</i> <sup>5</sup> .  Ensure consistency with formulations, references and terminology used in earlier exchanges or procedural steps in the file (make also sure that you are adequately familiar with the procedure concerned <sup>6</sup> ).
<b>Terminology</b>	Ensure that terminology and phraseology are consistent with relevant (EU and national) legislation and documents from earlier exchanges and procedural steps in the file.

A. LEGAL DOCUMENTS	3. PROCUREMENT OR FUNDING PROGRAMMES – TENDERS, GRANT APPLICATIONS, CONTRACTS
<b>Description and purpose</b>	Procurement is a highly regulated area. Procurement also has to do with business, and the <i>minutiae</i> of tender specifications will be scrutinised by the potential bidders to ensure that their offers are tailored to the specifications. Specifications may be very technical and the terminology must be precise. The documents are binding for the Commission, and the signed contracts are binding for both parties.
<b>Drafting instructions</b>	The <i>Interinstitutional Style Guide</i> <sup>7</sup> , the Normative Memory, LegisWrite, and language-specific style guides <sup>8</sup> apply.
<b>Terminology</b>	Ensure compliance with the Procurement Directive <sup>9</sup> , the EU financial rules <sup>10</sup> and the implementation rules at national level. Ensure consistency with the Commission's standard contracts for grants and procurement which exist in all languages.

<sup>3</sup> <http://publications.europa.eu/code/>

<sup>4</sup> [https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources\\_en](https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources_en)

<sup>5</sup> <http://www.essentialguide.eu/>

<sup>6</sup> [http://ec.europa.eu/atwork/applying-eu-law/infringements-proceedings/index\\_en.htm](http://ec.europa.eu/atwork/applying-eu-law/infringements-proceedings/index_en.htm);

[http://ec.europa.eu/competition/antitrust/procedures\\_101\\_en.html](http://ec.europa.eu/competition/antitrust/procedures_101_en.html) (EN only);

[http://ec.europa.eu/competition/mergers/procedures\\_en.html](http://ec.europa.eu/competition/mergers/procedures_en.html) (EN only);

[http://ec.europa.eu/competition/state\\_aid/overview/state\\_aid\\_procedures\\_en.html](http://ec.europa.eu/competition/state_aid/overview/state_aid_procedures_en.html) (EN only).

<sup>7</sup> <http://publications.europa.eu/code/>

<sup>8</sup> [https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources\\_en](https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources_en)

<sup>9</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

<sup>10</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, OJ L 193, 30.7.2018, p. 1.

## Text category B: POLICY AND ADMINISTRATIVE DOCUMENTS

1. Accompanying documents not formally part of legal acts: communications, staff working documents (SWD), (summaries of) impact assessments, non-binding parts of legislative documents such as financial statements or explanatory memoranda, etc.;
2. White and green papers or any other document intended for public consultation;
3. Other official administrative documents flowing from legal and political obligations and purposes, e.g. reports, instructions for application, guidelines, questionnaires, administrative notices.

B.	POLICY AND ADMINISTRATIVE DOCUMENTS
<b>Description and purpose</b>	<ul style="list-style-type: none"> <li>- <u>Accompanying documents not formally part of legal acts</u>: communications, staff working papers, (summaries of) impact assessments, non-binding parts of legislative documents such as financial statements or explanatory memoranda, etc. They are part of the legislative packages transmitted to the legislating institutions and national parliaments. They are not binding, but form part of the factual basis on which EU institutions and national parliaments scrutinise Commission proposals.</li> <li>- <u>White and Green Papers</u>: usually form part of a wider public consultation. Public consultation is a formal part of the policy development process and may feed into legislative proposals.</li> <li>- <u>Other official administrative documents</u> flowing from legal and political obligations and purposes, e.g. reports.</li> </ul>
<b>Drafting instructions</b>	<p>Ensure compliance with the drafting rules in the <i>Interinstitutional Style Guide</i><sup>11</sup>, the Normative Memory, LegisWrite, and language-specific style guides<sup>12</sup> and follow the recommendations of the <i>How to write clearly</i><sup>13</sup> booklet.</p> <p>Texts should provide factually correct and complete information, while being persuasive and read like originals (or covert translations) in the target language. The message should be clear and the language idiomatic. EU jargon should be used in a balanced way.</p> <p>Pay attention to logical presentation: clarity of argumentation, line of argument, fluency and naturalness of the text.</p> <p>Ensure consistency in formulations and terminology with earlier or related documents on the subject.</p> <p>The texts should be fit for publication.</p>
<b>Terminology</b>	<p>Focus should be on meaning rather than words, but attention should be paid to terminology.</p> <p>For new terminology (e.g. in white and green papers, communications): consult DGT's language department you are working with.</p>

<sup>11</sup> <http://publications.europa.eu/code/>

<sup>12</sup> [https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources\\_en](https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources_en)

<sup>13</sup> <http://bookshop.europa.eu/uri?target=EUB:NOTICE:HC3212148:EN:HTML>

## Text category C: INFORMATION FOR THE PUBLIC

1. Press releases, memos;
2. Articles for publication in the press, speeches, interviews;
3. Leaflets, brochures, posters;
4. Web texts.

C. INFORMATION FOR THE PUBLIC	1. PRESS RELEASES, MEMOS, PRESS ARTICLES, SPEECHES, INTERVIEWS, LEAFLETS, BROCHURES, POSTERS
<b>Audience</b>	General public
<b>Description and purpose</b>	The Commission's communication policy aims at bridging the gap between citizens and the EU and creating wider interest and trust in EU matters. These documents are meant for immediate distribution to a large audience (national press, Web sites, info points) without further processing.
<b>Drafting instructions</b>	The <i>How to write clearly</i> <sup>14</sup> booklet and language-specific guidelines <sup>15</sup> apply. Information must not only be correct, it must also be presented in an accessible and attractive way. The texts should be fit for publication. Texts should provide factually correct information, while being persuasive and read like originals in the target language. The message should be clear and the language idiomatic. EU jargon should be avoided. When appropriate, consider rearranging sentence elements, splitting long sentences and paragraphs, adapting headlines and headings to state the issue in a catchy manner.
<b>Terminology</b>	Focus should be on meaning rather than words, but attention should be paid to terminology
<b>Pay special attention to</b>	<ul style="list-style-type: none"> <li>• <u>Fluency and naturalness</u>: the target text should read like an original in the target language and comply with its text-type conventions; quotes should read naturally. All in all, the impact of the text in the target language is a key criterion for correct translation;</li> <li>• <u>Organisation-centric jargon</u>: ask yourself how you would express the idea in your mother tongue; try where possible to use 'everyday language';</li> <li>• <u>Correct tone and rhetoric</u> of addressing and convincing readers in your language;</li> <li>• <u>Critical parts/sections of the text</u>: headings, introductions, first paragraphs, summaries, critical pieces of information: these should be clear, correct, compact and catchy;</li> <li>• <u>Slogans, 'brand names'</u> and examples in leaflets, posters or brochures: these may need (cultural) adaptation; check also whether translations of slogans and 'brand names' already exist;</li> <li>• <u>In case of possible errors</u>, unclear passages, illogical formulations or doubts as regards the need for adaptation: contact DGT's language department you are working with.</li> </ul>

<sup>14</sup> <http://bookshop.europa.eu/uri?target=EUB:NOTICE:HC3212148:EN:HTML>

<sup>15</sup> [https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources\\_en](https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources_en)

<b>C. INFORMATION FOR THE PUBLIC</b>	<b>2. WEB TEXTS</b>
<b>Description and purpose</b>	The Commission's communication policy aims at bridging the gap between citizens and the EU and creating wider interest and trust in EU matters. Web texts are meant for immediate distribution to a large audience on the Web, without further processing.
<b>Drafting instructions</b>	Web texts should be reader-friendly, concise and clear. They should avoid organisation-centric jargon, abbreviations, etc. Consider rearranging information to focus on the key news content, splitting long paragraphs, highlighting information concerning the country concerned, adapting headlines and headings to state the key issue in a catchy manner.
<b>Terminology</b>	Use reference files for technical terminology. Ensure terminological consistency with the target page in your language.

**TEXT CATEGORY D: INPUT FOR EU LEGISLATION, POLICY FORMULATION AND ADMINISTRATION**

D.	MEMBER STATE LEGISLATION AND CORRESPONDENCE
<b>Audience</b>	For internal use; potentially for public use in some circumstances.
<b>Description and purpose</b>	<p>Most incoming documents are submitted by Member State authorities in the course of administrative procedures, introducing a request for the Commission to take action or responding to issues raised by the institutions.</p> <p>These documents serve as input for the Commission’s work and often feed directly into legislative drafts.</p>
<b>Drafting instructions</b>	<p>As these documents are generally translated into the procedural languages, most frequently English, the <i>Interinstitutional Style Guide</i><sup>16</sup> and <i>DGT’s English Style Guide</i><sup>17</sup> contain the most important guidelines to be adhered to.</p> <p>As a minimum requirement, the translation must be fit for its intended purpose, and accurately convey the content and information in the original.</p>
<b>Terminology</b>	Terminology must be researched thoroughly and used consistently to avoid confusion and facilitate the analytical and administrative work of the requesting Commission services.
<b>Pay special attention to</b>	<ul style="list-style-type: none"> <li>• <u>The context of the translation</u>: most incoming documents are associated with existing or proposed Commission documents. Translators need to be aware of the purpose of the translation and apply the style and register appropriate for the given text type.</li> <li>• <u>Use of reference material</u>: particularly in the case of notifications and replies from external parties, as the terms used must be consistent with those of the Commission’s original communication. In an exchange of letters, the whole process should be taken into account, as far as possible, and quotations from EU law and national law, as well as previous correspondence, where appropriate, reproduced accurately.</li> </ul>

<sup>16</sup> <http://publications.europa.eu/code/en/en-000100.htm>

<sup>17</sup> [https://ec.europa.eu/info/files/english-resources-english-style-guide\\_en](https://ec.europa.eu/info/files/english-resources-english-style-guide_en)