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Bakalářská práce

České překladatelství a tlumočnictví v EU

Czech translating and interpreting in the EU

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Anotace bakalářské práce:
České překladatelství a tlumočnictví v EU

Cílem mé bakalářské práce je vytvořit přehlednou informační brožuru poukazující na význam českého překladatelství a tlumočnictví v Evropské unii a to jak v rovině obecné tak konkrétní, se zaměřením na jednotlivá jazyková oddělení a na vlastní práci překladatelů a tlumočnicků v orgánech EU.

Úvod práce pojednává o cestách vedoucích do řad českých tlumočnicků a překladatelů v Evropské unii a s jejich nezbytným vzděláním. Druhá a třetí část práce je zaměřena na důležitost jednotlivých českých překladatelských a tlumočnických oddělení. Jednotlivá oddělení a jejich práce jsou v této kapitole podrobně představena. Krátká část je věnována formám pomoci, kterou Evropská unie poskytuje českým překladatelům a tlumočnickům a roli kterou v orgánech Evropské unie hrají soukromé jazykové agentury.

Abstract of bachelor thesis:
Czech translating and interpreting in the EU

The aim of my bachelor thesis is to write a user-friendly booklet referring to the importance of Czech translating and interpreting services in the European Union at general as well as practical level, focusing on individual language departments and services provided by translators and interpreters working in EU bodies.

In the beginning of the thesis we will learn about the ways leading into the translating and interpreting department within the EU and their education. Second and third parts of the thesis introduce the Czech translation and interpretation departments and point out their significance. Short part of the thesis is dedicated to the helping tools that the European Union provides to the Czech translators and interpreters. The final part of the thesis informs about the private language companies and freelance translators and interpreters working for the EU.

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INTRODUCTION

The fundamental rule of the European Union is the high respect to the diversity of culture, habits and opinions, and the same rule is applied to languages. Referring to Article 22 of Chart of Fundamentals Rights and Freedoms of the European Union adopted in 2000 the European Union is engaged to respect the language diversity. Article 21 of the Chart prohibits any kind of language discrimination. The Reform Treaty adopted in October 2007 by the European Council enhanced the respect of language diversity. It says that the European Union “shall respect its rich cultural and linguistic diversity and shall ensure that the Europe’s cultural and heritage is safeguarded and enhanced.” (Article 2, Reform Treaty).

Although the European Union respects English as the most widespread language in the EU, it is essential to ensure equal approach to all the languages. All EU citizens must have access to EU documents in their mother language and to “write to any EU institution in one of the official languages of the EU and have an answer in the same language.” (Article 21, EC Treaty).

The European Union with its institutions is often called “Mekka of translators and interpreters” in Europe. No organisation in the world employs such a large number of translators and interpreters. Their work is crucial for the smooth running of the Union. Without their services the language diversity could never be reached.

After the accession of the Czech Republic to the EU in 2004 the need for qualified translators and interpreters has increased. Currently, they are occupying an irreplaceable position within the EU structures.

Many students of languages dream of their career within EU language departments. Some of them are not aware of all the difficulties that the translators and interpreters have to deal with in their day-to day life in the EU institutions. The main objective of my bachelor thesis is to write an information booklet for anyone who would like to work in Czech translation or interpretation departments of the EU or for anyone who might be interested in learning something more about these difficult jobs. The brochure will include information about ways leading into the European language departments, what are the requirements for future translators and interpreters, what is the selection procedure, conditions of work, and where to get the necessary education.

The brochure also describes the individual language departments and their work with a particular focus on Czech departments. It explains what role they play and points out their importance. It also helps to understand the overall structure of institution better and to show the work of the EU from a new angle.

The work of translators and interpreters is very difficult and therefore the EU provides the language departments with various forms of help. The helping tools are highly appreciated and some of them can be used by the public too, which was the main reason why I have decided to dedicate one chapter in my thesis also to them. Last chapter of my thesis informs about the private language companies and freelance translators and interpreters cooperating with EU bodies. The chapter contains information about contracting procedures, two Czech language companies directly cooperating with the EU and also the profiles of several freelance translators and interpreters.

1 THE MISSION

The main mission of Czech translators and interpreters working in the European Union is to provide services thanks to which the EU can respect its basic rule of diversity and follow the message of multilingual community. The aim of all the translation and interpretation services within the EU is to cover the EU institutions needs for translation and linguistic advice with all types of written texts and during all types of the meetings, to support and promote the multilingualism in the European Union and to bring the Union's policies closer to its citizens. The demand for qualified Czech translators and interpreters has for the first time increased before the accession of the Czech Republic to the EU, when our first translators and interpreters started to work in EU structures. Their main objective was to assist during accession negotiations, to translate important documents and to interpret crucial meetings. Their importance has never decreased since then. Thanks to their services all sessions and meetings can be attended by real Czech experts, regardless of their language knowledge. They can be sure that due to the good services of Czech language departments they will understand all the documentation relevant to the negotiated issue and that the meeting will be well interpreted. However, also the government institutions based in the Czech Republic are dependent on the work of Czech language departments. The legislation of the European Union has to be published in the official languages of member states because it becomes their national law. Therefore it is directly binding for all the national institutions and citizens of every member states. Czech language departments make sure that all the legislative acts are translated into Czech using the up to date terminology so no misunderstanding could arise.

Although the work of Czech translators and interpreters in the EU is seen as very prestigious, it is also extremely difficult and demanding. University education is necessary for all of them and we could say that their process of learning never ends. They follow their studies of languages and extend their knowledge of languages so they could offer their services in as many languages as possible. Many of them spoke two foreign languages when they joined the EU institutions, after several years of work they can speak four or even more languages and they keep learning.

1.1. How to become a translator or an interpreter in the EU?

The EU works on the basis of a multilingual working environment, which provides many work opportunities for translators and interpreters from its member states.

Translators and interpreters are chosen by a selection procedure organized by the European Personnel Selection Office (EPSO). The Office chooses new employees with a high respect to the right for equal opportunities, which means that no nationality, age of applicant or gender can be preferred. Also external translators or interpreters are chosen in the selection procedure or by addressing the supplier who has already been chosen in the procedure.

Any vacancy in a translation or interpretation unit within the EU is published on the web page of the European Personnel Selection Office at the server Europa, on the Competition section when the need for new translators or interpreters arises. Another way how to find out about the vacancies position is to call the office that provides information about personnel recruitment (Info-Recruitment, +32-2 299 31 31). The seat of the office is in 80 Avenue de Cortenbergh Street, B-1049. Any interested translator can get the information from the Representation of the European Commission or from the Information Office of the European Parliament in their mother country. The vacancy positions are published also in the Official Journal of the EU. All the applicants can send their applications on-line. The exact instructions on how to apply are specified in the announcements and advertisements relevant to the individual vacancies at the EPSO websites.

1.1.1. Requirements

All the applicants for the position of translator or interpreter must be the citizens of the European Union and have a university level education. They do not need to necessarily work as translators or interpreters, although the experience they have can be regarded as an advantage. They must have an excellent knowledge and use of their mother language (language 1), very good knowledge of English, French or German

(language 2) and in addition to the languages 1 and 2 they must have a good knowledge of a second source language (language 3). Any additional language is an advantage. Within the individual staff selection procedures specific language combinations can also be demanded. Under the general conditions, the translators and interpreters translate and interpret mainly from the source languages into their mother language. However, under the special conditions, sometimes they have to translate or interpret also from their mother language into the source languages. This often happens after the admission of a new member state to the EU. (DGT, 2008, A)

1.1.2. Selection procedure

The competition consists of two parts – a written test on general knowledge of the EU (multiple choice test) and a language test which consists of a written part followed by an oral part. It usually takes between eight to ten months to get through the process. All the successful candidates are placed on a reserve list which is valid for a certain period, usually for three years. However, being on the list does not guarantee that the candidate will become a translator or an interpreter of the EU. (DGT, 2007)

1.1.3. Conditions of work

Work of translators and interpreters is very exclusive and respected. The work of all the EU institutions depends on their availability. Without them, none of the sessions, meetings or councils could be held. The interpreters are not allowed to work more than eight hours per day. They have statutory hour and half break for lunch. The Secretariat General for interpretation has to be informed at least six weeks in advanced if any session will continue after 18.30, so they can mobilize extra interpreters. If a meeting finishes after 21.00, the interpreters are obliged to take the next morning off. If the meeting finishes after the midnight they can take the next day off. This can obviously have a negative impact on the meetings planned for the next day. (Cabinet Office, 2004)

The probation period for translators/interpreters is between six and nine month depending on the type of the contract. The probation period for permanent officials is nine months, and for temporary staff six months. The duration of the contract for the temporary staff is six months with a possibility of extension. Employees have to pay the

Community tax, but there is no additional national tax on the salary. The household allowance for the spouse and children and education is provided. The conditions for the contract staff are different. Information about it is provided in the chapter relevant to freelance translators and interpreters. (DGT, 2007)

1.2. Necessary education

Everyone who would like to become an interpreter in the EU institutions must pass inter-institutional exams. In the Czech Republic there are two ways how to pass the exam. Either by passing a one year post-graduate course of European Masters in Conference Interpreting (EMCI) or by studying of translation and interpretation at the Institute of Translatology at the Faculty of Art at Charles University.

1.2.1. EMCI (European Masters in Conference Interpreting, 2008)

European Masters in Conference Interpreting is a Masters-type university programme which was established as a pilot project of the European Commission and Parliament. These two institutions in the cooperation with partner universities prepared a training programme at post graduate level aimed to prepare future EU interpreters for their career. The course is currently running at fourteen European universities, in Paris, Genève, Copenhagen, La Laguna, Lisbon, Antwerp, Stockholm, London, Trieste, Štýrský Hradec, Mainz, Budapest, Warsaw, Türk and in Prague. The universities follow a common policy of student's recruitment and are obliged to adapt their programmes according to the changing needs. The partner university in the Czech Republic is Charles University in Prague.

The EMCI programme was launched as a response to the demand for highly-qualified conference interpreters. It is designed for graduates with excellent knowledge of at least one foreign language. In this programme the interpretations skills of students are being developed by using different methods applied by participating institutions.

The candidates applying for the programme must hold a recognized University degree (in any subject) and have an excellent knowledge of their mother language and another language. They should also have a good knowledge of international affairs and should be well-informed of the economic, social and cultural background of the

countries the languages are spoken in. In addition to the knowledge mentioned above, candidates should have good concentration and communication skills; the resistance to stress is also important. All these skills are tested in oral as well as in written exams.

The written part is common to all the language combinations and consists of dictation, of translation and summarization of a text, of a general knowledge test about the EU and international policy. An inseparable part of the exam is also a Czech language test.

The programme comprises the theory and practice of interpreting, consecutive interpretation, simultaneous interpretation, techniques of spoken speeches, diplomatic protocol and ethics of interpretation, tendencies in current Czech and a course on EU and international organizations. An important part of the studies is specialized lectures relevant to the Legislation of the EU, Regional Policy, Single Market, legal and illegal migration, Lisbon Treaty, Health Care Policy, etc.

The Theory of Interpretation course introduces students to the difference between translation and interpretation. The Practice of Interpretation includes, as well as the interpreting techniques such as terminology, also training focused on public speaking or voice coaching. At the end of consecutive interpretation course students should be able to interpret effectively a ten minute speech into their mother language. After passing the simultaneous interpretation course students should be able to interpret speeches of twenty minutes.

In the Czech Republic the EMCI course holds the accreditation of the Ministry of Youth and Sport and is organized by the Institute of Translatology at the Faculty of Arts in the cooperation with the European institutions. The currently running course started on 10 October 2007 and finishes on 23 May 2008. The price of the course is 75,000 CZK paid in two semestral instalments. Capacity of the course is 24 places, maximum. After successful passing of the entrance tests, it is possible to apply for a scholarship that covers much of the school fee. The probability that the scholarship will be accorded is very high. During last two years the scholarship was accorded to all the students who applied for it. (Permanent Representation of the Czech Republic to the EU, 2007, A)

1.2.2. Studies of translation and interpretation at the Institute of Translatology (2008)

The Institute was founded in 1963 and it is the only academic institution in the Czech Republic which raises future professional translators and interpreters. It is associated with the International Federation of Translators and became a founding member of the Czech Council for Translation and Interpretation. The institute cooperates also with many universities, European Commission and European Parliament; it is also involved in many national and international research projects.

The applicants for studies at the Institute must have very good Czech language and foreign language as well. The applicant should also have excellent communication skills, he/she should be able to look at issues from different points of views, be creative, spontaneous and flexible. A good interpreter must also have a good memory and interest in political, cultural, and economic affairs. Talent for translating and interpreting is very important, too. The entrance tests are very similar to the EMCI entrance exams and consist of the translation to the foreign and Czech languages, test of understanding and summarization, general knowledge test and several exercises on Czech grammar and stylistics. Last year about 20% of the applicants were successful in the entrance tests.

The applicants must choose two of the mentioned combinations or one language combination and another studying programme that is offered by the faculty. The curriculum of the programme includes the introduction to philosophy and translatology, lectures on Czech language, lectures on culture and history, international relations, simultaneous and consecutive interpretation, subtitles and dubbing, interpretation for movies, etc. (Institute of Translatology, 2008, B)

A graduate of the Institute of Translatology is able to do professional translations and interpretations relevant to international standards and quality. They should be able to translate and interpret texts and speeches referring to various fields of human activities and topics. The wider academic background allows them to work also as editors of foreign radio/television broadcasting or as teachers. The graduates of doctoral study programmes must do individual research relevant to their specialization and publish the results of their work to the public and lead specialized discussions. They

will establish themselves in the areas of research and science, or as translators, interpreters and university teachers.

Results of research made by the Ministry of the Education from 1996 showed that about sixty percent of the graduates worked as translators or interpreters. The majority of graduates do not have problem in finding a job and their incomes are usually above the average in the Czech Republic. The enlargement of the European Union helps the graduates to succeed as translators and interpreters in the EU institutions, with finding work there as internal or external interpreters or translators.

1.3. Resources:

- Cabinet Office UK, *Guidance for Working Group Chairs*, Cabinet Office, 2004
- Directorate General for Translation, 2008, *Career categories for translators with the European Commission (A)*. Retrieved from DGT website on 5 March 2008
http://ec.europa.eu/dgs/translation/workingwithus/recruitment/permanent_en.htm
- Directorate General for Translation, 2007, *Translating for a Multilingual Community*, Office for Official Publications of the European Communities. Retrieved from DGT website on 20 February 2008
http://ec.europa.eu/dgs/translation/index_en.htm
- EMCI, 2008, *European Masters in Conference Interpreting*. Retrieved from EMCI portal on 1 April 2008
<http://www.emcinterpreting.org/>
- EPSO, 2008, *Personnel selection competitions for the European Institutions*. Retrieved from EPSO website on 1 April 2008
http://europa.eu/epso/competitions/planned_en.cfm
- Institute of Translation, 2008, *Evropský kurz konferenčního tlumočení (B)*. Retrieved from Charles University website on 1 April 2008
<http://utrl.ff.cuni.cz/cs/index.php?data=255>
- Institute of Translation, 2008, *O ústavu*, Retrieved from Charles University website on 1 April 2008
<http://utrl.ff.cuni.cz/cs/index.php?data=235>
- Institute of Translation, 2007, Information leaflet relevant to EMCI, *Evropský kurz konferenčního tlumočení 2007/2008*. Retrieved from the Institute of Translation, Prague on 3 March 2008
<http://www.vscht.cz/document.php?docId=1528>
- Permanent Representation of the Czech Republic to the European Union, 2007, *EMCI (A)*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?id=42951&ido=13562&idj=1&amb=3>

2 TRANSLATION

Translators work with a written text, e.g. novels, handbooks, subtitles or web pages. Most translations are “purpose” translations (handbooks, manuals, financial reports), but there are “literature” translations (poems, essays, novels, etc.), too. Some translations demand a certain level of professional knowledge; for example if a financial, technical or medical text needs to be translated.

Although, people study languages more than they did several years ago, the importance of good translators does not decrease. Globalization and the economic growth rate connected with the requirements for handbooks for new products and the raising number of TV channels increases the demand for good translations. We can find much software on the internet that might help you to understand a written text in a foreign language, however, not even the best software can replace the work of human translators. (Europa, 2008, A)

2.1. Translation in the European Union

The language services within the institutions of the EU aim to support and consolidate the multilingualism in the European Communities and help to approximate EU policies to the citizens of the member states. Translators’ work helps the EU to meet the legal engagements relevant to the communication with the public. (Europa, 2008, A)

The Union adopts some acts that are directly binding on its inhabitants and companies. Therefore, they should have access to the legislation they are obliged to follow in a language they understand. Every citizen of the Union is also entitled to participate in the process of European integration and he/she needs to be able to do that in his/her mother tongue. The work of translation departments increases the legitimacy and efficiency of the Union.

The legislation, political and administrative documents and all legal documents demanding translation to be used to satisfy the needs of European institutions and the member states of European Union are highly professional and translating them requires a very good command of the language as well as of the European legislative background. The structure and content of documents are very complicated. During

translation, it is very important to keep the established terminology, translation tools, set-up and stylistic rules. The work is very difficult from all points of view. On average a translator can translate six or seven pages per day. The general rule within the EU is that translators translate exclusively from a foreign language into their mother tongue. However, after the latest enlargement of the EU to 27 member states and the increase of the number of possible language combinations, it is sometimes very difficult to find a translator who could speak the target as well as the source language.

Directorates General are responsible for translation in the EU. A directorate can be found in the European Parliament, the Council of the EU, the European Commission, the European Court of Justice, the European Court of Auditors and in the European Central Bank. Each directorate is divided into individual language departments.

Council and Committee translators are based in Brussels, others, including the translators of the European Commission, work in Luxemburg.

Language combinations are different depending on institutions. Documents in the Council and Commission are mainly translated from English and French. However, in the Parliament, where all members are entitled to follow the meetings in their mother tongue, it is necessary to translate and interpret from and to all the official EU languages.

The EU works daily with 23 official languages including Irish that was accepted as an EU official language in 2005. The translation expenditures are estimated at 800 million Euros per year. (DGT, 2007)

2.2. Czech Translations in the European Union

Translators are the most numerous group of Czechs working for EU bodies. Currently, there are 196 Czech translators working for EU institutions. There are individual Czech translation departments in each institution. 34 translators work for the Council, 49 for the Parliament, there are 56 translators working in the Commission, 23 translators are employed by the Joint Translation Department for the Committee of Regions and European Economic and Social Committee and five translators work in the Court of Auditors. The specific groups of translators include translators-lawyers in the European Court of Justice (with 32 translators) and lawyers-linguists in the three main

institutions, the Parliament, Commission and Council. The European Central Bank, which is based in Frankfurt, uses the services of 2 Czech translators. (Permanent Representation of the Czech Republic to the EU, 2007, B)

Since 2003, all translation departments have gone through many changes. After the enlargement of the EU in 2004, it was necessary to reorganize the work of the departments. The situation required reasonable expenditures on translation services. Due to the changes, the number of translators from the states that joined the EU before 2004 decreases while the number of translators from the new member states grows. Despite the effort of European bodies to fully cover their needs for translation from and to all the official languages, not all translation departments are able to do that. Therefore, translators use the so-called double translation with English being used as the source language to translate documents.

Translation departments use computer software that reduces the risk of human-made mistakes and makes the process of translation faster. Translators work with programmes that allow them to find sequences that have already been translated in a database – Translator’s Workbench, Euramis, EUR-Lex or IATE. Translators can also use internet and intranet sources to verify terminology, expressions or facts. The exchange of information among the individual bodies is also important. If the capacity of permanent translators is not sufficient, it is possible to use the services of external translators or send the translation to another EU institution.

2.3. Czech translation departments in European institutions

2.3.1. European Parliament

The translation departments of the European Parliament are based in Luxemburg and include approximately 700 translators whose main objective is to translate into all the official languages of the EU, 49 translators currently work in the Czech Translation Unit.

Translated documents include:

- the documents prepared for plenary sessions and for the meetings of parliamentary committees, agendas, report proposals, amendments, opinions, decisions, minutes, information for members of Parliament
- documents of other EU bodies, e.g. decisions of the European Ombudsman
- decisions of European Parliament internal bodies (European Parliament, 2008)

Approximately 60% of source documents are in English, 18% in French, 10% in German, 2% in Spanish, Italian, Portuguese and Greek. The remaining 10% of the documents are made up of the remaining languages.

The Unit can directly translate from 17 languages: English, French, German, Bulgarian, Danish, Estonian, Finish, Italian, Hungarian, Dutch, Polish, Portuguese, Rumanian, Greek, Spanish, Swedish and Slovak. Translation from the remaining languages is done via pivot translation (from English, French or German).

The head of the Czech Translation Department is Karel Hruška.

Karel Hruška (*1960), European Parliament, Directorate General for Translation, Luxembourg

In the first half of the 1990s, he worked as a translator and conference interpreter. Later he occupied different positions in the private sector. He has been working as the head of the Czech Translation Unit since 2005. (Permanent Representation of the Czech Republic to the EU, 2007, B)

2.3.2. The European Council

Unlike the Czech Translation Units of the Commission and the Parliament, the Unit of the Council is based in Brussels. More than 700 translators and about 400 officials and other employees who provide the translators with all the necessary support work in the department. (DGT, 2007) The Czech Translation Unit in the Council started to work in October 2003. Originally, it had six employees. Currently, 25 translators and 16 assistants work there. The recruitment process was finished by two assistants' joining the team in 2006. (Permanent Representation of the Czech Republic to the EU, 2007,C) The main objective of the Translation Unit within the European Council is to provide the members of the Council efficiently and within a reasonable time frame with high quality translations of demanded documents in all the official languages of the EU.

The translation department of the Council translates more than 800 000 pages of written text per year. (DGT, 2007) All this work is almost exclusively done by the permanent translators working for the Council. Contrary to other institutions of the EU, the Council uses the services of external translators only rarely. The main reason for this is the necessity to deliver translations in a very short time.

Translated materials include:

- important proposals of legal regulations (after the important changes in the working group and always when a new proposal is introduced to the Committee of Permanent Representatives or to the Council)
- conclusions of the Council relevant to the current political, economic and other topics
- all the other documents discussed during the sessions of the Council
- procedural documents referring to the sessions of the Committee of Permanent Representatives and the Council
- handbooks designated for the needs of the member states, etc.

The topics of translated documents are different depending on the composition of the sessions of the Council. The most often translated languages are English and French.

The department is divided into individual language units. translators within the departments have their own areas of translation they focus on. Translators' work is strongly supported by assistants who prepare documents for translation and linguistic co-ordinators who do the graphic arrangement and send the translated documents. Translators also have to co-operate with members of the Permanent Representation of the Czech Republic to the EU and with the relevant ministries. Co-operation with Czech legal advisors-linguists of the Council is also very important. They ensure the legal and linguistic corrections of legislation approved by the Council before it is sent to be published in the gazette. Documents are translated according to the principle of continuity of terminology which is used in the primary law of the EU and in the related legislation. The handbook Translation Tools and Workflow can be of enormous assistance which was elaborated by the Office of the Czech Government during the pre-accession translations.

The head of Czech Translation Unit in the Council is David Zelinger.

David Zelinger (*1967), European Council, Directorate General for the Translation, Brussels.

Before he joined the Council, he had worked for the European Parliament as a Press Attaché for Czech media. He used to be a journalist in Vienna, London and Brussels. He studied philology in Prague, Vienna and Amsterdam. (Permanent Representation of the Czech Republic to the EU, 2007, B)

2.3.3. The European Commission

The Translation Directorate of the European Commission is the biggest translation department within the EU. There are 1750 translators and 600 support staff working in the management, secretariat, communications, information and training sections. (DGT, 2008, B) The Czech Translation Department within the Directorate employs 49 Czech translators and 7 assistants. The temporary head of the department is Vasilis Koutsivitis. (Permanent Representation of the Czech Republic to the EU, 2007, B)

Translated documents include:

- speeches and speaking notes
- briefings and press releases
- international agreements
- policy statements
- answers to written and oral parliamentary questions
- technical studies, financial reports
- internal administrative matters and staff information
- correspondence with ministers, firms, interest groups and individuals, etc.

Translated materials are reviewed before publication. The translation quality is also ensured by the continuous training of translators. External translators are given feedback related to their work. The Czech Department is divided into three units. Each of them focuses on the translation of a different type of documents. Translations provided by Unit I are mainly translations of legal and economic documents. Unit II translates mainly the technical documents. Unit III provides a wide range of translations

except some legal and economic texts. 72% of original texts are drafted in English, 14% in French, 2.7% in German and 10.8% in the other 20 EU languages. (DGT, 2007)

The unit heads are:

Vladimír Drábek (*1951) European Commission, Directorate General for Translation – Czech Unit I., Luxemburg

Vladimír Drábek has been a Head of Czech Translation Department I., since 1.10 2006. He studied International Relations and later he worked at the Ministry of Foreign Affairs and in other public institutions. As a self-employed interpreter and translator, he translated many books and professional publications. He has been working for the European Commission since 2005.

Otto Pacholík (*1955) European Commission, Directorate General for Translation – Czech Unit II., Luxemburg

Otto Pacholík has been the head of Czech Translation Department I., since 1.10 2006. He was born in Prague; he studied Foreign Trade. He worked in different positions in the public as well as private sector. In 1995, he started to work as a self-employed translator and interpreter. He is a member of the Board of the Association of Interpreters and Translators. He was one of two first Czechs working at the Directorate General for Translation.

Jakub Cháb (*1963) European Commission, Directorate General for Translation – Czech Unit III., Luxemburg

Jakub Cháb has been a head of Czech Translation Department III. since 1.10 2006. He studied English Philology at the Faculty of Arts, Charles University, Prague. He lived in Greece from 1989 until 1995, where he worked as the headmaster of a language school. After his return to the Czech Republic, he worked as a translator and a college lecturer. In 1996, he established a new language school and led it until 2006. Since 2000, he has been a member of the Executive Board of the European Movement in the Czech Republic, a member organisation of the International European Movement, a supranational non-governmental pro-European organisation. (Permanent Representation of the Czech Republic to the EU, 2007, C)

2.3.4. The Committee of Regions and the European Economic and Social Committee

Sixteen translators and five assistants work in the Czech Translation Unit who are also responsible for the textual edit of the documents. The Czech Translation Unit in the Committee can translate from French, English, German, Spanish, Portuguese, Italian, Polish and Slovak. (Markéta Franková, 2008) Documents written originally in different languages that the Unit can translate from are translated from the pivot languages. The Committee of Regions as well as the European Economic and Social Committee elaborate the approaches to the proposals of the Commission, the Parliament and the Council. These documents are translated in different stages. Working documents are translated first and then preliminary proposals of the approach and the final approach. Translated documents also include programmes of meetings, invitations, notes, budget reports and many other internal documents that serve the members of the Committees, their advisors and colleagues who use them and the citizens of the Czech Republic, too. All the approaches are published in the gazette.

Head of the joint translation unit is Markéta Franková.

Markéta Franková (*1960), Head of the Joint Translation Unit for the Committee of Regions and the European Economic and Social Committee, Brussels

She was born in Prague and studied Spanish and Portuguese Philology at Charles University, Prague. Ms Franková has dedicated her life to languages. She used to lecture at Charles University and translate for a TV channel as well as for various companies. She moved to Brussels in 2004 and became one of the first permanent translators within the institution. Ms Franková leads a very dynamic and highly professional team. Her unit is one of the most efficient language units within European institutions. (Permanent Representation of the Czech Republic to the EU, 2007, B)

2.3.5. The European Court of Justice

The translation departments for the European Court of Justice, the Court of the First Instance and the Court for the Public Services is represented by the Directorate of

the Translation Services. The Directorate employees must have relevant education and a very good command of at least two EU languages different from their mother tongue but most of them can translate from three or four languages. The translation from and to all the languages is ensured by 20 language units. The main aim of the unit's work is to ensure the translation of judicatory documents produced by the judicial institutions of the Community. The unit introduces judgements, opinions and decisions of the Court, approaches of Advocates General, decisions of the Court of the First Instance and of the Court for Public Service. The unit also provides the translation of all statements of the Court designated to be published in the EU gazette and the selection of historical judicature of the European Court of Justice, which involves the judicature published before the accession of the Czech Republic to the EU. The support to the units is provided by the Section of General Services that is responsible for the planning and division of work, preparing the documentation for lawyers-linguists, managing external translators etc. 796 employees work in the Directorate, which represents 45% of all the employees working at the Court. (European Court of Justice, 2008) The Czech Unit includes 25 lawyers-linguists, two proof-readers, six members of the secretariat and an assistant. (Permanent Representation of the Czech Republic to the EU, 2007, B). The unit is divided into four teams led by a co-ordinator. Each team translates different kind of documents, although in case of need all the translators must be able to translate all kinds of documents. The work division system is rather complicated and depends on the nature of the document, on the date when the translation of the document is to be delivered and the current engagements of the translators.

They translate about 700 000 pages of written text per year. The Directorate employs exclusively lawyers who have completed their studies of law with the knowledge of at least two European Languages. (European Court of Justice, 2008)

The head of the Czech Translation Unit in the European Court of Justice is Martin Šmejkal.

Martin Šmejkal (*1961), European Court of Justice, Directorate General for Translation, Luxemburg.

He studied law and after his graduation he worked in the private sector for several years. In 1994, he worked in the International Department of the Ministry of Foreign Affairs, later he joined the permanent mission to the UN in

New York and after his return to the Czech Republic he started to work as the Head of International Public Law Department. In 2002, he worked in the European Commission Delegation in Prague. In 2003, he entered the European Court of Justice and was appointed the Head of the Czech Translation Unit on 1.5. 2004. (Permanent Representation of the Czech Republic to the EU, 2007, B)

2.3.6. European Court of Auditors

The European Court of Auditors elaborates audit reports and reports from all areas of EU activities. These documents are being published in the Official Journal of the EU where all statements have to be available in all official languages of the EU. The documents are translated by the Directorate for the Translations. The Directorate is divided into several languages unit, when each of the unit translates into one of the official languages of the EU.

Materials that are translated are:

- annual reports and special annual reports
- opinions
- letters and various notes
- announcements about vacancies positions
- decisions of the Court of Auditors and information for the employees
- information materials and brochures about the Court of Auditors

For the translation of internal documents are used two pivot languages, English and French. It means that all the documents that are to be disseminated only internally are translated only into those two languages.

At the moment is the position of Head of Czech Unit within the Court is occupied by the Head of Danish Unit, Agnete Dickmeiss. (Permanent Representation of the Czech Republic to the EU, 2007, B)

2.4. Resources:

- Directorate General for Translation, 2007, *Translating for a Multilingual Community*, Office for Official Publications of the European Communities. Retrieved from DGT website on 20 February 2008
http://ec.europa.eu/dgs/translation/index_en.htm
http://ec.europa.eu/dgs/translation/bookshelf/brochure_en.pdf
- Directorate General for Translation, 2008, *The Directorate-General for Translation of the European Commission (B)*. Retrieved from DGT website on 5 March 2008
http://ec.europa.eu/dgs/translation/index_en.htm
- European Court of Justice, 2008, *Struktura orgánu – překládání*. Retrieved from portal Curia on 23 March 2008
<http://curia.europa.eu/cs/instit/services/traduction/traduction.htm>
- European Parliament, 2008, *Mnohojazyčnost*. Retrieved from the European Parliament website on 3 March 2008
<http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=155&pageRank=3&language=CS>
- Permanent Representation of the Czech Republic to the European Union, 2007, *Lost in Translation (B)*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?id=40734&ido=17433&idj=1&amb=3>
- Permanent Representation of the Czech Republic to the European Union, 2007, *Překladaatelé a tlumočníci – česká jazyková oddělení v EU (C)*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?ido=19306&idj=1&amb=3&ParentIDO=14221>
- Permanent Representation of the Czech Republic to the European Union, 2007, *Soudní dvůr EU – české překladaatelské oddělení*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?id=44075&ido=19306&idj=1&amb=3&ParentIDO=14221>

- Permanent Representation of the Czech Republic to the European Union, 2007, *Evropský účetní dvůr – české překladatelské oddělení*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?id=44076&ido=19306&idj=1&amb=3&ParentIDO=14221>
- Markéta Franková, 2008, *Email Correspondence of Markéta Franková with author*

3 INTERPRETATION

Interpreters work with spoken word. The main aim of their work is to help two people who speak different languages to understand each other and to help them to communicate. Although many people have at least basic knowledge of a foreign language it is easier to use services of professional interpreters for important meetings, who will ensure the fluent flow of the meeting and prevent the possible raise of misunderstanding.

There are several types of interpretation:

- consecutive interpretation, the interpreter starts speaking after the termination of the speaker's speech.
- simultaneous interpretation which goes on as the speaker is speaking.
- pilotage (relay), interpretation between two languages via the third language
- retour, interpretation from the mother language into a foreign language.
- cheval, the both ways interpretation; an interpreter works during one meeting alternatively in two languages.
- asymmetric interpretation, the interpretation only into some languages.
- chuchotage, which is simultaneous interpretation in a whisper.
- sing language; simultaneous interpretation into sing language.

Many people who have never had the opportunity to be interpreted or at least to be presented at interpreted session might be a little bit suspicious about the interpretation. They might be surprised that the interpreters do not follow the original speech word by word but the main aim of the interpreters' work is to transfer the message not to say exactly what the speaker said just in different language.

3.1. Interpretation in the European Union

The basic presumption of democratic European legitimacy is the right of all the citizens to follow public proceedings of their representatives in a language they understand. In EU institutions there are taking place negotiations about legislative acts and provisions often having direct influence on EU citizens' lives. Therefore, the chance to express the individual statements as clearly as possible is highly important. It

is the role of conference interpreters to insure the continuative and smooth multilingual communication during the negotiations. Thanks to their work the real experts can be presented at the negotiations within the EU institutions regardless their language knowledge.

There are three interpreting services within the EU bodies: Directorate-general for interpretation of the European Commission (SCIC), that performs the interpreting services for the Commission, the Council of Ministers, the Committee of Regions, Economic and Social Committee and other institutions; the individual interpreting departments of the European Parliament and European Court of Justice. The three agencies cooperate very closely.

One of the basic rules of interpretation is that the interpreters are interpreting from a foreign language into their mother language. However, also this rule has its exception which is the “retour”. This French word identifies the situation when an interpreter works in his mother language and interprets into a foreign language that he/she can speak very well.

All the interpreters have to master two main types of conference interpretation: consecutive (a speaker is having a speech while an interpreter is taking notes and translates after the speaker finishes his speech) and simultaneous (an interpreter works in an interpreting cabin, having a microphone and an earphone to use; interprets simultaneously with the speech of a speaker).

The total expenditures for interpretation are 1 123 billion Euros per year. (DGI, 2008)

3.2. Czech Interpretation in the European Union

The Czech language could be heard in the EU institutions already during the admission negotiations in the 90'. At that time the interpreting was ensured by freelance interpreters who passed the accreditation exams. First Czech interpreters have been employed by the EU since 2003. The majority of Czech interpreters currently working in the EU have been hired in 2004, after the admission of the Czech Republic to the EU.

Total number of Czech interpreters working within the EU is fifteen; seven of them work for the European Commission and the Council of Ministers, eight in the Committee of Regions and in the European Parliament. (Permanent Representation of the Czech Republic to the EU, 2007, D)

3.3. Czech interpretation departments in European institutions

3.3.1. European Parliament

Interpreters in the Parliament are either permanent or temporary employees. Almost all of them graduated from Interpretation at the Institute of Translatology or passed the European Post-gradual Course of Conference Interpreting.

The European Parliament seat in three towns – Brussels, Luxembourg and Strasbourg. Most of interpreted sessions are taking place in Brussels, where the sessions are held twice a week. If needed, interpreters accompany Members of Parliament during their outward missions. None of interpreters has his/her own field of interpretation or a committee they would belong to. The majority of sessions are interpreted simultaneously in cabins, using various technical equipment. Sessions are usually held in more than two languages; this way of interpretation therefore allows the session to be interpreted into several languages at the same time without any interruptions. Interpreters usually work in groups of three, all sitting in one cabin. The work is extremely demanding for concentration and after some time the interpreter has to be changed. Higher number of interpreters also helps to cover wider range of languages that can be interpreted. (Permanent Representation of the Czech Republic to the EU, 2007, E)

Czech Interpretation Cabin counts eight interpreters. The head of Czech and Slovak is Gertrud Dietze. (Gertrud Dietze, 2008) The number of interpreters permanently working in the Parliament is not sufficient to cover the demand for interpretation of Members of Parliament, thus they can use the services of 69 external interpreters. Those are usually used by the European Commission as well.

Czech Interpreters in the cabin can speak German, Spanish, Italian, Portuguese and Slovak.

3.3.2. European Commission

The interpretation services for the Commission, the Council of Ministers, the Committee of Regions, the Economic and Social Committee and other institutions are provided by the Directorate General for Interpretation. Interpreters are giving the members of above mentioned bodies chance to express their attitudes and statements in their mother language and facilitate their understanding to spoken words. The Council uses the services of the directorate from 46%, the Commission from 40%; the remaining 14% is divided between the two Committees and the other agencies and bodies.

There work 500 permanent interpreters, 400 external interpreters and 2700 freelance interpreters ensure the interpretation during 50 – 60 sessions a day. The total operational costs are 100 000 000 Euro per year. (DGI, 2008)

The proceeding in the institutions can have different language regimes including the bilateral negotiations, where two languages are spoken and sessions of the Council of Ministers, where it is necessary to interpret from and to all the official languages of the EU. That requires high standards of language knowledge from Czech interpreters. They continuously have to develop their language knowledge and study other EU languages so their work was as efficient as possible.

Considering that interpreters are daily interpreting political as well as professional sessions, their interpretation includes various areas of human activity: the tax systems of EU member states, fishing policy or zoopharmacy. Their work it is not just time they spend in an interpreting cabin but also many hours they spend by the computer reading work related documents, they read newspapers in different languages and follow the international politics.

Czech department of Directorate-General for Interpretation, despite being relatively small is very dynamic and effective. It employs seven permanent interpreters, three of which has successfully passed the interviews in 2004 and became the permanent officials of the Department; other four passed the strict accreditation exams and have fixed-term contracts. SCIS also uses the services of self-employed interpreters. Also them have to pass the accreditation exams and are involved in the lists that are shared by all the EU institutions. There is a lack of good Czech interpreters and with the coming Czech Presidency we can expect a new recruitment process. The head of Czech

Interpretation Department is Roderick Jones. (Permanent Representation of the Czech Republic to the EU, 2007, F)

3.3.3. European Court of Justice

The objective of department is to ensure the intelligibility of pleadings during the sessions of the Court of Justice and of the Court of First Instance. The department also ensures the interpretation during internal proceedings of the Court. The department uses services of official interpreters and freelance conference interpreters. Each case is being proceeded in the language that the participants of legal proceeding choose from the official languages of the EU.

Language profiles of the sessions keep changing. The department has to put together a team of interpreters that will be able to provide efficient interpretation of the proceeding in official languages of the EU and in the language that member state active in the proceeding chooses. The team must also follow the needs for the interpretation of the judges and needs of the other participants of the plea.

The simultaneous interpreting for the European Court of Justice represents a real professional challenge for interpreters. The interpretation of legal proceedings demands great concentration as well as knowledge and adaptability of highly professional language, where any incorrectness could have fatal consequences. The preparation is in this case extremely important and represents almost half of the interpreters work.

Interpreters of the Court currently interpret from their passive languages into their mother language. Only some interpreters, usually from new member states and from Finland or Sweden interpret also from their mother language. (Europa, 2008, B)

Within the Interpretation Department in the European Court of Justice currently work 55 interpreters. Most of them are able to interpret from more than four languages. All of them must be able to interpret from French because it is the official language of the Court and all the sessions of the court must be interpreted into French.

The department is divided into three units/cabins. Each cabin is able to cover six or sever languages.

There is only one Czech permanent interpreter permanently working in the department, Martin Kadeřávek. The Czech language is not heard very often during the proceedings. In case that the proceeding was run in Czech and the capacity of the

permanent interpreters was not sufficient, the Court would use the services of freelance interpreters.

3.4. Resources:

- Directorate General for Interpretation, 2008, *O nás*. Retrieved from the DGI website on 3 March 2008
http://scic.ec.europa.eu/europa/jcms/c_6636/o-nas
- Directorate General for Interpretation, 2008, *Homepage*. Retrieved from the DGI website on 3 March 2008
http://scic.ec.europa.eu/europa/jcms/c_5376/what-is-conference-interpreting
- Europa, 2008, *Tlumočení pro Evropu*. Retrieved from Europa website on 10 March 2008
http://europa.eu/interpretation/index_cs.htm
- Europa, 2008, *Tlumočení u Evropského soudního dvora*. Retrieved from Europa website on 10 March 2008
<http://curia.europa.eu/cs/instit/services/interpretation/interpretation.htm>
- European Parliament, 2008, *Kariéra tlumočnicka*. Retrieved from the European Parliament website on 3 March 2008
http://www.europarl.europa.eu/multilingualism/career_of_interpreter_cs.htm
- European Parliament, 2008, *Mnohojazyčnost*. Retrieved from the European Parliament website on 3 March 2008
<http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=155&pageRank=3&language=CS>
- Gertrud Dietze, 2008, *Email Correspondence of Gertrud Dietze with the author*
- Permanent Representation of the Czech Republic to the European Union, 2007, *Překladařské a tlumočnické – česká jazyková oddělení v EU (C)*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?ido=19306&idj=1&amb=3&ParentIDO=14221>
- Permanent Representation of the Czech Republic to the European Union, 2007, *Čeští tlumočníci v orgánech EU (D)*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?id=43175&ido=17433&idj=1&amb=3>

- *Permanent Representation of the Czech Republic to the European Union, websites, České tlumočení v Evropském parlamentu (E)*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?id=44073&ido=19306&idj=1&amb=3&ParentIDO=14221>
- *Permanent Representation of the Czech Republic to the European Union, websites, Evropská komise – čeští tlumočníci (F)*. Retrieved from the Czech Permanent Representation website on 3 March 2008
<http://www.mzv.cz/wwwo/default.asp?id=44077&ido=19306&idj=1&amb=3&ParentIDO=14221>

4 TRANSLATION TOOLS

As the EU works in all its official languages, translations often have to stand on their own as original documents. Unified terminology is essential for the translation of all the European documents. To help the translators to do their work as efficiently as possible, the Directorate General provides them with several tools to help. These are various databases and on-line dictionaries, background documents and feedback on their work. These tools ensure a high standard and unified form of all the documents produced by the translators working within the EU institutions.

The most effective help for the translators working for the EU institutions are the various databases, dictionaries, handbooks and softwares created either by the European Union or by private businesses. The translation tools created by the EU are: Dictionary of European Terms IATE, Dictionary of European Terms, Workbench and translation memories Translation's (TWB), European Advanced Multilingual Information system (Euramis), Machine translation, DGT Library, and Rules for unified set up of documents. The Union also uses the services of companies providing the translation technologies and softwares such as TRADOS or Deja-vu.

4.1. Dictionaries

4.1.1. Dictionary of European Terms IATE

The IATE dictionary/the terminology database is composed of a dictionary with more than 1.5 million words, phrases and collocations. Joined terminology work of European institutions is particularly consecrated to this multilingual database which allows its users to look for European terminology in all the official languages of the EU. However, the database does not include all the words used in EU documents and it is necessary to keep in mind that not all the terminology is 100% reliable and that each word can have different meaning depending on the context. The database can be used for Czech but also for searching among various other languages as well and is available for the public (www.iate.europa.eu). (DGT, 2007)

4.1.2 Dictionary of European Terms

This database of terms is on Excel Spread Sheet and is available in Czech, English, German, French, Spanish, Italian and Polish. It includes several hundred words from EU terminology that was listed by the translators from the Committee of Regions and from the Economic and Social Committee. This dictionary was put together to unify the usage of professional European terminology in Czech. (Permanent Representation of the Czech Republic to the EU, 2007, G)

4.2. Databases

4.2.1. Workbench and Translation Memories (TWB)

TWB is extremely valuable commercial application that allows its users to search in the documents that have previously been translated for the identical passages and incorporate them into the document that is currently being translated. It works on the basis of saving and retrieving the translated documents in all languages. Many texts prepared by EU bodies are based on already existing documents. Therefore, following previously used terminology is very important to make the document easily understandable and consistent. This database also saves the translators a substantial amount of time. (DGT, 2007)

4.2.2. Database for Czech legal enactments of the European Communities

This database aimed to help especially Czech translators was created by the Co-ordinative and revisional centre of the Compatibility department at the Office of the Czech Government to provide the support to the translators of pre-accession documents. The dictionary is available on-line. The same centre also prepared a handbook containing instructions for translation of the legal enactments of the European Communities with useful terms, phrases and sentences in English, French, German, and Czech. (Permanent Representation of the Czech Republic to the EU, 2007, G)

4.3. Softwares

4.3.1. European Advanced Multilingual Information System (Euramis)

Euramis is a system of several combined applications that provides wide range of services in the area of language processing. One of the most important services is central translation memory. Whenever a translation request is accepted, the ordered document is sent automatically to Euramis and any previous translations are extracted from the central memory. This system is also connected with machine translation. All the newly translated documents are uploaded to the Euramis central memory where it is stocked and prepared for the further usage. (DGT, 2007)

4.3.2. Machine translation

This tool has been used since 1976. It can work with 18 operational language pairs and produce 2000 pages of draft translations per hour. Although this service cannot replace the work of human translators, because the machine translation can only elaborate a rough draft of translation that must be consequently edited, it is regarded as one of the very useful translation help tools and is being used especially if a translation is required at very short notice. The machine translation must always be corrected by human translators. (DGT, 2007)

4.4. Other

4.4.1. DGT Library

The DGT library comprises the dictionaries, handbooks, periodicals, newspapers and encyclopedias in all the EU languages. The library disposes also of wide range of electronic dictionaries and other documents accessible on the intranet. It has two branches, in Luxembourg and in Brussels. The library should help the translators to find the document they require and respond to their needs in this area. The DGT created also a multilingual virtual library called “MultiDoc” that contains the documentation not

only about the EU in all the EU official languages. The individual translation units are responsible for the form and content of the library. (DGT, 2007)

4.4.2. Rules for unified set up of documents

This handbook contains the instructions for the form of Czech documents, particularly of legal enactments translated within the EU. The handbook is available via the internet and is common for all the institutions. (Permanent Representation of the Czech Republic to the EU, 2007, G)

For further information about linguistic aids see:

http://ec.europa.eu/translation/index_en.htm

This page contains links to databases and guides to style and clear writing which you are free to use, as well as discussions of translation-related issues. For the translation help tools relevant to the Czech language see:

http://ec.europa.eu/translation/language_aids/czech_en.htm

The page contains links to multilingual and bilingual dictionaries, glossaries and term banks as well as the web pages of Czech Ministries.

4.5. Resources:

- Directorate General for Translation, 2007, *Translating for a Multilingual Community*, Office for Official Publications of the European Communities. Retrieved from DGT website on 20 February 2008
http://ec.europa.eu/dgs/translation/index_en.htm
http://ec.europa.eu/dgs/translation/bookshelf/brochure_en.pdf
- Permanent Representation of the Czech Republic to the European Union, 2007, *Slovník evropských pojmů – aktualizováno (G)*. Retrieved from Permanent Representation's website on 20 February 2008
<http://www.mzv.cz/wwwo/default.asp?id=41141&ido=13561&idj=1&amb=3&ParentIDO=13561>
- LPSzone websites, homepage, *Software Trados*
<http://www.lspzone.com/en/>
- Atril websites, homepage, *Software Dejavu*
<http://www.atril.com/>

5 PRIVATE TRANSLATION AND INTERPRETATION

Due to the insufficient number of permanent translators working within the EU and of the amount of documents that is necessary to translate, individual European institutions also use for the translation of less important documents the services of freelance agencies and translators. These translators are either self-employed or the employees of private language companies chosen on the basis of open competition by the European Personnel Selection Office (EPSO).

5.1. Contracting procedure

The contracting procedure is divided into three stages. At first stage the tenderers must prove that they are able to meet the official conditions or terms of service. At the second stage the quality of the translations according to the strict criteria is being checked. Finally, the selected tenderer is offered a general non-binding contract. This non-binding contract does not give any guarantee as to the volume or the frequency of work. The minimum duration of the contract is three months, maximum is for six years. Probation period is nine months if the contract is signed for at least one year. By using the services of the external translators the EPSO doubled the number of translated pages to almost 300 000 pages per year. Unlike the translators employed by the European institutions, the external translators can accept orders for translation also from other institutions or individuals. Translation of documents for the European Union constitutes just a part of their job. (DGT, 2007)

Apart from the EU, the services of freelance translators or language companies are used also by Czech or international companies that need to translate documents containing European vocabulary or are relevant to any European Union issue, where it is important to keep the international/European terminology.

5.2. Private language companies

5.2.1. Skřivánek, s.r.o. (2008)

Skřivánek, s.r.o. language company is one of the companies whose services the EU institutions uses regularly. The company is the leader of the translation market of Central and Eastern Europe; it operates in thirteen countries all over the world. It is the biggest language agency in the Czech Republic and its branches can be found in 23 towns of the Czech Republic. The agency was established in 1994 in Prague and since then the number of its employees hasn't stopped growing. The company employs more than 300 employees in Europe, Asia and North America. They offer excellent translation and interpretation services to clients in more than 40 languages. Part of their translation services are the editing and proofreading services provided by native speakers. They also provide high quality express translations. However, in cases where a document to be translated exceeds the number of pages that a single translator can translate, the company cannot guarantee the uniformity of translation made by two or more translators, which might seriously affect the final form of translation. The company also provides complex interpreting services including simultaneous and consecutive interpreting, court interpreting, interpreting via telephone and dubbing.

5.2.2. PRESTO s.r.o. (2008)

Another important translation agency cooperating with European institutions is Translation and Language centre PRESTO. PRESTO was established in 1990 and is providing the complex high quality language services. Although PRESTO is not one of the biggest language agencies in the Czech Republic, it has its irreplaceable position at the Czech market. It is one of the training centers providing specialized language courses for state officials, which is now, ahead of the Czech Presidency of the Council extremely important. Among their clients we can find many Czech as well as foreign companies and institutions. PRESTO is an official partner of the Office of the Czech government for translating of legal enactments of European Communities. Their other Czech partners include the Ministry of Labour and Social Affairs, Ministry of Trade and Industry or Ministry of the Environment. They have at their disposal an experienced

team of translators, proofreaders, language tutors, graphic designers, project managers and more than 4000 external employees who are able to translate and interpret to/from more than 40 languages. The translation department daily provides hundreds of translations including the translation of extended projects, express translations, legal and notary authorization of translations, language corrections by native speakers, and the production of term dictionaries (Thesauri). They are able to translate also highly professional texts, for example technical translations of manuals and guidelines including computer software manuals, translations of medical engineering materials. In addition to translations of documents based on the demand of private companies and individuals, PRESTO closely cooperates with the European Parliament, European Court of Justice and European Commission. Therefore, the terminology they use is always in conformity with the terminology used within the EU. PRESTO also provides complete interpreting services. Consecutive interpretation during business meetings, simultaneous interpretation during conferences and seminars, court interpretation, express interpretations, providing of technical interpretation facilities etc.

5.3. Freelance translators and interpreters

Freelance translators work for the European institutions as well as for other institutions within the national and international administrations. They are not dependant on the demands from the EU institutions. Many of them have also jobs and translate only in their spare time. Some of them are based in the Czech Republic, others in the other states of the EU. Their work as well as work of the permanent translators working within the EU is very interesting but also very difficult and requires a lot of effort.

The ways how to become a translator or interpreter in other member states of the EU are diverse. After the arrival to the country, people often attend specialized language courses, which last for five years. The graduates of the courses obtain a certificate that proves a professional knowledge of the language. There is a lack of good Czech translators and interpreters in many countries of Western Europe and new translators and interpreters are always welcome. The procedure before an applicant can actually start his/her translation/interpretation career within an EU institution is very demanding.

For example, for a person wanting to work for the Court it can take even three years, , for example. The applicants have to pass several professional seminars, go through the process of security checks and take an oath. Once a person is registered as a translator for one EU institution, the other institutions will learn about it very soon and it is very likely that if they need translation services, they will contact such a person. Translator can also pass specialized interpreting courses and become e.g. a social interpreter.

Work of freelance translators and interpreters is constantly changing and requires a high degree of professionalism, flexibility and adaptability to specific situations and circumstances. Freelance translators and interpreters have to be ready to work time of the day or night time often under very strenuous and stressful conditions, and without emotional engagement, which is particularly important for Court interpreters who are often in touch with murderers, aggressive people or people in troubles.

There are many Czech translators and interpreters working outside of the Czech Republic.

Jana Valášková, has been working as a freelance translator for 14 years. She lives in Gent and translates and interprets the language combinations Flemish-Czech, Flemish-Slovak and Czech-English. She used to work for the Ministries in Brussels but recently she mainly works for the institutions based in Gent.

Ivan Kux, lives in Brussels where he has his translation agency. He is specialized in Court translation and interpreting. His agency provides the translation and interpretation services from and to Slovak, Czech Russian, French, English, Spanish and Italian.

Hana Přerovská, she is recently working as an assistant for the European Commission and translates only in her free time. She is a registered Court translator for five Courts in Antverps. She used to translate for the Secretariat General for Refugees. Her language combination is Czech - Flemish and Slovak - Flemish. (Permanent Representation of the Czech Republic to the EU, 2007, H)

5.4. Resources:

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CONCLUSION

Czech translating and interpreting in the European Union are relatively new sectors and represent a very specific field of Czech translators' and interpreters' activity. The importance of translators and interpreters working in the EU structures is undeniable. Never in the past was the day to day work of Czech linguists so needed, appreciated and respected. However, the profession of Czech translators and interpreters in the European Union has not been described in one document and people interested in this work have to spend many hours on the internet searching for the information to get general understanding of this profession and to find the answers for their questions relevant to it.

In my thesis I aimed to prepare a brochure that could be used by students of translation and interpretation or of any other linguistic courses interested in getting a job in the European institutions or for anyone who would like to learn more about this attractive job. The structure and the content of the thesis are designed so that they are interesting for the general public as well as for people whose academic background and focus of work is on translators and interpreters in the European Union. The thesis gives us the overview of the work of translators and interpreters in the European institutions, it introduces individual language departments and informs about the requirements for future translators and interpreters. It also contains general as well as concrete information about the translation and interpretation departments; therefore I would say that I accomplished the aim defined to write an information booklet related to Czech translating and interpreting in the European Union. The advantage of my thesis, compared to other sources of information, should be its integrity - all the important information can be found in one document and the fact that it contains the information that I managed to get on the basis of my personal contact with the individual Czech language departments in the EU and with the heads of Czech departments, which are not available on the internet or in any other document accessible by the public.

SUMMARY

Bakalářská práce nazvaná České překladatelství a tlumočnictví v Evropské unii je koncipována jako informační příručka jejímž hlavním cílem je představit, jakou roli hraje české tlumočnictví a překladatelství v orgánech Evropské unie, poukázat na jeho důležitost a na náročnost a poskytnout případným zájemcům o práci překladatele či tlumočnicka v Evropské unii, informace o cestách vedoucích do řad překladatelů a tlumočnicků v evropských institucích.

Práce tlumočnicků a překladatelů má v Evropské unii své nezastupitelné místo a stále nabývá na důležitosti. Na základě článku 2, Evropské reformní smlouvy z října roku 2007, je Evropská unie povinna udržovat a respektovat kulturní a jazykové rozdíly v Evropě a tím i dále přispívat k zachování evropského kulturního dědictví. To by ovšem nebylo možné bez precizní práce překladatelů a tlumočnicků pracujících v rámci evropských struktur. Servis poskytovaný překladateli a tlumočnický je vysoce ceněný a žádná z evropských institucí by bez něj nemohla fungovat. Cesty k těmto prestižním pozicím jsou však složité. Všichni překladatelé a tlumočníci působící v jednotlivých orgánech Evropské unie musí mít ukončené vysokoškolské vzdělání, mluvit alespoň dvěma jazyky odlišnými od své mateřštiny a musí složit tzv. interinstitucionální zkoušky. Na základě jejich úspěšného absolvování jsou uchazeči zapsáni na rezervní listinu, ze které jsou postupně vybíráni uchazeči na obsazení volných míst v jednotlivých jazykových odděleních. Zatímco, pro práci překladatele v Evropské unii stačí mít jakýkoli akademický diplom, kde vystudovaný obor nehraje žádnou roli a lingvistické vzdělání je pouze výhodou, tlumočníci mají vzhledem k povaze svého povolání situaci poněkud složitější. Jsou dva způsoby, jakým je možné dosáhnout vzdělání v tomto oboru. První je pětileté studium tlumočnictví a překladatelství na Ústavu translologie, filozofické fakulty Karlovy Univerzity v Praze, druhým je absolvování postgraduálního kurzu Konferenčního tlumočení EMCI (European Masters in Conference Interpreting), též organizovaný Ústavem translologie.

Za překlady jsou v jednotlivých evropských institucích zodpovědná generální ředitelství pro překlad, která se dále větví na jednotlivá jazyková oddělení. Hlavním posláním oddělení je zajistit kvalitní překlad dokumentů do své mateřštiny. Je jedním ze základních pravidel, že jak překlad, tak tlumočení probíhá výlučně ze zdrojových

jazyků, do jazyka mateřského. Roční náklady vynaložené Evropskou unií na překladatelské služby jsou 800 000 000 Euro.

V českých jazykových oddělení v současnosti pracuje 190 překladatelů. České překladatele můžeme najít v Radě, v Parlamentu, v Komisi, v Společném překladatelském oddělení pro Evropský hospodářský a sociální výbor, Evropském soudním dvoře, Účetním dvoře a Evropské centrální bance. V jednotlivých odděleních nepracují pouze profesionální překladatelé, ale i tzv. asistenti, kteří odpovídají za finální podobu překládaného dokumentu tak, aby byl v souladu s jednotným formátováním používaným v Evropské unii. S nadcházejícím předsednictvím České republiky v Radě bude ovšem pravděpodobně třeba jejich stavy navýšit a to zejména s ohledem na zvýšené množství materiálů, jejichž překlad bude třeba dodat ve velice krátkém časovém horizontu, i množství důležitých jednání, která Česká republika ze své pozice povede, a která by se bez kvalitního tlumočení neobešla. Překládané materiály jsou jak svým obsahem, tak formou často velice odlišné. Jedná se o oficiální materiály vydané Evropskou unií a určené k otisknutí v úředním věstníku, jako jsou doporučení, směrnice a stanoviska, ale také materiály určené k vnitřní komunikaci v rámci instituce, dotazy veřejnosti a mnohá další.

Tlumočení má ve strukturách Evropské unie také svou nezastupitelnou roli. Stejně jako za překlady jsou za tlumočení odpovědné jednotlivá generální ředitelství pro tlumočení, není jich ovšem tak mnoho, jako v případě překladů. Generální ředitelství pro tlumočení najdeme v Evropském parlamentu, v Evropské komisi a Evropském soudním dvoře. Jelikož je ovšem tlumočení povoláním velice náročným, jsou i jeho náklady vyšší. Roční náklady na tlumočení jsou 1 123 mld Euro.

Momentálně Evropská unie zaměstnává 15 stálých českých tlumočnicků, ale podobně, jako tomu je v případě překladatelů, bude jejich počet s blížícím se předsednictvím stoupat. Čeští tlumočníci pracují v tlumočnických kabinách po třech. Jednotlivé týmy jsou sestaveny tak aby pokryly co největší škálu jazyků. Jsou přítomni na jednáních parlamentu, komisi i při soudních přelíčeních, kde většinou tlumočí simultánně. Musí být ovšem i kdykoli k dispozici kterémukoli členovi parlamentu, komise i soudu, pokud si jejich služby vyžádá například na některou ze služebních cest, kde se tlumočí i konsektivně.

Práce překladatelů i tlumočnicků je velice náročná, ačkoli každé povolání skýtá různé nástrahy. U překladatelů je důležité odevzdat požadovaný překlad včas, tlumočníci se musí vypořádat se stresem, který představuje „práce v přímém přenosu“. Velkou část v jejich pracovní době představuje práce s počítačem a pečlivá příprava na jednotlivá jednání. Zejména pro tlumočnický u soudního dvora, hraje příprava a důkladné studium spisů klíčovou roli.

Evropská unie si je vědoma této velmi náročné práce svých překladatelů i tlumočnicků a snaží se jim i poskytnout mnohé nástroje, které mají za úkol práci překladatelů a tlumočnicků ulehčit. Jedná se o různé slovníky evropských pojmů, jako je například slovník IATE, který je běžně dostupný na serveru Europa, nejrůznější databáze, softwary, strojové překlady, které sice práci překladatelů ani tlumočnicků nenahradí, ale do jisté míry ji mohou ulehčit. Zaměstnanci jazykových služeb mohou používat elektronickou knihovnu Generálního ředitelství pro překlad, která obsahuje různé slovníky a jiné dokumenty. Evropská unie vydala i souhrnnou příručku pro překladatele, která obsahuje návod, pro správné formátování dokumentů.

Požadavky Evropské unie na své překladatele a tlumočnický jsou občas tak vysoké, že kapacity stálých zaměstnanců Generálních ředitelství pro překlad a tlumočení nestačí k pokrytí potřeb evropských institucí. V takových případech využívá Evropská unie služeb soukromých jazykových agentur a tlumočnicků a překladatelů „na volné noze“. Zájemci o takovouto externí spolupráci s Uníí musí prokázat schopnost poskytovat překladatelské a tlumočnické služby, které odpovídají vysokému standardu, který Evropská unie od svých překladatelů a tlumočnicků vyžaduje. Vybraným uchazečům je následně nabídnuta smlouva. Touto smlouvou v České republice zatím disponují pouze dvě jazykové agentury, Skřívánek s.r.o. a Presto s.r.o., kompletní seznam českých nezávislých překladatelů a tlumočnicků spolupracujících s Evropskou uníí není veřejnosti k dispozici.

Práce je zakončena seznamem použité literatury a internetových zdrojů.

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ATTACHMENTS

Attachment 1

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Attachment 1

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