



The Director

**REPORT OF THE DIRECTOR ON THE MEASURES TAKEN BY THE
TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION
IN LIGHT OF THE**

European Parliament resolution of 18 April 2018 with observations forming an integral part of the decision on discharge in respect of the implementation of the budget of the Translation Centre for the Bodies of the European Union for the financial year 2016 (2017/2153(DEC)).

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Observation of the Discharge Authority	Response and measures taken by the Agency	Status/Reference
<i>Follow-up of the 2015 discharge</i>		
<p>1.</p> <p>Strongly regrets that the Centre does not yet have a business continuity plan in place according to the Court's comment and thus is not complying with Internal Control Standard 10; urges the Agency to inform the discharge authority about further action.</p>	<p>During 2018, the IAS performed a follow-up of the outstanding audit recommendations from the IAS Audit on Business Continuity Management (2012) and concluded that all remaining recommendations have been adequately and effectively implemented and were therefore closed.</p> <p>In its consolidated annual activity report 2017, the Centre's management assessed the compliance and effectiveness of its key controls in relation to the Internal Control Standards. In light of the significant progress made in relation to business continuity, the Centre's management considered that it was compliant with Internal Control Standard No 10 – Business Continuity. The consolidated annual activity report was adopted by the Centre's management board at its meeting in March 2018.</p>	<p>Closed</p>
<i>Staff policy</i>		
<p>6.</p> <p>Observes that, according to the establishment plan, 195 posts (out of 197 posts authorised under the Union budget) were occupied in 2016, the same figure as it was in 2015; notes with concern that, based on the number of posts occupied on 31 December 2016, the gender imbalance was 61,64 % female to 38,36 % male in 2016, a ratio imbalance of almost two to one; recommends that this</p>	<p>The Centre adopted its Equal Opportunities Policy in 2006. Under this decision, the Centre has stated its full commitment to providing equal opportunities for all its employees through its employment practices, policies and procedures. Through the procedures in place at the Centre and the fulfilment of its obligations under the Staff Regulations, the Centre ensures that no employee or job applicant is treated unfairly on the grounds of gender, marital status, age, sexual orientation, disability, ethnicity or religious belief with regard to recruitment and selection, training and development, pay and working conditions, opportunities for career development and promotion.</p> <p>In terms of the gender imbalance noted by the European Parliament, the Centre will do its utmost to try to address this imbalance as much as possible in future recruitment procedures. Whenever candidates of equal merit are proposed for recruitment, the Centre will opt for the male candidate in order to address the gender imbalance.</p>	<p>Ongoing</p>

imbalance should be addressed and redressed as soon as possible.		
<p>8.</p> <p>Stresses that the work-life balance should be part of the staff policy of the Centre; notes that the budget spent on well-being activities amounts to EUR 13 754; observes that the average number of sick leave days taken per staff was 13,04 days in 2016.</p>	<p>The Centre has a range of measures in place to facilitate the work-life balance for staff. These measures are incorporated into the Centre's staff policy and include flexitime and teleworking in order to help reconcile the personal and working life of staff. Teleworking was first introduced in 2007 and was accepted as a positive practice by staff because it takes into account, among other criteria, the particular family situations of teleworkers. The policy on teleworking was revised in 2018 with the new implementing rules for the EU agencies proposed by the European Commission. Within this framework, the Centre added occasional teleworking to its already established structural teleworking.</p> <p>In addition, the Centre contributes to the budget of the Social Activities Committee of the European Institutions in Luxembourg (CAS). The budget of CAS is used for different social projects, including financing the Foyer européen in Luxembourg. The facilities of the Foyer européen, the Cultural Circle and the Sports Clubs offer a wide choice of artistic, cultural and sports activities to the Centre's staff and contribute to their well-being.</p> <p>As regards the average number of sick leave days taken by staff in 2016, the Centre would like to highlight that 2 staff members were on long-term sick leave for the whole year and 1 staff member for more than half of the year during 2016. This resulted in an increased number of sick leave days taken on average per staff. This average should however decrease in 2018 since the staff members on long-term sick leave have either left the Centre or have been put on invalidity.</p>	Ongoing

Prevention and management of conflicts of interest, transparency and democracy

<p>11.</p> <p>Acknowledges that the Centre's anti-fraud strategy was adopted by its management board in October 2016 and that the Centre will include a chapter regarding transparency, accountability and integrity in its 2017 annual report.</p>	<p>The Centre's consolidated annual activity report 2017 was adopted by its management board in March 2018. Chapter 2 of Part II.A (<i>Management</i>) of the report is entitled '<i>Transparency, Accountability and Integrity</i>'.</p>	<p>Closed</p>
<p>12.</p> <p>Notes with concern that the Centre opted to publish the declarations of interest without curricula vitae due to management problems associated pertaining to the size of its management board (approximately 130 members and alternate members); notes that the director's declaration of interests and curriculum vitae are published on the Centre's website.</p>	<p>Any decision with regard to the publication of the curricula vitae of management board members would have to be taken by the Centre's management board.</p>	<p>Ongoing</p>
<p>16.</p> <p>Regrets that the Centre does not make the minutes of its management board meetings public; calls on the Centre to change its policy.</p>	<p>The Centre currently publishes a summary of the decisions taken by its management board on its website.</p>	<p>Ongoing</p>

Main achievements		
<p>19.</p> <p>Strongly regrets however that the Centre does not use impact indicators, outcome indicators, or input indicators for its programming documents; notes that the Centre does not perform systematic ex-ante assessments for planning and controls, and furthermore calls on the Centre to use systematic ex-post evaluations to measure its performance.</p>	<p>Input and output indicators are used in the Centre's work programmes to ensure the required resources for the planned actions and to evaluate whether or not the actions achieved the intended objectives or results. These indicators measure the direct results associated with the actions undertaken by the Centre.</p> <p>While the Centre's Founding Regulation does not include the requirement to be evaluated on a periodic basis, the Centre commissioned a 'Study on the Translation Centre as the Linguistic Shared Service Provider for the EU Agencies and Bodies' in 2017. The Study includes an evaluation of the Centre's activities in terms of effectiveness, efficiency, relevance, coherence and EU added value. The evaluation framework for the Study was based on the Commission's 'Better Regulation' guidelines and the supporting toolboxes. The completed Study will be presented to the Centre's management board in October 2018.</p> <p>In line with article 29(5) of the Centre's Financial Regulation of 2 January 2014 and article 11(3) of the Implementing rules for the Centre's Financial Regulation, the Centre is currently revising the ex-ante evaluation of programmes and activities which entail significant spending in line with the guidance provided by the Commission. The ex-post evaluation will be subject to revision upon the completion of the ex-ante part.</p>	Ongoing
Internal Audit		
<p>20.</p> <p>Notes from the Centre that the Commission's Internal Audit Service (IAS) performed a follow-up audit on the Centre's business continuity management and the management of the workflow for translation of documents; observes</p>	<p>During 2018, the IAS performed a follow-up of the outstanding audit recommendations from the IAS Audit on Business Continuity Management (2012) and the IAS Audit on the Management of the Workflow for Translation of Documents (2014) and concluded that all remaining recommendations have been adequately and effectively implemented and were therefore closed.</p>	Closed

<p>that all recommendations, except for three, which shall be dealt with in 2017, had been adequately and effectively implemented; notes that significant progress was made with the establishment of the business continuity plans which partially mitigated the risks identified and therefore downgraded the level of importance of the recommendation from 'very important' to 'important'; notes furthermore that the IAS acknowledged the ongoing development of the new translation workflow management system, eCdT, but considered that several elements still needed to be finalised before that 'important' recommendation could be considered fully implemented; calls on the Centre to report to the discharge authority on the implementation of the IAS recommendations.</p>		
<p>Other comments</p>		
<p>28.</p> <p>Urges the Centre to pursue its efforts to explore innovative language technologies as an aid to its core work; considers that, in developing multilingual terminology sources, such as the IATE</p>	<p>The Centre continues to actively pursue its efforts to explore innovative language technologies as an aid to its core work. At the beginning of 2018, it enhanced its pre-processing of translations by integrating its own translation memories with Euramis, the interinstitutional translation memory, and eTranslation, the interinstitutional machine translation system developed by the Commission. This means that the Centre's in-house translators and external language service providers benefit from four tools (the Centre's own memories, Euramis, eTranslation, and IATE) which aim at guaranteeing better</p>	<p>Ongoing</p>

<p>database, the Centre helps to ensure that all the official languages of the Union keep pace with emerging concepts.</p>	<p>quality and consistency of translations. The Centre is also in the process of creating domain-based machine translation engines which will enhance the quality of machine translation output in specific areas, e.g. public health and intellectual property.</p> <p>With regard to the interinstitutional terminology database, the Centre is developing the IATE 2 database on behalf of its interinstitutional partners. The fully revamped IATE (InterActive Terminology for Europe), using state-of-the-art technologies, will be made available to the EU institutions and the public at the end of 2018.</p>	
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