Council of the European Union
General Secretariat

Brief for translating reports

INSTRUCTIONS FOR TRANSLATORS

Important! If there is anything in the following instructions that is not clear to you, please contact the language unit concerned[1] as soon as possible.

Text type: reports

These – often lengthy – documents describe specific aspects of the activity of the EU and its institutions, agencies, etc. They are available to the general public but are often targeted more specifically at people working in a given field. Translating reports may therefore require research into the relevant subject. As always, any background documents will be mentioned in the instructions for the translation assignment but it may be necessary to consult other sources. It is important that terminology should be correct and consistent throughout. If the document to be translated is a new version of an existing text, this fact will be mentioned in the instructions for the translation assignment and a document comparison (DVC) will be provided. Please make the terminology and vocabulary consistent with the previous version (unless you are specifically instructed to make certain changes).

A lot of useful terminology can be found in IATE, the EU's multilingual terminology database, and EUR-Lex, but you may also have to do some additional terminology research on your own.

As the main purpose of reports is to inform, please pay attention to readability. However, the content should always be rendered with precision and without additions or omissions. You should also take care to reproduce any nuances of meaning, such as the positive/negative connotation of the words used.

Important quality aspects

- correct and consistent terminology

- readability, clarity and accurate information

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[1] See Contacts.

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Questions about the original

If you have any questions concerning the source text (possible drafting errors, potential for multiple interpretations, ambiguities, etc.), please send them to the language unit concerned as soon as possible so that we can check with the drafter and get back to you with an answer in good time. We would be grateful if you could also flag up any such issues with a comment in the CAT tool.

Revision

If there is a previous version, the amended parts of the text should be thoroughly revised. Any parts of the text that have not been changed in the new version should be checked but not substantially modified. Any changes in the target language to parts of the text not modified in the original should be flagged up in comments in the CAT tool (e.g. SDL Trados Studio).

Reference material

Any previous versions and other relevant references will be indicated in the instructions for the translation assignment. In many cases, additional information can be found on the web pages of the relevant EU institutions and/or agencies. The titles of any legal acts quoted should always be checked in EUR-Lex. Terminology should be checked in IATE and/or EUR-Lex. Instructions for translating EU texts into your language can be found in the Interinstitutional Style Guide. Further language-specific guidance for translation purposes may be available from your information corner on LING's freelance translation platform.

Example: *EU Annual Report on Human Rights and Democracy in the World 2019* (ST 8580/20). See also *here*.