



General points to bear in mind when translating Council documents

The general quality requirements to which all contractors are subject are set out in chapter 12 (on pages 10 and 11) of the [tender specifications](#) for open procedure EP TRAD PPP4 2018 MONOLINGUAL.

For Council documents outsourced by LING, it is of the utmost importance that consistency of terminology and wording be maintained across the document and that both wording and terminology be consistent with the main reference or background documents provided.

Before you start to translate, you should read the relevant 'translation brief'. The translation briefs contain instructions for translating the different types of text produced by the Council Secretariat. Those instructions must be followed. The translation briefs can be found on [the Council's section](#) of DG TRAD's External Translation Platform under *General instructions for translating different types of Council document*.

1. Handling follow-up versions of documents and reference material

If the text to be translated is a follow-up version of a previous document, you will be provided with a document comparison (called a DVC) in which new text will be highlighted in blue, deleted text in red and moved text in green, while old (i.e. unchanged) text will appear in normal black type. In the case of document types 'legal act' and 'Council conclusions', unchanged parts of the text should be taken over without any modifications (see the specific instructions for these text types). In the case of other document types, unchanged text must be revised and corrected as appropriate¹.

It is highly recommended that you have the DVC open on screen or printed out while working on the translation.

2. Specific instructions in 'Assignment messages'

Please follow any specific instructions given by the language unit in the 'Assignment messages' part of the translation announcement posted on the CIRCABC platform. These instructions may take precedence over instructions set out in the translation briefs referred to above.

3. Spelling, punctuation and style

For guidance, please consult your language version of the online [Interinstitutional Style Guide](#) (the Interinstitutional Style Guide in PDF format is not up to date).

¹ For information on handling unchanged text in different document types, please refer to [General instructions for translating different types of Council document](#).

4. Terminology

Please make sure that terminology is consistent with previous versions and reference documents. Terminology should come primarily from the reference documents mentioned in the assignment announcement. In addition, the EU's terminology database [IATE](#) should be consulted in all cases. The sources listed under '[Sources of reference](#)' may also prove useful for terminology research.

5. Quotations

When the source text quotes from a document that exists in your language, you should reproduce the quote exactly as written in that document if the quote in the source text is between quotation marks, and as faithfully as possible if it is not.

6. Checks

Check all references (documents, case-law, technical terms, titles of conventions, decisions and regulations, etc.) in a reliable database or by consulting an original or similar source (background documents, IATE, EUR-Lex, an official state gazette, the United Nations, etc).

Use the comments feature in the CAT tool (e.g. SDL Trados Studio) to indicate the sources that you have consulted (see paragraph 7 below).

When translating Council documents, it is imperative to check, for instance, the titles of legal acts and the names of bodies, agencies and working groups. You will typically find these in the reference documents provided or in [IATE](#).

7. Adding comments in the CAT tool with the 'Add Comment' function

Please add comments in the CAT tool whenever appropriate.

In particular, you are expected to use comments in the CAT tool to flag up the following:

- sources consulted when checking references (as already mentioned)
- inconsistencies (e.g. in locked segments of the original), ambiguities or other issues that make it difficult to find appropriate translation solutions
- cases where you have decided to depart from or not to use the wording or terminology from the reference documents
- formatting issues

8. Formatting

In your translation, please adhere strictly to the formatting of the original. Any formatting issues should be indicated in a comment in the CAT tool.

9. Technical aspects

We advise you to read our short [technical brochure](#) for information on:

- the content of translation packages prepared by LING
- how to use the translation packages provided
- how to return a translation package to LING once the translation is done

In particular, please remove your own memories or databases from project settings when returning translation packages to LING.

10. JHB normative memory and normative memory

The JHB normative memory contains content for the drafting of legal acts for adoption under the ordinary legislative procedure. The normative memory contains standard phrases that frequently occur in Council documents. Content from either of these memories must be used if it matches and must not be changed unless for imperative reasons. If you see a need to change content from either of the normative memories, please flag it up with a comment in the CAT tool. For more information on our translation memories and their hierarchy, see pages 6 and 7 of our [technical brochure](#).

11. Machine translation

A machine translation is provided as part of the translation package prepared for each document. Machine translation is not reference material. Text from the machine translation memory is marked in SDL Trados Studio with the abbreviation 'AT'. Segments marked AT must be carefully checked because, although they may read well and appear to correspond to the original wording, they often contain inaccuracies, omissions or wording that could be improved. See pages 5 to 7 of our [technical brochure](#) for more details.

12. 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.

The email addresses for the language units can be found under '[Contacts](#)'.