

Translation assignments: announcement, availability, placement and performance

Announcement

All contractors will be notified simultaneously by the freelance translation platform on [CIRCABC](#) whenever a new translation assignment is announced for their lot.

Declaring availability

Contractors should declare their availability to perform the translation assignment by sending an email within the three-hour deadline to the Resources Unit, which is responsible for the administrative management of outsourcing at LING.

The email address for the Resources Unit is ling.outsourcing@consilium.europa.eu.

Placement

The Resources Unit will allocate the translation assignment to the highest-ranked contractor amongst those who have declared themselves available to do the job.

The Resources Unit will send a purchase order to the chosen contractor by email. The chosen contractor should sign and return the purchase order to the Resources Unit (also by email) as soon as possible for countersignature.

Once the contractor has returned the purchase order, signed, to the Resources Unit, he or she can start work on the translation assignment.

Performance

For all matters concerning (i) deadlines, (ii) language-related or translation-related questions, (iii) instructions for specific translation assignments, (iv) assessments of translation quality and (v) technical issues, contractors should contact the relevant Language Unit by email.

The email addresses of the Language Units involved in outsourcing of translation services under EP TRAD PPP4 2018 MONOLINGUAL are as follows:

HR	Croatian Language Unit	hr.coord@consilium.europa.eu
DE	German Language Unit	de.coord@consilium.europa.eu
GA	Irish Language Unit	ga.coord@consilium.europa.eu
PL	Polish Language Unit	pl.coord@consilium.europa.eu
RO	Romanian Language Unit	ro.coord@consilium.europa.eu
ES	Spanish Language Unit	es.coord@consilium.europa.eu