

MARKET SURVEY FOR PROVIDERS OF LEGAL TRANSLATION SERVICES IN ENGLISH (EN)

Reference: Provision for remote legal translation activities from DE, IT and FR into EN

ECB-PUBLIC

I. Scope and aim of the market survey To cater for the language requirements of the European Central Bank (ECB) as a Union institution, the ECB's Legislation Division (LEG) is now launching a market survey to identify providers for **remote legal translation activities from German, Italian and French into English.**

The aim of this survey is to identify sufficiently skilled and experienced freelancer lawyer linguists and legal translators who would be willing and able to provide the ECB with legal translation services. The survey is being carried out for information purposes only and does not form part of a formal procurement procedure.

II. Background information

Business area Directorate General Legal Services (DG-L)

Division Legislation Division (LEG)

Function LEG is responsible for preparing legal acts and instruments of the ECB (including those pertaining to the Single Supervisory Mechanism) and of the European Systemic Risk Board, for publication in the Official Journal of the European Union in all the official languages of the European Union and on the ECB's website. LEG is also responsible for the translation into and from official EU languages of supervisory decisions addressed to credit institutions, as well as of other documents with a legal content, mainly in the economic, financial, banking, statistical, and accounting fields. This includes, *inter alia*, translation of legal texts into English from the other official EU languages (the 'source languages'). These translation requests are often urgent and the legal texts are highly specialised and technical. This requires that legal translators are either legally qualified or specialised in legal matters.

Required skills The core skills that the ECB considers necessary for suppliers to provide legal translation services to the ECB are:

- mastery level command of English as the main language (Europass C2 standard);
- translation, linguistic and technical research competence in the source language for which

their services are offered;

- a minimum of two years' professional experience translating legal texts into English from the source language for which their services are offered;
- relevant professional experience in working with an EU institution or body, an international organisation, a national authority;
- a very good knowledge of standard MS Office applications;
- the ability to perform the services using computer assisted translation (CAT) tools;

III. How to participate in the market survey

Suppliers, translation companies, as well as temporary groupings, interested in participating in this market survey are invited to submit curriculum vitae (CVs) in English in the [Europass format](#) of the lawyer linguists and/or legal translators who would perform services under a framework contract, if awarded.

The CVs should quote the above reference “Provision for remote legal translation activities from DE, IT and FR into EN” and be sent to

LEGProcurementGroup@ecb.europa.eu.

Please note the following:

- Suppliers should explicitly express their interest and availability to provide legal translation services to the ECB remotely. The information and/or CVs submitted should be as complete and substantiated as possible (e.g. including all the relevant contact persons and/or names of the institutions to support work experience and/or qualifications).
- Upon sending the documentation to the e-mail address above, suppliers will receive an automated reply from the ECB.
- The ECB will process personal data received (such as names, contact details and other information provided in curriculum vitae) in accordance with the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.
- The ECB as the controller will process such personal data solely for the purpose of maintaining a database of potential suppliers (e.g. skilled and experienced lawyer linguists and legal translators who would be willing and able to provide the ECB with legal translation services). The processing of personal data for the purpose indicated above is based on Articles 5.1 (a) and (b) of the Regulation (EU) 2018/1725. Recipients of personal data are dedicated ECB staff members and other third parties supporting the ECB in the procurement process including external contractors, national central banks or other partner organisations. Personal data provided as an indication of interest regarding future procurements will be retained for a maximum period of 5 years following the completion of survey.
- Data subjects have the right to access their personal data and correct any data that is inaccurate or incomplete. They also have (with some limitations) the rights to have their personal data deleted, restrict or object to the processing of their personal data in line with the relevant provisions of Regulation (EU) 2018/1725.
- Data subject rights can be exercised by contacting us at LEGProcurementGroup@ecb.europa.eu. The ECB's Data Protection Officer at

dpo@ecb.europa.eu answers all queries relating to personal data.

- Data subjects have the right to have recourse to the European Data Protection Supervisor at any time if they consider that their rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing.
- The translation companies should duly inform their staff members whose personal data are submitted at this survey about the aforementioned elements of the processing of their personal data (e.g. the purpose and legal basis of the data processing, the recipients of personal data, the retention period, their data subject rights, and the contact information).

**Follow-up to
the market
survey**

Participation in this survey does not constitute any obligation on the part of the ECB to invite the participants in the market survey to participate in any future ECB procurement procedure, to award them a contract, or to reimburse them for any expenses incurred in completing this market survey.

However, the ECB may subsequently decide to invite suitable and available suppliers¹ to submit proposals for the provision of legal translation services with a view to potentially awarding framework contracts.

Closing date: 30.09.2020

¹ Please note that the ECB collects market information on suitable and interested suppliers from many different sources. Therefore, certain suppliers could be invited even if they did not participate in this market survey.