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Grado en Estudios Ingleses

TRABAJO DE FIN DE GRADO

**TRANSLATING FOR THE EUROPEAN UNION:
HISTORY AND CHALLENGES**

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2017/2018

Abstract

The European Union is a unique democratic union in the world. The coexistence of such a large number of countries makes a system based on multilingualism essential to ensure cooperation between Member States. For this reason, all the institutions work and produce their documents in the 24 official languages. This language policy aims to ensure that all languages are equally integrated for the benefit of all citizens. The Translation and Interpreting Services are the main responsible bodies for guaranteeing that these objectives are met. The aim of this work is to analyse in depth the activity of these services from its beginning to nowadays. The linguistic departments of the Union have undergone a continuous expansion since its inception in the 1950s. However, it is not an organization lacking in difficulties and shortcomings that need to be faced in order to continue to provide a high quality service.

Keywords: European Union, translation, interpretation, languages, Member States, multilingualism.

Resumen

La Unión Europea es una unión democrática única en el mundo. La coexistencia de tantos países hace imprescindible un sistema basado en el multilingüismo para garantizar la cooperación entre los Estados miembros. Por esta razón todas las instituciones trabajan y elaboran sus documentos en las 24 lenguas oficiales. Esta política lingüística trata de asegurar que todos los idiomas estén igualmente integrados para el beneficio de todos los ciudadanos. Los servicios de traducción e interpretación son los principales encargados de garantizar el cumplimiento de estos objetivos. Con este trabajo se pretende analizar en profundidad la actividad de estos servicios desde sus inicios hasta la actualidad. Los departamentos lingüísticos de la Unión han experimentado una constante expansión desde su comienzo en los años 50. Sin embargo, no es una organización exenta de dificultades y carencias que han de ser abordadas con el fin de poder seguir proporcionando un servicio de gran calidad.

Palabras clave: Unión Europea, traducción, interpretación, lenguas, Estados miembros, multilingüismo.

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1. INTRODUCTION

The European Union is a political and economic association which, in the last decades, has experienced a significant increase in the number of its member countries, reaching the amount of 28 after Croatia's accession in 2013.

The countries that currently form the Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom. (Annex 1).

The diversity of languages within the EU made it necessary to set up a body capable of breaking down the barriers and promoting the cooperation between countries. Furthermore, and in accordance with the Treaty on the Functioning of the European Union¹, citizens of each member country have the right to communicate with any of the bodies and institutions belonging to the European Union in any of the official languages that compose it. This is how the Translation and Interpretation services of the European Union emerged.

In spite of the fact that each country has its own institutional system, the EU has its own one at a supranational level to be the voice of all Member States. Some of the most important organizations and institutions that build the European Union, and consequently require translation and interpretation services, are The European Commission; The European Parliament; The Court of Justice of the European Union; The European Council and the Council of the European Union; European Court of Auditors (ECA); The European Central Bank (ECB); The Translation Centre for the Bodies of the European Union; The Committee of the Regions and the European Economic and Social Committee; and The European Investment Bank (European Commission, 2010).

The increasing collaboration between different communities and cultures means that the need for, and the requirement of services dedicated to the proper functioning of multilingualism within the union is growing to the point of becoming one of the most important and characteristic sectors of the EU.

¹Article 24 of this Treaty <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012E%2FTXT>

The focus of this project is to gather and deep into information on the functioning of the EU translation services in order to assess their performance, as well as its evolution, and the tools that are used to improve the quality of the translations. However, as it can be assumed, this kind of translation activity is not a task free of problems and difficulties, so the weaknesses it presents will be also analysed.

There is a fervent personal interest in the profession of translator, as well as the ambition to be a part of this institution, so this research is driven by it. Likewise, and in addition to my own motivation, it exists the assumption that it is necessary to make known the essential requirements for accessing this commission. I also think that it is very important to explain the steps to be followed in order to apply for a position, as well as the different options available to be part of the linguist team within this institution.

Although numerous documents and articles with information on this matter have been published, none of them include the history and development of the European Union regarding also the importance it has in the creation (and growing) of the linguistic services. This project tackles the subject from a diachronic approach, since it analyses the material according to its evolution over time, and finally, it focuses on the current situation of the linguistic services of this institution. On this way, it is possible to understand not only how it is possible for this institution to work in such a satisfactory way, but also how it keeps a continuous process of improvement.

This compilation work may be of particular interest to recent graduates, especially in studies belonging to the field of languages such as philology, which is my own case, or translation and interpretation. Some of that people who want to be part of this circle are not aware enough of the requirements that need to be met, in addition to the steps that they have to follow. Another question that is going to be covered is the differentiation between the translation and interpretation services. To this end, it is also essential to deepen the learning and training required for translators and the tools they have at their disposal, as this is a vital part of their access to this institution.

This paper sets out the EU's Translation and Interpretation services as one of the key elements for the proper functioning of the EU. However, it should be noted that Translation services (written requirements) cover a larger area than Interpretation ones (oral requirements). That is why throughout this work I will analyze more deeply the services that refer to translation, so I will focus on providing more detailed information

about them. In addition to this, it will also be exposed the way in which it is achieved that a multilingual system to perform in an institution of such dimensions.

Finally, the current study is mainly focused on the analysis and collection of different data obtained mainly from official documents published by the Commission of the European Union. These documents can be consulted at the Publications Office of the European Union. Furthermore, some own ideas developed from the evaluation of such data are going to be stated.

2. THE EUROPEAN UNION

2.1. Origins and development of the European Union

First of all, it is important to begin the analysis by delving into the history of the European Union in order to facilitate the understanding of the functioning and importance of its translation services. Similarly, the most important steps and agreements that have been taken to reach the current number of members will be set out.

The European Union is an organization as there is no other in the world. It started its integration after the Second World War. Since it, the Union has been growing and developing, so consequently, the translation services have also done it; the development of the first involves the expansion of the second one.

In the 1950s, through the Treaty of Paris, the European Coal and Steel Community (ECSC) was founded by six countries: Belgium, Germany, France, Italy, Luxembourg and the Netherlands. It was the first step for a political and economic union of European countries (European Union). The languages present in these countries became the first four official languages of the Union (Dutch, Italian, French, and German). Subsequently, in 1957, it was signed the Treaty of Rome by which the European Economic Community (EEC) was established. As a result, the 1960s brought many economic and social changes, so it was considered a time of prosperity.

Following the accession of the United Kingdom, Ireland and Denmark to the EU in 1973, the prosperity of the union was cut short by the economic problems that the Arab-Israeli war entailed to Europe. Meanwhile, Universal suffrage was first elected in 1979 when the European Parliament increased its importance in the Union's own affairs.

With the entry of Greece into the EU in 1981, the number of member countries reached 10. Five years later, Portugal and Spain joined the ranks. Afterwards, the Single European Act (SEA) was signed in 1986. This agreement established a six-year project to allow the movement of goods across EU borders. Consecutively, the unification of Germany took place by tearing down the Berlin Wall in 1989.

Therefore, a sense of closeness and unification emerged among citizens and two more treaties were settled: The Maastricht Treaty or the Treaty on European Union (1993), and the Treaty of Amsterdam (1999). They both supposed the beginning of a legal cooperation. Then, Finland, Sweden, and Austria became part of the Union in 1995; and the citizens were allowed to travel within the borders of the EU without much restraint.

In the decade of 2000, the Euro was established as the official currency in most member countries. In addition, as a direct consequence of the 2001 attacks in New York and Washington, the Union began to raise awareness of collaboration against violence and terrorism. Before that, ten new countries joined the community in 2004, and in 2007 Romania and Bulgaria did the same. By that time, the emerging global economic crisis of 2008 was shaking Europe.

As a consequence of this, the Lisbon Treaty, which provided for a more effective management of the European Union, came into force. The EU established the "Banking Union" to help some countries cope with economic difficulties, as well as with the aim of creating a reliable banking system for each member. Finally, Croatia is the last country to join the Union in 2013, being 28 the number of countries that form it².

1951	Belgium, France, Germany, Italy, Luxembourg and Netherlands
1973	Denmark, Ireland and United Kingdom
1986	Portugal and Spain
1995	Austria, Finland and Sweden
2004	Slovakia, Slovenia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta and Poland
2007	Romania and Bulgaria
2013	Croatia

Fig. 1: Accession of the Member States in chronological order.

² This information has been taken and reconstructed from the official website of the European Union https://europa.eu/european-union/about-eu/history_en

A timeline has been created in order to have an overall view of how this growth has been happening (Annex 2). In this chronology, we find in green colour the most relevant events and treaties for the European history, and in colour blue, we can see the adhesion of the Member States in chronological order.

2.2. Language policy in the European Union: Multilingualism

It is a fact that languages represent a priority for the European Union. One of the maxims of the European Union is to assure cultural variety and cooperation between the Member States. To this end, it is essential to eliminate possible borders such as the one that appears due to the different languages coexisting in the Union. It is very important to remark that nowadays there are 24 languages recognised as official languages in the European Union (see figure 2). In order to promote the equal role of each of them, a strict linguistic policy based on multilingualism is established.

Multilingualism is the name given to the phenomenon consisting of the egalitarian use of all these languages, in other words: many languages living together in the same territory. This policy is responsible for ensuring that they all are of the same importance and prominence within the EU. This is due to the fact that the European Union is a democratic union and all its citizens, as has been said previously, must be able to participate in its affairs in their own language. The European Union's motto "Unity in diversity" accurately represents the values it seeks to promote within the Union.

In addition to this, The Charter of Fundamental Rights of the European Union bans discrimination based on language and guarantees respect for linguistic diversity³.

As a matter of fact, multilingualism is not only useful for the reasons stated above, but it is also a key element in the preservation of cultural diversity, as well as in the respect of human rights. That is why the Union promotes the learning and use of all the official languages of the European Union with the aim of maintaining linguistic normalization, in this way, a favourable environment is achieved for all the countries that are part of this great unity. On the basis of this, the Barcelona European Council laid down an objective which consisted of improving the command of basic skills by teaching at least two foreign languages from a very early age⁴. (2002)

³ European Parliament. Charter of Fundamental Rights <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:C:2016:202:FULL&from=ES>

⁴ Point number 44 of the section "A Competitive Economy Based on Knowledge: Education" http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/ec/71025.pdf

This is useful not only for enhancing cultural relations and citizens' mobility, but is also seen by the governments of the Union as a way of increasing competitiveness. It was in 1958 that multilingualism started to be taken into account when the Treaties of Rome, which were drafted in the four official languages, came into force:

This Treaty, drawn up in a single original in the Dutch, French, German and Italian languages, all four texts being equally authentic, shall be deposited in the archives of the Government of the Italian Republic, which shall transmit a certified copy to each of the Governments of the other signatory States. (Article 248 from the Treaty of Rome, 1957).

In order to promote this linguistic policy and to ensure its effectiveness, the Union facilitates language learning in a variety of ways: The largest are those which include mobility programmes for all citizens, whether vocational training or education programmes (such as the well-known Erasmus+), and, of course, foreign language learning programmes in schools and colleges. Children can now begin to study them from an early age, as educational institutions facilitate and encourage them to do so. It is truth that young Europeans are now learning languages more proportionately than previous generations, and it is a result of this linguistic policy and the measures taken by the Union to ensure multilingualism.

As a consequence of the adoption of this policy, most of the documents published by the Parliament are available in all the official languages and all the parliamentarians have the choice to speak in any of these languages.

To end with this chapter, it should be remarked that the reason why there are 24 official languages, being 28 the Member States, is that some of them share the same language. In addition to these 24 languages there are others considered co-official languages as Catalan, Basque, or Welsh.

Official languages of the European Union

Bulgarian	Irish
Croatian	Italian
Czech	Latvian
Danish	Lithuanian
Dutch	Maltese
English	Polish
Estonian	Portuguese
Finnish	Romanian
French	Slovak
German	Slovenian
Greek	Spanish
Hungarian	Swedish

Fig. 2: Official languages of the European Union in 2018.

3. LEGAL TRANSLATION

First of all, we must be clear about what is exactly meant by translation in this paper. It is possible to give several definitions and explanations about the tasks of translating, but the one proposed by Mildred Larson is one of the clearest yet briefest:

Translation consists of transferring the meaning of the source language into the receptor language. This is done by going from the form of the first language to the form of a second language by way of semantic structure. It is meaning which is being transferred and must be held constant [. . .] Translation, then, consists of studying the lexicon, grammatical structure, communication situation, and cultural context of the source language text, analyzing it in order to determine the meaning, and then reconstructing this same meaning using the lexicon and grammatical structure which are appropriate in the receptor language and its cultural context. (Larson, 1998)

Clearly related to this, Enrique Alcaraz (2002) asserts that the aim of translation is to reproduce, in the most correct and accurate way, the message of the source language (LP) with the semantic, stylistic, and discursive equivalence of the target language (LT).

There are many types of translation fields (as it is going to be stated in the chapter *Translation services* of this work), however, legal translation is one of the most important. It covers a larger part of the translation services due to the fact that the EU is a political community regulated by numerous laws and rights.

3.1. Legal translation in the European Union

There is a great judicial cooperation between all the Member States since the treaties of Maastricht and Amsterdam. As a consequence of this, linguistic standardization in terms of law is increasing. The judicial field plays a leading role in the Translation and Interpretation Services of the European Union, so a brief explanation of the matter is going to be presented in this chapter, as well as an introduction into its distinctive features.

First of all, it should be beard in mind that The Court of Justice of the European Union (CJEU), placed in Luxembourg, represents the main judicial authority in the EU. Its main competences include ensuring the correct application of law in Europe and guaranteeing that all European citizens have access to all judicial bodies in their own language. In relation to this, Enrique Alcaraz and Brian Hughes say that legal translation is a basic condition in all sectors of an international community. (1995)

Thus, legal translation is one of the most important areas to achieve linguistic normalization between the different countries that make up this supranational entity. In defence of this statement, Julia Lobato Patricio declares that one of the biggest achievements of the European Union is the creation of a very wide area in which there are no borders and in which the citizens can travel freely and choose their country of residence and work in the EU. (2009)

Citizens of the European Union would not be able to enjoy this right without a system that ensures their security and freedom. For this reason, the EU ensures cooperation and transparency between the judicial systems of the different Member States. Legal translators and interpreters play a very important role, since the movement of citizens and their need to address the different institutions is very constant. Consequently, the need to translate official documents also shows a steady growth. To this end, it is necessary to share a wide range of judicial terminology, since working with different legal systems implies that the concepts appearing in the SL have their

equivalents in the TL. The most common tools used in this case are the different law manuals, civil codes, and legal dictionaries in both the source and the target language.

The easiest way to access to the European legislation is through the Official Journal of the European Union. Documents are published in all languages and they can be accessed easily and free of charge through the web portal. The Publications Office of the European Union is responsible for these publications.

3.1.1. Distinctive features in legal translation

Legal text belongs to the domain of specialised texts; i. e. it requires a prior knowledge of the subject matter in question. Moreover, it has a number of distinctive features in terms of style and vocabulary that make it a particularly complicated and challenging field. As Smith says,

the system-bound nature of legal text means that successful translation into another language requires competency in at least three separate areas: first, a basic knowledge of the legal systems, both of the source and target language; second, familiarity with the relevant terminology; and third, competency in the specific legal writing style of the target language. (1998, 181)

On account of the frequent unfamiliarity with the legal vocabulary, Enrique Alcaraz and Brian Hughes (2002) propose a classification of the English legal vocabulary (figure 2) in which the representational vocabulary refers to ideas that belong to the real world, either mentally or physically, and the functional one. On the contrary of the representational type, the functional vocabulary has no match with any concept from the real world; it consists of grammatical words.

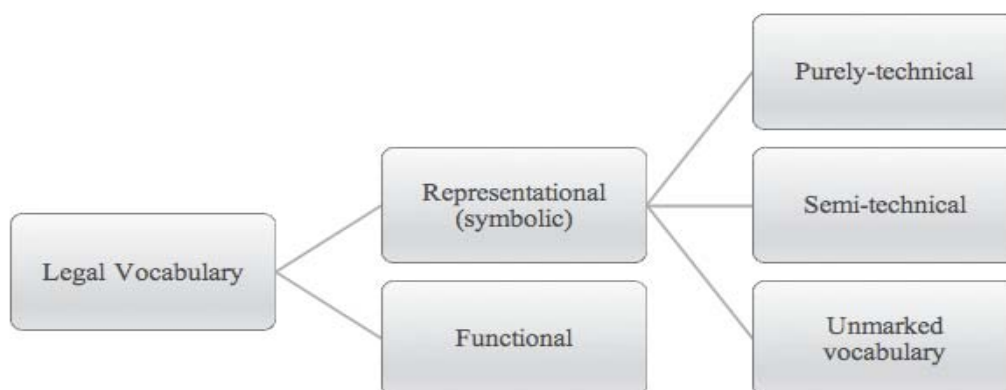


Fig. 3: Classification of legal vocabulary according to Enrique Alcaraz and Brian Hughes.

Some examples suggested by Alcaraz and Hughes (2002) of the functional vocabulary that can be usually found in the legal field are ‘whereas’, ‘concerning’, ‘under’, or ‘subject to’. Furthermore, the symbolic group is not that easy. It is subdivided into three groups. First, the *purely-technical terms*, which are exclusively used in the legal field. Some terms belonging to this type are ‘solicitor’, ‘serve proceedings’, and ‘bring an action’. They cannot be applied aside from the legal area. Then, they propose the *semi-technical (or mixed) terms*: this group includes terms from the common language that have undergone a process of specialization, and consequently they have an extra meaning belonging to the legal field. This group is larger and more complex due to the multiple meanings a word, or a group of words, can have. An example of this is the word ‘issue’ which can be found in a numerous kinds of sentences and have many different meanings. Finally, the *unmarked or everyday vocabulary* consists on terms from the general use that are often applied to the legal vocabulary without losing its everyday meaning or acquiring a specialized meaning in the field. Some examples of these can be ‘subject-matter’, ‘summarize’, and ‘paragraph’.

On this basis, it can be stated that legal translation is much more complex than what it could seem at a glance: it does not only consist on transferring the meaning of a term, but the essential part of this operation is to find a translation that makes sense in the target language and in its culture. In other words; it is needed to find an equivalent that corresponds truthfully to the official document and that has legal effect before any organization of the country to which the target language belongs. This ensures that the information and the original meaning of the document are correctly translated into the target language, accurately representing the intent of the original but being adapted to the law of the other country.

Consequently, it is quite important to take into account the legal systems that are being operated, as well as the language pairs. Legal systems differ from one nation to another as each has its own system and vocabulary.

In this area, translators and interpreters are equally needed. On the one hand, legal translators mainly translate documents, which can be either public or private in scope⁵.

⁵ Public documents are those drawn up by public administrations, while private documents are elaborated by companies and individuals.

Some examples are contracts, judgments, decrees, birth or marriage certificates, etc. On the other hand, the interpreters' tasks include simultaneous and oral translation of trial proceedings, questions and answers during an interrogation, etc.

To conclude with this, it should be noted that it is an essential requirement for legal translators to have a previous notion in law, as well as the dominance of the languages they are working with, and to be familiar with the legal systems that are being handled in order to avoid legal mistakes are undertaken. On the other hand, training and apprenticeship, as will be explained later, are also required prior to taking up a job as a translator. Accordingly, to become a legal translator for the European institutions, there must be regulated training in the law of one of the Member States in order to guarantee this prior knowledge and familiarity with the national law. This is closely related to a Baaij's statement which says:

They [translators and interpreters] would need to be familiar with the unique history and culture of the national legal systems, as well as possess advanced comparative skills to assess the equivalence of the legal effects produced by the different language versions in the respective legal systems (2015, 114).

4. TRANSLATION AND INTERPRETATION SERVICES OF THE EUROPEAN UNION

The Translation and Interpretation Services of the European Union were born from the need for communication, interaction, and coexistence of different languages and cultures. Though it appeared at the same time as the European Community was developing (European Union, 2010), it has experienced a great upswing in the last five decades. Karl-Johan Lönnroth, Director-General for Translation, stresses the importance of the development of these services in the article *Translation at the European Commission: a history*:

Far from being an end in itself, this history of the translation service is a crucial component of the European Union's institutional memory that demonstrates how multilingualism – one of its fundamental principles – was “translated” into action right from the start, long before it was formally established as a policy in its own right. (2010, 8)

The formation of the EU as the great multilingual community it is now began its journey some decades earlier: as it was previously mentioned, with the Treaties of Rome of 1958, the value of languages for the functioning of the Union began to be recognized. In addition, the right of the Member States to communicate with the institutions in any of the four official languages was also pointed out. At that time, very few linguists worked for the community: 35 translators and revisers in 1953. As the workflow increased significantly, it soon became necessary to hire more translators. It increased from 38,855 pages⁶ translated in 1953 to 61,568 pages in 1955.

Next to this, the Treaties of Rome (the first treaties designed in the four official languages) entered into operation. This regulation gave beginning to the European Economic Community (EEC) and the European Atomic Energy Community (EAEC/Euratom), which in turn were part of the Directorate- General for Personnel and Administration.

As the productivity of translation services increased, the language system began to be regulated. Moreover, it was also created a common terminology source for standardizing vocabulary. At that time, it also became necessary to have English translators because, although it was not one of the official languages of the Union, it was widely used at an international level, and therefore necessary for the business and operation of the Union.

Moving on to the decade of the 60s, the two linguistic services departments belonging to Euratom and EEC became one, and it was managed by the Commission of the European Communities. Nevertheless, it was not until the end of the 1970s that translation was considered a profession in itself; this task was previously carried out by people with great notions in a second language; but not with a specific knowledge in translation and interpretation concerns such as their techniques. In this way, a specific department was created within the commission for these services, the Permanent Delegation of Translators (DPT).

Seven new members joined the Union in the 1980s, so official documents also had to be translated into these new languages. At that moment, there were already 955

⁶ By one page it is understood 1500 characters excluding spaces.

translators: about 90 per language except for the so-called *procedural languages* (English, French, and German), which had a larger number.

These services had already grown a lot by the 1990s, and consequently, the techniques and tools (which we will talk about in the chapter *Tools and Resources* of this paper) had improved greatly, so the linguistic departments were more profitable. The official languages were already 11, and the translators had to have great skills with these new technologies. Finally, the Translation Service (SdT) became the Directorate-General for Translation (DGT).

In 2007, there were 23 official languages and the Official Journal had to publish documents in all languages, which were originally written in English. The amount of work overwhelmed the services and this resulted in the need to take more measurements such as shortening documents and employing more translators. Today, the English department is more burdened than the others because it is the only department that receives documents in all languages.

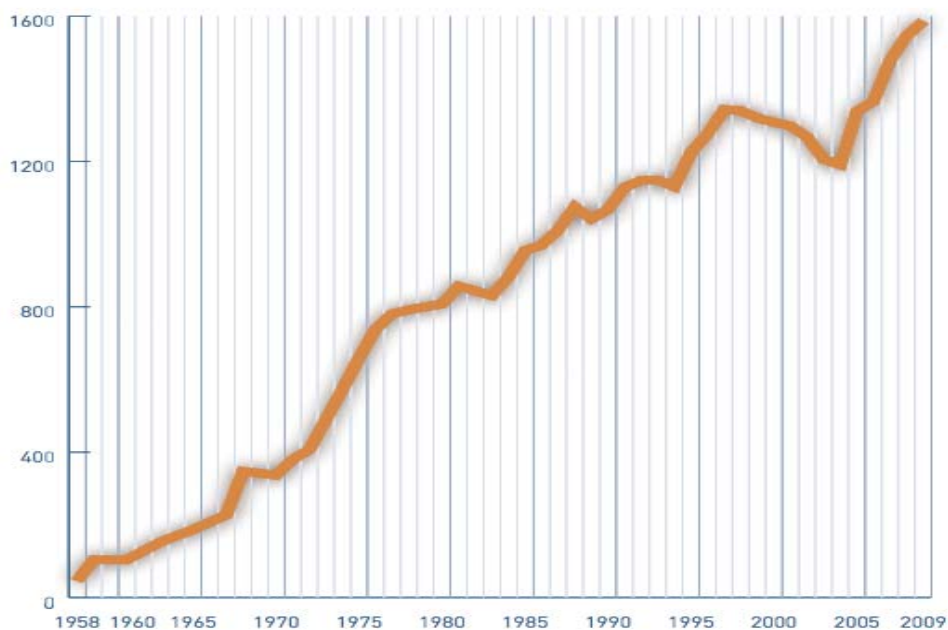


Fig. 4: Growing of the number of translators from 1958 to 2009. Source: European Commission.

4.1. Translation and interpretation services today

First, it should be made clear that translation and interpretation are two different labors: a good translator does not necessarily have to be a good interpreter and vice versa. While translators work with spoken language, interpreters do it with the oral one. A clear

difference between both is that the interpreter is often visible to the client; nevertheless, the translator's skills do not include face-to-face communication. But in addition, translators and interpreters must have a great capacity to understand the source language, as it is not possible to interpret a message correctly without having previously understood it.

In spite of this, understanding a foreign language is not enough, but it is also necessary to have previous knowledge of the subject matter in order to achieve an accurate translation. It is very important that the translations and interpretations accurately represent both, the content of a message, and the intention and style of the speaker or author. This fact is especially important due to official documents that are written in all languages are considered *original texts* and not *mere translations*

Although several agencies have their own translation services in the Union, the main ones are the Directorate General for Translation and the Directorate General for Interpretation and conferences. They are the bodies in charge of providing these services, and, consequently, they act as a bridge between the different 24 languages, managing the cooperation between the different institutions and making possible the communication.

It is important to point out that in this project, the functioning of these directorates will be exposed, with special emphasis on translation services, as this is the main objective of the project.

4.1.1. Translation services

Dealing with the translation services of the European Union, it is worthy to speak about the Directorate General for Translation of the European Commission⁷. It is the greatest department for translation, not only in the union, but also worldwide. Moreover, its headquarters is divided between Luxembourg and Brussels (where the European Commission is also located).

According to the European Commission (2014) the DGT forms one of the largest and most important translation services worldwide and its main goals are: first, to provide the European Union with high-quality linguistic services; second, to support and promote multilingualism by ensuring the publication of documents by the European Commission in all official languages; and finally, to report all citizens about policies within the union.

⁷ From now on, it will be referred to by its acronym, DGT.

DGT is dedicated to translating documents of many different types. Among this very wide range there is an extraordinary variety of texts: *meeting minutes, financial reports, scripts and subtitles for promotional films, websites and publications for citizens, international agreements, political statements, staff information, administrative information, speeches and press releases, etc.*⁸

It should be noted that not all translators can handle all of these types of translations, but they must specialize in specific subjects. One of the main subjects of specialization is the aforementioned legal translation. However, there are other types that are also essential: *education, culture and youth; statistics; agriculture; environment; internal market; maritime affairs and fisheries; energy and natural resources; trade; administration; economic and financial affairs; health; research, science and technology; employment; external relations, justice and citizenship; regional policy; transport, etc.*⁹.

Taking into account the different subjects, DGT is divided into three directorates depending on the area of expertise: The Transversal Services Directorate, The Resources Directorate, and the Translation Strategy Directorate. And each one of them is in charge of several of the previous subjects, which means that these are distributed among the different directors.

The DGT has been growing significantly since its beginnings, and currently there are approximately 2500 people working there. Although all languages are of equal value and importance, not all documents are written in all official languages: they are originally written in English, French, and German, and they are only translated into the other languages when it is necessary to address the other institutions and Member States. Although the number of documents written in English and French has always been higher than in the rest of the languages, nowadays English is the language preferred for drafting the texts. Figure 4 shows the growth in the number of pages in a period of time from 1997 to 2016. Moreover, this trend towards the writing of texts in English can be clearly observed.

However, when the volume of translation exceeds the capacity of DGT, it relies on the services of external translators or freelance translators. Currently, translations

⁸ European Commission, 2014

⁹ European Commission, 2014

carried out by external means account for around 26% of the total number of translations. These external services have also grown over the years because, if the volume of translations required increases, it is inevitable that the amount of work done on the part of externals is also higher. The figure number 5 shows this data during almost the same period of time as the previous one.

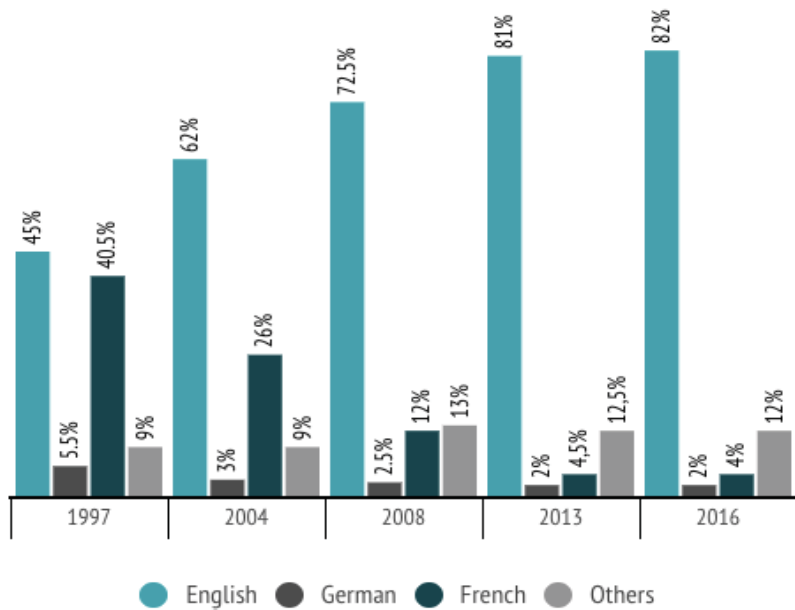


Fig. 4: percentage of the number of pages translated by DGT broken down by language. Source: own creation from data supplied by the European Commission.

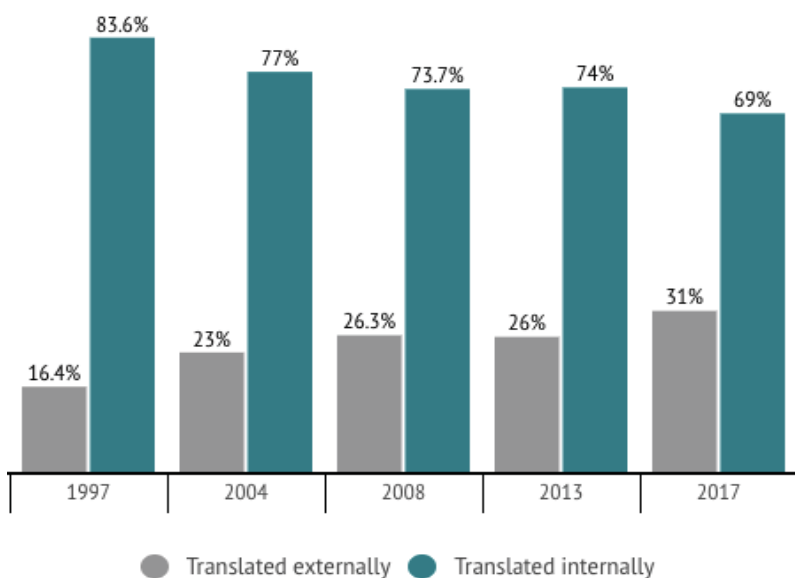


Fig. 5: Percentage of the number of pages translated by external and internal means in the period from 1997 to 2013. Source: own creation from data supplied by the European Commission.

In view of the above, and concerning the necessity of external support, I consider interesting to briefly mention the Translation Centre for the Bodies of the European Union (CdT). It has had an important place as a decentralised agency¹⁰ since its foundation in 1994. It is responsible for providing assistance and supporting the DGT and other bodies across Europe when it is required. Currently, it employs 100 translators so it can be observed that it is a much smaller agency than the principal translation services.

4.1.2. Interpretation services

Interpreting services are required especially at meetings or conferences where people from different provenances are present, so the role of the interpreter is necessary to make communication possible and ensure transparency. Interpreters often meet face-to-face with speakers to facilitate dialogue between them. Thus, there are two chief techniques for this duty: *consecutive* and *simultaneous interpreting*. On the one hand, the fist type consists on taking notes during the speech and then, the interpreter replicates it in the target language. On the other hand, the second type consists of listening to the speaker and interpreting at the same time. This type is most used in conferences but, as it is going to be explained further in the chapter *Tools and Resources*, this task requires special material.

In addition to these techniques, we find others that although not so commonly, they are also practiced on certain occasions. First the whispered interpretation, in which the interpreter is next to the listener and interprets speaking to his/her ear. This type of interpreting is a branch of simultaneous interpreting, although it does not usually require technical equipment. Secondly, sign language interpretation is also offered at meetings and conferences.

Also under the management of the European Commission, we find the Directorate-General for Interpretation and conferences¹¹; the main in charge for the interpretation services of the Commission. As De Manuel states, The European Union institutions are the host of the largest interpretation services in the world, both in terms

¹⁰ These agencies provide scientific and technical support to institutions of the European Union.

¹¹ From now on, it will be referred to by its acronym, DG INTE

of the number of languages used and the number of interpreters who work for them. (2000)

Hence, the DG INTE facilitates the approach and the breaking down of frontiers between people from different countries and languages by organizing multilingual conferences or encounters.

At the beginning of the EU, when there were 4 official languages, there were very few language combinations, 12 specifically. However, today, due to the growth that has been experienced, the possible language combinations are 552 after reaching the number of 24 official languages. Taking this into account, the Director General for Interpretation at the European Parliament, Olga Cosmidou, declares that “no other international organisation has even half the languages we do. In Europe, where we have a model of a multicultural society, interpretation is a basic necessity.” Likewise, in each linguistic combination there is an *active language*, that is the language into to which it is interpreted (it could be understood as a target language) and a *passive language*, from which it is interpreted (source language).¹²

The major institutions within the Union have their own service:

European Parliament	The European Parliament’s Directorate General for Interpretation and Conferences (DG INTE)
European Commission	The European Commission’s Directorate General for Interpretation (SCIC)
Court of Justice of the European Union	The Court of Justice of the European Union’s Interpretation Directorate

Fig. 6: Main institutions of the EU with their respective services of interpretation.

It is not surprising that the European Parliament is the body that most needs these services due to the large number of meetings and conferences that it runs. Finally, the European Parliament has the biggest interpretation services worldwide: it has 330 staff

¹² Information taken from the official website of the European Parliament, available at <http://www.europarl.europa.eu/interpretation/en/introduction.html>

interpreters that are supported by the services of many external accredited interpreters (most commonly known as freelance interpreters) when it is needed. They are mostly required in the plenary sessions in Strasbourg, where more than half of the interpreters are external accredited interpreters¹³.

5. TRANSLATORS' REQUIREMENTS AND CANDIDATE SELECTION PROCESS

Before applying to join the European Union as a translator, it is necessary to possess a university degree, as well as having a perfect command of a language belonging to the Union (which is usually the mother tongue). Moreover, it is established as an indispensable condition to know a minimum of two other languages. It is also crucial to have a knowledge of their respective cultures, as well as project management skills and the ability to search for information and terminology. (European Commission 2017).

Although there are some institutions that have their own recruitment systems as the The European Investment Bank, the European Central Bank (ECB), and the Translation Centre in Luxembourg, the European Personnel Selection Office (EPSO) is the principal organization responsible for carrying out the staff selection procedures.

There are several types of selection processes depending on the type of contract sought and each of them has its own tribunal. The tribunals, which are composed of officials from different institutions, decide who are the most suitable candidates at each stage until it has decided on the final list of successful candidates. Once the EPSO has published the lists of applicants, they are interviewed by the institutions and the Human Resources staff is responsible for filling the openings. As Pegenaute argues:

La alta cualificación exigida para acceder a los organismos hace precisa una formación académica. Se trata de entidades con una oferta laboral muy cotizada, tanto por el alto nivel retributivo como por el reconocimiento social que el desempeño de las funciones comporta.(2004, 580)

¹³ Information taken from the official website of the European Parliament, available at <http://www.europarl.europa.eu/interpretation/en/the-interpreter/the-interpreter.html>

It is important to be aware that open-ended contracts are much more popular within the EU. Because of this, it is necessary to pass a very stringent public examination. The selection tests assess both the translation skills and the basic competences that all EU officials must have, for example the reasoning skills. These selection processes usually begin in June or July. To end with this, it should be mentioned that the most common and sought-after positions are the following ones: permanent official, contract and temporary staff, and trainees.

5.1. Public examination procedures and tests

After the application has been submitted within the deadline, the first test will consist of a Computer-based Multiple-choice Question. The following figures and data have been extracted from Official Journal of the European Union, and they have been drafted by the EPSO.

It should be pointed out that although the tests of linguistic competence and numerical reasoning are not taken into account in the final qualification of the public examination, the minimum mark must be attained.

<i>Tests</i>	<i>Language</i>	<i>Questions</i>	<i>Duration</i>	<i>Marking</i>	<i>Pass mark</i>
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	Verbal + Abstract combined 15/30
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	4/10
Abstract reasoning	Language 1	10 questions	10 min	Out of 10	Verbal + Abstract combined 15/30
Language Comprehension	Language 2	12 questions	25 min	Out of 12	6/12
Language Comprehension	Language 3	12 questions	25 min	Out of 12	6/12
Main language skills	Language 1	25 questions	25 min	n/a	n/a

Candidates with the highest marks will be given the following test, which consists of two translation tests: if the first does not achieve the minimum score, the second will not be corrected.

<i>Tests</i>	<i>Language</i>	<i>Duration</i>	<i>Marking</i>	<i>Pass mark</i>
(a) Translation test with dictionary	From language 2 into language 1	60 min	Out of 80	40/80
(b) Translation test with dictionary	From language 3 into language 1	60 min	Out of 80	40/80

Subsequently, the candidates with the highest scores will be invited to Brussels for a test in the second language:

<i>Competency</i>	<i>Test</i>	
1. Analysis and problem solving	Oral presentation	Group exercise
2. Communication	Oral presentation	General competency-based interview
3. Delivering quality and results	Oral presentation	General competency-based interview
4. Learning and development	Group exercise	General competency-based interview
5. Prioritising and organising	Oral presentation	Group exercise
6. Resilience	Oral presentation	General competency-based interview
7. Working with others	Group exercise	General competency-based interview
8. Leadership	Group exercise	General competency-based interview
Pass mark	40/80	

The score obtained in this last test will be added to the previous ones and the candidates with the highest results will fill the vacant positions.

6. INTERPRETERS' REQUIREMENTS AND CANDIDATE SELECTION PROCESS

To apply for an interpreter position, the best option is to take one of the official European Master's courses in conference interpretation. As mentioned in the previous chapter, EPSO is responsible for the testing and selection of staff. However, in order to gain access as a freelance interpreter, an inter-institutional interpreting test must be overcoming (European Commission 2017).

As in the case of translators, interpreters must also be fluent in two foreign languages. But it's not just about this. A university degree or appropriate qualification in conference interpreting is, generally, a prerequisite. EU interpreters must have some specific skills such as being able to communicate their discourse effectively, as well as understanding varied and complex subject area. In addition, there is the obligation to have at least one year of experience in the field. In the selection process, the competences of the candidates will be assessed, both those specific to this area and those required of all candidates for an official position in the Union.

Candidates must carry out exercises in the language combination of their choice in order to test their abilities.

6.1. Public examination procedures and tests

Interpretation tests are very similar to translation tests. There are also eliminatory tests in which the minimum score must be reached in order to continue with the application. They are assessed in some competences as: simultaneous interpretation of a speech; consecutive and simultaneous test; and finally, verbal, numerical, and abstract reasoning in the A language (active language). Through these tests they have to demonstrate their skills in A, B, and C languages.

The interpreters who have passed this part will perform a last one which consists of testing the 8 same skills that the translation final test previously showed. As in the case of translation applicants, the candidates with the highest scores will fill the vacant positions.

7. TRAINEESHIP AND APPRENTICESHIP

Several institutions of the European Union offer an internship programme to those interested in becoming part of these entities as workers of the Union. The agencies that have an internship programme for linguists are as follows: The Council of the European Union, the Court of Justice of the European Union, the European Central Bank, the European Commission, the European Court of Auditors, and the European Parliament. All accessible internships are available on the European Union's website

(https://europa.eu/european-union/about-eu/working/linguists_en). Most of these programs are aimed at people with a university education.

Both, the European Commission and the Council of the European Union have, a 5-month paid traineeship programme given in Luxembourg or Brussels. In the case of the European Commission, the traineeship is remunerated in the amount of 1,176.83 € per month. This modality of training is divided into two periods: either from February 1 to June 30, or from September 1 to January 31. There are 100 available positions for this purpose. However, in the unpaid ones, there are only 20 places within the same periods. In addition, it also exists the possibility of applying for an unpaid internship for students who have not finished their studies.

To be eligible for one of these positions, the General Secretariat of the Council (GSC) requires that the applicant be a citizen of the EU or a candidate country, as well as an advanced knowledge of French or English.

However, one of the most important internship programmes is the one offered by the European Parliament. It has two internship programmes for translators: Translation traineeships for university graduates and Traineeships in translation formation. These courses are given in Luxembourg and both offer several periods of three months' duration. The first modality is currently remunerated with the amount of 1,313.37 € per month, while the second only amounts to 322.10 €. Translation work internships for university graduates are aimed at improving and completing the knowledge acquired during university studies.

Another institution that provides a paid internship opportunity is the European Court of Justice. Like the European Parliament, the Court of Justice also offers two periods of five months each, which are remunerated at a rate of about 1,120 € per month. However, the present institution establishes as indispensable requirement the possession of a university degree in Law, or failing that, in Political Science. Interestingly, if aspiring to an interpreter position, it is not necessary to have a law degree, but a degree in conference interpreting.

Finally, it should be noted that if a traineeship has already been taken in the EU, it is not possible to request a place in these training programmes again.

7.1. European Master in Translation (EMT)

Besides the work experience programmes offered by the institutions, another way of acquiring knowledge and skills for this profession is through the European Master's programmes.

The EMT was launched by the DGT and is delivered at several universities in Europe in partnership with the European Commission. Therefore, “The DGT awards it to higher education programmes that meet agreed professional standards and market demands” (European Commission).

It is focused on training professionals capable of meeting the demands of the market. As E. Wagner, Svend Bench and Jesús Martínez (2014, 43) explain, its operation is based on a *six key competences models*: translation service provision; language competence; intercultural competence; information mining; technological competence, and thematic competence. So, these are the main skills that will be acquired after completing this Master's degree.

There is an increasing demand for workers in the translation sector from the Union, so the amount of universities in Europe that offer Masters degrees that are part of this EMT network is growing.

8. TOOLS AND RESOURCES

It is not surprising that during the process of translating, the translator has different tools at his disposal that allow him to specify his work and thus obtain better results in a shorter time. These resources do not only use dictionaries, there are a large number of different tools, mostly electronic. Furthermore, it is essential to keep track of the documents they translate as well as the common terminology throughout the European framework. For this purpose, there are certain tools that have advanced as technology has improved.

8.1. Translation memories and databases

In 1997, electronic translation memories were introduced. It was a major step forward and facilitated the arduous task of translating documents into so many different languages. These memories allow to search for matched phrases in previously translated

texts in order to find segments that are very similar to those being translated at a given time. This is intended for speeding up the task of translation as it allows the reuse of these texts and also gives more coherence and consistency to the target text.

Although it is a tool that facilitates the task of translation, the previously translated text usually has to be modified to adapt to the one being translated. All EU agencies have translation memories. They are also very useful for freelance translators.

Clearly related, we find the databases, a tool that consists on a collection of documents. These documents are available in electronic format and allow translators to search for parallel texts in different languages that may be useful for new translations.

8.1.1. EUR-Lex

EUR-Lex is the major database used by translators in the European Community. It contains texts and official papers solely related to the European law and legislation written in the 24 official languages. It is constantly being built and improved. EUR-Lex Contains information dating back to 1951. Through this tool it is possible to get direct access to the Official Journal and also to diverse documents as treaties, regulations, legislation, international agreements, judgments, etc. “A document can be displayed in up to 3 languages simultaneously. By default, the first language is set to the current language of the user interface”¹⁴.

8.1.2. Euramis

Regarding translation memories, we find that Euramis is the largest one belonging to the European Commission. In addition to this, it is the first multilingual system within this framework of tools.

EURAMIS (European Advanced Multilingual Information Systems) is a system developed at the Commission. It consists of a set of web applications combined with electronic mail to give Access to a whole range of services in the área of language processing. Euramis Works on a common platform linking together all the DGT’s translation aid systems. (European Commission 2017)

¹⁴ Information obtained from the official EUR-lex portal (<https://eur-lex.europa.eu>)

This tool has a central translation memory (DGT Translation Memory) from which the translations are extracted. In the annex 3, it is possible to see how the total number of translations units, words, and characters available for each official language has been increasing in recent years. In turn, the total number of words and characters is specified. This information is given by the Directorate General for Translation, and it can also be appreciated that English is the leader language. Nevertheless, the full text to be translated will not be found in this memory; for this reason, human intervention is always essential.

8.2. Machine translation

The machine translation, also known by its acronym MT, consists on automatic translation system in which the translation of a text is completely carried out by a computer. This system is based on linguistic rules for each language as well as bilingual dictionaries for each language pair. Instead of having to collect these dictionaries manually, the corpus and dictionaries available in the software employed are used. However, MT is a tool designed to improve the quality of the texts produced and to reduce the working time, so translations produced by a MT system are not free of errors and always have to be proofread by the translators.

In 1988, John Lehrberger and Laurent Bourbeau stated that MT was considered “impractical, impossible, and even dead”. However, large companies had already been using this system for several years. The European Commission uses it since 1976: the first programme approved by the Commission was the EUROTRA project. Its aim was to elaborate a prototype system of translation able to cover 9 languages of the Union. It started to be used in 1983 and it came to its end 1990.

Curiously it is still used today, as its performance and capacity have been greatly improved. Currently, the MT of the European Commission is called MT@EC and it was launched in 2013. Its translation archive is one of the largest in the world. It also has a great technical team that is in permanent charge of enhancing its operation. This tool is managed by the European Commission and it is expected to have free access for workers in EU public administrations at least until 2020; after that date, DGT will redefine its conditions.

8.3. DGT Library

Although the predominant tools are the technological ones, there are still very rich and useful manual resources. This is the case of the DGT library, which has two rooms, one in Brussels and the other in Luxembourg.

Among its archives are different encyclopaedias and dictionaries, both general and specialized. Moreover, newspapers and articles can also be found not only in the official languages, but also in some other languages. Finally, it also allows the access to different official documents of the European Union.

However, electronic access has also been created to various dictionaries and documents. One way to quickly explore these and other resources available only in print format is Find-eR: an electronic search engine for the European Commission libraries.

8.4. Terminology

Due to the fact that many different languages are part of the EU, it was necessary to find a way to ensure transparency and avoid the confusion that results from the equitable use of so many languages.

As mentioned above, in the European Union all texts in each official language have the same value, so there is not one single original text and several translated texts. This is why documents should be carefully reproduced with the same sense in all languages. To this end, a common terminology and a set of rules are established.

Each language has a translation team as well as a determines terminology. All these groups are in turn coordinated by a central and common one for all languages, named the "Terminology Coordination" team.

The main function of this tool is to create terminology databases that are available prior to the translation process and to help translators with any problems that may arise. The most important one is IATE.

8.4.1. IATE

The InterActive Terminology for Europe (IATE) is an interinstitutional terminology database for all EU institutions which is composed of over 8.7 million terms and 500,000 abbreviations (European Commission, 2014). It was created mainly for the

elaboration of communitarian texts in multiple languages. At its very beginning in 2004, its use was intended for the staff of the Commission and the institutions of the European Union. Then, in 2007, it was launched a public version which gives all citizens the possibility to search for terminology in any of the official languages. This web version receives 70 million queries every year (Terminology Coordination Unit, 2017). Consequently, it is one of the most important tools for the translation services in the European Union.

Before the creation of IATE, each institution had its own terminology database but IATE was generated to bring them all together in order to make it easier to consult the terms. Since IATE is one of the most popular and important tools for translation in the European frame, it is particularly interesting to study its operation in depth.

This terminological database contains over 1.4 million multilingual entries. In the main search screen (figure 7), there are some search criteria that we must choose to make our query. Some of the criteria we can define are the term we wish to explore, the source language; the target language, the institution where you are interested in searching for the term (optional), and the type of term you are looking for (optional): it can be a word or an abbreviation.

Fig. 7: IATE Search screen

Subsequently, and if there are results for the term that has been searched for, it appears a screen with the results. The information that this screen provides us is the following: terms in the chosen target languages, the ID of the entry, information related to the domain and the institution that created the entry, and some additional information (term reference, notes, definition or context). It also offers the option to see the full entry in which the term appears (figure 8). Finally, on the entry screen, it is possible to see the results in two languages at the same time (figure 9)

The screenshot shows the IATE search results for the term 'law'. The search was performed in English (en) for the domain 'Any domain'. The results are displayed in a table format, grouped by domain. Each result includes the EN and ES terms, a quality rating (stars), and a 'Full entry' link.

Domain	EN Term	ES Term	Quality	Full entry
European construction, EU act [Council]	law		★★★★	Full entry
	European law (Obsolete)		★★★★	Full entry
	ley	ley europea	★★★★	Full entry
Electrical industry, ECONOMICS [Council]	Directive 2006/95/EC		★★★★	Full entry
	Directive 2006/95/EC on the harmonisation of the laws of Member States relating to electrical equipment designed for use within certain voltage limits		★★★★	Full entry
	LVD		★★★★	Full entry
	low voltage directive		★★★★	Full entry
		Directiva "Baja tensión"	★★★	
European Union law, LAW [COM]	European Law Institute		★★★★	Full entry
	ELI		★★★★	Full entry
		Instituto Europeo de Derecho (Preferred)	★★★★	Full entry
Human rights, International law [EP]	IHL		★★★★	Full entry
	international humanitarian law		★★★★	Full entry
	DIH	Derecho internacional humanitario	★★★★	Full entry
LAW [Council]	PIL		★★★★	Full entry
	private international law		★★★★	Full entry
		Derecho Internacional Privado	★★★★	Full entry
Education, LAW [Council]	ERA		★★★★	Full entry
	Academy of European Law		★★★★	Full entry
		Academia de Derecho Europeo	★★★★	Full entry
	ERA		★★★★	Full entry

Fig. 8: IATE Search results screen

Domain EU act, European construction
Domain note Constitutional Treaty

en	
Definition	a legislative act having general application, binding in its entirety and directly applicable in all Member States
Definition Ref.	Treaty establishing a Constitution for Europe, Article I-33 eur-lex.europa.eu/Not... , 2007 IGC Mandate (Annex I to Conclusions of the Brussels European Council, 21 and 22 June 2007) register.consilium.eu...
Note	In the draft Constitutional Treaty 'European law' was supposed to replace 'regulation', but the idea was abandoned at the IGC in 2007.
Term	law
Reliability	2 (Minimum reliability)
Date	07/04/2008
Term	European law (Obsolete)
Reliability	3 (Reliable)
Term Ref.	Treaty establishing a Constitution for Europe, Article I-33 eur-lex.europa.eu/Not...
Date	17/05/2014

es	
Definition	Nuevo instrumento jurídico previsto en el Tratado Constitucional en sustitución del reglamento que, a tenor del mandato de la CIG 2007, parece haber sido abandonado (véase doc. 11177/07). (1) "La ley europea es un acto legislativo de alcance general. Será obligatoria en todos sus elementos y directamente aplicable en cada Estado miembro." (2) Las leyes y leyes marco europeas IATE:914227 podrán delegar en la Comisión los poderes para adoptar reglamentos europeos delegados que completen o modifiquen determinados elementos no esenciales de la ley o ley marco. Las leyes y leyes marco europeas delimitarán de forma expresa los objetivos, el contenido, el alcance y la duración de la delegación de poderes. La regulación de los elementos esenciales de un ámbito estará reservada a la ley o ley marco europea y, por lo tanto, no podrá ser objeto de una delegación de poderes."
Definition Ref.	Tratado por el que se establece una Constitución para Europa, artículos I-33 y I-36 (DO C 310/2004) eur-lex.europa.eu/Lex...
Term	ley
Reliability	3 (Reliable)
Term Ref.	Tratado por el que se establece una Constitución para Europa, artículo I-33 (DO C 310/2004) eur-lex.europa.eu/Lex...
Date	17/05/2014
Term	ley europea
Reliability	3 (Reliable)
Term Ref.	Tratado por el que se establece una Constitución para Europa, artículo I-33 (DO C 310/2004) eur-lex.europa.eu/Lex...
Date	17/05/2014

Fig. 9: Entry details screen

8.5. Interpreting tools: interpreting booths

To conclude with this chapter, the main tool available for interpreters, the interpreting booth, should be briefly explained. Although the aim of this paper is to analyse translation services more thoroughly than the interpreting ones, it is also worth mentioning them in order to see more clearly the contrast and differences in the technology required by each service.

The main allies of the interpreters of the European Union are the modern facilities of the meeting rooms, specifically the interpreting booths. There are two types of booth:

permanents and mobiles. The DG Interpretation ensures that its interpretation services comply with a number of rules ensuring appropriate working conditions.

According to the DG Interpretation, the requirements that these rooms must meet are: to have appropriate lighting, to offer a total view of the participants, to be comfortable, and to be equipped with air conditioning. Both types of booths must meet these standards.

9. CONCLUSIONS

It is a fact that the EU's translation and interpretation services are a unique organization in the world, but they are not free of weaknesses and challenges, as it was mentioned earlier. It must be said that the problems that are presented in this section are deduced after the analysis of the information previously presented, consequently the possible solutions are only my point of view after knowing more in depth the present matter.

First, it is possible to find a *status* issue. Theoretically, all languages are considered equally important, but there are departments such as the Irish and Finnish ones that are not as developed as the others, so equal status may be affected. A possible solution to this would be to dispense with these departments and to resort to external translation services when necessary, however, this would be a betrayal of the Union's principles of transparency through multilingualism. In relation with this, another problem that I found during my analysis is that although the European Union offers many informative documents, it is sometimes difficult to access certain data, especially numerical data. In addition, many of these documents are only available in some of the official languages, so the equal status of the official languages may be compromised again.

Secondly, it could be observed the weaknesses in some aspects regarding the terminological approach. While there is a common terminology for the EU, some countries, such as Spain, have had to adapt their bureaucratic language so that it is closer to that used in Europe (Anthony Pym, 1995), as it is difficult to find some terms that can be adapted in the same way to all languages. Therefore, the texts that have been taken as the main source should be revised in order to cover the needs and aspects of new translations before considering a term to be valid. It would be very important that the

different institutions carry out a constant revision and correction in order to keep the terminology updated to guarantee the functioning of multilingualism.

According to the European Union, there are a large number of translations that are not considered necessary, so regarding this it arises the following question: who orders the translations for the European Union? Many people make up the staff of each EU institution, so they can all access the translation services. They are able to request translations of documents that may be unnecessary. For this reason, it would be useful a reliable system that establishes the priority and the need for the documents to be translated. Since many of these solicitations do not go through an authorization process.

It should be also mentioned that the tools that have been exposed throughout this work are a great help for the translation work; however, they also form a challenge that must be embraced. Since these tools are of great help, they cannot carry all the weight of the translations on themselves. If the documents are not reviewed by professionals, new terminology problems may arise that may result in customer dissatisfaction.

Another issue I consider worth to mention is the one that concerns the freelance translation. Freelance translators are relied on when the demand for translations exceeds the possibility of the translation services. These translators, apart from not being able to dedicate themselves entirely to this (it is not a permanent job), are at a clear disadvantage compared to in-house translators because their work is paid at a lower salary. The fact that the recruitment of freelance translators involves lower costs also means that the final quality of the texts is affected: they do not have the same means and support as the in-house translators. So, from my point of view, this issue has to be revised. An increase in the number of internal staff would improve the conditions of these translators and the quality of their work.

In addition to all this, it is evident that the construction of the European Union is a process that has been carried out over the years. However, I believe that it is a process that has not yet come to its end. So it can be asserted that one of the Union's main objectives concerning linguistic diversity has been fully achieved. This is the proof that the existence of a large community of many different states based on multilingualism is attainable today. Since the beginning of this policy, it has been constantly reinforced in order to fulfil the objectives of the Union and thus benefit all citizens. This is the reason why today, this organization occupies a very important role in the economic, social and

political world panorama. Moreover, as a result of this multilingual policy, there are no barriers between countries or cultures in terms of political, institutional or educational issues. We can see that the translation services are constantly working together with all the institutions that make up the Union, so this attempt at cooperation and collaboration is very successfully achieved.

After analysing and showing how the European Union works, I can say that although there are still some shortcomings to be filled, the work they do is incomparable to any other body in the world. Although I see certain similarities with the functioning of the United Nations (UN), it could be said that it does not even reach the advanced linguistic services of the Union, since this organisation of 193 countries only recognises 6 official languages.

Some of the results that have been found after the exhaustive analysis of the different documents are, to say the least, surprising. After a closer look at the activity of translation and interpretation services, it can be seen that they are very different from each other: each one has its own team and organization. Therefore, this is an aspect to take into account when seeking access to the institution, since as we have seen, the procedures and requirements are very different. Their work is based on a number of similar principles, as they not only work towards a common objective (fulfilling the needs of the European institutions and citizens), but they also share the terminology common to the European framework. It is therefore to be hoped that collaboration between the two will be promoted in order to increase mutual benefit.

Regarding the examinations for applying to the linguistic services, whether in the field of translation or interpretation, the level required is very high. This may be due to the high demand from professionals in the sector. The preparation for this has to be a long process: an arduous task that combines both practical and theoretical aspects. It is also necessary to have a broad general knowledge, ability to adapt to problems, and capacity for handling them in public. The latter is especially necessary for interpreters.

Finally, I believe that we are generally not fully aware of all that lies behind the operability of this great democratic union. As it has already been mentioned, translators and interpreters act as a bond: if they do not perform their duties properly, the European Union would not be able to carry out many of its functions, as it would face major barriers. This is why it would be important for the European Commission to provide more

information to its citizens on how these duties are managed; it has sometimes been very difficult to access certain data as they do not appear on the web pages of its directories. Moreover, many of the reports offered by the official journal are not up to date.

By means of this study, it has been intended to provide much more detailed information on the functioning of this institution in terms of linguistic matters. On the one hand, it has been approached from a historical point of view to understand how it is possible for this organization to function in such a satisfactory way. On the other hand, it has been explained what it consists of today and how to work to keep it constantly expanding and, logically, in a continuous process of improvement. Therefore this work can be very useful for people who, in the future, want to become employees of the language departments of the union.

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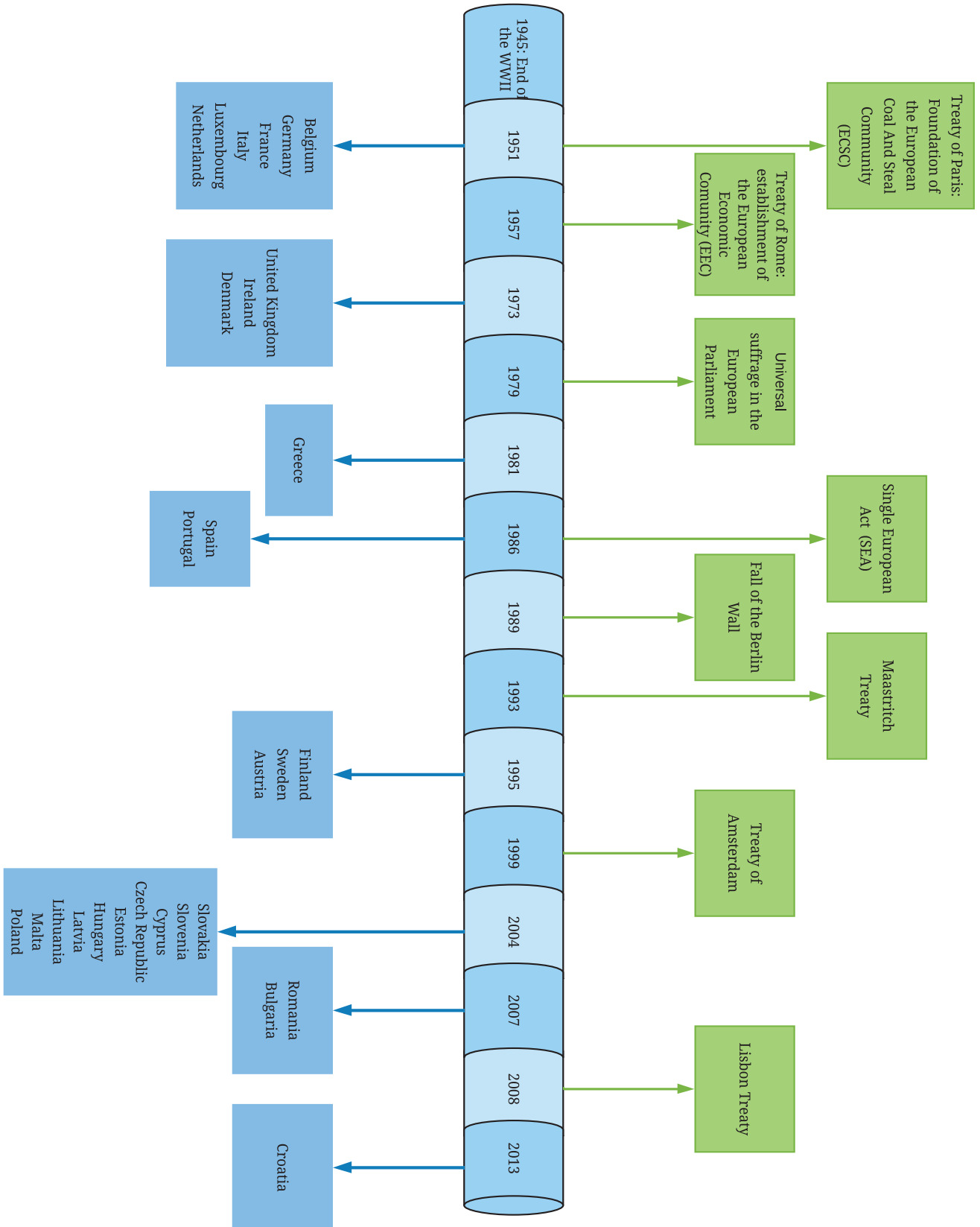
11. ANNEXES

Annex 1: Geographical representation of the current Member States of the EU.



Source: BBC News

Annex 2: Most relevant events for the European history in chronological order.



Annex 3: Statistics on the DGT-Translation Memory (DGT-TM).

Number of Translation Units (TUs)

	DGT-TM 2007	DGT-TM 2011	DGT-TM 2012	DGT-TM 2013	DGT-TM 2014	DGT-TM 2015	DGT-TM 2016	DGT-TM 2017	DGT-TM 2018	Total Updates	Total incl. 2007
BG	708.658	450.943	272.595	378.416	480.896	203.616	480.328	612.186	292.293	3.171.273	3.879.931
CS	890.025	1.981.222	283.826	478.709	499.949	203.860	476.681	603.587	286.220	4.814.054	5.704.079
DA	433.871	1.993.718	279.746	472.024	499.107	201.723	457.623	601.809	293.424	4.799.174	5.233.045
DE	532.668	1.918.637	284.072	472.081	499.844	202.634	472.385	586.631	300.062	4.736.346	5.269.014
EL	371.039	1.897.576	285.483	462.304	509.080	203.674	479.260	589.759	285.862	4.712.998	5.084.037
EN	2.187.504	2.282.281	322.377	538.949	571.548	234.085	561.582	723.950	345.245	5.580.017	7.767.521
ES	509.054	1.903.748	284.977	477.829	501.814	203.214	479.208	611.286	295.844	4.757.920	5.266.974
ET	1.047.503	1.863.860	280.549	461.051	504.702	203.988	476.735	616.121	294.630	4.701.636	5.749.139
FI	514.868	1.877.643	283.213	459.927	505.202	200.655	476.263	607.936	294.493	4.705.332	5.220.200
FR	1.106.442	1.849.953	273.961	462.431	485.652	200.361	454.271	603.848	279.587	4.610.064	5.716.506
GA	0	0	2.848	0	41.461	7.673	9.127	37.181	30.014	128.304	128.304
HR	0	0	0	0	276.502	197.626	473.611	609.422	300.838	1.857.999	1.857.999
HU	1.159.975	1.865.343	284.282	480.050	499.624	203.608	475.701	611.267	283.723	4.703.598	5.863.573
IT	542.873	1.922.649	281.503	474.035	494.972	202.048	461.164	604.173	293.687	4.734.231	5.277.104
LT	1.126.255	1.863.259	286.018	461.375	478.942	204.190	478.441	613.818	287.074	4.673.117	5.799.372
LV	1.120.835	1.855.851	284.641	461.190	499.579	204.715	478.837	605.802	292.894	4.683.509	5.804.344
MT	1.021.855	457.946	263.804	386.677	462.515	203.420	461.298	597.847	298.275	3.131.782	4.153.637
NL	502.557	1.910.694	281.683	469.990	489.002	202.243	468.909	583.313	281.903	4.687.737	5.190.294
PL	1.052.136	1.875.561	282.551	454.864	496.168	203.474	482.659	617.630	294.173	4.707.080	5.759.216
PT	945.203	1.918.683	284.310	471.810	478.851	203.263	475.659	608.208	293.161	4.733.945	5.679.148
RO	650.735	466.410	270.763	393.398	469.845	202.707	469.971	606.717	284.331	3.164.142	3.814.877
SK	1.065.399	1.890.726	285.422	480.073	494.713	203.978	478.940	615.277	285.995	4.735.124	5.800.523
SL	1.026.668	1.899.515	284.642	479.147	494.689	204.342	477.041	610.746	293.833	4.743.955	5.770.623
SV	555.362	1.931.052	283.589	478.204	496.390	202.700	475.563	608.798	300.625	4.776.921	5.332.283
Total	19.071.485	37.877.270	6.226.855	10.154.534	11.231.047	4.703.797	10.981.257	14.087.312	6.788.186	102.050.258	121.121.743

Number of Words

	DGT-TM 2007	DGT-TM 2011	DGT-TM 2012	DGT-TM 2013	DGT-TM 2014	DGT-TM 2015	DGT-TM 2016	DGT-TM 2017	DGT-TM 2018	Total Updates	Total incl. 2007
BG	13.119.524	7.972.995	4.709.126	6.659.313	8.713.902	3.794.100	8.570.468	11.677.102	5.655.058	57.752.064	70.871.588
CS	14.154.299	28.526.049	4.313.303	7.308.996	7.854.392	3.340.528	7.532.137	10.196.810	4.834.445	73.906.660	88.060.959
DA	7.513.869	29.878.628	4.398.962	7.434.887	8.082.406	3.394.453	7.356.776	10.381.431	5.041.190	75.968.733	83.482.602
DE	9.519.800	29.824.103	4.514.322	7.507.842	8.253.120	3.465.196	7.774.355	10.335.826	5.294.512	76.969.276	86.489.076
EL	7.536.947	33.151.349	5.067.675	8.395.928	9.381.477	3.917.147	8.878.744	11.882.735	5.685.704	86.360.759	93.897.706
EN	40.628.587	38.852.984	5.740.506	9.618.125	10.675.170	4.684.367	10.446.861	14.079.960	6.679.590	100.777.563	141.406.150
ES	10.710.449	36.651.814	5.565.572	9.359.264	10.194.899	4.285.405	9.760.724	13.208.980	6.531.366	95.558.024	106.268.473
ET	13.445.458	22.597.142	3.503.052	5.892.101	6.448.745	2.737.135	6.084.063	8.451.630	4.087.230	59.801.098	73.246.556
FI	6.969.326	23.632.006	3.594.417	5.953.841	6.577.276	2.751.444	6.191.274	8.473.700	4.127.604	61.301.562	68.270.888
FR	24.063.558	37.009.538	5.626.836	9.540.959	10.444.432	4.376.430	9.466.999	13.464.023	6.266.731	96.195.948	120.259.506
GA	0	0	72.432	0	1.050.035	203.322	249.089	917.024	825.406	3.317.308	3.317.308
HR	0	0	0	0	4.327.585	3.229.475	7.532.207	10.366.451	5.195.234	30.650.952	30.650.952
HU	17.637.781	26.863.407	4.180.880	7.088.747	7.623.244	3.235.494	7.170.191	9.980.780	4.633.284	70.776.027	88.413.808
IT	11.196.070	34.231.574	5.151.885	8.724.426	9.477.364	4.018.919	8.806.862	12.309.476	5.978.536	88.699.042	99.895.112
LT	15.914.014	25.251.722	3.978.481	6.601.782	7.002.021	3.049.744	6.885.245	9.474.510	4.435.096	66.678.601	82.592.615
LV	15.946.908	25.405.086	3.963.073	6.594.599	7.126.192	3.048.961	6.885.338	9.264.346	4.550.390	66.837.985	82.784.893
MT	20.706.805	8.690.004	4.935.981	7.266.695	9.178.051	4.021.949	7.215.300	12.290.533	4.948.892	58.547.405	79.254.210
NL	9.864.915	32.868.759	4.954.067	8.356.659	9.069.366	3.843.786	8.572.180	11.426.170	5.443.458	84.534.445	94.399.360
PL	17.210.704	28.480.663	4.433.178	7.316.822	7.982.474	3.420.509	7.764.239	10.633.716	5.153.417	75.185.018	92.395.722
PT	18.543.786	35.452.895	5.353.564	8.936.330	9.553.085	4.131.907	9.237.943	12.641.173	6.116.953	91.423.850	109.967.636
RO	11.961.552	8.281.470	4.780.071	6.972.275	8.826.537	3.902.234	8.693.307	11.985.644	5.626.965	59.068.503	71.030.055
SK	17.054.891	27.977.310	4.360.713	7.382.418	7.808.492	3.337.667	7.580.383	10.295.636	4.845.290	73.587.909	90.642.800
SL	16.736.635	27.815.716	4.287.469	7.312.568	7.749.512	3.329.769	7.500.746	10.329.578	4.974.432	73.299.790	90.036.425
SV	9.586.702	29.145.177	4.402.291	7.419.422	7.971.660	3.377.366	7.544.207	10.387.713	5.167.916	75.415.752	85.002.454
Total	330.022.580	598.560.391	101.887.856	167.643.999	191.371.437	82.897.307	183.699.638	254.454.947	122.098.699	1.702.614.274	2.032.636.854

	DGT-TM 2007	DGT-TM 2011	DGT-TM 2012	DGT-TM 2013	DGT-TM 2014	DGT-TM 2015	DGT-TM 2016	DGT-TM 2017	DGT-TM 2018	Total Updates	Total incl. 2007
BG	87.317.446	51.991.411	30.617.378	43.464.690	57.425.955	25.103.915	56.246.724	76.772.322	37.149.010	378.771.405	466.088.851
CS	93.905.570	186.481.331	28.315.606	48.129.868	52.216.953	22.295.784	49.917.615	67.824.774	32.146.367	487.328.298	581.233.868
DA	52.230.263	203.076.287	30.073.098	51.158.575	56.081.231	23.682.876	51.440.670	72.073.298	35.320.135	522.906.170	575.136.433
DE	71.812.721	217.990.654	33.149.463	55.487.420	61.591.671	26.049.218	58.285.146	76.928.813	39.856.688	569.339.073	641.151.794
EL	50.891.589	220.088.584	33.758.098	56.250.197	63.304.288	26.480.931	59.881.058	80.118.791	38.355.321	578.237.268	629.128.857
EN	248.520.422	235.445.974	34.936.886	58.993.259	66.066.698	28.886.291	64.805.715	86.940.057	41.667.865	617.742.745	866.263.167
ES	66.633.263	222.378.371	33.825.852	57.214.126	62.647.672	26.386.580	59.647.306	80.807.098	39.941.480	582.848.485	649.481.748
ET	109.639.473	178.450.177	27.808.316	47.016.641	52.336.113	22.287.186	49.376.218	68.270.255	33.144.770	478.689.676	588.329.149
FI	62.445.122	201.852.230	30.999.180	51.647.875	57.990.982	24.429.224	54.883.851	74.664.891	36.790.782	533.259.015	595.704.137
FR	145.775.072	220.495.714	33.550.453	57.084.857	62.947.112	26.405.376	57.547.281	80.871.719	38.035.915	576.938.427	722.713.499
GA	0		447.715	0	6.620.949	1.276.971	1.543.063	5.666.203	5.157.409	20.712.310	20.712.310
HR	0	0	0	0	29.180.779	21.707.746	50.475.007	69.318.145	34.856.495	205.538.172	205.538.172
HU	136.394.780	203.468.935	31.893.079	54.307.472	59.020.735	25.172.495	56.051.989	77.047.265	36.204.805	543.166.775	679.561.555
IT	73.061.719	218.886.282	33.019.439	55.990.160	61.173.070	26.021.023	56.922.710	79.178.522	38.677.052	569.868.258	642.929.977
LT	121.591.294	187.671.166	29.709.895	49.569.090	53.165.916	23.228.717	52.011.702	71.614.803	33.539.706	500.510.995	622.102.289
LV	116.683.183	182.485.729	28.744.111	47.979.924	52.374.683	22.513.958	50.401.950	67.970.684	33.254.280	485.725.319	602.408.502
MT	128.791.090	53.828.393	30.624.654	45.242.846	57.806.134	25.430.008	56.443.101	77.147.702	38.985.761	385.508.599	514.299.689
NL	66.468.715	217.617.716	32.936.337	55.915.827	61.150.045	26.015.649	58.185.141	76.954.974	36.961.019	565.736.708	632.205.423
PL	127.455.317	204.226.667	31.929.050	52.878.456	58.421.511	25.025.549	56.466.499	77.487.696	37.568.578	544.004.006	671.459.323
PT	115.819.748	214.312.300	32.527.585	54.525.754	58.485.721	25.343.851	56.765.013	77.480.916	37.682.180	557.123.320	672.943.068
RO	80.303.501	54.524.366	31.515.198	45.981.064	58.862.733	26.131.792	58.031.329	79.613.516	37.460.747	392.120.745	472.424.246
SK	116.478.978	186.503.987	29.211.255	49.705.318	53.149.591	22.792.735	51.369.734	70.148.167	32.858.271	495.739.058	612.218.036
SL	109.425.069	179.100.477	27.755.047	47.578.956	51.058.107	21.996.915	49.408.455	68.055.944	32.884.588	477.838.489	587.263.558
SV	66.098.460	197.615.114	29.956.177	50.857.869	55.191.376	23.429.802	52.565.715	72.218.231	36.121.404	517.955.688	584.054.148
Total	2.247.742.795	4.038.491.865	687.303.872	1.136.980.244	1.308.270.025	568.094.592	1.268.672.992	1.735.174.786	844.620.628	11.587.609.004	13.835.351.799

Source: EPSO website.