



EUROPEAN CENTRAL BANK

EUROSYSTEM

MARKET SURVEY FOR LAWYER-LINGUIST SERVICES: FRENCH

I. Scope and aim of the market survey The Legislation Division of the European Central Bank (ECB) is launching a market survey to identify suppliers that can provide lawyer-linguist services (hereinafter 'suppliers') with **French** as their main language.

The aim of this survey is to identify sufficiently skilled and experienced suppliers who would be willing and able to translate **procedural documents** in relation to ECB Court cases **from German into French**. 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
Division Legislation Division

Function The Legislation Division is responsible for preparing the legal acts of the European Central Bank (ECB) in the official EU languages, for editing and reviewing legal texts for legal, linguistic and terminological consistency, for translating legal documentation, including documentation relating to court cases, into the official EU languages and for maintaining a legal terminology database.

The main task of suppliers will be to translate procedural documents related to Court cases (e.g. applications, defences, rejoinders, letters to the Court) and annexes referred therein from German into French, mainly in the field of central banking and banking supervision. The suppliers may be requested to handle high volume and urgent translation assignments.

The suppliers may be requested to perform terminology work, including the extraction, compilation and linguistic checking of terminology and the alignment of relevant documents.

Suppliers will work on the basis of framework contracts, which are awarded for a period of up to four years. Although framework contracts do not establish an obligation on the part of the ECB to purchase services from the contractors, they enable the ECB to issue orders for lawyer-linguist services on a short-term basis (e.g. to cover holiday periods and periods of heavy workload).

Services will be provided remotely.

Suppliers should have the resources to handle urgent translation assignments. Suppliers should ensure terminological consistency, semantic accuracy of the target language content and compliance with the client style guide. Furthermore, the suppliers should have in place control and safeguards to ensure confidential treatment of information.

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Required skills

Suppliers should have the following professional experience and qualifications:

- perfect command of French (with C2 CEFR standard in listening, reading, spoken interaction, spoken production and writing);
- excellent command of German (with C2 CEFR standard in reading, and C1 CEFR standard in listening, spoken interaction, spoken production and writing);
- excellent command of English (with C1 standard in reading, listening, spoken interaction, spoken production and writing);
- a master's degree (or equivalent level qualification) in French, Belgian or Luxemburg law issued by a French language university;
- proven full-time professional experience of at least two years in translating legal and procedural documents related to court cases from German into French, either self-employed or as an employee;
- advanced PC skills and a very good knowledge of standard MS Office applications;
- professional experience in the use of translation tools such as SDL TRADOS Studio.

In addition, the ECB is particularly interested in suppliers who have, in addition to the above qualifications and experience:

- advanced studies (master's level qualification, postgraduate diploma or above) in (a) economics, banking or (b) financial law;
- studies in EU law for a period equal or longer than one academic year;
- certification as a court translator from German into French;
- proven professional experience in translating procedural documents from German into French for the Court of Justice of the European Union;
- proven professional experience of working as lawyer-linguist with another European institution;
- proven professional experience in translating legal, financial or banking related texts from German into French.

III. How to participate in the market survey

Suppliers interested in participating in this market survey are invited to submit a curriculum vitae in English in the [Europass format](#).

The CVs should be sent to LegalActs.Team@ecb.europa.eu.

Please note the following:

- suppliers should also expressly state their interest and availability to provide lawyer-linguist services to the ECB.
- Suppliers who are companies (e.g. agencies) should submit the CVs of named individual lawyer-linguists who have the required skills, can provide lawyer-linguist services to the ECB and are either their employees or consultants.
- The information and/or CVs submitted should be as complete and substantiated as possible (e.g. including the relevant contact persons and/or names of the institutions to support work experience and/or qualifications).
- On sending the documentation to the e-mail address above, suppliers will receive a reply from the ECB. If you do not receive a reply, please check your "Spam mailbox". If you did not receive a reply, please contact Ms Kristina Bilic at the e-mail address LegalActs.Team@ecb.europa.eu.

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- The ECB processes personal data for the purposes of this market survey in line with Regulation (EC) No 45/2001¹. Information on the protection of personal data is available from the ECB's Head of the Legal Revision Central Banking Section, Legislation Division, Sonnemannstrasse 22, 60314 Frankfurt am Main, Germany, e-mail address: LegalActs.Team@ecb.europa.eu for a duration of six months after the closing date of this market survey or the ECB's DPO under dpo@ecb.europa.eu. This is also the retention period for the (personal) data collected pursuant to this market survey².

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 suppliers³ to submit proposals for the provision of lawyer-linguist services with a view to potentially awarding framework contracts.

Closing date: 31 January 2018

¹ Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data.

² Privacy notice: the data resulting from the market survey (including possible personal data submitted by the interested suppliers) are maintained by the ECB for the maximum duration of six months after the closing date of this market survey. For further information please refer to the Decision of the European Central Bank of 17 April 2007 adopting implementing rules concerning data protection at the ECB (ECB/2007/1). This decision contains all the relevant references for the rights of data subjects (e.g. right to access, rectify, delete personal data and the right to have recourse to the European Data Protection Supervisor etc.).

³ 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.