



## MARKET SURVEY FOR LAWYER-LINGUIST SERVICES: CROATIAN (Reference: 29013/L/LEG/2014)

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

The aim of this survey is to identify sufficiently skilled and experienced suppliers who would be willing and able to provide legal translation and legal advice services to the ECB. 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 Division also provides expertise in the national legal systems of all EU Member States and coordinates the preparation of the ECB's opinions on draft national legislative provisions.

**Required skills** The main tasks of suppliers will be:

- (a) to translate legal texts from English into Croatian, and
- (b) to provide legal expertise on Croatian law.

Suppliers 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 occasionally issue orders for lawyer-linguist services on a short-term basis (e.g. to cover holiday periods and periods of heavy workload).

Suppliers with **Croatian** as their main language normally have the following professional experience and qualifications:

- mastery-level command of Croatian as their main language and mastery-level command of English (Europass C2 standard);
- a degree in Croatian law from a Croatian university, or a degree in law from a university outside Croatia which has been recognised in Croatia as equivalent;

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- a completed bar exam in Croatia;
- professional experience of two years or more in translating legal texts from **English into Croatian**, either self-employed or as an employee, full-time or part-time;
- advanced PC skills and a very good knowledge of standard MS Office applications.

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

- a Master's degree-level diploma in translation;
- current or previous certification as a Court translator from English into Croatian;
- professional experience of two years or more in translating and revising banking and/or financial texts from **English into Croatian**, either self-employed or as an employee, full-time or part-time;
- intermediate-level command (Europass B2 standard or higher) of a third official EU language, in addition to Croatian and English;
- professional experience using translation memory software and a terminology management package such as TRADOS Translators' Workbench and TRADOS MultiTerm;
- a postgraduate qualification in banking and/or financial law.

### 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 quote the above reference number and be sent to [LegalActs.Team@ecb.europa.eu](mailto: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 as described above: (a) remotely, (b) for in-house work assignments at the ECB's offices in Frankfurt am Main, or (c) both remotely and in-house.
- 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 an automated reply from the ECB. If you do not receive an automated reply, please check your "Spam mailbox". If you did not receive an automated reply, please contact Kinga Forró at the e-mail address [LegalActs.Team@ecb.europa.eu](mailto:LegalActs.Team@ecb.europa.eu).
- The ECB processes personal data in line with Regulation (EC) No 45/2001<sup>1</sup>. Information on the protection of personal data is available from the ECB's Head of the Legal Revision Section, Legislation Division, Kaiserstraße 29, 60311 Frankfurt am

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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.

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Main, Germany, e-mail address: charles.hagon@ecb.europa.eu for a duration of six months after the closing date of this market survey. This is also the retention period for the (personal) data collected pursuant to this market survey<sup>2</sup>.

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 suppliers<sup>3</sup> to submit proposals for the provision of translation services with a view to potentially awarding framework contracts.

**Closing date:** **22 April 2014**

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<sup>2</sup> 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 etc.).

<sup>3</sup> 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.