



## MARKET SURVEY LAWYER-LINGUIST SERVICES FOR POLISH (Reference: PRO-000615)

**I. Scope and aim of the market survey** The Legislation Division of the European Central Bank (ECB) is launching a market survey to identify (a) skilled and experienced freelance lawyer-linguists with **Polish** as their main language who would be willing to provide the ECB with lawyer-linguist services, or (b) agencies who would be willing to provide such services (hereinafter 'suppliers').

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 23 official languages of the European Union (EU) for publication in the Official Journal of the European Union, 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.

ECB lawyer-linguists are involved in drafting the ECB's legal acts in 23 official languages of the European Union (EU) for publication in the Official Journal of the European Union. They also ensure the legal and linguistic consistency of the ECB's legal acts in all languages and jurisdictions of the EU and advise on legislative drafting with a view to maintaining the high quality of the ECB's legal acts.

Main tasks The main tasks of suppliers will be:

- (a) translation into Polish of the ECB's legal acts and other legal texts drafted in English, while ensuring legal and linguistic consistency with other EU languages and jurisdictions;
- (b) ensuring compliance with legislative drafting rules and participating in multilingual drafting exercises with a view to maintaining the high quality of the ECB's legal acts;
- (c) revising, editing and proof-reading legal acts and other legal texts in Polish;
- (d) performing terminology work, viz. the extraction, compilation and linguistic checking

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of terminology, and the alignment of documents; and

- (e) in exceptional cases, translation into English of legal texts drafted in Polish.

Suppliers will be expected to carry out the main tasks remotely or in-house (e.g. to cover holiday periods and periods of heavy workload).

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 as described above.

Required skills Suppliers with **Polish** as their main language are expected to have all of the following professional experience and qualifications:

- mastery-level command of Polish (Europass C2 standard) as their main language and mastery-level command of English (Europass C2 standard);
- a degree in Polish law from a Polish university, or a degree in law from a university outside Poland which has been recognised in Poland as equivalent;
- professional experience of two years or more in translating legal texts from **English into Polish**, 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 considers the following qualifications and experience to be an advantage:

- a sound background knowledge of EU law;
- a Bachelor's or Master's degree-level diploma or a postgraduate qualification in translation;
- a postgraduate qualification in banking and/or financial law;
- current or previous certification as a Court translator from English into Polish;
- professional experience of two years or more in translating and revising banking and/or financial texts from **English into Polish**, 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;
- professional experience working as a lawyer-linguist or translator for a European institution or body;
- professional experience using translation memory software and a terminology management package such as TRADOS (SDL Studio) Translators' Workbench and TRADOS (SDL) MultiTerm.

### 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.int](mailto:LegalActs.Team@ecb.int)**

Please note the following:

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- 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 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 Rosa Martín López at the e-mail address LegalActs.Team@ecb.int
- 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 Head of the ECB's Legal Revision Central Banking Section, Legislation Division, Sonnemannstrasse 20, 60314 Frankfurt am Main, Germany, e-mail address: charles.hagon@ecb.int 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 lawyer-linguist services with a view to potentially awarding framework contracts.

**Closing date:** 25 February 2015

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<sup>1</sup> 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.

<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.