INSTITUTO POLITÉCNICO DE BRAGANÇA
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Institutional Translation in the European Parliament: an insight

Vilhelm Morten Valéry Lucas-Hinrichsen

Final Report of the Professional Traineeship presented to Escola Superior de Educação de Bragança for the obtention of the Master's degree in Translation

Supervisors:

Isabel Augusta Chumbo

Elisabete Mendes Silva

This report does not include any suggestions or recommendations by the jury.

Bragança

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The two years that followed my arrival in Portugal in September 2017 have been highly challenging, perhaps even more so than I expected. The odds were against me and I am proud to say that I never gave up. It has been a highly rewarding experience.

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Abstract

This report accounts for the traineeship carried out within the Master of Translation at the Polytechnic Institute of Bragança (IPB), in the French translation Unit of the European Parliament. The main topic of this report is institutional translation, focusing on the case of the European Union. The aim is to introduce, define and clarify the concept of institutional translation, later relating it to the case of the European Union and further applying its features to the traineeship in the European Parliament.

This report starts out by defining institutional translation. The European Union, seen as it fits into that definition, has been used as an example in research on institutional translation. The characteristics of institutional translation are thus identified and a parallel is made with institutional translation in the European Union institutions where the way they conduct their institutional translation is scrutinized.

Concerning the traineeship, tasks performed, the type of translations, the translation process, the details of one translation and its corrections are all accounted for. A critical and a personal reflection is also provided, explaining to which degree the characteristics of institutional translation apply to to the experiences within this traineeship in the European Parliament.

Keywords: translation; institutional translation; European Union; European Parliament.

Resumo

Este relatório constitui o resultado de um estágio realizado no âmbito do mestrado de Tradução do Instituto Politécnico de Bragança (IPB). O estágio foi desenvolvido na unidade de tradução francesa do Parlamento Europeu, como tradutor estagiário. Este relatório tem como principal tema a tradução institucional, com ênfase no caso da União Europeia. Pretende-se, essencialmente, introduzir, definir e clarificar o conceito de tradução institucional, relacionando-o com o caso da União Europeia e aplicando depois as suas características ao estágio desenvolvido no Parlamento Europeu.

O relatório inicia-se com a definição teórica da tradução institucional. A União Europeia, a qual se enquadra nesta definição, tem sido usada como exemplo em pesquisas sobre tradução institucional. As características da tradução institucional são assim descritas, sendo exploradas a ligação com a tradução institucional nos organismos da União Europeia, bem como a forma como é executada.

Sobre o estágio propriamente dito, contabilizam-se e descrevem-se as tarefas executadas, os tipos de traduções, o processo de tradução, os detalhes de uma tradução e as suas correções. Apresenta-se igualmente uma reflexão crítica e pessoal, explicando de que modo as características da tradução institucional se aplicam muito às experiências deste estágio no Parlamento Europeu.

Palavras-chaves: tradução; tradução institucional; União Europeia; Parlamento Europeu.

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List of Acronyms

CAT - Computer-Assisted Translation

DG - Directorate-General

DG Trad - Directorate-General for Translation

EP - European Parliament

EU - European Union

FdR – Feuille de Route

Euramis – European Advanced Multilingual Information System

IATE – Interactive Terminology for Europe

ILT – Interlanguage Translation

IPB – Polytechnic Institute of Bragança

MEP – Member of the European Parliament

NP – Note Parlementaire

UN – United Nations

Introduction

Once I was accepted for a Schuman traineeship in the European Parliament (EP), the idea of carrying out a report on institutional translation came into view as a sine qua non condition for the work that I would have to perform during the traineeship. Indeed, witnessing such a large multilingual in-house translation institution from the inside provides a deep insight into institutional translation. I researched the structure of translation in the European Union (EU) before commencing the traineeship, leading me to read that institutions translation operations in the EU were the largest in the world (in terms of size and variety of languages) (European Union, 2016). This sparked an interest towards discovering more about institutional translation. Furthermore, I thought that it would be interesting to put the practical part of this report, namely the traineeship, in relation with the topic of institutional translation. The report at hand will only be concerned with written translation and not interpretation nor translators from specialized departments (such as legal departments).

One of the objectives of this report is to provide a critical approach to institutional translation, citing various sources and to analyze the correlation between institutional translation and the institutions of the EU. Thereafter, by juxtaposing the findings of the theoretical part to the description of the traineeship in the EP, we shall see how they apply. Finnish scholar Koskinen's works (2000, 2008, 2011, 2014) on institutional translation and the EU will be largely cited throughout this paper due to their relevance. Sources from other scholars (among others Biel, 2017; Kang, 2009, 2014 and Mossop 1988, 1990) writing on those same topics, as well as EU and EP sources and insider knowledge acquired by myself about the EP in my five months there, will feature.

This report will be structured in two distinctive parts. The term 'institutional translation' shall be explained both on its own and examined within the scope of the European Union. This will constitute the first part of this report. I will then, in the second part, describe and explain all the aspects of my traineeship, hereby the tasks performed within the scope of the traineeship. Thereafter, the concepts and features of the theoretical chapter on institutional translation shall be applied to my traineeship in the European Parliament.

I will do this concretely by, right after this introduction, commenting on institutional translation and the correlated concepts that are of interest to me and for this report, namely its definitions, history, function and reasons for existing, presence as a genre in translation and the role of the translator within it. Once those are established and I have obtained a more informative and balanced approach of the term, I can start addressing institutional translation in the institutions of the European Union. This will be largely based on existing research (Biel, 2017; Brownlie, 2017 and Koskinen, 2008, 2011). Particularly, after giving an overview of how translation functions in the EU, I will analyze how it is carried out in those institutions, how quality is ensured, how the language is and relate it more generally to some concepts explained in institutional translation.

In the second part of the report, the traineeship undertaken at the EP shall be focused on. It will consist of an informative introduction, describing the institution to the reader, as well as detailed critical reflections on my role and the tasks I have undertaken during the traineeship. This second part will be largely based on personal knowledge supplemented by sources when possible. The findings of the theoretical part will be compared to those of my personal experiences in the second part, which will be done extensively after having provided factual information on the EP.

Finally, a conclusion will sum up the ideas and experiences exposed in this report.

1. Institutional translation

1.1 Defining institutional translation

While doing research on institutional translation, I discovered that it was a topic that had not been researched on a whole lot, which is one of the reasons why I found it interesting to investigate. But first, what exactly is understood by institutional translation? An interesting definition is given by the Interlanguage Translation (or ILT) group, a translation agency which works with institutions of the EU. It defines institutional translation as "the translation performed for institutions which represent, interact, or serve the public" (ILT Group, 2017). In regard to our focus on the EU, the same source offers the following analysis "EU [...] translations [...] require a high degree of competence, since they convey the art of government by translation" (ILT Group, 2017).

This notion of the "art of government by translation" is greatly touched upon by Koskinen (2014) from the University of Eastern Finland, Joensuu, Finland, in her article entitled *Institutional translation: the art of government by translation*. I will elaborate on that in section 1.1.5. Meanwhile, I would like to direct the subject to how Koskinen attempts to clarify the concept of institutional translation. She mentions that, while there is no uniform definition, institutional translation has a fairly basic standard definition which is accounted for by French Breton scholar Gouadec and is as follows: "[institutional translation is] any translation carried out in the name, on behalf of, and for the benefit of institutions" (Gouadec in Koskinen, 2014, p. 479). The more complex task resides rather on defining what qualifies as an institution in this context.

The *Routledge Encyclopedia of Translation Studies*, which provides solid insights when writing within the framework of Translation Studies, concurs that the term must be decomposed to be explained. The term ‘institution’ is problematic due to the fact that a translator, even if he or she works for a company, is always arguably related to some kind of institution. Instead, institutional translation must be understood as the act of translating in and for specific organizations (Kang, 2009). Institutional translation was included in 2009 for the first time in the mentioned encyclopedia, although there had been previous editions to the book. This gives an idea of the little awareness there was surrounding the topic in the field of Translation Studies, until recently.

Koskinen discusses the concept of institution in ‘Institutional translation’ (2011). While defining institutions is more related to Sociology rather than to Translation Studies, it is nonetheless important to define, as it will help understand institutional translation as a whole. Koskinen (2011) explains, using the example of religion, that institutions can be brought down to three levels. Those three levels are abstract institutions (religion), formal institutions (church) and concrete institutions (parishes). Drawing a parallel between those levels and the EU, it could appear as follows: European peace, democracy and collaboration (abstract), European Union (formal) and European Parliament, European Commission and other institutions or subunits (concrete).

As such, institutions share common features, independently of which level they are on. Those common features come down to the following: “any institution can be defined as a form of uniform action governed by role expectations, norms, values and belief systems” (Koskinen, 2011, p. 54). The term ‘institution’ thus remains quite vague. However, institutions can be identified by permanent roles, patterned actions and the way society grants them authority and legitimacy to serve its need. Thus, many concrete institutions are present in today’s society where they serve governance, control and education activities (Koskinen, 2011).

Consequently, by going back to Gouadec’s definition of institutional translation and coupling it with Koskinen’s thoughts on the definition of institution, it can be claimed that institutional translations are translations performed in the name, on behalf of, and for the benefit of entities performing governance, control or educational activities for a society that granted these same entities authority and legitimacy.

1.1.1 History of the concept

Many instances of institutional translation are thought to have taken place throughout history. According to the Letter of Aristeas, a large institutional translation enterprise took place in the third century BCE. It consisted of the translation of the Pentateuch of the Old Testament into Greek, known as the Septuagint, asked by Demetrius of Phaleron, Director of the Royal Library of Alexandria to Ptolemy II Philadelphius, ruler of Egypt at that time. It resulted in the arrival of seventy-two elders, all knowledgeable in Hebrew and Greek, being brought to Egypt while they were given what they asked for to perform the translation (Kang, 2009). What constitutes an institutional translation here, based on the definition established above, is the fact that it is performed on behalf and for Egypt, and that the document is of a religious value which in turn might profit Egypt.

We find this pattern of religious translations being cited as institutional translations, especially examples involving the Bible are prominent. It is often a matter of team of individuals completing each other in skills and knowledge following established procedures and special guidelines. Buddhism has also greatly benefitted from institutional translation from Central Asian Languages and Sanskrit into Chinese, usually conducted on the orders and with the help of governments. In fact, institutional translation of Buddhism has become organized and systematic over time involving a large number of individuals with specific well-defined roles. Large projects were also conducted in Baghdad into Arabic in the 8^{th} and 9^{th} centuries. Interestingly, while collective work and institutional translation are related, that was more common in China than in Europe, as translation in Europe was only used for a few large projects, usually related to the Bible (Kang, 2009).

Interestingly, the Chinese tradition is thought to be still existing today in the same proportions as back in early centuries A.D., thus making it the "only continuous translation tradition in the world" (Hung & Wakabayashi in Kang, 2009, p. 143). Further, a link is made between the sense of superiority emanating from the relay mode of government of the Chinese to translation in the European Union in the sense that they both are "indicative of the way an institution's prestige and ideology can often outweigh concerns for efficiency and effectiveness in interlingual communication" (Kang, 2009, p. 143).

In Spain, a notable historical case of institutional translation took place in what is known as the 'School of Toledo'. In the 12th and 13th centuries, a college of translators carried out translations of large and significant philosophical and scientific works mostly from Arabic into Latin and later Castilian. The translations circulated in Europe and contributed to the transmission of knowledge among cultures. The school was initiated by an archbishop and it is believed (but disputed) that these translations were conducted and sponsored by the church, an institution. The school was later under the authority of the government, in form of the king Alfonso X, another form of institution (Pym, 1998). For its large number of translators and translated documents, the School of Toledo remains an example of highly significant historical collective translation.

This brings us to the modern era, the 20th and 21st centuries, where there are fewer and fewer cases of large in-house translation structures due to the issues of costs and flexibility. Especially the 21st century has seen an increase in the use of freelance translators, made possible by the advent of technological processes such as the world wide web, Computer Assisted Translation (CAT) tools, localization and machine translation which have enhanced translation efficiency and alleviated paperwork and procedures. In some ways, the processes of institutional translation are still complex and involve a lot of people as well as a lot of technologies. Thus, the translator is far from the only person involved in a translation. Even though he might be the one performing the actual translation in itself, he or she is "no longer an individual who translates a text solely on the basis of personal training and experience, but also a participant in a situated institutional practice that has become routinized and habituated over time" (Kang, 2009, p. 143).

Because of the lack of similar structures, and because it is one of the most prominent ones (and the largest), the European Union's institutions and particularly the European Commission have been researched on in the field of institutional translation. While institutional translation has been restricted to large institutions, there is a consensus that all translations can be viewed as institutional and analyzed accordingly. This particular point shall be developed in the following section.

1.1.2 Translating institutions

Koskinen introduces the term "translating institutions" which differs from "translated institutions" in the sense that the latter refers to institutions that are translated in and by institutional translations, while the former refers to institutions commissioning translations (Koskinen, 2008). As explained by Koskinen this is closely tied with the argument that the activity of translation is a social institution in itself, thus making all translation activities institutional. Mossop considers that translation always takes place in some kind of institutional framework. According to this Canadian scholar, institutional translation occurs when translating administrative and technical texts for "large modern organizations conceived as purely economic-political entities" but it can take place on a smaller scale and include literary translations (Mossop, 1988, p. 69).

If all translations are to be considered institutional, then it means that 'institutional' has a different meaning than the one explained above. One view is that some institutions define the norms and values for the professional translation activity at hand, which concurs with the above definition. The other view, which is the institutional approach, is accounted for by Mossop who describes how translators make conscious choices to adapt their translations, as those "serve the purpose of the translating institution" (Mossop, 1990, p. 345). Since there are a few examples along history with the regimes of Salazar in Portugal (Chumbo, 2005), translation is sometimes used (or abused) to serve ideological purposes in an institutional setting. In that respect, Koskinen (2011) further quotes Lefevere, a scholar from the early 1990s, who claims that concrete institutions can be used by entities (such as political parties or religious bodies) to impose their agenda. Lefevere defines institutions as powerful and argues that they hold the power to further or hinder the development of literature through academia, the educational system, critical journals, and censorship (Lefevere, 1992).

There are different views on the matter. Koskinen argues that institutional translation captures the essence of a distinctive translation genre. In fact, this author deems that any official body (from governments to individuals acting in an official context) uses translations to translate the institution itself. Institutional translation is thus, according to her, a rendering of the voice of the translating institution. Following that train of thought, it can be argued that the institution remains the author of the source texts and their translations, the name of the person actually translating appearing nowhere. In this sense, institutional translation can be viewed as a form of "autotranslation" or "self-translation" (Koskinen, 2011, p. 56). There is no clear division between institutional translations and non-institutional ones, rather a high or low degree of institutionality. Institutional translations will thus have to be placed in the high end of that scale while 'regular' translations taking place outside institutional contexts will be on the low end of the scale, but still containing some degree of institutionality (Koskinen, 2011).

It thus becomes clear that, if we look at the EU, it fulfills the criteria of an institution where institutional translation takes place as it is a large modern organization with an overall political agenda. It is often referred to and regarded as the biggest instance of institutional translation in the world. Apart from the EU, Koskinen mentions other examples of institutional translations as follows: “official documents of government agencies and local authorities of bilingual or multilingual countries, the United Nations and other international or supranational organizations and international courts of law” (Koskinen, 2011, p. 57).

This fits with how institutional translation has previously been defined, as all of the institutions mentioned are concrete ones, part of modern society, that exercise governance and control activities. There are other cases that lean upon the concept of institutional translation, but they do not fit the criteria of exercising governance and control activities. These are multinationals and private companies that control their production of documents in an attempt to uniform and standardize their translations but do not exercise governance, control or educational activities (Koskinen, 2011). Institutional translation is thus not individual, but rather carried out by an institution to render the voice of that same institution. In this case, the institution is a concrete one which forms part of modern society and which directly serves governance and control purposes.

1.1.3 Institutional translation as a genre

The main idea of institutional translation as a genre is to maintain the authenticity and equivalence, and many times, it is the case that the same document is translated into many languages, which makes that task more complicated. To keep that sense of authenticity and that the institution is directly addressing the reader through many languages, the origins of the translation are, in most cases, hidden or at least not disclosed (Koskinen, 2011). Consequently, another trait of institutional translation is its anonymous nature. Standardization is equally a feature encountered in institutional translation. It includes controlling the consistency of vocabulary, syntax and style of all documents, aiming for a uniform type of documents emanating from the institution. In order to enforce this uniformity, tools such as guides, revision practices, mentoring, training, databases, glossaries, term banks and CAT tools are used. As German scholar Schäffner confirms "institutional translation is typically collective, anonymous and standardised [through] style guides and CAT tools, revision procedures, and mentoring and training arrangements" (Schäffner in Svoboda, Biel & Łoboda, 2017, p. 3).

Institutional translations are criticized for being unnecessarily complex, dense and lacking in readability (Trosborg, 1997) which goes hand in hand with the type of documents that are being translated in institutions, namely legal and administrative texts. It is argued that translations produced within the institutional context by institutions such as the EU appear strange to the target audience and outsiders reading them. In the particular case of the EU, it has been referred to as 'eurojargon' (Trosborg, 1997), implying that some institutions have their own vocabulary and terminology. This can be explained by the fact that most translations are produced in-house within the EU institutional context and not within the different target cultures.

One of the reasons for the overall absence of idiomatic language and strangeness in EU translations is arguably the importance of the principle of equivalence. Indeed, given that a particular document might require translation into all 24 official EU languages, it is beneficial to render the language as neutral as possible without any cultural references, idiomatic language, and other aspects that might complicate the translation process (Koskinen, 2011). Broadening the perspective further than the EU to institutional translation in general, Koskinen adds that "[i]n institutional translation it is often important, symbolically [...] to maintain that the different versions of a particular document are equally authentic and equivalent" (Koskinen, 2011, p. 57).

An emphasis on equivalence, on producing the 'same text' across all languages is another feature in institutional translation. In the EU, a very important principle is that all languages are considered equal, independently of how many speakers the language has or how powerful the country of its speakers is within the EU political scene. Thus, the measure of a translation's success in this context is the similarity of the language versions with each other rather than with the source text and even less with parallel texts in the target culture (Koskinen, 2011).

On the contrary, the use of idioms is widespread in other institutions such as the Canadian Translation Bureau, leading Mossop to state that "translating institutions have different (changing) ideological and political agendas" causing their translation strategies to be shaped accordingly (Mossop, 1988, p. 67). This would then indicate that the hybridity of language does not apply to all institutions, but does apply to the EU. As for the translators, there are arguments both for and against whether they consciously translate in the interest of their institution's ideological and political agendas. For Mossop, translators in an institution are agents of that institution rather than individuals and make conscious choices to adapt their translation. For Spanish scholar Calzada Pérez, translators unconsciously follow the translation strategies wanted by the institutions as a result of being in-house and in the context of those institutions, in other words, the translators have been institutionalized (Calzada Pérez, 2001). Whether conscious or unconscious, it is clear that translators do act according to the ideological and political objectives of the translating institutions they belong to.

1.1.4 The role of the translator in institutional translation

Kang reflects upon the role of the translator in an institutional setting. Whereas the power of the institution would most likely put the translator in a subordinate position towards the institution he or she is translating for, Kang argues that it is not predetermined "even in cases where the institutional order clearly underpins individual translators' actions and decisions", for example in the case of rendering the translator anonymous as he or she is translating in the voice of the institution (Kang, 2014, p. 469). First, outside the institutional setting, translators are positioned in a socio-cultural context, which entails that translations are routinized. Their translations reflect their social, political, ethical, ideological and institutional allegiances. In turn, their translations help shaping the socio-cultural context in which the translation is perceived (Kang, 2014).

Concrete institutions such as the European Union make language accessible across cultures and simultaneously deliver its values, goals and agendas as an institution (Kang, 2014). In pursuing the goals and programmes of the institution, a translation practice with a logic of its own arises (Kang, 2014). In this scenario, institutional translators are merely actors fulfilling professional duties in line with the procedures and guidelines emanating from the institutions. The result of the translator's alignment with the institutions are translations that function "seamlessly as part of the discourse" (Kang 2009, p. 144). Nonetheless, the institution's dominance does not always result in totally homogeneous translations simply due to the fact that human behaviour, however conditioned and encouraged to be in a certain way, is too complicated and dynamic to be fully controlled.

A link can be made here to the overall professional well-being of institutional translators. Based on Mossop's categorization of motivational and demotivational factors while working in the Translation Bureau of the Canadian federal government, the study indicates that demotivating factors tend to arise more within large institutions, those factors are among others lack of control over the types of text that must be translated and no knowledge of whether his translations will be read (Mossop, 2014). And while motivators usually come from a sense of feeling useful while demotivators would be the contrary. Furthermore, Mossop affirms that he identifies primarily as a translator, rather than the institution he worked for, thus giving some nuance to the translators' roles in institutions. Although it has been demonstrated that translators tend to translate according to their institutions' requests, they are individuals whose behaviours are complex and multifaceted, thus their subordination to institutions is not predetermined (Kang, 2012).

1.1.5 Art of Government by Translation

A prominent theory in Institutional Translation is that of the art of government by translation, introduced by Koskinen. The author aims to go beyond the pragmatic explanations of why institutions engage with translations, exploring instead the strategic and symbolic aspects of it. Koskinen explains her idea on the premise that governing is an inherent part of institutions and that governments develop some kind of relationship to translation in multilingual concepts. Regarding the art of translation, this idea is based on political theorist Dean's work on governance studies where he argues that we talk about the "art of government" when a government:

> involves various forms of thought about the nature of rule and knowledge of who and what are to be governed, and it employs particular techniques and tactics in achieving its goals, if government establishes definite identities for the governed and the governors, and if, above all, it involves a more or less subtle direction of the conduct of the governed. (Dean in Koskinen, 2014, p. 480).

Subsequently, the art of government by translation is, according to Koskinen (2014), when translation is used as a technique for the conduct of the governed in multilingual governments.

Turning our attention to institution, Koskinen introduces five basic kinds of institutions which are family, government, economy, education and religion (Koskinen, 2014). Reflecting on their functions and why they translate, she argues that they "determine and [...] regulate membership and ownership, [...] legitimate power, and [...] control and socialize the young" (Koskinen, 2014, p. 481). This leads to the main argument: the core function of institutions is to govern, and when they are multilingual and use translation, they govern by translation. Translation is thus one aspect, one strategy that can be used for the art of government. It can also be used as a powerful tool such as the translations under the regime of Salazar in Portugal, even though that was a dictatorship and is far from EU core values, it is nonetheless an example of how translation can be used to govern. The aspect of governing is inherent to institutional translation, hence its relevance for this report.

As part of her theory, Koskinen mentions Meylaerts' four regimes of practices that assumedly represent governing by translation. First of all, a governing institution needs to be created and maintain its legitimacy, and functioning capability. This is called the 'maintenance' and is largely concerned with administrative purposes. Then comes the 'regulation' activity which involves handling all the legal and official documents along with their translations. Governance then requires the implementation of those regulations creating a need for informative communication. Finally, the model contains a regime of persuasive, political and symbolic genres. This last regime accounts for the translation and textual needs that come from the legitimacy, authority and democracy requirements that a modern governing institution has. The maintenance regime is the least visible one to the outside, while respectively the regulative, implementational and the image building are gradually more visible to the public (Meylaerts in Koskinen, 2014).

Such writings and theories would benefit from being placed in relation within the particular frame of what they describe, namely a governing institution using translation. That is why I shall now go in depth into institutional translation in the European Union and the European Parliament. It is also crucial to note that existing translation practices in multilingual institutions such as the EU institutions have been drawn upon to define the concept of institutional translation. This indicates the importance of EU institutions in institutional translation.

2. Institutional translation in the European Union

2.1 Overview

The European Union is an organization that comprises 28 European states. Its goals are to promote peace, security, justice, sustainable development, growth, scientific progress, cultural and linguistic diversity, economic, social and territorial solidarity, and finally to establish a common currency which is the Euro (the latter having been adopted in 19 Member States). According to the EU's website, its values lie in inclusion, tolerance, justice, solidarity and non-discrimination. Furthermore, the causes that are at the centre of the EU's interests are human dignity, individual and movement freedom, democracy, equality, rules of law and human rights. EU multilingualism covers 24 official languages (Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish (European Union, 2019a). The European Union also holds a symbolic value whose "(e)fforts aimed at constructing a new European identity have included the harmonizing of government infrastructures and legislation, the enabling of free movement, and the creation of shared European symbols such as a common currency, flag and anthem" (Koskinen, 2008, p. 81).

In-house translation services are available in the majority of EU institutions, among others, at the European Commission, the Council, the European Parliament, the Court of Justice, the Economic and Social Committee, the Court of Auditors while other bodies are taken care of by the Translation Centre for the Bodies of the European Union. There are in total nine separate translation departments, each customized to serve the needs of that particular body (Koskinen, 2008). While the departments are similar, they can also have vast differences. It is equally important to stress how translation and the European Union are inseparable. EU institutions have a long tradition of recruiting, training and managing translators. Indeed, the EU has always made translation one of its core pillars in order to achieve, among other things, European integration, and this, ever since the beginning when it was called the European Coal and Steel Community in the early 1950s (Biel, 2017).

As already established, the European Union and its institutions constitute a prime example of multilingual operations and institutional translation on a large scale. The European Commission alone employs nearly 2,000 translators and all the EU institutions together account for some 4,300 translators (European Union, 2019d), without including a large number of freelancers. Why does the EU employ so many translators? Simply because there is a lot to translate to uphold multilingualism and democracy, core ideas and founding principles of the institution. This makes the EU institutions “by far the biggest player in today’s field of institutional translation” (Koskinen, 2008, p. 69). The fact that it comprises 24 languages as opposed to six in the United Nations (UN) or less in other institutions places the EU on a different scale. For that reason, it has already been written about by various scholars (among others Brownlie, 2017; Koskinen, 2008; Svoboda, Biel & Łoboda, 2017) in their research on institutional translation as there is, within the EU, an institutional culture of multilingualism and translation.

2.2 The main features

Elaborating on the previously mentioned theory and conceptualization, EU translation can be defined as any bit of translation provided in-house by the translation services of EU institutions. This does not technically include externalized translations performed by outside elements, although these translations are eventually under the authority of EU institutions. Biel discusses the different connotations associated with EU translation. While there is little doubt that we are dealing with institutional translation, it may also be classified as political or diplomatic translation due to the scope of activities of the EU. If we narrow down on the translation genres of documents translated in, by and for the EU, we quickly realize that we are dealing with all sorts of documents, from legal to:

> official communications, institutional reports, minutes and international agreements whereby institutions communicate with experts, such as national governments and MEPs. In expert-to-lay communication institutions communicate with the general public, e.g. citizens, through such genres as booklets, letters to citizens, press releases, as well as multimodal genres, such as institutional websites or tweets (Biel, 2017, p. 33).

2.2.1 Languages in the EU institutions

When institutions solely use one language, that language is a central feature of institutional work and the daily life of employees (Czarniawska-Joerges in Koskinen, 2008). The EU, then, with its multilingualism exemplified by its 24 official languages has a complicated task as "there is no likelihood that any document is either delivered or received in an identical manner in all these languages" (Koskinen, 2008, p. 27). Nevertheless, EU practices are quite monolingual, using English or other predominant EU languages quite often for drafting texts or meetings. Supranational organizations such as the EU have seen an intensive growth in their volume of institutional translation. According to Cronin, those organizations are:

> dependent on information both to inform and to give effect to their decisions. Any decisions which are taken that lead to the signing of international agreements and/or to the incorporation of appropriate measures into national law require the preliminary

> information-intensive activities of meetings, conferences, discussion documents, reports, media handling and so on. In addition, information in the form of data on the operations and decisions of the organizations must be provided to members, and as these supra-national entities function in a multilingual world of increasing complexity, they must perforce manage projects and activities across many different languages and cultures (Cronin in Koskinen, 2008, p. 29).

As a result, institutional translations are set to become more and more relevant, especially given that globalization has encouraged companies and institutions to expand internationally, thus creating new multilingual translation needs for their communication.

It is legitimate to pose the question why the EU needs so many languages as opposed to the United Nations or other supranational organizations. The answer is that, for the EU, these languages represent "democracy, transparency and the right to know" and EU legislation must be made available to "[all citizens] in their own language. [...] There cannot be double standards [...] between big and small countries or between those with wellknown (...) and lesser known languages" (*Many Languages, One Family* booklet cited in Koskinen, 2008, p. 63). Therefore, while translating is among the core functions of EU institutions, its relative absence in research reports and textbooks in rather surprising (Koskinen, 2008).

2.2.2 Quality in the EU institutions

As for the term 'quality', it is, in a broad sense, whether a translation can be deemed 'good' based on the degree in which it meets the clients' expectations and needs. The concept of quality in translation is dynamic, evolving and can encompass more specific aspects. In her analysis of the EU with a focus on quality, Biel considers two distinct concepts of quality of translation, namely translation as a product (textual level) and translation as a service (the total process in providing the service). It is important to underline, once again, that this report is only concerned with the textual translations of the EU and not the interpretation, which incidentally also plays a significant role within its institutions.

Apart from my experience in the European Parliament that will be elaborated on in the second part of this report, which will feature information on the translation processes in the EU, the requirements asked by the European Commission to its potential external translators constitute a good indicator of the quality requirements in EU institutions. Indeed, the instructions are as follows:

• "complete" (no omissions or additions)

• "accurate and consistent rendering of the source text"

• correct references to any already published documents

• internal terminological consistency and consistency with reference materials

• clarity, relevant register and observance of text-type conventions

• no language errors and correct formatting

• compliance with instructions (Biel, 2017, p. 34).

Along with those criteria, Chesterman and Biel discuss two dimensions that EU translations must comprise, that I believe, explain rather well the EU standards:

• Dimension 1: Equivalence of translation in relation to the source text (fidelity, accuracy of information transfer), in relation to other language versions (multilingual concordance) and in terms of consistency/continuity with preceding and/or higher-ranking texts,

• Dimension 2: Textual fit (naturalness) of translation in relation to corresponding non-translated texts produced in the Member States, as well as the interrelated concept of clarity (readability) of translation (Biel, 2017, p. 35).

Translation departments in EU institutions classify their documents into four distinct categories, to which different quality standards apply (Biel, 2017). Equivalence is the most significant criterion in EU translation quality due to the abundance and equality of languages, and the importance of producing the same text across those languages (Biel, 2017). This will translate itself by the use of more generic terms, making it easier to be further translated and understood across languages. These concepts that denote an equality in the value of all language versions are known as equal authenticity and plurilinguistic equality. They revolve around the idea of a 'eurojargon" previously mentioned, leading to criticism regarding the hybridity of the EU language in its translations.

Biel describes how such a high degree of complex language and hybridity is achieved (purposely or not), by quoting various sources and identifying multiple key factors such as:

> the complex multilingual multi-stage drafting process intertwined with translation, fusion of languages and the frequent involvement of non-native speakers, cultural neutralisation and hybridity of texts, unstable source texts, quality of drafting, preference for literal translation techniques, as well as distortions typical of the translation process (Biel, 2017, p. 37).

This is especially true for purely legal documents. Texts that can be accessed by citizens and aim to promote the EU are made (or attempted to be made) more readable and clear. In conclusion, as far as ensuring the quality of translation as a product is concerned, the EU categorizes its documents based on genre and applies different quality requirements to them.

If we draw our attention to the quality process as a service in the EU, the four conditions listed by Biel are: availability of translations in EU citizen's native languages, workflow management, people, translation resources. Concerning multilingualism, the EU has, in line with its strive for cost-effectiveness, adopted a more pragmatic approach. This has concretely been done by aiming to translate to certain or all languages only when necessary although it slightly hinders linguistic diversity since this means that the main languages tend to be prioritized (Biel, 2017). Concerning workflow management, it does not carry another particular interest for the present report. TFlow is the workflow management software that is used for within the EP and the translations are distributed based on availability and language combinations of translators as well as expertise (the most experienced translators will tend to translate the most important documents). The structure of the European Parliament in particular shall be explained when approaching the topic of my EP traineeship.

The next point that Biel deems essential to ensuring translation quality in the EU is concerned with the people. The selection processes to become a translator are highly lengthy and competitive and several years apart in each language unit. In the whole translation process, translators, revisors, linguistic assistants, terminologists, quality officers/controllers and national experts are needed. Those people need to be recruited in as small a number as possible and need to be as qualified as possible to maintain the quality standard. Upon recruitment, continuous training is offered so the employees can improve their language skills and achieve the style of the EU institution in which they work. External translators have to pass through tests where they are graded, in a way to sort out the best candidates, thereby ensuring quality in external translations as well (Biel, 2017).

Biel's last point in relation to quality in the EU are the translation resources. The resources that the EU institutions provide their linguists with must be of such a standard, so it allows the translation processes to run smoothly. There are several categories that I can relate to from my traineeship in the European Parliament. There are terminological resources (mainly IATE, the interinstitutional terminology database), databases of EU documents (mainly EUR-

Lex), style/quality guides or handbooks sometimes developed within the units, CAT tools (SDL Trados Studio 2015, Cat4Trad) and a translation memory management system (Euramis). As is the case for many aspects of the EU, the resources (whether technological, linguistic or terminological) are growing and evolving. They play a major role in securing consistency, standardization and overall efficiency (Biel, 2017). In most cases, those tools are only available in-house. All those tools shall be explained in detail in sections 3.1.2. and 4.1.3.

Biel argues that a shift has occurred in the quality discourse within the European institutions due to concerns of translation costs, demand and quality (Biel, 2017). As a result, manuals have been published recently in order to accentuate the notion of quality in the EU, notably a quality handbook in the EP in the course of my traineeship (March to July 2019). Along with the at times raising quantity of documents, policies, guidelines and performance indicators such as correction rates and customer satisfaction rates have been implemented. However, cost effective measures in an institution such as the EU, both on translation as a product and a service are having a gradual impact on the notion of quality. Those measures comprise, according to Biel, "selective translation policies and demand management, [...] growing burden on in-house staff, staffing reductions combined with the increasing rate of outsourcing, as well as the growing use of machine translation" (Biel, 2017, p. 52).

2.2.3 Translators in the EU institutions

Going back to Koskinen's theory, do the European institutions govern by translation? Taking the broad definition that the art of government by translation is when translation is used as a technique for the conduct of the governed in multilingual governments, we find that it does apply to the EU institutions. Multilingualism in the EU institutions is a very well-known concept that some consider unachievable. Looking at Meylaerts' already mentioned notion of regimes, the European Union offers a good example of the regulation regime in the sense that it has a system which intends to handle communication in its 24 official languages, and thereby translation. However, the EU does not include "regional minority languages, immigrant languages or communication for constituencies with special needs" (Koskinen, 2014, p. 486). Multilingualism is generally seen in a positive way and an example of democracy (very raison d'être of the European Union) but is also excluding, as Koskinen highlights a "language policy that stipulates and controls translation (...) always also implies non-translation by the institution to other languages not selected for this purpose" (Koskinen, 2014, p. 486).

However, the Meylaerts' maintenance functions can equally function monolingually as is the case in the EU where the procedural languages are generally French, English and German rather than any of the other official languages. The implementation and image-building regimes are the most visible layers and the ones that eventually shape the image of the institutions. As Koskinen (2014) argues, leaving the translation regimes of those two layers uninstitutionalized means that the governing institutions lose control over its own communication while an overinstitutionalization might hinder translation efficiency and lead to 'eurofog' (another term used to criticize the lack of readability of EU documents). Overall, we can observe that EU institutions fit well with Meylaerts' regimes in that they control their image and communicate through translations while keeping the other regimes or inner layers of administrative texts and regulations internal and invisible to the outside.

The role of the translator developed above provides interesting insights when placed in relation with the EU institutions. Indeed, in her ethnographic study of the Finnish Translation Unit in the European Commission in Luxembourg, Koskinen (2008) found that translation is increasingly valued in the EU institutions. Still, she notes that translation and translators remain quite invisible as 90% of the Commission's written communication comes from translation but that aspect is not discussed in Commission documents. Furthermore, translators in Luxembourg are placed in a separate building, detached from other EU officials or activities, which holds a symbolic value of isolation. Going back to Mossop's demotivation factors, it is apparent that a sense of being isolated and not valued leads to a lesser commitment towards serving the institution. Earlier in time, translation in the EU institutions used to be considered a service but has more recently been awarded the full Directorate-General status. This means that translators now are regular A-level officials and thus have the same status as any other official. Their status have evolved positively (Koskinen, 2008).

Likewise, the Directorate-General for Translation (DG Trad), in the particular case of the Commission, remains a passive actor in translation and text processes, which simply executes tasks. Further reflecting on the role of translators in the EU institutions, one of Koskinen's interviewees from the Finnish Unit at the Commission confesses feeling more like a translator than an EU official (Koskinen, 2008). In fact, Koskinen compares institutional identity, based on her interviews of Commission translators, as a "cloak [translators] can put on when necessary" (Koskinen, 2008, p. 93). From these interviews, it is also discernible that translators have a feeling that they 'just translate' rather than actually being involved in drafting process and in knowing who the reader will be.

As two Finnish translators express, there is an uncertainty behind the usefulness of some of the translations and whether these are actually read. The same translators describe a feeling of surprise when they are, a few times, contacted by an EU official for a question or a comment on one of their translations, as it confirms that their translations were indeed read (Koskinen, 2008). Of course, this does not necessarily reflect all translators in all EU institutions but provides some accounts 'on the inside'. Koskinen's study also sheds light on the under-representation of trained translators in the Finnish Unit of the Commission. This is due to the fact that EU competitions function solely on merit as they are open to everyone, the only formal requirement being the possession of a university degree and completing the logic and language tests to a satisfactory degree (Koskinen, 2008).

EU institutions are both translating and translated institutions following the definition that has been provided earlier in this report as they translate in-house by themselves but also outsource some of their translations. Institutional contexts where translations take place such as the EU or the UN share similarities, as "the translations are contained and controlled by the translating institution, and the official nature of the institution endows the documents with authority and performative power" (Koskinen, 2008, p. 2). In order to grasp translations carried out in institutional settings, it is crucial to understand the institution itself as a lot of factors can influence the translation such as the institutional ideology. Koskinen's principal argument concerning the EU is that the translating institution such as the Commission contains translations from in-house translators which are translating the institution itself, thus making the European Union a translated institution (Koskinen, 2008). It is worth noting as well that the EU has contributed to the reformation of the translation job market in Europe by offering a large number of employment opportunities to a profession that is often not valued.

A feature of institutional translation that is particularly discussed in relation with EU institutions is its lack of readability. It is rather more a feature associated with EU translation rather than with institutional translation as a field. In the practical case of the Finnish Unit, Koskinen has found that the translators consider readability and fluency to be more important than adapting the text to Finnish readers. Moreover, translators do not consider that they can rewrite a text, or if so, it is only a small part of it. The uncertainty concerning the target audience causes translators to detach themselves from the institution that employs them, but the institution still imposes its communication needs on the translators (Koskinen, 2008).

Commission translators from the Finnish Unit consider themselves primarily translators. However, as one Finnish translator emphasizes "I feel [that] I am in the service of the Finns, that I try to make that, jargon, readable" (Koskinen, 2008, p. 104). This translator says two crucial things in that extract. The first one is that in texts where translators perceive that they are not meant for translators but rather for ordinary people, they will feel like they are representing the people from their own country rather than the institution. The second interesting reference is the word 'jargon'. Here, the translator clearly acknowledges that any person not involved with the EU in any way will not understand 'typical' EU texts. So how come EU translations are often discussed and seen as incomprehensible or hardly readable? Still based on Koskinen's interviews, the translators reflect on some of the reasons why EU translation is seen as such.

One of the reasons, they argue, is that they do not know, most of the time, to whom their translations are directed. Whether it is aimed at the general public or a document that will stay 'in-house'. Translators are unsure about what will happen with the translated text, how many people it will reach before it is published, and when (and if) it is published, what kind of reader the text will reach. In the Finnish context, translators rhetorically ask who the Finnish reader will be, "some official in a government office" or "a man in the street" (Koskinen, 2008, p. 105). What is sure, however, is that EU translators agree on the idea of a 'general public' which represents an audience disconnected from the institution and requires more reader-friendly translations (Koskinen, 2008).

The second reason stated by the Finnish Commission translators is the lack of feedback. Indeed, according to Koskinen's interviewees, there is no feedback other than among colleagues. Consequently, after the translation process, they will not hear about the translation again. Therefore, they will not be aware of whether "they have succeeded in meeting the needs of their readers" (Koskinen, 2008, p. 106). Not receiving any feedback coupled with a lack of appreciation are considered demotivating factors, as previously exposed in this report. The third and last explanation resulting from the Finnish focus group is the incompatibility between institutional guidance and readability, that is, the institution rendering its voice while attempting to render the texts more readable. Translators will tend to get positive feedback and praise when meeting short deadlines or when respecting deadlines overall, thus placing that aspect higher in importance than quality, for instance.

To sum up, the translation process in the EU institutions referred to by Koskinen, largely based on the experiences of the Finnish Unit in the European Commission, is characterized by impersonality and a distance among requesters, writers, translators and readers. However, if we are to make a quick link between EU translators versus other translators, the aforementioned issues encountered by EU translators are not inseparable to the ones encountered in the overall translating profession, especially the "fundamental contradiction between serving the two clients, those ordering and paying for the translation and those using the translated text [which] creates an ambiguity" (Koskinen, 2008, p. 109). Equally, we have observed that the profession of translator in the EU is full of contradiction: translators are A-level officials (civil servants) but feel isolated from other A-level officials, they are an integral part of the Commission, but physically (and arguably in the view of the EU) separated from it, and finally, they aim to serve the European citizens but do not always know who their readers are going to be.

2.2.4 Translating in the EU institutions

Now that I have centred the discussion around translators in the institutional setting of the European Union, I will look for institutional clues at the textual level, in EU translations. Analyzing various English to Finnish Commission documents with a linguistic and institutional scope, Koskinen concluded in her 2008 research that, as far as the drafting process was concerned, efforts were made to enhance readability. Still, she found those efforts to be rendered vain with the domination of the institution in "the effacement of the consultation process and other actors, in the choice of more complicated and bureaucratic expressions, in drawing the limits of the Commission mandate, and in the generous application of the favourite buzz words" (Koskinen, 2008, p. 132). Institutionalization cancels out the reader-friendliness attempts.

The presence of glossaries, that are included in appendices to clarify some specific EU terms such as 'active citizenship' or 'European governance', is an example of the attempt of enhancing readability. While Koskinen encourages glossaries, she points out the following contradiction: "the sheer existence of the glossary pinpoints the problem: if the communication cannot be understood without the help of a four-page glossary, its language is probably too specialized to begin with" (Koskinen, 2008, p. 132). Starting by reading the Finnish translated version to look at it from a purely linguistic point of view, Koskinen finds the text difficult. After seeing the original English version, she comes to the conclusion that the grammar and syntax were naturally Finnish and did not appear to emanate from any English calque which is why she expresses that "the case text thus seemed to be a good translation that was difficult to understand" (Koskinen, 2008, p. 133). This leads to the question: if the translation is considered good, then why are these texts difficult to read?

The Finnish translation presents features such as "long and winding noun phrases, with long chains of genitive modifiers [...] the extensive use of the passive voice, abstract style, neologisms, fixed phrases and terms [...] as well as specialized bureaucratic vocabulary" which coincidentally fits well with documents produced by Finnish authorities, thus rendering the translation familiar instead of strange, but still difficult (Koskinen, 2008, p. 134). When looking at the original English, it is observed that it has been made more readable by simplifying, avoiding long sentences and rendering references to EU specificities more explicit. Nevertheless, a sense of 'eurojargon' remains as Koskinen encounters "bureaucratization of style, omission of the words marking an evaluation or appraisal, and loss of metaphors"

(Koskinen, 2008, p. 135). By mirroring the two texts, the Finnish translation is seen as trying to 'normalize' the language. Interestingly, the translator made some additions when words were allegedly omitted in the original version. These additions are solely based on familiarity of translating for the institution where the translator acts based on his experience in the institution. This is a clear case where the translator adapts his translation bearing in mind the institution for which he or she is translating.

In the same translation, Koskinen finds that the translator deliberately omitted words in an attempt to simplify the text, although that renders it more difficult for the reader to engage with. Along the same lines, metaphors are drastically cut in the Finnish translation. This is one example of one language in one European institution and will differ in other departments and institutions. Nevertheless, it shows a kind of power that translators possess over the readability of translations. Some might favour accuracy over appropriateness. Koskinen's conclusion here is that the choices of the translator, especially the lack of metaphors, contribute to "an overall monotonizing of the text, making it more tiresome to read, and, consequently, harder to comprehend" (Koskinen, 2008, p. 138). The more texts have been processed, the further it becomes from seeming 'natural'. Translations are processed two times more than the original which causes them to appear more institutionalized as a result. EU translators are therefore institutional actors.

The institution remains powerful as the writer or drafter of a document "assumes the role of the knowledgeable party [...] viewing the reality (the ideational meaning) and the readers (the interpersonal meaning) from above (Koskinen, 2008, p. 144). The reader is someone who accepts the view that the institution is dominating and that it perceives its readers from above. Koskinen argues that EU texts alienate the readers from the writers and translators and creates an 'us' and 'them'. While EU translators tend to feel outside of the institution, they still form part of the 'us' of the institution, in the sense that they understand the official and educational policy jargon which the readers do not. Rendering the institutional discourse more user-friendly is not an easy task for the EU, as they need to maintain the institutional position while involving the citizens (Koskinen, 2008). This may well be incompatible with readability in EU texts and translations.

In order to categorize instructions, a theory that can be used is that of the three pillars by W. Richard Scott (Koskinen, 2008). These pillars are: regulative systems, normative systems and cultural cognitive systems and lead Koskinen to believe that an institutional analysis can be conducted with a focus on “the rules and regulations governing institutional translation practice; the norms and values constraining and guiding translators’ actions; and the shared conceptions and understandings of the translators” (Koskinen, 2008, p. 35). To understand institutional translation in the EU context, and based on Scott’s three pillars, we must listen to the translators themselves (as they are institutional actors) and how they see their institutional role and what is expected from them. Through Koskinen’s interviews, the main objective that translators were found to be striving was readability. Translators are not detached from the EU institution but cannot help but feel that their role is instrumental and invisible (Koskinen, 2008). They work for the institution, although not feeling quite like they belong to it.

Focusing on the memory of Commission translators, scholar Brownlie identified features among them. This scholar argues that institutional aims, ideology, history and practices are remembered and passed on within the institution, constituting ‘institutional memory’ (Brownlie, 2017). For instance, one of her interviewees, declares that freelancers may provide good external translations “but they haven’t followed our in-house norms [...] whether it’s a matter of typography, vocabulary [...]” (Brownlie, 2017, p. 9) showing that in-house translators are well aware of their institution’s linguistic norms and practices and indicates a specific identity. Furthermore, her interviewees mention hybrid texts that are difficult to understand such as Slovak English or Cypriot English, that is, English texts drafted by Slovaks or Cypriots

(Brownlie, 2017). Throughout her interviews, Brownlie gathers other information such as scepticism towards the multilingual policy, where some translators argue that English, French and German are privileged. Moreover, while she found that translators strongly supported the European project in its objectives and values, they are also critical of the Commission's actions or lack of actions. This did not have any influence on the job however, as ultimately the text has to be translated. Brownlie's concluding remarks are that while translators adopt a quiet worker role, they contribute significantly in upholding EU values and objectives in their production and reiteration of texts (Brownlie, 2017).

In conclusion, the most striking features of translation practice in the EU (strongly based on Koskinen's study of the European Commission) are readability, place of translators within the institution and the complex and obscure translation process. In readability, we have seen that translators think about the reader by wanting to make a difference by producing more user-friendly translation, but they do not know who the reader may be. Readability efforts are often countered by the institutional context which imposes itself on the translation process. As for the place of translators, Koskinen's (2008) interviews show that they feel invisible, not an integral part of the organization they work for although they benefit from the same status as other EU officials. They do not feel recognized and that might, in turn, affect their overall approach to work, the quality of their translations, and readability.

Commission translation processes involve many parties and many question marks as it is now. Translators not knowing the final reader or the clients, being "physically and mentally removed from the rest of the drafting process" puts them in a passive and instrumental role (Koskinen, 2008, p. 152-153). However, Koskinen predicts translators could, depending on them, take up a more active role in the future. As Koskinen sustains: "(they) are an integral part of the (EU's) political processes. The responsibility is there. The inherent ambivalence between readability and institutionalization in (their) work make it more necessary for them to take an active role” (Koskinen, 2008, p. 154).

3. Traineeship in the European Parliament

3.1. The EP in general

My traineeship took place in the French Unit within the Directorate-General for Translation of the European Parliament, in Luxembourg. The EP is located in three different countries: Belgium (Brussels), France (Strasbourg) and Luxembourg (Luxembourg City). It is the law-making body of composed of Members (MEP) directly elected by EU voters every five years, most recently in May 2019 (European Union, 2019b).

The EP is one of the institutions of the European Union. It has legislative, supervisory and budgetary activities. In its legislative tasks, the EP passes laws, decides on international agreements and enlargements and reviews the Commission’s work programme and asks it to propose legislation. On a supervisory level, the Parliament elects the Commission President, approves the Commission as a body, approves the way EU budgets are spent, examines citizens’ petitions, discusses monetary policy with the European Central Bank, questions the Commission and the Council, provides observations regarding elections and ensures democratic scrutiny in all EU institutions. Finally, the budgetary responsibilities of the EP include establishing the EU budget together with the Council and approving the EU’s long-term budget (European Union, 2019b).

It is organized as follows: Presidency, Plenary, Political bodies, Committees and delegations, Political groups, European political parties and foundations and the Parliament Secretariat. The latter is the administrative corpus of the Parliament which comprises 12 Directorate-Generals from communication to legal, finance and of course, the Directorate-General for Translation (DG Trad) (European Union, 2019c).

DG Trad is separated into four parts: the Director-General (presidency), the Directorate for Support and Technological Services for Translation (technology, external translation), the Directorate for Translation (all the language units including French) and the Directorate for Resources (human resources). All the translation units of the Parliament, considered as administrative work, are located in Luxembourg (European Parliament, n.d.-a).

DG Trad's annual report from 2016 shows that in the European Commission alone, over two million pages were translated that year (European Commission, 2016) while multilingualism expenditures represented over one third of the total expenditure of the Parliament in 2006 (including interpretation costs) (European Parliament, 2008). EP translators primarily translate EU legislation that is discussed, voted on, adopted or rejected by the committees and plenary. Additionally, texts adopted by the Parliament following agreement with the Council become law at first reading, where translation is the last actor in the process. This adds responsibility on the shoulders of Parliament translators. What is more, they can come to work on a wide variety of texts, such as:

- EP resolutions on topical issues, the violation of human rights and the rule of law anywhere in the world;
- Adoption of the annual EU budget and the discharge procedure;
- Parliamentary questions;
- Documents of other political bodies, such as the joint parliamentary assemblies consisting of Members of the European Parliament and national MPs or elected representatives of non-EU countries;
- Decisions by the European Ombudsman;
- Information for citizens and for Member States;
- Decisions of Parliament's governing bodies (Bureau, Conference of Presidents, Quaestors) (European Parliament, n.d.-a).

3.1.1 DG Trad and the French Unit

The French Translation Unit of the European Parliament has one Head of Unit, around 30 translators, two secretary assistants, one documentation assistant and around 12 translation assistants. The translator has at his or her disposal on his or her desk: a computer and a phone. The missions of DG Trad in the European Parliament are, according to their website:

- Translating documents out of and into the 24 official languages of the European Union, thus providing all EU citizens with immediate access to European texts in their own language and the opportunity to communicate with the institutions in their own language
- Supplying a translation service which ensures both quality and efficiency, keeping costs at an acceptable level
- Developing the appropriate IT tools and terminology databases to aid translators and integrating them into the workflow
- Revising documents translated outside Parliament and monitoring the quality of external translations
- Managing paid and unpaid translation traineeships (European Parliament, n.d.-a).

The role of an EP translator is described on its website as such "[i]n no other institutions are the requirements regarding the combination of IT-literacy, mental flexibility, linguistic diversity, speed in translation and familiarity with current affairs as demanding as in Parliament" (European Parliament, n.d.-b). It is also explained that a majority of texts are "presented in the form of amendments" and that they usually come with "short deadlines" European Parliament, n.d.-b). As mentioned before, translators need a perfect command of their mother tongue while possessing sound foreign language skills but are not required to come from a linguist professional background (the latter is a recurring fact in EU institutions selections). It is worth noting that, due to workload, around 30% of Parliament documents are outsourced for translation and texts that are externalized are not confidential nor high-priority ones (V. Lucas, personal communication, July 2019).

Taking into account the 24 official languages that the EU has (with the recent addition of Irish as a full-working language), and thereby the Parliament, this amounts to 552 possible language combinations. As a result, some combinations are difficult to find, especially for less exposed languages. The Parliament therefore uses a relay-language system where a text from a given language will first be translated to either English, French or German, and from thereon into other languages. This is to avoid a situation where a text has to be translated from Latvian to Dutch for instance, where almost no translator will possess that language combination as it is quite rare. Instead, the Latvian text is translated to, for example, English, and the Dutch Unit then translates from English. There are talks of expanding these relay languages to include Spanish, Italian or Polish in the future. For now, the relay-languages are French, English and German which means that these units will tend to become bigger and have a higher workload (V. Lucas, personal communication, July 2019).

Translators in the French Unit of the EP estimate that they spend 70-80% of their effective working time translating texts and 20-30% of the resting time carrying out tasks other than translating such as terminology tasks, taking part in meetings, thematic training or language courses, in extenso transcription of debate of meeting documents, linguistic verification of texts where the original language is French, elaborating documents for the use of the unit (emails or information notes), getting informed of valuable information by email or internal facilitation (V. Lucas, personal communication, July 2019).

The main roles in a language unit such as the French Unit are: Head of Unit, secretary, assistant, translator, translation assistants. There will be at least one terminologist and quality responsible among the translators. The Head of Unit will not translate but handle incoming translations, paperwork and recruitment. The secretary assistants will handle annual leaves and re-allocation of documents. Re-allocation of documents can be agreed upon if the deadline is deemed too short by a translator, or for any other reason. There are a few translators in each unit who are terminologists as well, having spent a certain period of time in the Terminology Unit. Translators handle the translations, revisions and finalizations but their work is closely tied to the plenary sessions in Strasbourg. The week leading up to a session means more working hours and documents that must be finalized. Two translators from the French Unit are sent on mission to Strasbourg every time there is a plenary session to carry out translation work there. Occasional missions will also take place in Brussels for translation unit employees (V. Lucas, personal communication, July 2019).

When asked how translation in the EP differs from translation in other EU institutions, two translators from the French Unit explained to me that there are some differences (V. Lucas, personal communication, July 2019). The Parliament is arguably the institution where all 24 official languages are on equal terms as translators are requested to create 24 originals. Integral multilingualism is thus a specificity of the Parliament where Members can express themselves in the language of their choice (although this is concerned with interpretation rather than translation). The Parliament aims to be transparent and close to its citizens, hence the languages as they allow all EU citizens to follow the activities of the Parliament in their mother tongue.

Further, the two translators of the French translation Unit argue that Parliament translators deal with a larger variety of texts than other institutions. The accent is very present on multilingualism in the EP, that is, being able to translate to your mother tongue from as many languages as possible. The translator will thus have the possibility to attend courses during work hours to perfect or learn languages as it will be beneficial for him or her in the long run. The diversity of topics that the EP texts deal with it, from everyday issues to technical administrative texts, also means that the translator must be familiar with and prepared to face many different terminologies (V. Lucas, personal communication, July 2019).

Still based on my discussion with two French Unit translators, on the question of translation problems connected to interlinguistic untranslatability, interferences between languages, unsatisfactory quality of the source text, they answered that these things do exist in the EP. Some original versions of texts are lacking quality, particularly when the author is not writing in his or her mother tongue. Some texts have lexical issues or issues in structure, such as calques. This renders the translator's job more difficult as he or she has to spend time figuring out what the author means. However, in some rare instances, if a French person has written a text in English, it is then easier for the French Unit to identify mistakes that are typical of a French-speaking person writing in English. Should the quality of an original document be really problematic, translators can contact the Quality Unit and the Redactional Verification Unit for help (V. Lucas, personal communication, July 2019). More attention will be paid to the issue of quality in the EP in section 4.1.4

The French-speaking translators cite the English word 'eventually' as an example. Some francophones or hispanophones misuse it to mean 'possibly' (V. Lucas, personal communication, July 2019). These things can be picked up by experienced translators by finding out the nationality of the document's author. As for more problematic issues such as terms that are sensitive or names of agencies and more, much can be done at the language unit level to ensure coherence in the unit's translations. Indeed, when there are no clear guidelines from above in the hierarchy, the unit may act to ensure harmonization. Recent discussions in the French Unit include the terms 'gender' or 'human rights' and how they should be translated.

During my traineeship, two major events were ongoing, namely the Parliamentary elections and Brexit. The status of English is not set to diminish as a result of Brexit as it remains an international communication language because of its centrality. Finally, the general advice to follow for translation students who wish to work for the EP or other EU institutions are to master their mother tongue to perfection because they will solely translate to that language, to be interested in current affairs and possess good general knowledge and curiosity, to be acquainted with their numeric competencies, to spend time in the countries which languages they possess on their profile in order to know their cultural subtleties, to be in phase with the European project and know about the institution for which they wish to work, to carry out a traineeship in one of the EU institutions, to be organized and able to work under pressure and finally to be patient and perseverant in relation to the 'heavy' selection procedure to become an EU official (V. Lucas, personal communication, July 2019).

Selection procedures, the so-called 'EPSO competitions' for full-time workers shall be briefly mentioned in section 4.1.4. As for traineeship procedures, they are simpler and occur twice a year, the deadline for applying being three months before the start of the traineeship (March 1st and October 1st). The requirements are to be a citizen of the EU and to be able to translate into your mother tongue from at least two other EU languages (one of those two must be French, English or German). The selection process will then begin, and the candidate will be informed progressively.

3.1.2 Technology and tools

Technology is mentioned several times in Parliament documentation in relation with the role of translator. Documents stipulate that EP translators must be "IT-literate" and it constitutes one of DG Trad's missions to "[develop] the appropriate IT tools and terminology databases to aid translators and integrating them into the workflow" (European Parliament, n.d.-a). In institutional translation, tools are mentioned as being a means to achieve standardization language. More generally, it has become something that forms an inherent part of the life of a translator in the European context. The aim is to become more efficient. The Parliament justifies its use of technological tools to "[speed] up the translation process, [reduce] the risk of human error and [improve] consistency through the use of translation memories and [...] documentary and terminological databases" (European Parliament, n.d.-c). I shall mention here, largely based on my traineeship, the tools that are available for translators at the Parliament. It should be noted that available resources have constantly evolved over the past decades in the Parliament and that most software and tools currently used are recent.

To carry out translations, I used the CAT tool SDL Trados Studio 2015, as well as Microsoft Word 2016 as a helping tool. I also had access to the browsers and the internet. SDL Trados Studio 2015 is customized to fit the needs of EP translators, it enables to click on extensions that lead to documentary and term databases. The role of Studio when translating will be dealt with in depth in section 4.1.3.

To handle the workload, the software entitled TFlow is used. It is a tool that is common to all EP translation units and covers every step from the reception of a request from the client until the final delivery of the document. A closely linked software entitled PROFIL works hand in hand with TFlow as it handles all the data of the EP staff members to facilitate the overall translation process. Statistical data can also be gathered from TFlow and PROFIL such as the number of pages translated, tasks performed and languages translated/processed from, which gives an idea about the productivity of the individual. Deadlines are also inserted in TFlow and whether they are respected or not will appear. That information can be accessed by anyone in-house in the unit.

Parliament documents confirm that "while the primary purpose of the use of the data is for allocation and practical workflow management, including assessing workload and capacity, the notification states that the data may be taken into account for staff assessment and appraisal purposes (European Data Protection Supervisor, 2008). Instead, the data is primarily used to find out the availability of the translator and his or her language combinations before allocating a document to him or her.

Online dictionaries and physical dictionaries were used. More specifically, the French word collocation dictionary *Le Robert* 2007, the *Guide Anglais-Français de la Traduction* (English-French translation guide) by René Meertens, the *Nouveau Petit Robert French Dictionary*, *Robert & Collins online Dictionary* 2017, *Le Bon Usage* from Grevisse 2016, as well as occasional online searches on dictionaries such as *Larousse* (this last mention is to be seen as a personal initiative from my part and is not to be considered an EP feature). Furthermore, many dictionaries from EU languages are available, or can be made available, whether online or in hard copy.

Regarding terminological resources, I found the internal terminological databases of the European Union institutions very useful. I was granted access to the full version of IATE (the EU's own terminology database) and the translation memory database of the institutions. On top of that, services such as DocFinder, accessible only in-house and EUR-Lex, accessible to anyone, allow you to search for laws, directives, regulations or any documents produced by the European Union in all languages.

Some of these tools are customized by or for the Parliament while others are entirely created by the Parliament, either by DG Trad or at the unit level. All aim at facilitating the work of all parties involved in the translation process. The Terminology Unit has for example produced a (printed) glossary specifically aimed at Parliamentary work. It contains 120 recurring terms in the context of the EP in English, French and German along with explanations. An example of a term is 'sitting' ('séance' in French and 'Sitzung' in German) to which an explanation follows: "(t)he part-session shall be the meeting of Parliament convened as a rule each month and subdivided into daily sitting (...)" (Terminology Coordination Unit, 2014). Internal documents like this are regularly produced within the EU institutions.

At the unit level, in the French Unit, two documents are worth mentioning: the unit guide and the unit handbook. The latter was produced by nine translators and one translation assistant of the French Unit. Its aim is to raise awareness against calques, dangers and automatisms when translating from English (which represents a large percentage of the translations) while providing advice on how to deal with concrete and recurring translation scenarios. In short, the handbook aims to eliminate as many doubts as possible and to ensure harmonization in the translations of the French Unit. The document is quite a large and helpful one. One example is the mention of ‘Parliamentary elections’ in English which one would be tempted to translate as ‘élections parlementaires’ in French, which is not incorrect, but very uncommon in the target language context. Instead, it is advised to translate it as ‘élections législatives’. Language units are allowed to take initiative and produce documents for their employees.

Regarding the guide produced by the French Unit, it is a comprehensive, large and updated document. Much like the unit handbook, the unit guide was created by employees from the French Unit (mostly translators). Its aim is slightly different given that it is particularly aimed at newcomers whether these are officials, permanent or temporary employees or trainees. This document was thus highly helpful for me personally. This guide explains everything that is at the employee’s disposal, all the resources, the redaction rules for the French Unit with precision (for instance ‘17h8’ is deemed as correct while ‘17h08’ is not). It gives an account of all the tools with detailed explanations and screenshots.

As can be seen, plenty of resources are available to the EP translator. DG Trad strives to stay on top of the latest technology, which can enhance efficiency and cost-efficiency. It is possible to use voice recognition as well, and there are constant discussions of adding new and improving the existing CAT tools. However, the above-mentioned resources are the most common, and were the ones that I personally benefited from during my traineeship.

As for ensuring quality in the EP, each language unit has at least one coordinator in charge of quality. The quality of the work bases itself on a good cooperation among translators and translation assistants. Translators and assistants will be seen communicating extensively in the office in order to solve problems that have arisen. DG Trad at the EP also has a Quality Unit which deals with any questions regarding quality. For instance, any translator can contact the Quality Unit when a definite and problematic mistake (in the sense that it alters meaning and causes a misinterpretation) has been found after confirmation from several translators. If needed, initiatives are put in place to enhance the quality of translations such as the creation of a working group on proofreading and revision, the displaying of a quality control list as well as advice regarding how to use the IT tools.

3.1.3 Translation process in the EP

In this section, I shall explain the translation process in the EP. To that effect, Figure 1 below intends to show the different parties involved in that process.

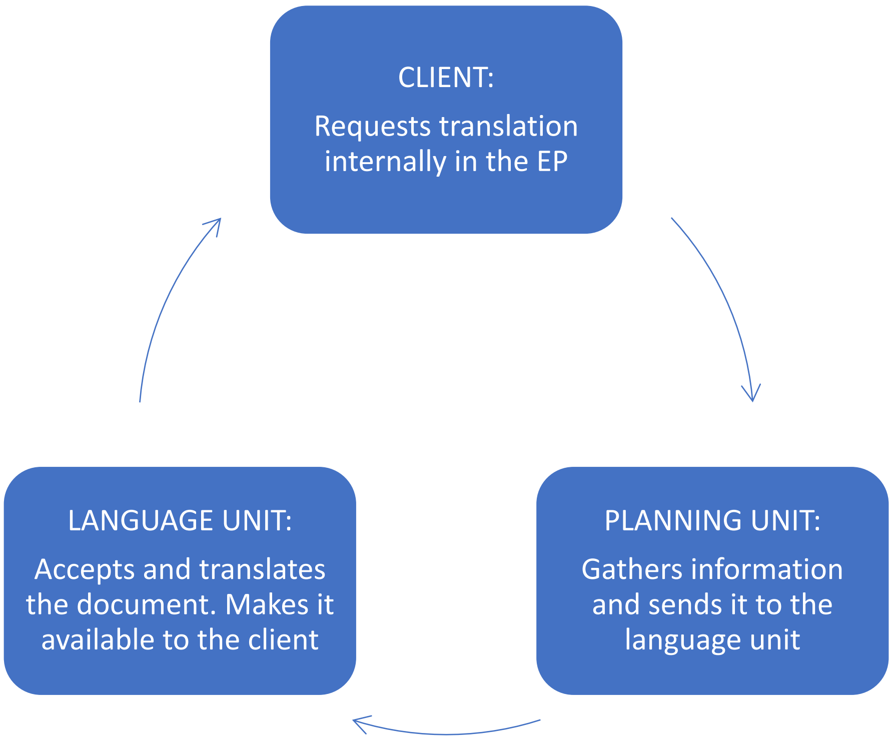

Figure 1 – Translation process in the Parliament[1]

Every translation project at the Parliament consists of three phases: pre-translation, translation and post-translation.

The pre-translation process starts when a client requests a translation. An application (which translators are not concerned with) entitled 'Gepro' is used by EP staff in other DGs to request a translation of a text. This then goes to the Planning Unit in DG Trad which sends information and deadlines according to the client's wishes to the appropriate language units. The task is then accepted by the language unit, in my case the French unit, which constitutes the 'book-in' process, the creation of the document for translation.

The document is now in the language unit. The next step is that it is allocated to a translation assistant, who will prepare the document for translation by, among other things,

[1] Unless otherwise stated, all figures are mine.

separating the translation into comprehensive segments and locking the segments that are not to be translated. This is done in Studio.

The translation process starts as soon as the assistant has signalled (via TFlow) that he or she has prepared the document and that it is available for the translator to work with. The translator will often be able to retrieve matching segments to the ones he or she must translate from the EP translation memory integrated in Studio. He or she must be aware of the deadline and send the document to the revisor in good time to allow the rest of the process to be on schedule.

The post-translation process consists of the revision of the translation (entailing, among others, quality control, harmonization, grammar, concordance with translation, correct use of sources, repetition avoidance and respect of the institution's guidelines), which is usually done by a more experienced translator. Once he or she is finished, the translator will go through his or her (sometimes together with the revisor) verifications, corrections and comments. The translator also (usually) performs the 'book-out', which means that he or she finalizes the translation which creates the final Word version of the text and puts it 'in the system' for the client to consult. In my experience, the final versions were always in Word.

3.1.4 My translation workflow

In this section, I will explain my workflow and translation process. Figure 2 below summarizes the translation workflow as I experienced it during my traineeship.

Figure 2 – My translation workflow

On a purely factual level these were the actions that I had to follow for the translation to be completed. My supervisor explained these steps to me in the first weeks of my traineeship and gradually let me do parts of the process, and eventually the whole process, on my own. The figure does not include the use of resources nor the actions of other parties involved within the language unit (the assistant who prepared the document and the translator who revised it). Once a translation job was allocated to me (typically from my Head of Unit), it would appear on my TFlow account. I would then select that document to show that I had started working on it, and that it was indeed 'in progress'. The interface of TFlow can be seen in Annex I, where the top left will show the documents allocated to the individual, and the bottom left, the documents that the individual has selected, meaning that he or she has accepted them and is currently working on them.

The deadline appears next to the document along with the size of the document (number of pages) and its language. The content of the file can be viewed in its original Word document and by clicking on the information circle, represented by a little 'i', all the information of the document will be displayed as can be seen in Annex II. That information features the pre-translator, the translator, the revisor, the person who will finalize the documents, notes, and more. For each translation, the translator will receive two tasks in TFlow, the translation task and the book-out task. However, we are still dealing with just one translation.

The next step was to copy the *Feuille de Route* (FdR) number of the selected translation and to paste it in SDL Trados Studio 2015. A FdR number is a unique number for each translation document, which comes from the Planning Unit when they request a translation. Studio's opening options can be seen in Annex III. Here, 'Open Project' had to be selected and the previously copied *Feuille de Route* number pasted. The text with the translation interface was then visible as can be seen in section 4.1.3 of this report. Here, I would carry out the translation, which is essentially filling the corresponding segments. Some segments were locked as the text was prepared by an assistant. After translating all the segments, those had to be validated. In Studio's interface, I would then close the project. One translation project can only be opened by one person on one computer at the time, this means that if you forgot to close the document in Studio, the revisor would not be able to open it and a message would appear stating that the document was open in [username]'s account. At this point, the translation part was completed.

After closing the document in Studio, I would then proceed to TFlow and click on the corresponding translation and on 'Finish', thus signalling that the document was ready for revision. This enabled the assigned revisor, provided that he or she updated his or her TFlow, to see that the translation had been completed. The revisor would have a revising job on TFlow which would appear in grey (which means it cannot be selected) until the translation had been completed. When that was the case, it would appear in red (which means it can be selected). It is usually the case that the translator notifies the revisor, either in person, by phone or by mail, especially in pressing matters, when the deadlines are tighter. I personally notified the revisors in person in pressing matters, or just to let them know. In my view, the physical proximity between all the actors involved in the translation process must be taken advantage of in terms of communication.

The process would then invert itself, when the revisor finished the revision, he or she would notify it in TFlow and the book-out task (the second task of the same translation) would go from grey to red, and I would thus be able to select it. At this point, the translation job had disappeared as it had been 'finished' and the same applied to the revision job in the revisor's TFlow. The FdR number (which is the same for the translation and book-out job) was once again copied into Studio to open the document. This time, the revisor's corrections and potential comments would appear. After having either accepted or refused the revisor's changes, and read his or her comments, I had to prepare the document for finalization.

In my case, I had the same revisor (my supervisor) in the beginning but shifted to have different ones, each with their own style and way of communicating. The pairing with a revisor is based on language combination and availability. In order to prepare the document for its finalization, all the segments had to be validated, and the following keys pressed: F7, F8 and F9, respectively for spell check, to check if the tags are all in order and to make sure if any track changes were still to be accepted or rejected. It is important to verify that the comments are deleted and that all track changes have been dealt with. I acquired this knowledge of Studio by listening my supervisor, but also by attending two mandatory workshops on Studio provided by the EP. Those workshops helped me to master more features of Studio (saving recurring terms for instance, that would later appear when typing the beginning) which eventually allowed me to perform my translations more efficiently.

I was encouraged to use the 'Preview' option in Studio which would generate the translation in a Microsoft Office Word document. This allowed to identify potential format problems, while another tool called 'Antidote' could be applied. Antidote is a software designed to correct just not spelling mistakes, but grammar, typography, style, commas, redundancies, capitalization or verb agreement (Antidote, 2019). When all this had been completed, and the document was ready to be finalized, the next step was to close the document in Studio. This tool then had to be re-opened as it appears in Annex III, but this time by selecting the option 'Finalize'. After entering the translation's *Feuille de Route* number, clicking on the 'Finalize' button would automatically save the translation memory and simultaneously create the final Word document of the translation.

The Word document would then automatically open, and a last formatting manipulation had to be performed in it by pressing CTRL + S. When that was achieved, the Word document could be exited, and the document was now located on a disk where it was accessible to the client who requested the translation. The last thing I had to do was to open TFlow and notify that the book-out had been performed, by clicking on 'Finish' in the book-out task. The document would then disappear from TFlow. This marked the end of the translation process.

3.2 Tasks carried out during the traineeship

During the course of the traineeship, I was handed different tasks and formed part of the unit. All the texts were to be translated into French, mostly from English but also, on a few occasions, from Danish.

The tasks that I completed during my traineeship were the following:

- Translations of European Parliament documents including ‘minutes’, ‘notices to members’, other types of documents that will all feature in the ‘other documents’ category
- A terminology project (15 term sheets to be introduced in IATE)
- Attending events and visits at and of EU institutions (Strasbourg, Brussels & Luxembourg), mandatory presentations and workshops on various EU-related subjects
- Occasional written reports of unit meetings

This traineeship was completed as part of the Master in Translation at IPB and included a total of 702.5 effective working hours starting from March 1st, 2019 through to July 31st, 2019. The traineeship was sealed with a contract guaranteeing the presence and respect of the working hours which were from 8.30a.m. until 5.45p.m. Monday-Friday (except on short Fridays when work ended at 1.30p.m., those occur when there is no plenary session in Strasbourg the subsequent week). All the resources and materials used during the traineeship were provided by the traineeship place, the European Parliament.

The traineeship included a visit of the Parliament in Brussels, and the one in Strasbourg including witnessing plenary sessions. Furthermore, a visit of the Court of Justice in Luxembourg was mandatory while visits of other EU institutions were optional (European Bank of Investment, Court of Auditors, and more). Trainees also had to attend mandatory presentations which included workshops on how to use SDL Studio Trados 2015, presentations about various aspects of the European Parliament such as the Planning Unit, the External Unit or the election of trainee committees.

The French Unit uses a *parrainage* system when welcoming a new employee in the unit. It consists in assigning a supervisor (who must be an official) who will provide guidance, answer questions and contribute to the overall good integration of the newcomer. This was also the case for the three trainees in the French Unit, including myself. My supervisors were paired with me in accordance with our similar language combinations. They would not assign me my tasks, as that was carried out by the Head of Unit. However, they helped in resolving my issues, revised me thoroughly and took time to explain the corrections and ensured my overall professional well-being during the traineeship.

3.2.1 The different types of documents

There are over 30 different document types that you can find yourself translating at the European Parliament. All of these differ in the frequency in which they come, their complexity, importance and more. These documents involve great diversity, from general to technical. The terminology too is ever changing. Recurring EP documents are:

- Draft agendas, meeting documents and minutes from meetings
- Draft reports
- Draft opinions
- Motions for resolutions
- Joint motions for a resolution
- Amendments
- Budgetary amendments
- Reports
- Consolidated texts
- Speeches (from the Parliament president, for example)
- Diverse documents (brochures, information notes, documents for audio capacity)

- Administrative documents
- Documents for internal use (guides to the plenary for Members)
- Confidential documents (for the legal service, intern auditing, political organs, and more),
- Content on the website of the Parliament (Members' portal)
- Resumes (biographies) of Members (V. Lucas, personal communication, July 2019)

Generally, trainees and new translators (or external translators) will translate documents that are deemed easier and of lesser importance. Studies which have a large number of pages are often externalized, as well as petitions or impact assessments. In the case of trainees, our documents were primarily notices to members (in the form of petitions) and minutes, along with other texts belonging to the 'diverse' category.

3.2.1.1 Notice to members

The type of document that I translated the most during my traineeship was 'notice to members' which are documents that the Parliament committees use to communicate with their members and citizens. Usually, these are petitions written by EU citizens accompanied by the response of the European Commission to said petition. They can be consulted by accessing the following link: https://www.europarl.europa.eu/committees/en/notices-to-members.html, on the Parliament's website. Those documents start off by giving a summary of the petition, that part is always translated in advance and does not require changes, unless there is a serious mistake.

As for the Commission's response, they quite often require a lot of research as a lot of EU directives and regulations are cited and quoted along the way. Thus, one must find the exact translation in the existing directive or regulation, rather than attempting a translation which, as correct as it may be, will not be exactly as stated in EU documents. Apart from that, the usual respect of EU guidelines applies. The language is not technical, and the topics can be drastically different, requiring to become acquainted with the new terminology for specific terms at times. I mostly used the EU resources to acquire new terminology, such as IATE.

The Parliament defines petitions as follows on its website: "[i]f you want to ask to the Parliament to act on a certain issue, you can petition it (...). Petitions can cover any subject which comes under the EU's remit. To submit a petition, you must be a citizen of an EU member state or be resident in the EU" (European Union, 2019b). I will go in depth with one of my translations of a petition in section 3.2.2 with detailed revisions. The translation in its entirety can be found in Annex IV.

3.2.1.2 Minutes

One type of documents that was largely dealt with during this traineeship were minutes which "serve as summary of the discussions and decisions taken in the committee meetings" in the European Parliament (European Parliament, 2019c). They can be consulted on the following link: https://www.europarl.europa.eu/committees/en/minutes.html, on the website of the Parliament. The important aspect, when translating minutes, is to replicate the information to a satisfactory degree whether it is the names of the persons involved in the meeting, the date and time, or other factual information. In Annex V, an example of minutes translated by myself and with the revisor's corrections can be seen.

In minutes, the language is very coded in the sense that there are strict rules to follow, it offers very little freedom for the translator and it provides very little literary content but rather facts. The aforementioned redaction guide provided by the French Unit upon arrival exemplifies this aspect, as it dedicates a page of instructions to minutes. One rule to follow, among others, is that although minutes are written in the past tense throughout in English with the traditional introductory sentence being ‘the meeting opened’, it must be written in *présent de l’indicatif* in French as such ‘la séance est ouverte’ (see Annex V). Other expressions that are to be used are listed in the guide.

3.2.1.3 Other documents

The list of other documents I have translated are, in alphabetical order: bulletins, fact sheets, miscellaneous, reasoned opinions from National Parliaments and speeches. I shall explain their purpose and particularities in alphabetical order.

The few bulletins I translated were written by former Parliament Members and directed towards other former Parliament Members. The language was quite informal, which constituted a break from other translations. There are no particular rules that apply to bulletins in any resources available at the EP. This implied that I had much more freedom on the few occasions that I translated bulletins. I could re-write, change the order and structure of sentences and focus on literary aspect of the translation. In short, there was not one preferred term or one solution because they were not institutionalized texts.

Fact sheets are available on the website of the European Parliament on the following link: http://www.europarl.europa.eu/factsheets/en/home and are to be renewed once a year by all translation units. They are factual information about aspects of the EP, such as the functioning of the European Union, the internal market or policies. In fact, some of the very sources I am using to describe the European Union are fact sheets. These translations usually include small changes and adjustments if some of the information displayed was obsolete or had been altered. Almost 100% of all of the translations could be retrieved from translation memory.

The ‘diverse’ category relates to all EP documents which did not fit into any of the previous categories. The ‘diverse’ texts that I had to translate included a translation of a competitor in the European Charlemagne Youth Prize, which also possessed informal language and, because of that, was radically different from other more typical EP documents. Much like bulletins, the institutional tone is less present if not absent in these kinds of texts. I had to translate cultural elements in those texts as well as idiomatic expressions which denotes of uninstitutionalized or lesser institutionalized texts.

Reasoned opinions from National Parliaments are produced by Parliaments of the EU Member States. They occur when a National Parliament alleges that a draft EU legislative act does not comply with the principle of subsidiarity (principle in which the EU decisions must be taken as closely as possible to the citizens, but only when EU action is more effective than actions taken at national or lower levels). In case national Parliaments consider that that principle is not respected, they can issue a ‘reasoned opinion’ which the EU will then examine. The EP is the only EU institution which translates all the reasoned opinions into other EU languages. The one instance where I translated such a document was in Danish written by the Danish government. The language was formal, in line with EP documents (European Parliament, *Subsidiarity*, n.d.-e.) (European Commission, n.d.).

Speeches were allocated to the trainees towards the end of our traineeship. They were texts meant to be read orally as podcasts by the Europarl Audio Capacity department, thus involving linguistic mediation. These documents were challenging, as they had to be rendered more fluid, compact and clear in the perspective of being read out loud. They focused on to various topics and the terminology was as wide as for petitions, from death penalty to the European police cooperation. I did thus translate a certain variety of texts, but it must be said that petitions and minutes dominated largely in terms of frequency with which I had to translate them.

3.2.2 Detailed look at a translation and its revisions

This section will provide a detailed overview of one of the translations I carried out during my traineeship. I selected it because it presents interesting corrections and language aspects. It will relate to some aspects of the EP mentioned above and go in depth with particular corrections and language issues. The screenshot below is one page out of five from a particular notice to members (a petition) that I translated. This translation format comes from an option in Studio which allows revisions to be saved as Microsoft Excel documents. The complete translation with its revisions and comments is to be consulted in Annex IV, while I list the corrections and comment on them. Note that comments and changes made by 'e' are from the revisor while those made by 'vlucashinrichsen' are mine.

		employment or to occupation, including selection criteria and recruitment conditions, whatever the branch of activity and at all levels of the professional hierarchy, including promotion".	salariées ou au travail, y compris les critères de sélection et les conditions de recrutement, quelle que soit la branche d'activité et à tous les niveaux de la hiérarchie professionnelle, y compris en matière de promotion».
27	Translation Rejected (0%)	The Directive also covers working conditions, pay, as well as membership of, and involvement in, "any organisation whose members carry on a particular profession, including benefits provided for by such organisations".	La directive couvre également les conditions de travail, le salaire, ainsi que l'affiliation à, et l'engagement dans, «toute organisation dont les membres exercent une profession donnée, y compris les avantages procurés par ce type d'organisation».
28	Translated (0%)	Nevertheless, as provided for in the second paragraph of the same Article, "Member States may provide, as regards access to employment including the training leading thereto, that a difference of treatment which is based on a characteristic related to sex shall not constitute discrimination where, by reason of the nature of the particular occupational activities concerned or of the context in which they are carried out, such a characteristic constitutes a genuine and determining occupational requirement, provided that its objective is legitimate and the requirement is proportionate".	Cependant, comme prévu au paragraphe 2 du même article, «les États membres peuvent prévoir, en ce qui concerne l'accès à l'emploi, y compris la formation qui y donne accès, qu'une différence de traitement fondée sur une caractéristique liée au sexe ne constitue pas une discrimination lorsque, en raison de la nature des activités professionnelles particulières concernées ou du cadre dans lequel elles se déroulent, une telle caractéristique constitue une exigence professionnelle véritable et déterminante, pour autant que son objectif soit légitime et que l'exigence soit proportionnée».
29	Translation Rejected (0%)	Discrimination against women carrying out professional activities in football teams, whether they are engaged in such activities as football players or as administrative or other staff, is prohibited by EU law.	La discrimination à l'égard des femmes exerçant une activité professionnelle au sein d'une équipe de football, qu'elles soient joueuses ou qu'elles exercent une fonction administrative ou autre, est interdite par le droit de l'Union.
30	Translation Rejected (0%)	Women are covered by the above rules when their activities undertaken for the benefit of a football club are governed by an employment contract or a comparable contractual arrangement.	Les femmes sont couvertes par les règles susmentionnées dès lors que leurs activités au profit d'un club de football sont régies par un contrat de travail ou un accord contractuel semblable.
31	Translated (0%)	Directive 2010/41/EU sets out similar provisions for self-employed workers, namely all persons pursuing a gainful activity for their own account<318/>.	La directive 2010/41/UE définit des dispositions similaires pour les travailleurs indépendants, à savoir toute personne exerçant une activité lucrative pour son propre compte<318/>.
32	Translated (100%)	Directive 2010/41/EU of the European Parliament and of the Council of 7 July 2010 on the application of the principle of equal treatment between men and women engaged in an activity in a self-employed capacity and repealing Council Directive 86/613/EEC.	Directive 2010/41/UE du Parlement européen et du Conseil du 7 juillet 2010 concernant l'application du principe de l'égalité de traitement entre hommes et femmes exerçant une activité indépendante, et abrogeant la directive 86/613/CEE du Conseil.
33	Translated (0%)	OJ L 180, 15.7.2010, p. 1–6.	JO L 180 du 15.7.2010, p. 1–6.
34	Translated (0%)	However, non-mixed teams cannot as such be considered discriminatory.	Les équipes non mixtes ne peuvent cependant pas être considérées comme discriminatoires.
35	Translation	Sports organisations, in implementing their activities and	Lorsque les associations sportives mettent en place des activités et

e
Deleted: que ce soit en tant que

e
Deleted: ,

e
Deleted: dans

e
Deleted: dans un

e
Deleted: secteur

e
Deleted: sont entreprises

e
Deleted: et

V **vlucashinrichsen**
Ce terme revient souvent. Je trouve que dans le domaine du sport on parle plus facilement d'association plutôt que d'organisation sportive.

E e
Ok!

Figure 3 – Screenshot of a revised translation

The segment ID chronologically lists the segments, while the segment status indicates whether the segment is translated, the percentage indicates to which extent it was retrieved in the memory and thus not actively translated by the translator (those will appear in green). The segments that appear as ‘not translated’ were locked during the pre-translation process as they required no change (those will appear in grey). The segments that were partially retrieved from the memory will appear in an orange/beige colour and show a percentage between 1% and 99%. The segments where the revisor has made changes appear as “translation rejected”. The source segment in English appears to the left followed by the target segment, the French translation, on the right.

The comments in the margin show the word(s) deleted by the revisor and eventual comments by him. The underlined text in the target segment is written by the revisor and is his proposed correction. It is worth noting that usually the revisor will sit down with the translator and explain his corrections and/or comments, which was also the case for this particular translation. The feedback that I received for this translation is still considered to be between colleagues and not an official feedback from a hierarchical superior appraising or criticizing the translation which Finnish Unit translators were claiming not to receive, in Koskinen’s Commission study. Moreover, I would argue that the feedback that I received was more thorough in order for me to learn due to the fact that I was a trainee, thus my situation differs from translators in Koskinen’s study.

The first correction takes place in segment 21 where ‘ajoutant’ has been replaced by ‘en faisant valoir’, the revisor explaining that it is closer to the English ‘arguing’, as ‘ajoutant’ is closer to ‘adding’. A characteristic in the French Unit of the European Parliament is to avoid English calques. A calque is described by Vinay and Darbelnet, as part of their seven translation procedures theory, as “a special kind of borrowing, whereby a language an expression form of another, but then translates literally each of its elements” (Vinay & Darbelnet, 1995, p. 32). To that effect, in segment 21, my translation of ‘rejoindre une équipe’, while correct, was deemed too close to the original English and thus replaced by ‘adhérer à’. If we move on to segment 23, the replacement of ‘par l’intermédiaire’ by ‘au moyen’ is merely a personal preference. Some revisors will propose alternatives and let the translator choose when he or she reads the correction, while some will replace it and still leave it up to the translator whether to accept the change or not. In segment 29, the revisor chose to render the segment in a simpler manner. By using ‘qu’elles’ it stays more true to the English original and ‘other staff’ being translated by ‘autre’ and not ‘dans un autre secteur’ makes it more neutral. This is a piece of advice that I have received by supervisors and translators, to render the language or expression neutral when facing ambiguous translation scenarios where the meaning is unclear.

As already established, notice to members in forms of petitions are not as regulated as minutes and allow some translation freedom. Few segments can usually be retrieved from the memory which means that petitions have to be wholly translated. Moreover, in segment 30, the idea is also to simplify by removing ‘sont entreprises’ to ‘sont’ by changing its place in the sentence. As is visible in segment 35, communication between the translator and the revisor can intervene in the form of comments. Any useful information or doubt can be put as a comment addressing the revisor. In the same segment, ‘en plus’ is replaced by ‘ainsi que’ in order to speak in a slightly more formal register, although this is equally a case of personal preference. In the subsequent segment, number 36, ‘éléments’ was deemed too close to English where ‘facteurs’ is more common. Thereafter, using ‘tels que’ instead of ‘comme’ also constitutes a manner of speaking in a more formal register. Regarding segment 36 where ‘éléments’ in the target language was not considered a good choice to translate ‘elements’ in the source language is done, I assume, in an effort to mark a clear separation from English. I will come back to this particular point in the subsequent section (3.2.3), where I explain that the French Unit avoids terms that resemble the ones from the English source text, even if those are correct.

There are some terms that are delicate and troublesome, ‘gender’ being one of them. Throughout the translation, the English version uses: equality of ‘gender’, ‘sex’ and ‘treatment of men and women’. Consequently, there are several options when translation, where variation between terms is encouraged. In order to gain an overview, it is a good idea to consult IATE, which is what the revisor did, based his correction and as can be seen in segment 38. In IATE then, the verified terms corresponding to ‘gender equality’ are ‘égalité des sexes’ and ‘égalité entre les hommes et les femmes’ both boasting a three-star viability assessment. Undoubtedly, this is an evolving term which might count more correspondences in the future. For now, ‘gender’ is to be translated by ‘sexe’ on its own as well as in ‘égalité des sexes’, in French. In segment 39, the revisor used the comment section to propose synonyms on two occasions. In the same segment, ‘managérial’ was considered to be too much of an anglicized term to which the revisor preferred ‘de la direction’. In segment 40, it is a rather recurring mistake in this translation, where ‘développé’ is avoided as it is considered to be an English calque and ‘mises au point’ is preferred (it could equally have been ‘mises en place’).

In segment 41, the revisor explains that the term ‘discriminées’ holds a different meaning than the English one ‘discriminated’. This is a misinterpretation because the translation does not replicate the original meaning as ‘discriminer’ is closer to ‘discern’ than to ‘discriminate’. Here, ‘victimes de discrimination’ has to be used. We can note than in the two subsequent segments, namely 42 and 43, the original English refers to the article of a Treaty. Rather than translating on your own, since any translation, however good it might be, will not replace the text that is present in the Treaty, the French version of the Treaty has to be found and inserted in the same way.

In segment 46, the preposition 'à' was missing and the revisor chose to alter the sentence so that 'qui demande l'investissement de tous les acteurs' would read 'auquel tous les acteurs doivent être associés' in translating 'in which all actors must be involved'. The issue here is the translation of 'involved', where the revisor refers to Meertens' guide to demonstrate where he found his translation for the terms. The *Guide anglais-français pour la traduction* by René Meertens is largely used by translators in the French Unit, being that many translations are from English to French. In this case, the translation of 'involve' that was deemed satisfactory was the sixth in Meertens' guide which stipulates 'faire participer, associer, mobiliser, faire appel à, avoir recours à, mettre à contribution' of which 'associer' was chosen.

In segment 47, there are various corrections. There is another misinterpretation as 'actions to be put' were translated to 'pourraient' which means that the actions might be put in place, so it is indeed 'devraient' that must be used as it gives more certainty as to the actions being put in place and thus stays more true to the original English meaning. Furthermore, the revisor refers to Meertens' guide for 'revenues' to be translated to 'revenus' and not 'recettes'. Small adjustments were made in the following sentence, 'athlètes femmes' was replaced by 'athlètes féminines'. The last correction in the segment is related to the translation of 'encouragement of female candidates' where 'se candidater' as was proposed by the translator is incorrect. 'Candidater' is a correct verb when it is not pronominal, thus 'se porter candidat(e)' is to be used. The source used by the revisor here is the dictionary *Le Robert*, 2017 version.

In segment 48, it is noticeable than when the revisor changes 'recettes' to 'revenus' and a change occurs in the gender, the rest of the sentence is corrected accordingly although they were not mistakes per se. Accordingly, 'celles' becomes 'ceux' in the same segment. Later on, the revisor once again refers to a IATE sheet where 'gender pay gap' is to be translated by 'écart de rémunération/écart salarial'. In segments 49 and 50, the revisor proposes to put a comma at the end of the former for the sentence to continue in the latter. It is also possible to merge two segments together in the Studio, and this could have been done here. In segment 51, the revisor refers to Meertens' guide to find an appropriate translation for the ever problematic 'address' where he would opt for 'remédier à' rather than 'se pencher sur'.

In segment 52, the translation is not entirely in compliance with what is stated in the directive, hence the correction. The link to the directive is provided by the revisor. It is the same observation for segment 53, where the translator deemed better for the clarity of the sentence to move 'une aide indépendante' earlier, it must indeed not be touched in order to comply with the directive. In segment 54, replacing 'estime' by 'considère' is a matter of personal choice, where generally variation between the different options is encouraged as they are recurring terms. The last corrections include, in segment 55, the addition of 'infractions présumées' does justice to 'alleged breaches' in English whereas the translation that I proposed was 'non-respect de' thus omitting the 'alleged'. In the 60th and last segment, the revisor chose a different option from Meertens' guide, 'contester' instead of 's'opposer à' as the former has a less categorical connotation than the latter.

After communication between the translator and the revisor, it is up to the translator to accept (or not) the changes, to rephrase and to re-check the tags, the spelling control and erase all comments and track changes. In this translation, there have been a few corrections on the background of personal choice (finding a synonym), misinterpretation, omission, non-compliance of a text emanating from directives, wrong term equivalents as opposed to those in IATE and wrong use of French. The corrections give an idea of the degree of what is demanded when translating in the European Parliament. However, notice to members are documents of rather low importance on the scale of EP documents and the fact that a trainee was translating the document also explains the thoroughness of the revision. After the translator cleans up the document, he or she finalizes it and archives the document in the system with the help of Studio. A new translation memory will be created based on the new segments of the document and uploaded in Euramis. Thereafter, it is out of the hands of the translation unit and the translator must go to TFlow and signal that the document has been finalized.

3.2.3 Principal difficulties in translation and their resolution

Due to the high standard of translation, my first translations contained many corrections. This is part of the learning process. I will here reflect on the main difficulties I encountered in my translations, which were mostly from English to French. Problems that arise when translating can be of multiple origins, among others technical, linguistic, extralinguistic or related to register or cultural elements. Likewise, there are many ways to resolve those problems such as having encountered a similar problem before, asking colleagues and/or supervisors, specific consultations of dictionaries, guides, glossaries, just to mention a few. More generally, whenever confronted with a difficulty, my subsequent research would follow the same steps which were: checking if the term or sentence is part of EU directive/regulations → checking the translation memory in SDL Trados Studio 2015 → searching in all EU terminological databases simultaneously in Studio → looking up in resources internally available (dictionaries, guides, and more) or publicly available resources (e.g. Google) → calling a supervisor. I elaborated this system based on my experiences as I found that it was the best way of solving issues while considerably lowering the chance of committing errors. It has to be seen as my own initiative.

The above steps show that the internal solution is always privileged (the order can slightly change depending on the type of difficulty encountered). Translating (and spending time doing research to translate) a single or several sentences that are part of a directive or regulation will be rendered useless when realizing that the translation must be retrieved directly from the directive or regulation in question. Therefore, the first step should always be to check if the problematic sentence at hand hails from such documents. Once it has been verified that it is not the case, the quickest available resource is using the translation memory in Studio. Since I was already in Studio, translating, selecting the problematic term or sentence and pressing F3 will do a concordance search inside the CAT tool. The advantage of using this method is that if someone inside the Parliament and inside the French Unit has used a solution (a particular way of translating a term or sentence), it is likely that you can apply that solution too, as it means that it was accepted in another translation and subsequent revision. At all times it is important to remain critical of the results you find, even in the translation memory. I received warnings not to take a translation from the memory or a term in IATE for granted, but to double check and to check the context.

If one wishes to extend the search to all EU databases, the Quest extension can be used in Studio and the selected term or sentence will be run in three databases simultaneously: IATE, Euramis (from selected databases), Termium (a public terminology database from Canada). This has been quite useful to me, because it was often the case that the term posing a difficulty had been used at least once in the many EP or EU documents. From thereon, one can extend the degree of search by exploring directly in Euramis (which comprises all EU translation memory). As I already mentioned, the translation memory that will appear in Studio is automatically selected to be as relevant as possible, while the Quest extension will search across selected Euramis databases, IATE and Termium. Therefore, searching in the terminological database in its entirety i.e., Euramis, should only be done as a last resort as it rarely provides good results.

Another type of solution which I usually used after checking the translation memory in Studio was to use all the printed and online resources available whether they were dictionaries, glossaries, guides, or handbooks. Each one of them can help clearing different kinds of doubts. If it is the case that after all these steps, I still had doubts or the problem persisted, I would ask my colleagues and particularly my supervisor for help. Asking the supervisor for help should be done when all other options have been exhausted. It is likely that the supervisor will repeat the same steps that you took, in order to double-check. Thus, if he or she finds the solution within these steps, this will mean that the steps were not thoroughly followed and that calling upon him or her for help could have been avoided. The same goes for revision. If I have been unable to solve a particular issue and informed the revisor about it through a comment in my translation, he or she will most likely research the same way and thus discover whether I carried out the research thoroughly. Likewise, if a simple Google search contributes to solving the problem, it would mean that I did not fulfill my tasks properly. That is why it is important to spend time researching and following the above steps is a comprehensive manner of doing so.

The first aspect that comes to mind when evoking difficulties are what I choose to designate as ‘vague English terms’. This is a purely linguistic issue. What I mean by that is English terms that cover many possible meanings and interpretations in a Romance language such as French. A few of those terms were for example ‘to address (something)’, ‘to challenge’, ‘regarding’ and ‘according to’. These were problematic in the sense that they were recurring and that there are countless translation options for them. This is evident when consulting Meertens’ English to French translation guide, my preferred option for dealing with such terms. I prefer Meertens’ guide because it is specifically aimed at translation and provides all imaginable French options for an English term. The guide does not contain straightforward translations but rather focuses on more problematic and recurring translation issues. Also, context is highly important. A monolingual dictionary would explain the term to me, which is not necessarily relevant, as I need to know which French term is the equivalent of the term in this particular context.

Indeed, there seems to be one term in French that is preferable out of many, which is also reflected in the corrections of my translation in the previous section, where the revisor refers to Meertens' guide. One example is the verb 'to challenge'. Meertens offers the following translation possibilities:

> mettre en cause/en doute/en question, remettre en cause/en question, élever des doutes quant à, contester, objecter à, s'élever contre, protester contre, s'insurger contre, contredire, contester la validité de, refuser de reconnaître, discuter, braver [un ordre, l'autorité de qqn], attaquer, critiquer, s'opposer à, dénoncer [décision], s'en prendre à, nier, s'inscrire en faux contre, aller à l'encontre de [idée reçue], bousculer [idée reçue, concurrent (Meertens, 2014, p. 214-215)

There is surely enough to choose from, each solution differing slightly in meaning. I would then choose the French equivalent from that list that I deemed to be the most appropriate in the context. It is no easy task, but I focused on choosing the best term for the context. Over time, I would encounter the same expressions in the same kinds of texts, and I would remember how I translated it; thus, it became easier.

Although harmonization is something translation units strive for in the EP, being revised by different translators will mean different corrections and preferences in one's work. Therefore, it is unrealistic to be able to provide flawless translations, since they each have different style and term preferences. When reviewing the corrections from a revisor, I accepted their reviews even if those included corrections on particular aspects (such as unbreakable spaces) that were different than the way my supervisor had told me. Another point I struggled with, at least at first, was to conform to the institution, to the way things are translated in the Parliament and particularly in the French Unit. As I pointed out, recurring terms and how they should be translated is explained in internal French Unit documents. Finding an alternative solution will simply not be useful if it has been decided that a term or expression shall always be translated the same way. In some rare instances, such as the use of quotations marks, the

Parliament style even distances itself from French. As a matter of fact, in French, quotation marks will be distanced from the text they quote by a space as follows: « une maison », but in the Parliament the procedure is to remove those spaces as follows: «une maison». This is technically incorrect but has been agreed upon internally and harmonized, therefore I had to conform to it. There is no apparent solution except making notes of these EP particularities and remembering them. Institutional translation is complicated in the sense that translating to a satisfactory level is not always enough, because you have to translate the voice of the institution by following its particular style. Personally, I did not agree with all internal rules, but I found harmonization to be more important than agreeing with the rules. Therefore, I did not have any issues with the use of quotation marks, but rather with other aspects that were not harmonized and carried out differently by translators, such as unbreakable spaces.

Regarding register, the difficulty lay in finding a balance in terms of translating the formality of the language. In the Parliament, a high register must generally be upheld but not at any cost, as I was also encouraged to simplify my texts. This was solved by practising more and taking into account my supervisor's feedback. I had a tendency to translate exactly the English original, meaning the same register and sentence structures but I became more comfortable adapting the French translation differently if it helped the overall comprehension. Moreover, adapting to the kind of text that one is translating is key. Translating minutes or petitions is not the same, different rules apply and those were important to keep in mind in order not to make mistakes. As I mentioned, I found it particularly difficult to move away from the source text. I would follow the source text and its, at times, complex and long phrase structures instead of simplifying. Concretely, simplifying can be dividing long sentences or inverting the order of sentences for a clearer understanding, also called editing.

The style of the Parliament is that the text must be a functional French text on its own, independently of the translation. This means that it is more important that it is a good French text in terms of fluency, grammar, vocabulary (while respecting the institutional norms) rather than following exactly the structure of the English source text. In general, the French Unit avoids any words that are too foreign influenced even though they are correct French terms and largely used. One example is the term 'leader' which in French is used in the sense that a company is a 'leader' in its field. This term is specifically avoided in the French Unit along with many others, where a French expression not influenced by English is privileged such as 'chef de file'. There is an example of this difficulty in segment 39 of my revised petition where I used 'managérial' to translate 'managerial'. It is correct but considered to be too anglicized, thus 'de la direction' is preferred. This is another difficulty and aspect that I had to take into account, to avoid anglicized terms as much as possible. There is no written rule about this, whether in the French Unit guide or handbook but it is rather through revisions and personal communication with colleagues in the unit that I grasped this unwritten rule.

Cultural elements were absent from most of the translations I had to carry out, which were minutes and petitions. I had to research solely geographical regions and their translations. On an extralinguistic level, tags and other issues such as unbreakable spaces presented difficulties. Tags are to be added in Studio and are, in the final Word document, footnotes or font changes (such as italic or bold). Some Studio segments contain a lot of tags and while they mostly all have to be adapted from English to French, there are some instances where the translator should not replicate the tag. For instance, there is a tendency to italicize foreign words in an English text, while this is not the case in French. Replicating the tag in the former case would thus constitute an error. Unbreakable spaces are recurring and have to be placed in order for elements not to be separated at the end of a line. The rule is not clear, even within the French Unit, but it usually applies to dates and between the first name and last name of any mentioned person. In order to solve these issues, I used the 'Preview' mode in Studio to see how my translation appears in the Word document and thus would be able to pick up on missing unbreakable spaces and tags. I would also compare my translated version in Word with the original source text version. However, even by doing this, revisors would have their own manner of using unbreakable spaces.

The final difficulty was when there were mistakes in the original document, prompting the dilemma of how to translate. After having made sure that there indeed was a mistake, the next step would be to call the supervisor and if he or she agrees, further steps are taken (or not) such as contacting the Quality Unit. If the mistake is such that it has an impact on meaning and interpretation, action will usually be taken. In one of my colleague's translations there was an error in the date, where the day of the week did not correspond to the actual date. That was deemed serious enough to change. On the contrary, when it does not, it will usually be left untouched. In petitions, the first part which is the summary of the petition is always translated previously as it hails from the translation memory. That particular part may contain errors but must not be altered because it needs to stay as is for it to be found for future reference to the petition. Consequently, the same logic applies, if the error is a significant one, action will be taken. As a trainee, I could not decide this on my own and had to act in concertation with a supervisor.

3.2.4 Terminology project

As part of the Schuman traineeship, all translation trainees were assigned a terminology project. It consisted of a list of 15 terms whose sheets have to be filled and introduced in IATE, the interinstitutional EU database. The project was handed to the trainee by the Terminology Unit of the European Parliament and had two aims. From the point of view of the trainee, it was an opportunity to develop his or her terminology skills, while from the point of view of the Terminology in the EU institutions, it was an opportunity to enrich the IATE database with new and updated terminology. The project was supervised by a terminologist from the trainee's language unit.

IATE stands for Interactive Terminology for Europe (IATE, 2019a). It is a terminology database shared among the institutions of the EU and is directly aimed at facilitating the task of translators working for the EU. It has grown to be useful for other EU staff and the general public. Its data is entered mostly by translators and terminologists from the language services of the EU institutions (IATE, 2019b). It covers domains that are likely to appear in EU texts. I had to assess the reliability of its terms individually, although it is generally recommended to follow the terms with high viability rates, reliable references and definition. I was advised to remain critical.

Trainees were asked to choose one area from which the terms would come from. Those areas included, among others: human rights, finance, LGBT basic terms, IT and social media, disability, trade and external policy and neologisms. Availability depended on the target language.

I chose human rights and was handed the following 15 concepts in English: 'Joint Control Commission', 'National Council of Resistance of Iran', 'militia', 'dehumanisation', 'victim support organisation', 'prima facie refugee', 'gender neutrality', 'women's rights activist', 'Rights, Equality and Citizenship Programme Committee', 'Majlis', 'school segregation', 'Local Engagement for Roma Inclusion', 'mine clearance' and 'right to the highest attainable standard of health'. When it is the case that there is more than one term, for instance 'mine clearance' also features the term 'demining', the first term was selected in the above enumeration, for the sake of clarity. Each concept required an equivalent term or terms, a reference for each term, a definition, a reference for the definition, and finally a context for each term along with a reference. Notes and comments could be added as well. Table 1 below is an example of an empty sheet which contains just the IATE ID, the source term and the desired target language.

IATE ID	**Source Term(s)**	**Target Language**
1647005	Militia	FR:
		to be updated
Definition (in target language)	**Definition Reference**	**Definition Note**
Target Term(s)	**Term Reference**	**Note on Term**
Context	**Context Reference**	
Comments		

Table 1 – Empty terminology sheet

At this point, the research process began. The first step was to check the English IATE sheets to check the information and sources, and whether those sources were available in the target language (French in this case) and whether they were applicable. When that was not the case, the research could be widened to internal EU search engines such as the previously mentioned Euramis and then to any place on the world wide web such as Termium or Google. After having filled in the sheets, I was able to present a first draft to my supervisor to which I received feedback. That feedback was concerned with formatting (such as harmonizing of quotation marks, refraining from using punctuation in definitions or abstaining from using quotation marks before and after the context), the definition (respecting the substitution principle meaning that the definition should be able to replace the term in a sentence and to fit and convey the same meaning), the sources (ensuring sources are reliable and rather neutral and unbiased) and on how to reference the chosen sources. To this effect, I received a guide from the Terminology Unit on the Terminology Unit, the project and IATE, which covered the above issues. I could also contact the Terminology Unit and its trainees for questions.

After several meetings and subsequent discussions with my terminology supervisor, improvements were made until reaching the final version of the document. The next phase was to introduce the terms into IATE. That process was quite smooth and easy to get a hold of after the first term. Some term sheets already existed in French but were empty, thus it was a matter of filling in the missing information. Some term sheets had to be created and filled and some term sheets had terms that, after conducting extensive research, were deemed wrong or unnecessary and thus were removed from a term sheet, keeping only the wanted terms. The same information that is present on the sheets was introduced into IATE. At this point, the project was finished for the trainee. My supervisor then proceeded to validate the 15 terms sheets which were thereafter sent to the Terminology Unit for further consultation and validation. Figure 2 below is the sheet of one of the 15 terms 'militia' filled by myself.

IATE ID	Source Term(s)	Target Language
1647005	militia	milice
Definition (in target language)	**Definition Reference**	**Definition Note**
formation illégale chargée par une collectivité (parti politique, groupe de pression, entreprise, etc.) de la défendre ou de défendre ses intérêts en recourant à la force	Nouveau Petit Le Robert», Rey-Debove Josette & Rey Alain, Varrod Pierre, 1993, ISBN 2-85036-506-8, [27.6.2019].	
Target Term(s)	**Term Reference**	**Note on Term**
milice	Site de Radio France internationale, «Les conflits gelés dans la zone OSCE» (9.4.2019), http://www.rfi.fr/afrique/20190409-libye-milices-controlent-tripoli [27.6.2019]	
Context	**Context Reference**	

Les massacres avaient été préparés pendant des mois en avance. La Garde présidentielle et d'autres militaires de l'armée rwandaise ont donné des entraînements militaires aux milices Interahamwe et Impuzamugambi pour leur apprendre comment tuer avec le plus d'efficacité.	Site de la documentation française, «le génocide rwandais de 1994», (8.12.2004), https://www.ladocumentationfrancaise.fr/dossiers/conflit-grands-lacs/genocide-rwandais.shtml [27.6.2019]	
Comments		

Table 2 – Filled terminology sheet

4 Institutional Translation in relation to my traineeship in the European Parliament: a critical reflection

4.1 Institutional Translation in the European Parliament

So how does the European Parliament and my traineeship in that institution relate to the concepts of institutional translation, and on the studies of the EU institutions presented in the first two chapters? And more precisely, which aspects that I experienced on the inside, such as in concrete cases of translation or others, relate to those concepts? I shall answer to which degree all of these characteristics of institutional translation that were presented in the first part of this report apply to the EP by providing examples whenever possible.

4.1.1 Complex and collective translation process

First of all, there is a large in-house translation department in the European Parliament handling most of the translations, while around 30% of the workload is being outsourced. If we start with the first aspect mentioned, namely the translation process in institutions, the EP indeed uses a quite complex and collective translation process. Historically, the collectiveness of the translation process in institutional translation has been a constant, starting before the birth of Christ and usually involving translating religious artefacts for a governing or religious entity. It is still true today. In the Parliament, the translation process involves various steps and departments as we mentioned. It involves different departments but also many people in the same department, in the language unit.

Concretely, it starts in the Planning Unit of DG Trad which receives the client's demand, the document is then sent to Head of Unit of the particular language, it is then allocated to an assistant who will prepare the document for translation (pre-translation process), then the translator carries out the translation, the revisor reads it through and generally sends it back to the translator for him or her to finalize it. The translation demander can then access the documents. The notion of something collective is thus verifiable in the case of the EP, as at least six different persons would be involved in any document being translated.

On the other hand, the complexity of the translation process in the EU is reflected in the lack of involvement of translators in the translation process. The impersonality and distance between requesters, writers, translators and readers that Koskinen observed in the Commission can be transposed to the Parliament. The way that the translation process works in the EP means that the translator can only count on his or her experience (from having translated this kind of document before) to 'guess' who wrote it, for what purpose and to whom. The experienced translators that have been working in the Parliament for the longest time are the most institutionalized ones, as they know exactly how the institution is supposed to work. They have through training and through the years incorporated the style of the institution 'under the skin'.

4.1.2 Translator's role

Although Koskinen's Commission study took place in 2008, more than a decade ago, many of her observations are still relevant when transposing them to the translators of the Parliament. Much like was reflected in Koskinen's study of the Finnish Unit at the Commission and closely tied to the complex nature of the translation process, Parliament translators also express doubt concerning future readers of the translation and concerning if their translation will be read at all. This has come forth in discussions I have been having with former colleagues of the French Unit. In my case, translating minutes and petitions mostly, it is likely that this is only done in an effort of the Parliament of being transparent and that those are hardly ever consulted.

The EP translator thus fits a passive role as he or she, as Mossop (2014) explained, has no control over the types of texts to be translated and no knowledge of whether or not the translations will be read. The overall motivation of the translator might suffer from such a lack of feeling important. Due to a lack of sources on that particular aspect amongst EP translators, I can only talk about myself. My case was different as my motivation came from the fact that I wanted to make a good impression and do quality translations, whether they were read or not was not my primary concern. I knew that they would be revised and that was enough motivation for me to do a good job. As I was translating texts of lesser importance, it is assumable that texts translated by experienced translators are a lot more institutionalized. Koskinen's conclusions from studying translations at the Finnish Unit of the Commission is that the EU tries to allow more readability but is countered by the dominating position of the institution. It is important to note here, that in the EP, some documents will be issued to the 'general public' while others are meant for internal purposes only.

Looking purely at the content that had to be translated, Koskinen has found that some translators "feel that their work is not intellectually gratifying" (Koskinen, 2000, p. 61) as it contains little or no cultural mediation. She advocates "cooperation between writers and translators [and] between translators of the same document" which would only be made possible by "a new institutional climate, recognizing and acknowledging the essential role and impact of translations in the functioning of the institutions, and especially in communicating its image and goals." (Koskinen, 2000, p. 62). I can personally relate to that, as I experienced little freedom in EP translations, even in the type of documents that allowed more freedom such as petitions. This makes translations routinized as they have to function "seamlessly as part of the discourse", as Kang (2009, p. 144) explained.

The study of the Finnish Unit at the Commission showed other results, that they feel predominantly like translators, that they received little or no feedback and the struggle between readability and institutionalization. In my belief, EP translators are first and foremost translators. Many former colleagues had worked before as translators and had a professional life before the Parliament. Some colleagues, however, entered the Parliament after graduation and have worked for several decades in the institution which might cause the person to only be able to function in that particular setting as a translator and to be much institutionalized as a result. Like in the Commission, EP translators have the status of an EU official but feel rather simply like translators. The translation units of the Parliament are located in Tower A and B in Kirchberg, Luxembourg, while some units are in the Schuman building. Being in Luxembourg already denotes of a certain detachment of EU activities and happenings, but translators are even detached from most of the other EU officials. Koskinen's observations thus apply to the Parliament translators as well, as they can be considered isolated and invisible.

Contributing to this invisibility is the anonymousness of EP translators. Indeed, the origins of the translation are not publicly disclosed in the Parliament. If a non-original text can be found in a certain language, then it means that it has been translated by the unit of the corresponding language. However, nobody outside the institution will know who were the people that were working on the document, nor if it has been externalized or not. In the examples of my translations, as is visible on Annex V, it is quite clear that my name does not appear, nor the name of the French Unit. So is the case in any translation of any EP publications online. It is implied that the translations are done by the institution. The aim is for the institution to keep its authenticity and for the reader to feel that he or she is being addressed directly by the EP, that it is in fact the Parliament's voice.

As for the feedback, except the internal feedback in the Unit, once the translation is out, there will not be any feedback. While Koskinen's interviewees argued that they received appraisal solely when meeting short deadlines rather than quality, I am not convinced that this notion applies to the Parliament. I indeed observed that deadlines were important and was a term that you would hear a lot, but it was not my impression that quality was denigrated to the benefit of the deadline.

The next point is whether translators are carrying out their translations in a routinized manner. I would say very much so. In the French Unit, there is a guide indicating how to translate frequently encountered expressions and even though you might find a perfect fit, a good equivalent, one would hear that ‘here in the Parliament, we usually use this word/that expression’. Some words and expressions have to be decidedly translated to a specific word or expression, not because it necessarily renders the meaning better, but because it has been decided this way, most likely for harmonization purposes. English expressions that I have frequently encountered include ‘according to article …’ which is always to be translated by ‘conformément à l’article …’. Also, the fact that most documents contain the same style, language and little freedom, the work will seem more of a routine as a consequence. Such measures taking place in the Parliament would confirm that institutional translators are institutionalized. In the precise case of the Parliament, this is done consciously in a common effort, at least in the French Unit.

This means that the EP follows Brian Mossop’s definition in the sense that its translators are its agents who make conscious choices to adapt them. This statement should not exclude the possibility of some translations being unconsciously institutionalized but based on the idea that other translators and revisors would tell me to conform shows a level of consciousness. In any case, there is a sense of institutionality in the Parliament but, as Kang explained, that “does not always result in totally homogeneous translations simply due to the fact that human behaviour [...] is too complicated and dynamic to be fully controlled” (Kang, 2014, p. 475). Nevertheless, it is a fact that translators have responsibility in the EP, since translation is the last actor in a law-making process in certain types of documents. The linguistic quality of all laws must therefore be flawless (European Parliament, n.d-d). I would also argue that EU translators possess a kind of power to decide certain things in their translations. Koskinen (2008) mentioned that some translators could favour accuracy over appropriateness. As long as the instructions of the institution are respected, the translator can shape the translation in a certain way in terms of language and style. As for specificities of EP translators, the Parliament itself on its website describes the work of EP translators as an ensemble of requirements which was unique in EU perspective in that it demands not only translation skills but also IT-literacy, mental flexibility, linguistic diversity, speed in translation and familiarity with current affairs (European Parliament, n.d.-b). This shows that the role of a translator in the Parliament is unique compared to that of other institutions.

4.1.3 Standardization and tools

Efforts of standardization are very much present in the EP. This is perhaps the single feature of institutional translation that is most verifiable in relation to the Parliament. All of the standardization resources mentioned by Schäffner (2017 in Svoboda, Biel & Łoboda) apply to the Parliament, for in-house translation at least. I shall examine them here. It can be mentioned here that new technologies are always being introduced and updated by DG Trad and that the Parliament seeks to be on top of any new technologies fulfilling its language needs. The EP currently primarily uses SDL Trados Studio 2015 for its translations while some features of another CAT tool entitled 'Cat4Trad' are available (while the software as a whole is still being developed) but I did not personally use it nor any of my colleagues. I shall thus focus on Studio. It must be said that Studio is customized to specifically fit the needs of the EP translators and that it was chosen because it supports all the official languages that the EP intends to use, for its flexibility and the formats it supports (SDL Trados, 2018). The figure (Figure 4) below shows a translation project as it appears in Studio.

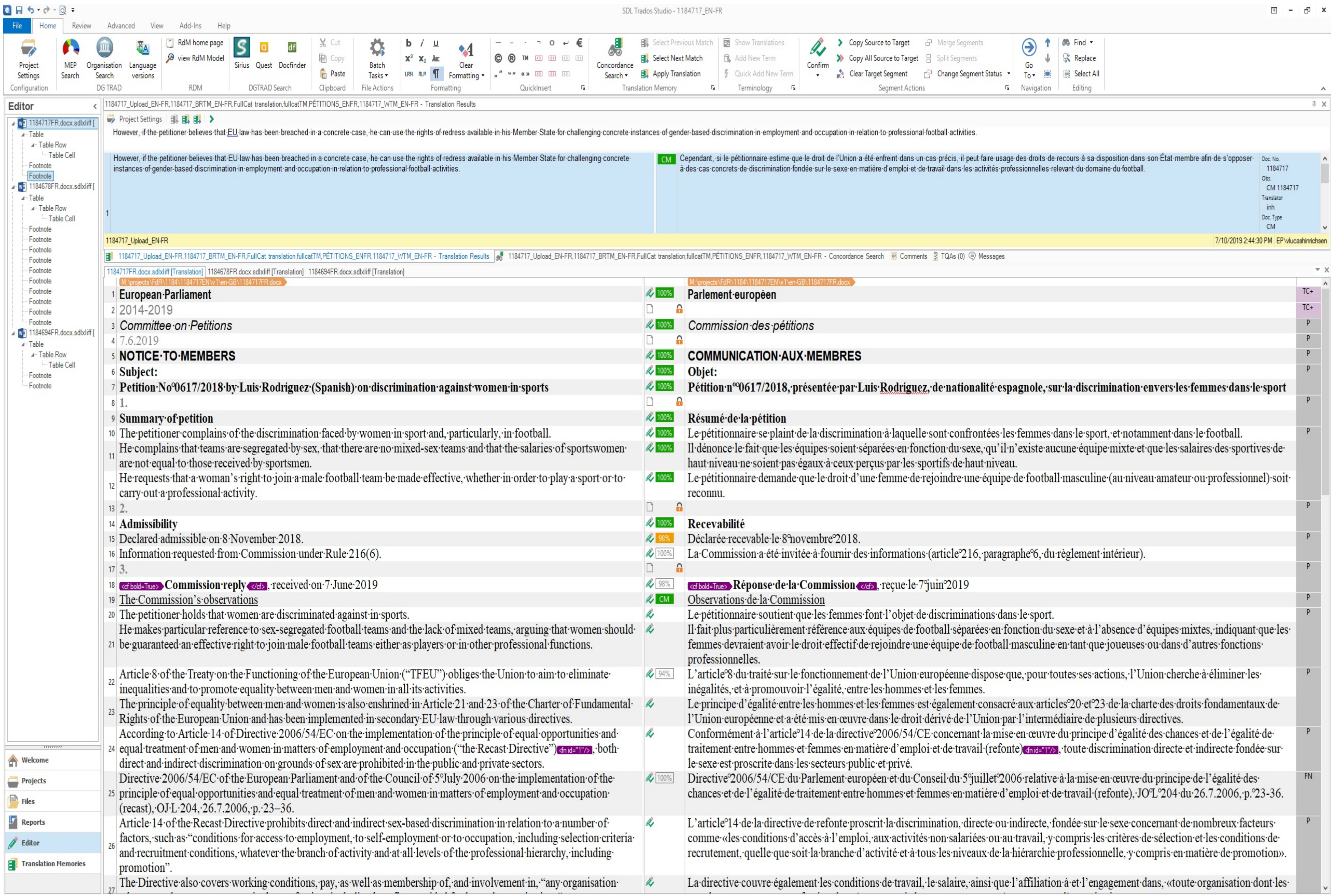

Figure 4 – Screenshot of a translation project in Studio

Apart from the basic features of Studio such as the translation memory or automatic saves of the project every five minutes, the EP has some specific standardization-enforcement add-ons. For example, when an official EU or EP document is mentioned in a translation, it is possible to mark the name and click on the extension ‘Docfinder’ which will lead the translator to a webpage where all the official EU documents are listed. The same applies to finding Members of Parliaments, official organizations, and more. Also, when the translator cannot find a solution by him or herself or in the translation memory, he or she can select the word(s) and click on the search engine extension ‘Quest’. This opens a webpage automatically searching for what was selected in IATE, Euramis, EUR-Lex and Termium. These tools are thus connected to Studio. In the French Unit, an internal database, created by translators, is available. It consists of an Excel document that can be attached to Studio and will suggest translation for terms that are 100% unambiguous. This shows the aforementioned flexibility of Studio.

IATE is the terminological base of the EU institutions, including the EP. Its contribution to standardization is discernible. Its depiction of the reliability of terms with a star-system as well as defining the terms as ‘preferred’, ‘admitted’, ‘deprecated’ or ‘obsolete’ helps the translator make a conscious choice and contributes to harmonization in translations. EUR-Lex is a legislation repository, allowing translators to efficiently find such information. Euramis is the translation memory management system, it allows more deep searches into translation memory by selecting different advances options, it numbers over one billion segments whereas the translation memories directly present in Studio comprise less segments. In fact, the translation memory in Studio only comprises segments that are automatically selected due to their relevance for the particular translation at hand. This is because Euramis provides a lot of choice – perhaps too much – and it should only be used in case nothing has been found in the other resources.

Other types of resources used in the EP are internal (style) guides, handbooks and the likes. These documents can be produced at the inter-institutional level such as the *Interinstitutional style guide*, last published in 2011, which shows a wish from the European Union to standardize its communication across institutions. Resources can also be published at the institutional level, for example in the DG Trad in the EP and also at the unit level. In 2019, a quality handbook was released aiming specifically at Parliament translators, re-asserting the standards and expectations, the processes, the roles of all the actors and good practices. These types of documents are common in the Parliament internally. At the unit level, in the French Unit, documents are produced to help the translators, among other, a handbook specifically referring to translations from English to French. It indicates the most common mistakes and *faux amis*, the instances in which the English appears to translate quite similarly to French but actually holds a different meaning. There are also specific guidelines on the use of gender in languages that are concerned with that, including French, on strategies to avoid using gender, which professions stay the same in feminine or change, to name a few.

On top of that, there is a guide made by the French Unit of the EP especially meant for new employees and trainees, or employees wishing to clarify some doubts. It is thorough and covers all information such as staff, materials resources at the translator's disposal, tools accompanying the translation process, explanations about all document types, translation steps and rules for translation. Going in depth with specific examples, the guide tells the translators specific rules for translating minutes. For this, we refer the reader to Annex V where a version of minutes that I translated with the corrections of the revisor.

The French Unit guide indicates that all the facts including the interventions, declarations and decisions must be conformed to *présent de l'indicatif* in French, while they are in past tense in English (see Annex V). There are further precise instructions, still referring specifically to minutes, such as how the hours are to be translated, and specific instructions that must be used when encountered. The instructions are very detailed and also cover capital letters, spaces, numbers and currencies, foreign names with special characters. These particular rules are a prime example of standardization in the institution that is the EP because they indicate an idea of a specific translation, a specific tone, thus rendering the 'voice' of the institution. It must be noted that some texts allow more freedom for the translator, obviously in the case of minutes, the rules have to be followed and the translation then reflects that.

To sum up on standardization, the EP uses terminological resources and databases (Euramis and IATE), document databases (such as EUR-Lex), style guides, handbooks, CAT Tools (Studio and Cat4Trad) and workload management tools (TFlow). It is also possible to enable machine translation in Studio and voice recognition. All of these tools and options available to the translators are made to help guarantee the consistency and standardization but also the overall efficiency. Along with the overall trend in translation, DG Trad constantly searches for new ways to improve (or render more cost-efficient) translation through new or existing technological, linguistic and terminological resources.

4.1.4 Quality

Closely related to standardization, we have the concept of quality. As we saw from Biel's study of quality in the EU institutions, quality is enforced through the availability of translations in EU citizens' native languages, workflow management, people and translation resources. The EP follows that structure, it renders all documents available in all official languages whenever necessary and viable. The workflow management is handled through TFlow and presents no particularities. Individuals, meaning potential employees, have to undergo the same strict selection procedures as in the other EU institutions through computer-based competitions involving several rounds to meet the high standards of the EP (European Parliament, n.d.-c)

While this method can potentially remove some perfectly capable candidates, it has the advantage of being demanding towards the candidate. Candidates who pass these selection procedures for the Parliament are not required to have a professional linguist background, but are required to have (any) higher education degree. This can lead to an under-representation of trained translators, as Koskinen observed in the Finnish Unit at the Commission. In the French Unit of the EP, most of my then colleagues came from a translator background but not all. However, I have encountered no sign of this particular aspect being problematic for the well-being of a language unit in the institutional setting I was in.

As for the resources ensuring quality in the EP, they are the same ones mentioned for standardization except the addition of one resource that can be described as more quality-aimed. Indeed, spelling and grammar mistakes or typos are signalled by Studio, but it also allows to have a preview of the document in Microsoft Word 2016 which will show how the document will appear in its format. In that preview, the EP has enabled a correcting software called ‘Antidote 9’ which provides a more thorough check of any mistakes in the translation. This contributes to lowering the number of mistakes in general which in turn enhances the quality. Moreover, each language unit in the Parliament has at least one coordinator in charge of quality and there is also a Quality Unit which is specialized in solving problems that have come forth. I have solicited the Quality Unit on one occasion, in concertation with my supervisor, for an issue in the original text. I received an answer by e-mail where I received the instruction of not altering the original text in this case. Quality and standardization are closely related and are in place in the EP as well as in other European institutions.

In Koskinen’s Commission study, the Finnish explained that deadlines played a major part and respecting them was one of the few things they were being praised for, rather than the quality of their translations for example. In my first two and a half months of traineeship, translators of the French Unit were really busy (up until the end of the Parliament term and up to the elections in May 2019). After attending an open Q&A with DG Trad during that same period, I observed a lot of frustration from all the language units regarding workload. In that period of time, deadlines were, judging by internal communication, very important. Assumedly, the experiences concerning deadlines of the Finnish Unit in the Commission are replicated in the Parliament, but not to the detriment of quality.

Biel mentioned that the EU institutions classify their documents into four categories of quality standards. Category A would for example feature legal texts, Category B would feature other administrative documents, Category C webtexts, articles, brochures and Category D subcategories of documents from Member States (Biel, 2017). In my case, although the revisors would revise us trainees strictly in order for us to learn, there was also a sense that petitions and minutes did not require the highest quality standards which mirrored their overall importance or lack thereof. Furthermore, 30% of the translations are outsourced and those are of lesser importance as well. This would tend to confirm that different quality standards apply to different kinds of documents.

Let us now discuss the quality specifications as stated by the European Commission and mentioned by Biel in relation to the European Parliament. First, translations must be finished when doing the book-out without requiring any further, formatting, revision or review. This is also the case in the EP. Once the document is finalized and booked out, it cannot and must not be modified anymore. If errors are found, special authorizations must be issued, and various actors must be notified. Thus, the objective is that the translator carrying out the book-out is the last person to modify a document and does it thoroughly so as not to cause complications in the future.

Looking at the further quality requirements, they all apply to the Parliament. Translations must be complete, without misinterpretations, with correct references do documents mentioned, consistency with internal terminology, correct formatting and compliance with instructions. The most interesting criterion is perhaps the one about being consistent with the internal terminology because it really creates a sense of institutionalization of the translations and creating a distance with the ‘general public’, an ‘us’ and ‘them’ as Koskinen (2008) described. It confirms, once more, comments I received during revisions where I was told which terms and expressions were favoured in the French Unit of the EP. This is a form of institutionalization in translation.

The biggest mistakes during my revisions were omitting terms in the translations or misinterpreting some part of the source text. The other mistakes were problematic but would not be as disturbing to a reader as the ones mentioned before. The criterion relating to the compliance with instructions was also crucial when I was working on speeches that would be orally read as part of a podcast, as those cannot be translated like a petition or any other document. In TFlow there could also be notes indicating not to translate certain parts or to retrieve certain parts from the memory, and not respecting these could cause problems. Thus, I would deem the quality requirements of the Commission to apply to those of the Parliament.

Recent sources, including DG Trad in the Parliament’s own mission statement, have indicated that the EP would like to carry out its translation objectives and duties by keeping the costs at a low level. The Commission’s estimated yearly cost for translation is of 330 million euro per year (as of 2013) (Terminology Coordination Unit, 2014). It can be expected to be similar in the EP. How can quality be upheld in the EP while the costs (meaning less employees, lesser qualified staff, more work on individual translators and more outsourcing) must be held to a minimum? This is why the DG Trad in the EP has produced documents on quality and constantly strives to stay on top of the most efficient tools including machine translation tools.

4.1.5 Language hybridity and equivalence

At this point I would like to redirect my attention to language. As previously established, in some cases of institutional translation, especially in the European institutions, the language is considered complex. Hybridity is a mixture of several elements (such as languages), and that is how EU language has been described as, notably by Trosborg (1997). It is not a feature of institutional translation in general, but of the EU institutions. The hybridity of EU language is often associated with legal texts which I did not, as a trainee, translate. Nevertheless, I will argue that some of Biel's comments about hybridity in EU translations as well as Koskinen's ethnographic study apply to some translations that I have carried out in the EP. Paying attention to the minutes document in Annex V, there are no particular difficulties from a purely linguistic point of view. To the outsider reader, the problem could instead reside in the omnipresence of acronyms and an enormous amount of factual information that as a whole might not make sense to the reader. In fact, minutes are quite factual documents. Still, a person reading it without any knowledge of the many acronyms would arguably quickly be thrown off by the specificity of the language. Consequently, even though they are in a very factual form, minutes are still hard to grasp and contain 'EU-jargon' through the many acronyms. An observation that I would like to make here is that, once you enter the Parliament and get acquainted with the institution, one becomes slightly institutionalized as well, thus I might not grasp what is strange or unnatural as I did before.

As for the other type of documents that I mostly translated during those five months, notice to members, my observations differ. Here, we are not dealing with purely factual information but rather with an actual text which addresses citizens directly (which is one of the missions of translation in the EP). To offer an example, I refer the reader to the notice to members in Annex IV, that I have translated from English to French. One of the things I noticed when performing the translation, is that the English text is probably not written by a native speaker (note that this information is based on my own opinion exclusively, as it is the case that documents are drafted by non-native speakers at times). In an interview, two translators from the French Unit confirmed that original texts are lacking in quality in the EP for the same reasons as Biel mentions which are non-native speakers writing, texts containing lexical and structural issues and calques.

This is one of the key factors mentioned by Biel contributing to an overall lack of readability in EU institutions, the involvement of non-native speakers. Some sentences structures are unusual, and some sentences, unnecessarily long. Unlike minutes, notice to members do not come with particular guidelines from the unit. The terminology can be very different depending on the topic, everything that is referring to an aspect of EU legislation, it can be gender equality, pollution, dangerous items, just to name a few. This provides a diverse language from one notice to members to the other and a generally readable language. In general, although they contain some references to EU Commission and legislation, notice to members do not contain 'hybrid' language, in my view. For other EP documents however, it is different. They would tend to be more legal and administrative, and thus less readable to the 'general public.

As I discussed, Commission translators often deal with documents drawn up in a hurry by non-native English speakers, not final, well-edited and fine-tuned texts and often against tight deadlines. To sum up on this aspect, it is something that applies to the Parliament too. When going through revisions of my translations with, or simply talking to, experienced translators, we would often find ourselves agreeing that the original text is 'not a good one' and 'probably not written by a native speaker'. In the French Unit at the EP, the general consensus was that re-writing could be done whenever the original was deemed poorly written. The most important is that the translation is written in an excellent French, and that there are no omissions or misinterpretations that could cause problems later on seen as the translator is the last person modifying the document and thus responsible for further consequences.

The Finnish Commission translators revealed that the hybridity they encountered was due to the fact that they did not know most of the time who the reader of the translation was going to be, the lack of feedback from the institution and the incompatibility between the institution needing to enforce its position in the translations and an attempt to render its translations more readable. We have already verified that those applied to the EP as it is arguably one of the most readable institutions because it communicates quite a lot with its citizens. That being said, a normal petition (a typical EP document where citizens are addressed directly) would contain continuous references to EU directives which could confuse or simply be unknown to a reader outside the institution. In the Parliament, translators explain that the original source texts contain a lot of issues which do not help on readability or quality. Those issues are when the author is not writing in his or her mother tongue, lexical issues or issues in structures such as calques. The need for an institution such at the EP to maintain its institutional dominant position might well be, as Koskinen argues, incompatible with readability in EU texts and translation.

An aspect which contributes to making translations seem 'unnatural' and strange is the notion of equivalence. It is one of two dimensions mentioned by Biel, arguing that equivalence to the source text (fidelity, accuracy of information transfer) and multilingual concordance are key EU principles in translation. The second dimension mentioned is the naturalness of the translated text in comparison with other non-translated texts produced in the Member States, the overall readability that the EU strives for although it is incompatible with its institutional position. In the EP, texts can be monotonous in that they are neutral, not containing cultural or metaphorical elements. This can be seen in the minutes provided in this report as well as the revised petition. The EP is one of the EU institutions that intends to convey the most the notion of multilingualism, and therefore multilingual concordance is important since texts will be translated in many or all its official languages. Since French is used a ‘relay’ language, it will likely be used as a base to be translated to other languages.

Therefore, its translation must be correct and must enable a certain facility to be translated from. This would explain to some extent the lack of idiomatic language and cultural references which in turn will lead to monotonous language and an overall sense of ‘unnaturalness’ to the reader, in Parliament translations. This is not a given in institutional translation, as Brian Mossop explained that the use of idioms was common in his experience at the Canadian Translation Bureau. We must therefore consider that it is specific to the EU institutions to the particular case of multilingualism present there and the difficulty in achieving that ambitious objective.

4.1.6 Multilingualism and Art of Government by Translation

Regarding the idea that an institution translates the same document to many different languages, this very much applies to the EP as it is indeed one of its cornerstones. The EP’s website exposes that “[i]n the European Parliament, all official languages are equally important: all parliamentary documents are published in all the official languages of the European Union (EU)” (European Parliament, n.d.-d) of which there are 24. As we saw from the interviewees from the French Unit, the EP handles a larger variety of texts than other EU institutions. The EP thus possesses its own features of institutional translation with the variety of texts and terminologies, a more pronounced multilingualism and a different translator role (responsibility as the text becomes law afterwards and more emphasis on IT-literacy and knowledge of current affairs). However, as we found out in Biel’s writings about quality (2017), the EP is more selective than perhaps before in terms of which documents are to be translated. While there is no doubt that the most important documents are translated in all languages, some minor ones are not. In my case, given that the French Unit is one of three relay-languages with German and English, it means that more documents transited through as it is one of the bigger units that employ quite a few people. Nevertheless, there is no doubt that multilingualism in the EP applies to this notion of institutional translation. All official languages are equally important, and citizens can address the EP in the language of their own country and receive a response in their mother tongue. Following that line of thought, multilingualism truly is a founding principle of the EP, perhaps more so that in any other EU institution, where all official languages are equal.

When institutions are multilingual and they govern, they govern by translation. In order to carry out its governing activities, the EP needs multilingualism and hereby translation to reach out to all their citizens across all Member States. Therefore, the Parliament governs by translation along with the other EU institutions. Putting the EP in relation to the five kinds of institutions introduced by Koskinen, it is clear that it primarily qualifies as a government institution, but also as an economic institution since it participates on different budgets processes. Arguably, the EP also plays an educational role by attempting to be more transparent with its citizens and explaining or re-explaining its purpose and mission to citizens. However, its primary function is to govern as a democratic law-making body.

Concerning Meylaerts' four regimes, the 'maintenance' regime is applicable in the sense that the Parliament has been created and maintains its legitimacy mainly through elections (although it has come under gradual criticism in recent years along with the EU as a whole and has constantly faced criticism throughout history). The 'regulation' and 'governance' regimes are concerned with handling the paperwork, which the EP does, as they deal with a lot of bureaucracy and the need to implement regulations which in turn requires informative communication. The EP needs to communicate internally and externally in order to function.

The translation and textual needs occur in Meylaerts' last regime concerned with "persuasive, political and symbolic genres" is thus incidentally the one that is most visible to the outside. It is the communication of the Parliament to account for all the other regimes, and it is what everyone sees. It is the image of the Parliament. Translations are, to some extent, used to build the image of the Parliament and to show a good image to the outside, at all times.

4.2 Personal thoughts on the traineeship

Every translator knows or has heard about translation in the European institutions. Even people that are not concerned with translation are arguably curious to see how the European Union works from the inside. That was my mindset in the beginning, curious to see what the employees would be like as well as the daily life on the inside. Based on the traineeship selection process, the documents required and the subsequent email correspondence, I expected a very formal and demanding environment. The working environment is however quite informal, including the dress code, which surprised me. The usual French *vouvoiement* only applied when addressing the Head of Unit and that contributed to more proximity with the other employees. The trainees were encouraged to participate in social breaks, meetings and out of work activities with the other employees. We were taken very good care of overall and we could always ask our respective supervisors for help.

During the course of the traineeship, the workload was not very substantial, especially in some periods. I was thus encouraged to be productive by learning more about the Parliament or the European institutions, to talk with employees about their experiences and to be curious in general. I definitely learned a lot from the high-quality standards in translation, by being revised by experienced translators and by listening to their advice. In time, my translations grew in quality and contained less corrections.

The area where I progressed the most is probably my mother tongue, French. Indeed, as we were only translating to our mother tongue, one's knowledge in that language had to be 'perfect' because it is, at the end of the day, your most valuable tool. The high-quality level coupled with the French Unit's wish to avoid all English and English-looking expressions in the French language implicated that I had to write in an impeccable French and helped me to clear doubts on complex French grammatical and orthographic cases.

During the traineeship, major events such as the European elections and the ongoing Brexit were happening, which meant it was an exciting time to be there. These two events did not however impact my traineeship. The workload was less significant during the elections since it was a stand-by period for the EP. The EU is being discussed and even disputed, perhaps more than ever before in the media. I learned the function of the EU institutions and saw their potential by being on the inside, and also realized that many EU citizens do not know what the EU institutions do and what their purposes are, even after so many years of existence. I could also relate to some of the criticism that the EU receives. On a professional level, I learned how to cope with conflicts among colleagues. I was in an office with my two trainee colleagues every day during the five months of my traineeship. This led to occasional tensions and disagreements and I believe that it is important to experience these situations in order to know how to tackle them in the future.

In terms of my career, doing a Schuman traineeship was surely a positive boost. If I were to pursue a career in the EU institutions and the Parliament, I would have a head start as I know the resources used, the people, the institution, the country (Luxembourg in this case) and the expectations. I can say with certainty that I would like to work in the EU institutions, even if it has to be for a shorter period of time. Even outside the EU scope, it is my impression that the EU institutions possess a good reputation and prestige in the field of translation. Consequently, having done a traineeship there can only be beneficial.

My fellow two trainees and I, along with other trainees in other language units whom we also frequented, were globally satisfied with our traineeship. In terms of consideration, we were not given any real responsibility and were most of the time translating documents that are of little importance. Trainees are usually a way for the units of discarding those documents. It is normal to have a low status as a trainee in such an institution where there is a clear hierarchy. Some trainees from other units were considered more, some less. We knew that the door was always open for us if we wanted to talk to anyone of the office, and they repeatedly advised to learn and be curious while checking on us regularly, especially our supervisors.

When translating, I did have to adapt depending on the type of texts. I was also institutionalized, but consciously. My mindset was to provide quality translations for the citizens of the EU, in a subordinate role to the institution, which I would argue, is a normal role to undertake when entering an institution in the low end of the hierarchy. It was not easy to recover the translations I did due to strict confidentiality rules and to the fact that some translations are erased with time. I asked for permission to include a few translations in this report, and it was granted to me. Also, I indicated that my language combinations were English, Danish, Portuguese and Spanish. I was paired with my supervisor based on those languages but unfortunately, I translated almost exclusively from English to French. I received a Danish text on one occasion and not a single text in Portuguese. Although I had informed my Head of Unit that it would be beneficial for me in the scope of my degree at IPB, there simply were not any matching translations.

Conclusion

It became apparent throughout the whole writing process of this report, that institutional translation remains, as a topic, one that has not yet been researched in depth. As Koskinen states, "this research has only just begun in Translation Studies" (2011, p. 58). What is advantageous however, is that the research is recent and up to date and usually includes references to the European Union institutions. In attempting to define institutional translation I have first defined an institution as an entity that carries out governance, control or educational activities while being legitimized by the society it serves. The translations take place in-house and render the voice of the institution that they serve. This is institutional translation.

Institutional translation has many features including large in-house departments, complex and collective translation processes with well-set routines, standardization and harmonization (controlling vocabulary, syntax and ensuring a uniform type of document, a style) obtained through tools (CAT tools, terminological databases, translation memory databases, glossaries, guides and more), documents being translated into several languages (multilingualism) and translators being anonymous and invisible.

EU institutions are often used in studies concerning institutional translation as they are a prime example of it, and on a big scale. EU institutions have their own specific features in the scope of institutional translation. These are the hybridity of language (incompatibility of institutionalization vis-à-vis readability), the concept of equivalence (both in the sense that languages must be equal but also of multilingual concordance), ensuring quality through various forms (one of them being a lengthy selection process for translators and employees), the complex role of the translator (identity crisis, lack of involvement, sense of isolation).

When introducing my own traineeship in the Parliament, and the tasks I performed as a translator trainee in the French Unit, it can be verified that I translated mostly documents entitled minutes and notice to members, that were of lesser importance. Notice to members allowed more translation freedom and varying terminology than minutes but were still very institutionalized. I also carried out a terminology project of 15 terms. A detailed look at a petition translated by myself exemplifies how texts are revised and what is considered important in the Parliament namely not omitting, not misinterpreting, and ways of staying true to the style of the EP such as following directives, certain terms and expressions.

When establishing a parallel between my traineeship and institutional translation and EU institutional translation, I found that many facets applied. The complex and collective translation process applies as the EP's own process involves various departments and half a dozen actors with predetermined routines. By looking into standardization in the EP, I have discovered that the Parliament uses many tools and that the DG Trad attempts to stay on top of new, efficient and cost-efficient translation tools. The EP uses CAT Tools customized to their needs, the terminological database of the EU, their own translation memory management system, EU document repositories search engines, as well as internal guides and handbooks at the DG Trad or unit level. All of these tools aim at enhancing efficiency, standardization and quality.

Quality in the EP is ensured with quality translating staff, resources available to translators mentioned above and a Quality Unit dedicated to handling quality issues. In the EP as in other EU institutions, the more important documents are, the higher quality standard applies to them. Deadlines play a major role and may be privileged over top quality. Furthermore, translators in the EP present the particularity of being the last ones modifying a document before it is sent out. Sometimes, that means before it becomes law.

The Parliament translates to and from the EU's official 24 languages which makes it a very multilingual case of institutional translation. Concerning the role of translators in the EP, we have seen that they are anonymous as institutional translators are to be. This report has highlighted that EU translators have particularities in that they are not involved in anything else than translating and feel invisible and unimportant as a result. This observation is applicable to the Parliament.

Thereafter, based on Trosborg, Koskinen and Biel's observations, I have considered the language in EU translations and why it is considered unnecessarily complex and unnatural. This is due to the fact that the translations were institutionalized and translators' unawareness of writers and the identity of potential reader. The language in the Parliament contains many references to specific EU concepts and directives that will not be understood by the general public. However, one of the EP's mission is to be transparent and to communicate with all its citizens. Therefore, the EP communicates to its citizens (through petitions for example) in a language that is less complex but still lacks cultural mediation and idiomatic language.

Finally, I reflected on my traineeship, finding it an overall good experience. I could relate to many of the aspects I was reading concerning institutional translation on its own or in the scope of the EU institutions and I gained insider knowledge during my traineeship which gave me legitimacy to address the topic of institutional translation.

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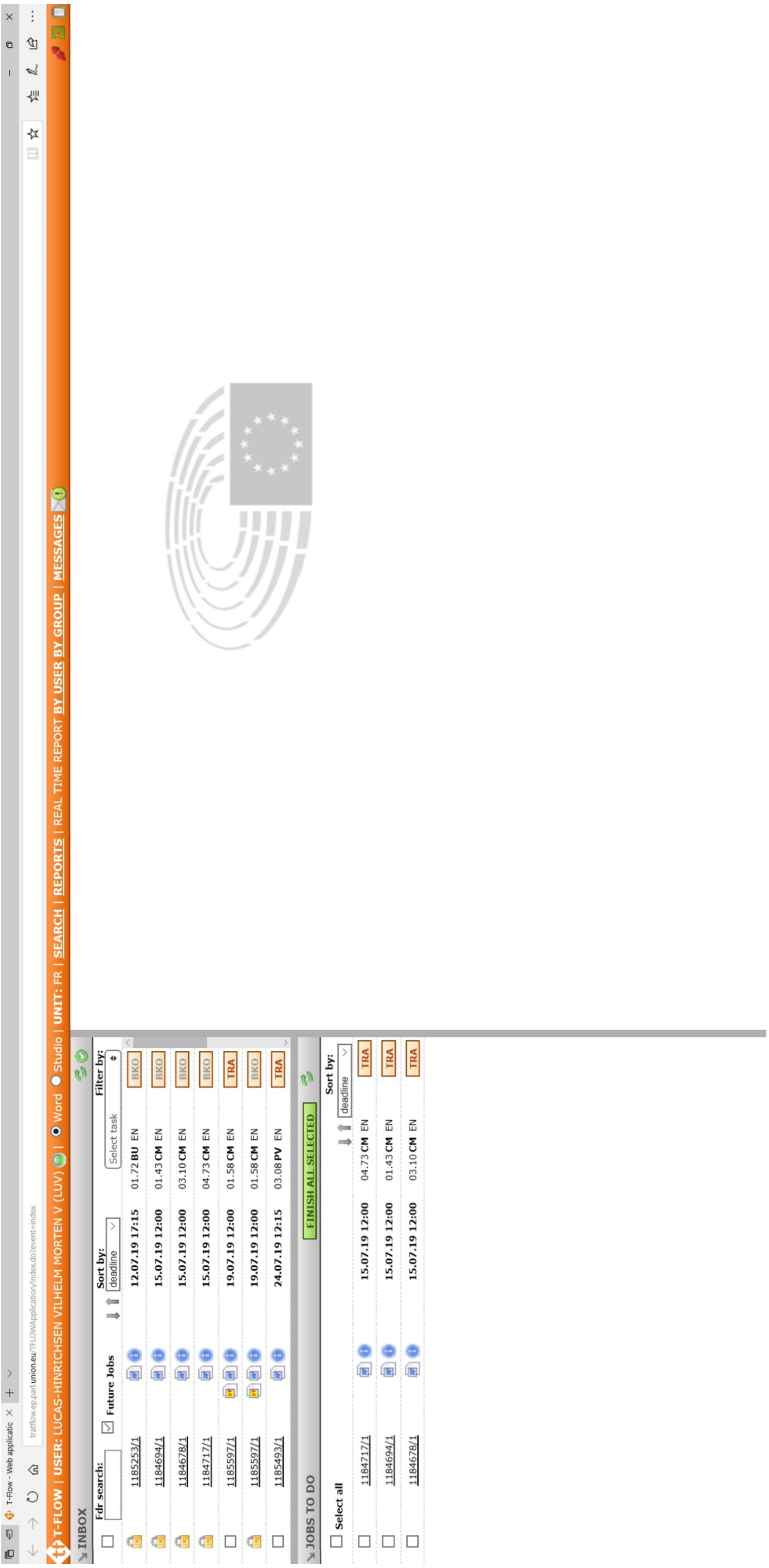
Annexes

Annex I - TFlow (Task manager)



Annex II – TFlow note (2 pages)

Unit FdR - Details - Microsoft Edge

tratflow.ep.parl.union.eu/TFLOWApplication/navigate.do?doNotCheckDuplicateToken=true&event=fdrInfo&subProcessId=101800722&fdr=1179309/1

INFORMATION NOTE

FdR No 1179309/1

Outsourcing request unavailable because the waiting period for the outsourcing request has expired

Current Workflow

Activity	Pages	Initials	Start	End	Deadline
BKI		MC		04.04.19 11:20	24.04.19 12:00
ALO		MC	04.04.19 11:20	04.04.19 11:20	24.04.19 12:00
DAL		moja	04.04.19 11:24	04.04.19 11:24	24.04.19 12:00
PRE	2.07	BNJ	04.04.19 12:14	04.04.19 12:21	24.04.19 12:00
TRA	2.07	LUV	08.04.19 16:17	10.04.19 09:11	24.04.19 12:00
REV	2.07	MOU	11.04.19 12:08	24.04.19 10:35	24.04.19 12:00
BKO		LUV	24.04.19 10:47	24.04.19 11:40	24.04.19 12:00

Original Doc

Lang	TrSrc	MdSrc	Orig	NetSrc	Pages Assigned	Contractor's Deadline
EN	0.00	0.00	3.00	2.07	0.00	
Total	0.00	0.00	3.00	2.07	0.00	/

PE No	636.368
Alt code	PE636.368v01-00
Proc. No	
Replace FdR	
Previous FdR	
Complement FdR	SP1169499 for title and point 1
Requester Code	PETI
Type of Request	TRANSLATION
Session Doc	
Deadline	24.04.19 12:00
PEX Deadline	
PEX Note	
EX1 Deadline	
EX1 Note	
ETU Doc Refs	
Translated Files	
Title	Petition 0830/2018, by Andrea Hegenbart (German) on adopting stricter EU legislation on combating climate change and increasing enforcement against non-compliant Member States
File Name	1179309_DOC_ITER_DOC.docx
Original UBI	
Doc Refs	FICHE_BIBLI_XML.xml
Doc Refs (raw original)	1179309_DOC_ITER_DOC.docx

Translation Notes

Notes for Translation:

[04/04 10:51] /1 SP1169499 for title and point 1. Thank you. \\ dzurkova

PreTrad Notes:

[04/04 10:51] /1 Upload to Euramis : Upload source language: complete original; Database: EP-Committees; Deadline: 5 working days after BKO. \\ dzurkova

Unit FdR - Details - Microsoft Edge

tratflow.ep.parl.union.eu/TFLOWApplication/navigate.do?doNotCheckDuplicateToken=true&event=fdrInfo&subProcessId=101800722&fdr=1179309/1

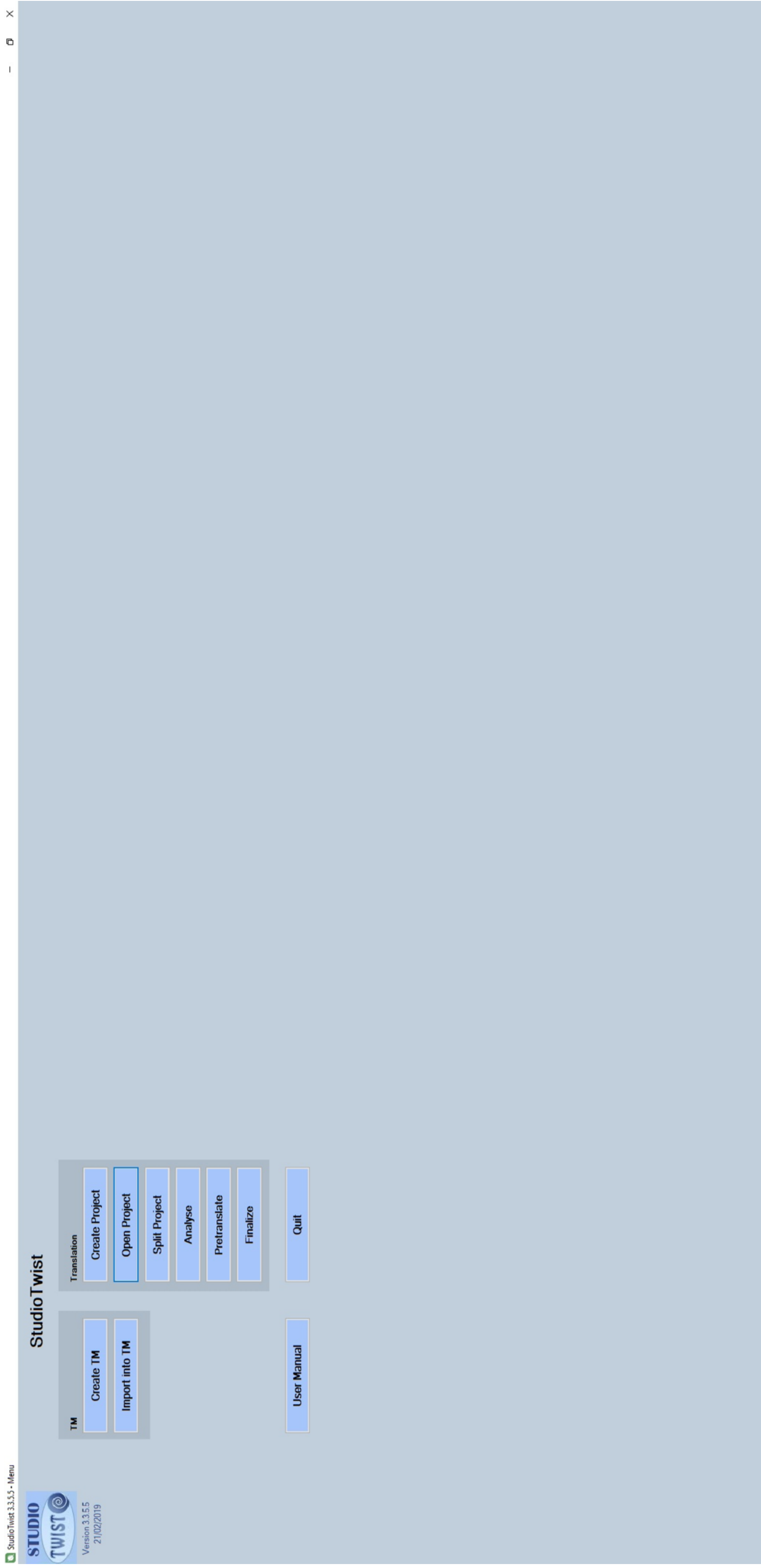
Current Workflow	**ALO**		MC	04.04.19 11:20	04.04.19 11:20	24.04.19 12:00
	DAL		moja	04.04.19 11:24	04.04.19 11:24	24.04.19 12:00
	PRE	2.07	BNJ	04.04.19 12:14	04.04.19 12:21	24.04.19 12:00
	TRA	2.07	LUV	08.04.19 16:17	10.04.19 09:11	24.04.19 12:00
	REV	2.07	MOU	11.04.19 12:08	24.04.19 10:35	24.04.19 12:00
	BKO		LUV	24.04.19 10:47	24.04.19 11:40	24.04.19 12:00

Original Doc

Lang	TrSrc	MdSrc	Orig	NetSrc	Pages Assigned	Contractor's Deadline
EN	0.00	0.00	3.00	2.07	0.00	
Total	**0.00**	**0.00**	**3.00**	**2.07**	**0.00**	/

PE No	636.368
Alt code	PE636.368v01-00
Proc. No	
Replace FdR	
Previous FdR	
Complement FdR	SP1169499 for title and point 1
Requester Code	PETI
Type of Request	TRANSLATION
Session Doc	
Deadline	24.04.19 12:00
PEX Deadline	
PEX Note	
EX1 Deadline	
EX1 Note	
ETU Doc Refs	
Translated Files	
Title	Petition 0830/2018, by Andrea Hegenbart (German) on adopting stricter EU legislation on combating climate change and increasing enforcement against non-compliant Member States
File Name	1179309_DOC_ITER_DOC.docx
Original UBI	
Doc Refs	FICHE_BIBLI_XML.xml
Doc Refs (raw original)	1179309_DOC_ITER_DOC.docx
Translation Notes	Notes for Translation: [04/04 10:51] /1 SP1169499 for title and point 1. Thank you. \\ dzurkova PreTrad Notes: [04/04 10:51] /1 Upload to Euramis : Upload source language: complete original; Database: EP-Committees; Deadline: 5 working days after BKO. \\ dzurkova
Pivot(s)	
Mef type	
Mef	
Rapporteur	

Annex III – Studio opening screen



Annex IV – Screenshots of a translated petition and its revisions (5 pages)

Segment ID	Segment status	Source segment	Target segment
1	Translated (100%)	European Parliament	Parlement européen
2	Not Translated (0%)	2014-2019	
3	Translated (100%)	Committee on Petitions	Commission des pétitions
4	Not Translated (0%)	7.6.2019	
5	Translated (100%)	NOTICE TO MEMBERS	COMMUNICATION AUX MEMBRES
6	Translated (100%)	Subject:	Objet:
7	Translated (100%)	Petition No 0617/2018 by Luis Rodríguez (Spanish) on discrimination against women in sports	Pétition nº 0617/2018, présentée par Luis Rodríguez, de nationalité espagnole, sur la discrimination envers les femmes dans le sport
8	Not Translated (0%)	1.	
9	Translated (100%)	Summary of petition	Résumé de la pétition
10	Translated (100%)	The petitioner complains of the discrimination faced by women in sport and, particularly, in football.	Le pétitionnaire se plaint de la discrimination à laquelle sont confrontées les femmes dans le sport, et notamment dans le football.
11	Translated (100%)	He complains that teams are segregated by sex, that there are no mixed-sex teams and that the salaries of sportswomen are not equal to those received by sportsmen.	Il dénonce le fait que les équipes soient séparées en fonction du sexe, qu'il n'existe aucune équipe mixte et que les salaires des sportives de haut niveau ne soient pas égaux à ceux perçus par les sportifs de haut niveau.
12	Translated (100%)	He requests that a woman's right to join a male football team be made effective, whether in order to play a sport or to carry out a professional activity.	Le pétitionnaire demande que le droit d'une femme de rejoindre une équipe de football masculine (au niveau amateur ou professionnel) soit reconnu.
13	Not Translated (0%)	2.	
14	Translated (100%)	Admissibility	Recevabilité
15	Translated	Declared admissible on 8 November 2018.	Déclarée recevable le 8 novembre 2018.

	(98%)		
16	Translated (100%)	Information requested from Commission under Rule 216(6).	La Commission a été invitée à fournir des informations (article 216, paragraphe 6, du règlement intérieur).
17	Not Translated (0%)	3.	
18	Translated (98%)	<287>Commission reply</287>, received on 7 June 2019	<287>Réponse de la Commission</287>, reçue le 7 juin 2019
19	Translated (CM)	The Commission's observations	Observations de la Commission
20	Translated (0%)	The petitioner holds that women are discriminated against in sports.	Le pétitionnaire soutient que les femmes font l'objet de discriminations dans le sport.
21	Translation Rejected (0%)	He makes particular reference to sex-segregated football teams and the lack of mixed teams, arguing that women should be guaranteed an effective right to join male football teams either as players or in other professional functions.	Il fait plus particulièrement référence aux équipes de football séparées en fonction du sexe et à l'absence d'équipes mixtes, en faisant valoir que les femmes devraient avoir le droit effectif d'adhérer à une équipe de football masculine en tant que joueuses ou dans d'autres fonctions professionnelles.
22	Translated (94%)	Article 8 of the Treaty on the Functioning of the European Union ("TFEU") obliges the Union to aim to eliminate inequalities and to promote equality between men and women in all its activities.	L'article 8 du traité sur le fonctionnement de l'Union européenne dispose que, pour toutes ses actions, l'Union cherche à éliminer les inégalités, et à promouvoir l'égalité, entre les hommes et les femmes.
23	Translation Rejected (0%)	The principle of equality between men and women is also enshrined in Article 21 and 23 of the Charter of Fundamental Rights of the European Union and has been implemented in secondary EU law through various directives.	Le principe d'égalité entre les hommes et les femmes est également consacré aux articles 20 et 23 de la charte des droits fondamentaux de l'Union européenne et a été mis en œuvre dans le droit dérivé de l'Union au moyen de plusieurs directives.
24	Translated (0%)	According to Article 14 of Directive 2006/54/EC on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation ("the Recast Directive")<314/>, both direct and indirect discrimination on grounds of sex are prohibited in the public and private sectors.	Conformément à l'article 14 de la directive 2006/54/CE concernant la mise en œuvre du principe d'égalité des chances et de l'égalité de traitement entre hommes et femmes en matière d'emploi et de travail (refonte)<314/>, toute discrimination directe et indirecte fondée sur le sexe est proscrite dans les secteurs public et privé.
25	Translated (100%)	Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast), OJ L 204, 26.7.2006, p. 23–36.	Directive 2006/54/CE du Parlement européen et du Conseil du 5 juillet 2006 relative à la mise en œuvre du principe de l'égalité des chances et de l'égalité de traitement entre hommes et femmes en matière d'emploi et de travail (refonte), JO L 204 du 26.7.2006, p. 23-36.
26	Translated (0%)	Article 14 of the Recast Directive prohibits direct and indirect sex-based discrimination in relation to a number of factors, such as "conditions for access to employment, to self-	L'article 14 de la directive de refonte proscrit la discrimination, directe ou indirecte, fondée sur le sexe concernant de nombreux facteurs tels que «les conditions d'accès à l'emploi, aux activités non

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		employment or to occupation, including selection criteria and recruitment conditions, whatever the branch of activity and at all levels of the professional hierarchy, including promotion”.	salariées ou au travail, y compris les critères de sélection et les conditions de recrutement, quelle que soit la branche d’activité et à tous les niveaux de la hiérarchie professionnelle, y compris en matière de promotion».
27	Translation Rejected (0%)	The Directive also covers working conditions, pay, as well as membership of, and involvement in, “any organisation whose members carry on a particular profession, including benefits provided for by such organisations”.	La directive couvre également les conditions de travail, le salaire, ainsi que l’affiliation à, et l’engagement dans, «toute organisation dont les membres exercent une profession donnée, y compris les avantages procurés par ce type d’organisation».
28	Translated (0%)	Nevertheless, as provided for in the second paragraph of the same Article, “Member States may provide, as regards access to employment including the training leading thereto, that a difference of treatment which is based on a characteristic related to sex shall not constitute discrimination where, by reason of the nature of the particular occupational activities concerned or of the context in which they are carried out, such a characteristic constitutes a genuine and determining occupational requirement, provided that its objective is legitimate and the requirement is proportionate”.	Cependant, comme prévu au paragraphe 2 du même article, «les États membres peuvent prévoir, en ce qui concerne l’accès à l’emploi, y compris la formation qui y donne accès, qu’une différence de traitement fondée sur une caractéristique liée au sexe ne constitue pas une discrimination lorsque, en raison de la nature des activités professionnelles particulières concernées ou du cadre dans lequel elles se déroulent, une telle caractéristique constitue une exigence professionnelle véritable et déterminante, pour autant que son objectif soit légitime et que l’exigence soit proportionnée».
29	Translation Rejected (0%)	Discrimination against women carrying out professional activities in football teams, whether they are engaged in such activities as football players or as administrative or other staff, is prohibited by EU law.	La discrimination à l’égard des femmes exerçant une activité professionnelle au sein d’une équipe de football, qu’elles soient joueuses ou qu’elles exercent une fonction administrative ou autre, est interdite par le droit de l’Union.
30	Translation Rejected (0%)	Women are covered by the above rules when their activities undertaken for the benefit of a football club are governed by an employment contract or a comparable contractual arrangement.	Les femmes sont couvertes par les règles susmentionnées dès lors que leurs activités au profit d’un club de football sont régies par un contrat de travail ou un accord contractuel semblable.
31	Translated (0%)	Directive 2010/41/EU sets out similar provisions for self-employed workers, namely all persons pursuing a gainful activity for their own account<318/>.	La directive 2010/41/UE définit des dispositions similaires pour les travailleurs indépendants, à savoir toute personne exerçant une activité lucrative pour son propre compte<318/>.
32	Translated (100%)	Directive 2010/41/EU of the European Parliament and of the Council of 7 July 2010 on the application of the principle of equal treatment between men and women engaged in an activity in a self-employed capacity and repealing Council Directive 86/613/EEC.	Directive 2010/41/UE du Parlement européen et du Conseil du 7 juillet 2010 concernant l’application du principe de l’égalité de traitement entre hommes et femmes exerçant une activité indépendante, et abrogeant la directive 86/613/CEE du Conseil.
33	Translated (0%)	OJ L 180, 15.7.2010, p. 1–6.	JO L 180 du 15.7.2010, p. 1–6.
34	Translated (0%)	However, non-mixed teams cannot as such be considered discriminatory.	Les équipes non mixtes ne peuvent cependant pas être considérées comme discriminatoires.
35	Translation	Sports organisations, in implementing their activities and	Lorsque les associations sportives mettent en place des activités et

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Ce terme revient souvent. Je trouve que dans le domaine du sport on parle plus facilement d'association plutôt que d'organisation sportive.

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	Rejected (0%)	organising competitions, have to ensure the comfort and well-being of participants, as well as the interest and balance of competitions.	organisent des compétitions, elles doivent s'assurer du confort et du bien-être des participants, ainsi que de l'intérêt et de l'équilibre des compétitions.
36	Translation Rejected (0%)	Elements such as age, gender, physical or technical capacities can intervene in the organisation of competitions and the definition of different categories of competitions, leagues, divisions, etc.	Les facteurs tels que l'âge, le sexe et les capacités physiques ou techniques peuvent être pris en compte lors de l'organisation de compétitions et lors de la définition de différentes catégories de compétitions, ligues, divisions, etc.
37	Translated (0%)	The Commission notes that football teams participating in young categories' competitions are increasingly mixed.	La Commission note que les équipes de football prenant part aux compétitions de jeunes sont de plus en plus mixtes.
38	Translation Rejected (0%)	Mixed-teams, however, are not, or not always, the solution to the multi-faceted promotion of gender equality in sport. The Commission is strongly committed to promoting equality in the world of sport, and for this purpose encourages dialogue and exchange of good practices between sport organisations (in different sport disciplines), international organisations and national administrations.	Les équipes mixtes ne sont cependant pas, ou pas toujours, la solution pour une promotion pluridimensionnelle de l'égalité des sexes dans le sport. La Commission est fermement déterminée à favoriser l'égalité dans le monde du sport et encourage donc le dialogue et l'échange de bonnes pratiques entre les associations sportives (dans différentes disciplines sportives), les organisations internationales et les administrations nationales.
39	Translation Rejected (0%)	The promotion of gender equality requires a long-term change of culture and continuous action at different levels, from promoting the active participation in sports by girls and women to encouraging better representation of women at the managerial level, fighting stereotypes and promoting positive role models.	La promotion de l'égalité des sexes demande un changement de culture sur le long terme et des mesures continues à différents niveaux, comme la favorisation de la participation sportive active des filles et des femmes, l'incitation à une meilleure représentation des femmes au niveau de la direction, la lutte contre les stéréotypes et la promotion de modèles positifs.
40	Translation Rejected (0%)	In addition, concrete solutions should be developed to encourage women to take part in sports in various tasks, including for example in coaching.	De plus, des solutions concrètes devraient être mises au point pour encourager les femmes à prendre part à différentes activités liées au sport, comme s'essayer au rôle d'entraîneur.
41	Translation Rejected (0%)	The petitioner also notes that women footballers are often discriminated against in terms of pay in comparison with men in comparable professional situations.	Le pétitionnaire note également que les footballeuses sont souvent victimes de discrimination en matière de salaire par rapport aux hommes.
42	Translated (89%)	Article 157 TFEU sets out that "each Member State shall ensure that the principle of equal pay for male and female workers for equal work or work of equal value is applied".	L'article 157, paragraphe 1, du TFUE dispose que «chaque État membre est tenu d'assurer l'application du principe de l'égalité des rémunérations entre travailleurs masculins et travailleurs féminins pour un même travail ou un travail de même valeur».
43	Translated (87%)	Pay is defined in the second paragraph as "the ordinary basic or minimum wage or salary and any other consideration, whether in cash or in kind, which the worker receives directly or indirectly, in respect of his employment, from his employer".	On entend par rémunération, «le salaire ou traitement ordinaire de base ou minimum, et tous autres avantages payés directement ou indirectement, en espèces ou en nature, par l'employeur au travailleur en raison de l'emploi de ce dernier».
44	Translated (0%)	As mentioned above, pay is among the areas listed under Article 14 of the Recast Directive in relation to which	Comme indiqué ci-dessus, la rémunération fait partie des domaines mentionnés dans l'article 14 de la directive de refonte interdisant la

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45	Translated (0%)	Hence, pay discrimination on grounds of sex against women undertaking professional activities in football is prohibited.	Par conséquent, la discrimination en matière de rémunération fondée sur le sexe, dont sont victimes les femmes exerçant des activités professionnelles dans le football, est interdite.
46	Translation Rejected (0%)	The Commission considers that the promotion of gender equality in sport is a long-term process in which all actors must be involved.	La Commission estime que la promotion de l'égalité des sexes dans le sport est un processus à long terme auquel tous les acteurs doivent être associés.
47	Translation Rejected (0%)	In order to increase gender equality in football, other elements need to be taken into consideration in addition to salary, with more comprehensive actions to be put in place by different actors, such as the need to promote the visibility of female sports in the media (which in turn could increase revenues and lead to better paid female athletes), the fight against gender stereotypes that still portray certain types of female sport as "second rate", and governance reforms of sport organisations for the promotion of active encouragement of female candidates in internal structures.	Pour parvenir à renforcer l'égalité des sexes dans le football, des éléments autres que la rémunération doivent être pris en compte. En effet, de vastes actions devraient être mises en place par différents acteurs, telles que la promotion de la visibilité des sports féminins dans les médias (qui pourrait contribuer à une hausse des recettes qui entraînerait à son tour une meilleure rémunération des athlètes féminines), la lutte contre les stéréotypes sexistes qui désignent certains types de sports féminins comme inférieurs et des réformes en matière de gouvernance des associations sportives afin d'inciter activement les femmes à se porter candidates dans les structures internes.
48	Translation Rejected (0%)	In some sports, such as in football, the revenues created by female players are not yet at the same level as those created by men, which might be reflected in remuneration.	Dans certains sports comme le football, les recettes générées par les femmes ne sont pas encore à la hauteur de celles générées par les hommes, ce qui peut se traduire par un écart de rémunération.
49	Translation Rejected (0%)	The Commission however notes with satisfaction that women's football is becoming more and more popular, attracting an increasing number of investors.	La Commission note cependant avec satisfaction que le football féminin devient de plus en plus populaire et attire un grand nombre d'investisseurs,
50	Translation Rejected (0%)	This has a positive effect on the salaries of women in football.	ce qui a un effet positif sur les rémunérations des femmes dans le football.
51	Translation Rejected (0%)	Member States are responsible for addressing violations of the Recast Directive in cases of alleged discrimination.	Les États membres ont la responsabilité de remédier aux infractions à la directive de refonte dans les cas de discriminations présumées.
52	Translation Rejected (0%)	Article 17 of the Directive requires that Member States ensure the availability of judicial procedures for the enforcement of obligations under the Directive to all persons who consider themselves wronged by failure to apply the principle of equal treatment to them.	L'article 17 de la directive exige que les États membres veillent à ce que des procédures judiciaires visant à faire respecter les obligations découlant de la présente directive soient accessibles à toutes les personnes qui s'estiment lésées par la non-application à leur égard du principe de l'égalité de traitement.
53	Translation Rejected (0%)	Article 18 of the Directive obliges Member States to put in place necessary measures for ensuring effective compensation or reparation for the damage sustained as a result of discrimination, and Article 20 requires each Member	L'article 18 impose aux États membres de mettre en place les mesures nécessaires pour veiller à ce que le préjudice subi par une personne lésée du fait d'une discrimination fondée sur le sexe soit effectivement réparé ou indemnisé et l'article 20 impose à chaque

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		State to put in place an equality body or bodies to provide independent assistance to victims of discrimination.	État membre de mettre en place un ou plusieurs organismes chargés d'apporter aux personnes victimes d'une discrimination une aide indépendante.
54	Translation Rejected (0%)	Therefore, if the petitioner believes that EU law has been breached in a concrete case, he can seek redress at the national level by turning to the competent domestic authorities, such as an equality body or the courts, in line with the requirements of domestic law.	Par conséquent, si le pétitionnaire estime que le droit de l'Union a été enfreint dans un cas particulier, il peut exercer un recours au niveau national en s'adressant aux autorités nationales pertinentes, organisme d'égalité de traitement ou tribunal, conformément aux exigences de la législation nationale.
55	Translation Rejected (0%)	Since the petition consists of statements of a general nature and does not refer to concrete instances of alleged breaches of EU law, the Commission does not consider that it discloses facts revealing an incorrect transposition or application of EU law.	Étant donné que la pétition contient des déclarations générales et qu'elle ne se réfère pas à des cas concrets d'infractions présumées à la législation européenne, la Commission estime qu'elle ne révèle pas d'informations factuelles indiquant une mauvaise transposition ou application du droit de l'Union.
56	Not Translated (0%)	Conclusion	
57	Translation Rejected (0%)	The Commission agrees with the petitioner that gender equality has to be promoted in and through sports.	La Commission partage l'avis du pétitionnaire selon lequel l'égalité des sexes doit être promue dans le sport et au travers de celui-ci.
58	Translated (0%)	Actions must be taken at all levels to promote the practice of sports and physical activity by women and men, and to improve women's access to positions of responsibility in sports organisations.	Des mesures doivent être prises à tous les niveaux pour promouvoir la pratique du sport et l'activité physique chez les femmes et les hommes et pour favoriser l'accès des femmes aux postes à responsabilité dans les associations sportives.
59	Translated (0%)	Since the facts disclosed to the Commission do not reveal incorrect transposition or application of EU law, the Commission is unable to intervene on behalf of the petitioner.	Les faits mentionnés ne révélant aucune mauvaise transposition ou application du droit de l'Union, la Commission n'est pas en mesure d'intervenir au nom du pétitionnaire.
60	Translation Rejected (0%)	However, if the petitioner believes that EU law has been breached in a concrete case, he can use the rights of redress available in his Member State for challenging concrete instances of gender-based discrimination in employment and occupation in relation to professional football activities.	Cependant, si le pétitionnaire estime que le droit de l'Union a été enfreint dans un cas précis, il peut faire usage des droits de recours à sa disposition dans son État membre afin de contester des cas concrets de discrimination fondée sur le sexe en matière d'emploi et de travail dans les activités professionnelles relevant du domaine du football.

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Annex V – Minutes translation in final Word version with corrections (2 pages)

Parlement européen
2014-2019

Commission des budgets

BUDG_PV(2019)0605_1

PROCÈS-VERBAL
Réunion du 5 juin 2019, de 13 h 30 à 15 heures
BRUXELLES

La séance est ouverte le mercredi 5 juin 2019, à 13 h 31, sous la présidence de Jean Arthuis, président.

5 juin 2019, de 13 h 30 à 15 heures

1. **Adoption de l'ordre du jour**

Décision: Le projet d'ordre du jour est adopté avec les modifications suivantes:

les points 6 et ~~,~~7 ~~et 7~~ sont ~~ont été~~ abordés avant le point 4

2. **Communications de la présidence**

Néant.

3. **Approbation des procès-verbaux des réunions**

- 11 avril 2019 PV – PE638.476v01-00

Décision: les procès-verbal~~ux~~ est ~~sont~~ approuvés.

* * *

4. **Présentation du projet de budget 2020 de la Commission par Günther Oettinger, commissaire chargé du budget et des ressources humaines**
BUDG/8/15976

Interviennent (points 4 et 5): Günther Oettinger (commissaire, Commission européenne), Jean Arthuis, Eider Gardiazabal Rubial, Monika Hohlmeier, Vladimír Maňka, Karine Gloanec Maurin, Bernd Kölmel, Nils Torvalds, Gérard Deprez, Indrek Tarand, Paul Rübig, Ingeborg Gräßle, Isabelle Thomas et José Manuel Fernandes.

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5. **Présentation des projets de budgets rectificatifs**
BUDG/8/15979

- Projet de budget rectificatif n° 1 au budget général 2019 – Budgétisation de l'excédent de l'exercice 2018
- Projet de budget rectificatif n° 2 au budget général – Renforcement de programmes clés pour la compétitivité de l'UE: Horizon 2020 et Erasmus+
- Projet de budget rectificatif n° 3 au budget général – Proposition d'intervention du Fonds de solidarité de l'Union européenne en faveur de l'Italie, de l'Autriche et de la Roumanie

Interviennent: point traité en même temps que le point 4.

**** Heure des votes ****

6. **Budget 2019: Section III - Commission**
Rapporteur: Daniele Viotti (S&D)
- Aucune demande de virement

7. **Budget 2019: Autres sections**
Rapporteur: Paul Rübig (PPE)
- PE: C7/2019 - Pas d'objections
- Aucune autre demande de virement

Interviennent: Paul Rübig

**** Fin des votes ****

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8. **Questions diverses**

Néant.

La séance est levée à 15 h 7.