



The Translation Centre for the Bodies of the European Union



The Translation Centre

Established in 1994, the Translation Centre is based in Luxembourg.

The Centre is an agency governed by European public law, with legal personality.

It has its own financial resources constituted by the transfers from the agencies, offices and institutions in exchange for services provided.

The staff of the Centre currently count around 200 people, of which 100 translators.

The Centre is governed by a Management Board and a Director.

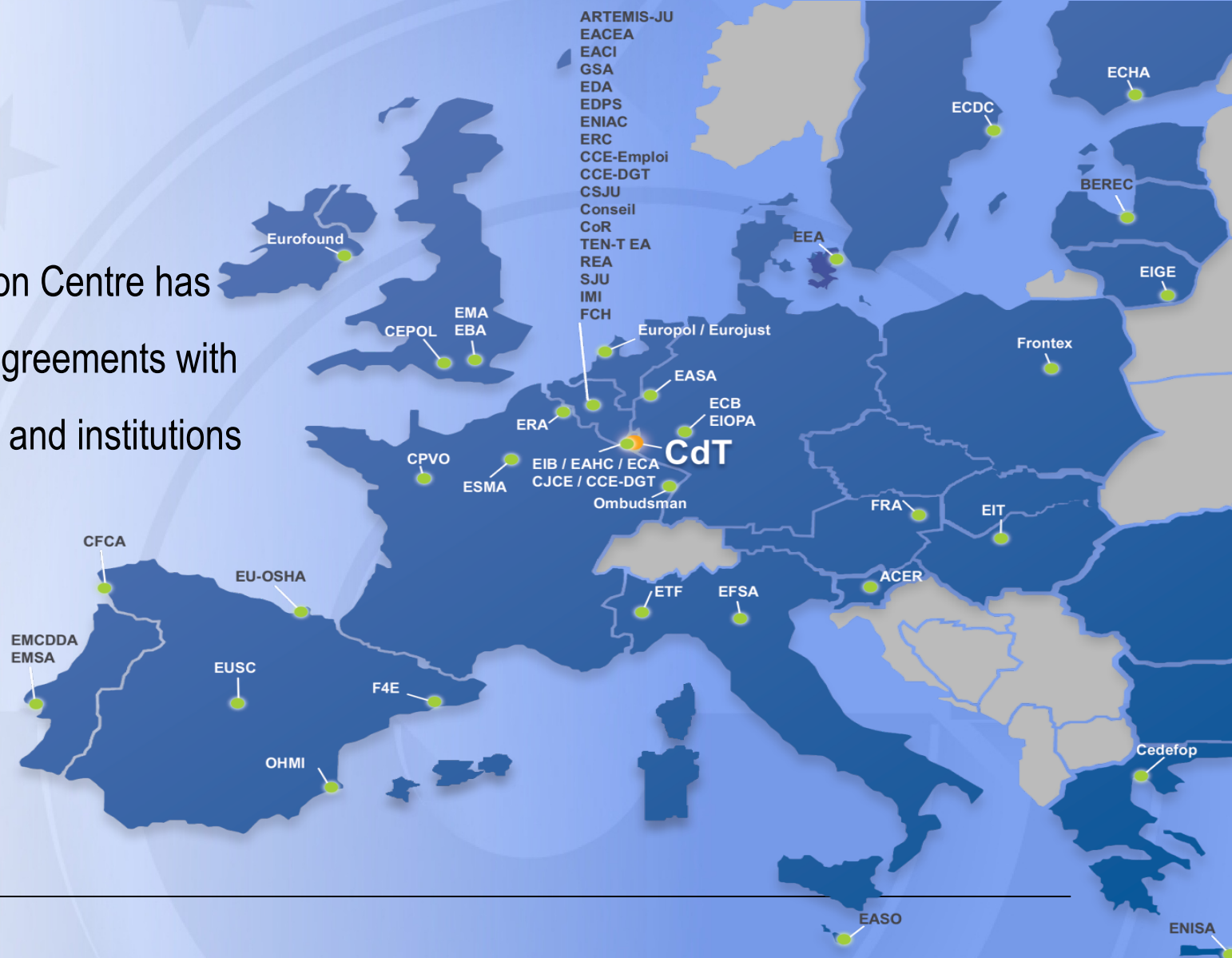
The Centre's Objectives

- To meet the extensive and growing translation needs of a large number of European agencies, offices, institutions and bodies.
 - To absorb any surplus work of its partners, i.e. to act as a “clearing house” for fluctuations in the volume of translation demand.
 - To actively participate in inter-institutional cooperation with a view to rationalising working methods and achieving global economies of scale.
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The Translation Centre's stakeholders

The Translation Centre has cooperation agreements with 56 EU bodies and institutions



A few peculiarities of the Translation Centre

- Translation teams are relatively small, with 4 to 7 translators per official language group.
 - Translators share offices with colleagues of a different nationality and mother tongue.
 - A big portion of the workload is outsourced to external translators, who are
 - experts in the field
 - selected via tendering procedures.
 - All externally translated texts are revised internally.
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Files for translation

- The Translation Centre accepts to translate texts in any format, including paper.
 - The layout of the translations has to match the layout of the source documents.
 - The Centre charges a "complexity" fee for files which are not considered to be in standard text editing formats.
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File formats handled

- Standard formats

MS Word, MS Excel, MS PowerPoint, html, xml and unformatted text

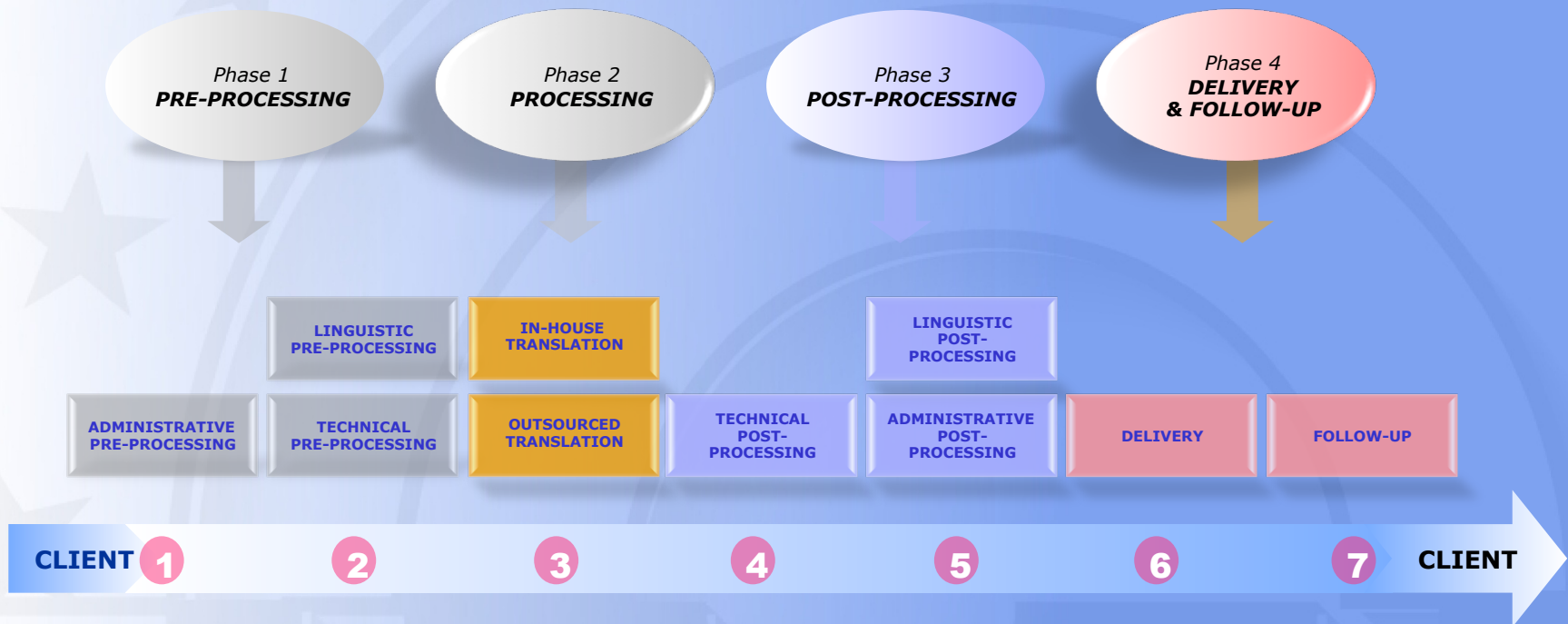
- Complex formats

MS Publisher, MS Visio, PageMaker, InDesign, Image files (e.g. TIFF, JPEG), Adobe PDF and Paper

- Special cases or “mixed formats”

e.g. a Word file containing Visio objects or images

Document workflow



Technical issues

- CAT tools

Files need to be converted to process them with standard CAT tools.

- File conversion examples

- Pdf to Word
- Paper to pdf to Word (including adapting the layout)
- HTML, XML and InDesign to TTX

- External translators

Experience shows that there are almost as many possibilities to corrupt a file as there are operating systems and people opening a document.

- Translators' computer literacy

The more complex the formats are, the more time translators have to spend on non-translating tasks

The vision

In the best of worlds translators are able to concentrate on contents only, without having to deal with the form of the texts.

The Translation Centre provides translators with an on-line translation environment that gives them access to all tools and resources typical of their trade independently of the format of the source text

The on-line translation environment is integrated in a workflow system accommodating for all the phases of the business and beyond.

The background features a blue gradient with a series of white stars on the left side and several large, faint, circular arrows pointing clockwise, creating a sense of motion and progress.

THANK YOU
