



## ***CAPACITY-BUILDING SEMINARS ON THE TRANSLATION OF THE ACQUIS***

In the dynamic world of international affairs and regional cooperation, clear and accurate communication is paramount. The *acquis communautaire*, comprising the accumulated legislation, norms, and policies of the European Union, holds a wealth of knowledge that demands proficient translation to ensure its dissemination and understanding across linguistic boundaries. The translation of the *acquis communautaire* in the Western Balkans holds immense relevance in the context of the region's European integration aspirations. In the process of achieving harmonious integration in the European Union, the translation of the *acquis* but also of strategic documents, policies, action plans, etc., plays a critical role.

In this regard, the [Directorate General Translation](#) (DGT – European Commission) and ReSPA will deliver a specific multi-module capacity-building programme ***supporting the Translation Coordination Units (TCUs) in the region***. The programme will indicatively target topics related to translation such as, management of translation process, translation techniques, quality management framework, terminology management, usage of e-tools in translation, management of language data, procurement, etc.

The comprehensive program (comprised of 5 modules) is designed to equip language professionals at the Translation Coordination/Certification Units across the region with the essential knowledge and skills required to effectively translate the *acquis communautaire*, but not only. Over the course of this series of seminars, participants will delve into the intricacies of translating complex legal and technical documents, gain insights into the European Union's legislative framework, and explore best practices for maintaining terminological consistency and linguistic accuracy. By the end of these seminars, attendees will be empowered to tackle the challenges of translating the *acquis* with confidence and precision, thereby contributing to the smooth and accurate transfer of EU law into diverse linguistic contexts.

The capacity-building programme will be delivered by the in-house staff of the DGT.

The first module of the Programme will be delivered on 28 September 2023, in the ReSPA Campus, while the following modules will be delivered online.



## ***DRAFT AGENDA OF THE FIRST MODULE***

***28 September 2023***

*ReSPA premises, Branelovica, 81410, Danilovgrad, Montenegro*

- 09.45 – 10.30**     ***Translation as part of the decision-making process and relevant challenges***
- Josefine Hederstroem**, Head of Unit ‘Coordination and institutional affairs’, Directorate-General for Translation, European Commission (including Q&A)
- 10.30 – 11.15**     ***DGT's organisation, staff profiles, products and services***
- Merit-Ene Ilja**, Director, Directorate-General for Translation, European Commission (including Q&A)
- 11.15 – 11.45**     **Coffee break**
- 11.45 – 12.30**     ***Demand management: planning and acceptance of translation requests, negotiation of deadlines, preprocessing, correction of linguistic versions (corrigenda)***
- Roxana Manuela Enciu**, Head of Unit ‘Demand Management’ and acting Director, Directorate-General for Translation, European Commission (including Q&A)
- 12.30 – 13.45**     **Lunch break**
- 13.45 – 14.30**     ***Tasks and responsibilities of translation units***
- Merit-Ene Ilja**, Director, Directorate-General for Translation, European Commission (including Q&A)
- 14.30 – 15:15**     ***Workflow management tools and their features***
- Roxana Manuela Enciu**, Head of Unit ‘Demand Management’ and acting Director, Directorate-General for Translation, European Commission (including Q&A)
- 15.15 – 15.45**     **Wrap-up**