

# JUST/2011-2012/ACTION GRANTS

## Final Narrative Report

The information provided in this report must correspond to the financial information that is declared in the final financial statement.

This form must be completed in English.

The European Commission will reject any incomplete reports.

The hard copies of the documents and all the deliverables must be sent to:

European Commission  
Directorate-General Justice  
Directorate A  
Unit A4: Programme Management  
MO59 04/021  
B-1049 Brussels

<b>Reference Number of the Project</b>	JUST/2011/JPEN/AG/2975
<b>Project Title</b>	QUALETRA (Quality in Legal Translation)
<b>Name of the Beneficiary/Coordinator</b>	KU Leuven

<b>Contact details</b>	Name: Hendrik J. Kockaert Address: Sint-Andriesstraat 2 Postal code: 2000 City: Antwerpen Country: Belgium E-mail: hendrik.kockaert@kuleuven.be Phone: +3232060491
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<b>Co-beneficiaries and Associate Partners (Name + Country)</b>	<p><i>Co-beneficiaries</i></p> <ol style="list-style-type: none"> <li>1. Council of Bars and Law Societies of Europe (CCBE), Belgium</li> <li>2. Dublin City University, Ireland</li> <li>3. European Criminal Bar Association (ECBA), United Kingdom</li> <li>4. European Legal Interpreters and Translators Association (EULITA), Belgium</li> <li>5. Institut de management et de communication interculturels ISIT, France</li> <li>6. London Metropolitan University, United Kingdom</li> <li>7. Riga Graduate School of Law, Latvia</li> <li>8. Universidad de Alcalá, Spain</li> <li>9. Universidad Pontificia Comillas, Spain</li> <li>10. Università degli Studi di Trieste, Italy</li> </ol>
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<b>Dates of project implementation</b>	<p>Start date: 19/11/2012</p> <p>End date: 18/11/2014</p>
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<b>Project website(s)</b> (if applicable)	<a href="http://www.eulita.eu/qualettra">www.eulita.eu/qualettra</a>
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<b>Estimated expenditure</b> (Article I.4 <sup>1</sup> of the Grant Agreement)	<p>Amount of Total Eligible Costs: € 690,119.93</p> <p>Percentage of EU Grant: 77.83%</p> <p>Amount of EU Grant: € 537,109.74</p>
<b>Expenditure incurred</b> (column <i>Declared expenditure</i> of the sheet <i>Budget &amp; Execution Summary</i> of the financial statement)	<p>Amount of total eligible costs:</p> <p>Percentage of EU grant:</p> <p>Amount of EU grant:</p>

<sup>1</sup> Article I.3 in single beneficiary Grant Agreements.

## **Executive Summary of the project (max. 4000 characters)**

Summary presenting:

- the main objectives of the project;
- a short description of the project activities;
- the key results of the project;
- the impact on the target groups or other groups affected by the project.

*This text could be published on the website of the Commission, Directorate-General Justice, or used for other information and dissemination purposes.*

Qualetra contributes towards achieving common minimum standards of procedural rights in criminal proceedings by ensuring that the basic rights of suspected and accused persons are protected sufficiently through the translation of the Essential Documents (EDs) as referred to in article 3 of Directive 2010/64/EU both in national proceedings and in cases involving the European Arrest Warrant (EAW). At the same time, Qualetra focusses on the monitoring of the typical work environment of legal translators (LTs) involved in cross-border cooperation in criminal proceedings. In order to enhance mutual recognition, measures of promoting mutual trust are crucial, and such trust ultimately relies on reliable communication, hence in the multilingual EU, on adequate legal translation. The expected overall impact is the conduction of transparent, cost-effective criminal proceedings in the EU courts guaranteeing the rights of suspected and accused persons as stipulated in Directive 2010/64/EU, and an efficient interaction with the beneficiaries of such translation services including police, prosecutors, court staff, judges, lawyers and professionals providing victim support.

The project objectives focus in the first place on corpus related research, more in particular on the genre analysis of the EDs (decisions depriving a person of his liberty, charges brought against a person, indictments charging a person of a crime, judgements and decisions ending the criminal proceedings related to the criminal offence by the victim including at least a summary of the reasons for such a decision) and the EAW with a view to defining indicators, templates, and terminology to achieve quality in legal translation of these documents. Results of this research are a multilingual term base for LTs and legal practitioners (LPs), which has been double-checked for relevancy by legal experts from ECBA, CCBE and EULITA; translation memories (TMs); multilingual templates of the EAW including the most frequent archetypical phraseologies; recurrent phraseologies of the EDs; facsimile examples of three types of EDs (that can be used by translators to help them understand the structure and layout, the content, and the phraseology of these documents), and a corpus of EDs. In the context of the EAW related research, a specific training course on translating the EAW has been developed.

The second range of objectives is training related: a core curriculum and a sample of training materials for LTs, based on an EU-wide survey and on a grid of competences for LTs. Another objective related to training for LPs is the development of curricula guidelines for best practices on working with LTs, including a sample module that focusses on the specific working conditions experienced during the translation of all documents related to the EAW. An important feature of the curriculum is the focus on the LT's independence from constraints imposed by various actors in criminal proceedings (judge, prosecutor, etc.) and the need for the LT to act as a competent actor: e.g. access to the criminal file, input on the relevance of the passages in EDs that need to be translated and on the level of quality of the translation sufficient to safeguard the fairness of the proceedings.

The third category of objectives privileged by Qualetra involves the development of testing, evaluation and assessment procedures and materials for LTs related to the specific working conditions of legal translation in criminal proceedings, the development of EU-wide recommendations and best practices for testing, evaluation and assessment of legal translations. All stakeholders, including the ECQA, 8 EMT universities and EULITA, have agreed on a joint certification framework. The testing related objectives are based on a survey on the current legal translation practices in criminal proceedings in the context of translation evaluation.

The final objective is the dissemination of the results of the above mentioned objectives, offering a wide forum to discuss best practices and practical implementation of these results in a Launch Conference and a Final Conference.

## PART 1 – RESULTS AND IMPACT OF THE PROJECT

### 1.1. Present in one sentence the main achievement of your project

Qualetra enhances the quality as well as the efficiency and effectiveness of legal translations in criminal proceedings by building multilingual term bases and translation memories, developing training materials for LTs and training guidelines for LPs, and efficient tests in order to improve the interaction between all stakeholders of the EAW system.

### 1.2. Results of the project (max. 1 page)

Have you achieved the results described in Annex I to the Grant Agreement? List the results achieved by the project.

Describe how these results contributed to the achievement of the objectives described in Annex I to the Agreement and how they promote the objectives of the Programme that funded your project.

Highlight the innovative aspects of the project, if any.

*In this part you should not list activities/outputs/deliverables of your project (see Part 2), but you should focus on the results of your project. **Results** are immediate changes that arise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness).*

#### Workstream 1

The WS1 objective, i.e. the genre analysis of the ED types listed in Directive 2010/64/EU (Article 3) with a view to defining indicators, facsimiles, and terminology is met thanks to the following results: A comparable multilingual corpus has been built on the basis of anonymized and converted authentic EDs, which resulted in a parallel multilingual term base of the EDs in Dutch, English, French (Belgium and France), Italian and Spanish. This proves useful for LTs and LPs when the need of translating EAWs and EDs arises. A list of quality parameters and indicators, including the typical structure of the EDs such as they appear in the Member States involved in Qualetra, are also useful resources for the LTs and the LPs. The EDs based on the three most frequent offences (theft, drug trafficking, and fraud) as well as the national codes of the Member States involved, have been analysed by SketchEngine which resulted in a collection of comparable multilingual phraseologies, which are ready to be integrated by LTs in their translation memories, and/or to be used as a reference corpus.

#### Workstream 2

Parallel to the genre analysis of the EDs, Qualetra has performed a genre analysis of the EAW with a view to defining indicators, templates, and terminology. The resulting terminology and phraseologies are equally useful resources for LTs and LPs. Existing parallel templates of the EAW have been converted in a translation memory (Dutch, English, French (Belgium and France), Italian and Spanish) and are useful pre-translate materials for translation assignments by LTs. In WS2, a training course has been developed for the ECQA Legal Translator in Criminal Proceedings training.

#### Workstream 3

The objectives of developing curricula and training materials for LTs and core curricula for LPs are met thanks to the following project results: A survey-based identification of the competencies and skills making up the professional profile of LTs proves a useful result in that university and Continuing Professional Development (CPD) programmes in legal translation will be able to use and implement the Skills cards designed by Qualetra in order to complement existing programmes for LTs and/or to introduce entirely new programmes for LTs. The skills card has been the basis for designing a sample of course modules with the ECQA. The ECQA training is known to be sufficiently flexible so that their specific training elements are ready for use in regular programmes offered by EMT universities. Alternatively, parts of the ECQA package specifically designed for Qualetra can be inserted in regular MA programmes. The target group (institutions offering training for LTs and LPs) will benefit from each of these flexible programmes, and will be able to offer e.g. translation of the EAW and its related EDs in their curriculum. Qualetra and the ECQA have created a solution to cater for the need that has long

existed when it comes to efficient translation of the EAW: translators and practitioners will have an improved knowledge of the EAW and its translation challenges, and will have gained an increased awareness of the difficulties rising from multilingual/multicultural differences between Member States' legal systems and the implementation (or not) of Directive 2010/64/EU. For the LPs, curriculum guidelines have been designed for enhancing communication efficiency needed by LPs so that they will be able to cooperate better with LTs in criminal proceedings. A tangible result is a vademecum drafted by EULITA to offer guidelines on collaboration between LTs and LPs, which proves to be a ready for use resource.

#### *Workstream 4*

WS4 has focussed on the development of testing, evaluation and assessment procedures and materials for LTs related to the specific working conditions of legal translation in criminal proceedings. As a result, a translation evaluation method, named PIE method (Preselected Items Evaluation) has been further developed and will change the generally applied evaluation methods of (legal) translations. PIE has been developed based on experimental research and a survey on different evaluation methods, and targets universities and training/testing institutions when it comes to evaluating legal translations in a transparent and an objective manner. PIE is able to deliver increased intra-rater and inter-rater reliability when it comes to giving marks to candidates who register for the ECQA test of the certified training of "Legal Translator in Criminal Proceedings". This testing method will prove useful for e.g. the LIT Search project.

#### *Conclusion*

The training and resources (corpora, term base, translation memory, and facsimile examples) created by the project contribute to the direct improvement of the legal translations made by LTs specialised in criminal proceedings and the EAW. Moreover, one of the project's expected results is an increased awareness of best practices for LPs when they need to cooperate with LTs, which leads to enhanced quality of the LT's translations. All these results will contribute to safeguarding the procedural and defence rights for suspected and accused persons, which is one of the priorities of the Criminal Justice Programme.

### **1.3. Long-term impact and/or the multiplier effect of the project (max. 1/2 page)**

What change(s) will the project bring in the long-term? Take into account the long-term impact on the target groups and the society, as well as on legislation and/or policy-making. Make reference to national and/or transnational impact, as appropriate.

*In this part you should not list activities/outputs/deliverables of your project (see Part 2), but you should focus on the expected long-term impact of your project. The **long-term impact** refers to long-term socio-economic consequences that can be observed after a certain period following the completion of the project and may affect either the target groups of the project or other groups falling outside the boundary of the project, who may be winners or losers.*

The results listed above can be directly used by practitioners and policy makers in the respective Member States. The project focusses on actions that have an impact on curriculum development, assessment procedures and certification and accreditation strategies in order to improve the training of LTs and to raise the awareness of LPs with regard to the specific working conditions of LTs, generating an impact on the LPs' interaction efficiency with LTs.

The expected overall impact in the EAW system is the conduction of transparent, cost-effective criminal proceedings in the EU courts guaranteeing the rights of suspected and accused persons as stipulated in Directive 2010/64/EU. Member States will feel encouraged to implement as soon as possible Directive 2010/64/EU, because their universities and training organisations have at their disposal a user friendly consensus based agreed framework able to provide an EU wide training of LTs in the EAW context.

Qualetra is geared towards building a systemic chain of quality assurance that is poised to facilitate the development of curricula of LTs by focussing on the specific training issues related to the EDs and the EAW. The combined results of curriculum development and assessment procedures are expected to lead to an EU-wide certification scheme and quality label.

#### **1.4. Sustainability of the results (max. 1/2 page)**

What is foreseen as follow-up of the project after the financial support of the European Union has ended?

How will the results of the project be sustained? Give examples (e.g. your organisation is able to financially sustain the project outputs/deliverables and/or results; or has other sources of funding to continue with the project activities or build on the project results; or another organisation has taken up the project outputs/deliverables and results; or the behaviour of the target group has changed already in a sustainable way).

The outputs and deliverables of Qualettra can be directly implemented in existing structures in order to complement current training and assessment offers, consequently improving the quality of legal translation, building mutual trust on the account of a commonly agreed framework, eventually leading to cost-effective criminal proceedings. The resources, training and testing options are ready to be integrated in a cost-effective manner in the Member States, which ensures a sustainable follow-up of the project. In addition, the cooperation with the ECQA allows for a permanent updating and customizing of the training curricula, as well as the certification and accreditation procedures. The sustainability is further guaranteed by the fact that the partners were well established and reputable European legal associations (ECBA, CCBE, EULITA) and member universities of the EMT network. This given allows for a continued follow-up and further development of the objectives of the project. The simultaneous injection of quality in all aspects of the systemic chain has led to a sustainable evolution in the practice of legal translation in criminal proceedings, creating a process of professionalization of the LTs working in criminal proceedings, especially in the EAW system.

#### **1.5. European dimension and added value of the project results (max. 1/2 page)**

Describe the European dimension and the added value of the project results. How are the project and/or its results transferable to other Member States of the European Union?

The European dimension is embedded in the project being a response to Directive 2010/64/EU on the right to interpretation and translation in criminal proceedings. Furthermore, DG Justice has registered a 10% rise of criminal proceedings involving a non-national (SEC(2009) 916). According to estimates made by DG Justice, the need for legal translation will increase significantly, due to the ever-growing mobility of EU citizens, and the implementation of Directive 2010/64/EU, which will impact on the actual working conditions of LPs and LTs, and on the academic curricula and CPD programmes in the EU Member States (See COM(2009) 338 final).

In this context, Qualettra connects with Directives establishing minimum standards on the rights, support and protection of victims of crime (COM(2011) 275 final) and the Directive on the right to information in criminal proceedings (COM(2010) 392 final). In addition, it provides a practical response to Resolution of the Council 15434/09 on a Roadmap for strengthening procedural rights of suspected or accused persons in criminal proceedings (Stockholm Programme) and to the Reflection Forum on Multilingualism and Interpreter Training, developed by DG Interpretation. All these documents call for a systemic chain of quality in legal translation that Member States need to provide in criminal proceedings.

The partnership consists of a representative number of EU Member States. The dissemination channels particularly through EU-wide associations such as EULITA, ECBA, CCBE, EMT, and to national entities, meaning that the outputs and deliverables are directly usable by many institutions and organisations in any Member State that decides to implement the outputs and deliverables or to improve its current practice. Finally, thanks to the Consortium's cooperation with the ECQA, the project contributes to an EU-wide harmonization of training, to improved quality of legal translations in criminal proceedings, and to mutual cooperation and trust in criminal procedures in the EU.

The added value of the project resides in the focus on legal translation, and in the presentation, for the first time, of survey results of curricula, best practices, valid and reliable assessment procedures in the field of legal translation and criminal proceedings, including the EAW. It addresses the needs of building EU wide consistency and mutual trust in respect to the quality of legal translation programmes in the Member States. To achieve this, it proposes an overall systemic chain of quality in legal translation in criminal proceedings, practical tools for a valid and reliable evaluation, guidelines and recommendations on legal translation, and practical tools to respond to Directive 2010/64/EU. It attempts to deliver quality in legal translation of the EAW as is required by Directive 2010/64/EU and its subsequent transposition and implementation processes (See 1.9).

## 1.6. Dissemination (max. 1/2 page)

How did you implement your dissemination strategy?

Demonstrate how the target groups were reached by your dissemination activities and give concrete examples (e.g. project outputs that were disseminated to other organisations in your field, researchers, politicians, published articles in newspapers, or specialised magazines; number of hits on a website; participation of the target group in awareness-raising events, such as conferences).

Describe the response of the target groups you reached out to and how successful you were in influencing their behaviour (e.g. project outputs that have been used by other organisations in your field, by researchers, by politicians, or that were quoted in newspapers; survey results comparing the level of knowledge/expertise before and after a training).

The project outcomes are disseminated through various channels. Multiple publications in different Workstreams reached academics as well as professionals. The training curricula, assessment procedures and certification/accreditation strategies which have emerged from the five Workstreams in the form of sample tests, guidelines, a vademecum, and sample training materials, are available to universities and other institutions offering training programmes in legal translation. They will be able to further disseminate the information through leaflets, websites, brochures etc. Both the Quaetra conferences and other conferences have reached an EU-wide audience (see Outputs of each Workstream). The results, outputs and deliverables have been presented at several workshops and conferences, including those organised by the EMT network, EULITA, and individual universities, thus reaching stakeholders all over the EU. Finally, the EULITA website will continue the dissemination of the outputs and deliverables to professionals in the EU.

Two publications (*The Journal of Specialised Translation* (JoSTrans) and a special issue with John Benjamins), the EULITA website, and continued cooperation within the EMT network will ensure project sustainability.

Quaetra has developed training curricula, sample training and testing materials, and not actual training sessions, which means that target groups have mainly been reached by conference presentations, publications and surveys. It is therefore impossible to describe how successful we were in influencing their behaviour.

Sample of hits (Google Search):

<http://www.iti.org.uk/news-media-industry-jobs/news/284-quaetra-project-launch>

[https://www.youtube.com/watch?v=x90V7fNO\\_Uk](https://www.youtube.com/watch?v=x90V7fNO_Uk)

<http://www.allegrolegaltranslations.co.uk/news/quaetra-launch-conference-4-april-2013>

[https://twitter.com/Dutch\\_interpret/status/301671047630028800](https://twitter.com/Dutch_interpret/status/301671047630028800)

<http://www.jurablogs.com/2013/02/22/quaetra>

<http://www.lise-termservices.eu/node/77>

[http://www.ciuti.org/wp-content/uploads/2013/08/Quaetra\\_Presentation\\_CIUTI.pdf](http://www.ciuti.org/wp-content/uploads/2013/08/Quaetra_Presentation_CIUTI.pdf)

## 1.7. Ethical issues (max. 1/2 page)

Were you faced with any ethical issues during the implementation of the project? How did you solve them?

When using authentic materials, all project partners have ensured that all identifiable and personal data were removed.

## 1.8. Evaluation (max. 1/2 page)

Was the project evaluated (internally and/or externally)? If yes, summarise the results of this evaluation.

Not applicable.

**1.9. Conclusions and recommendations for the European Commission in terms of legislation/policy-making (if applicable)**

Qualetra makes available relevant sample supporting materials to the Member States so that they will be able to implement the Directive in a more efficient way. Therefore it is recommended that the EU stresses on the fact that these samples are a useful and practical introduction in training, testing and translating opportunities for LTs and LPs when it comes to the EAW and EDs.



## PART 2 – WORKSTREAMS AND ACTIVITIES

### 2.1. Implementation of the Workstreams

#### How to report on the implementation of Workstreams

**You must be consistent with the structure and logic of your project as presented in the Workstreams in Annex I to your Grant Agreement.**

##### Workstream 0 - Management and Coordination of the Project

Workstream 0 is intended for all activities related to the general management and coordination of the project (kick-off meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific Workstream.

##### Workstreams 1 – 5

In Workstreams 1 to 4 you must follow the structure and logic of Annex I to your Grant Agreement and present the activities that you implemented in order to achieve the objectives and results described in Part 1, as well as the achieved outputs and deliverables of these activities.

Each activity/output/deliverable should be listed only once under the relevant Workstream.

#### I. Activities

Review the planned activities for the Workstream as presented in Annex I to your Grant Agreement and indicate in this report:

- which of the planned activities were implemented (including a description of these activities);
- which of the planned activities were not implemented (and explain why);
- if there were any unforeseen activities implemented (including a description of these activities).

Be concrete and specific in your descriptions and explanations.

#### II. Output(s) and deliverable(s)

Outputs and deliverables are respectively **intangible and tangible** outcomes/results of your activities.

Review the outputs and deliverables for the Workstream as presented in Annex I to your Grant Agreement and list in this report all produced outputs and deliverables for the Workstream.

##### II.a. Output(s)

List the produced outputs: e.g. conferences, seminars, trainings, training modules, events, knowledge, professionals trained.

Indicate: title, date of implementation, place of implementation and number of participants.

Example: *Final conference, 9-10/3/2016, Brussels, 219 participants.*

##### II.b. Deliverable(s)

List the produced deliverables: e.g. manuals, leaflets, websites, articles, training material packages, books.

Indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

Examples:

1. *Good Practice Guide on XXX, publication, printed and electronic, EN (100 copies), FR (only electronic), DE (100 copies), IT (only electronic), ES (100 copies), PL (only electronic)*

2. *http://www.myproject.eu/, website, electronic, all EU official languages*

## ► Workstream 0 – Management and Coordination of the Project

### I. Activities

Indicate which of the planned activities were implemented, which of the planned activities were not implemented (and why) and if any unforeseen activities were implemented.

#### Implemented activities

1. Internal procedures (project modification, requests for staff replacement, requests for meeting attendance, amended budget calculations);
2. Financial and activity reports (intermediate and final);
3. Organising of the minutes and planning of the Workstream meetings.

#### Not implemented activities

- 1.
- 2.

#### Unforeseen activities

1. [Meeting 4](#), KU Leuven, 17 October 2014
- 2.

### II. Output(s) and deliverable(s)

List the produced outputs and deliverables of this Workstream.

For the Outputs indicate: title, date of implementation, place of implementation and number of participants.

For the Deliverables indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

#### II.a. Outputs

##### 1. Workstream Meetings

- a) Kick-off Meeting, KU Leuven, 29 November 2012;
- b) [Meeting 1](#), UniTS, 12-14 December 2012, 14 participants;
- c) [Meeting 2](#), Comillas, 30-31 October 2013, 11 participants;
- d) [Meeting 3](#) – Joint meeting with Workstream 2, DCU, 20-21 March 2014, 14 participants;
- e) [Meeting 4](#), KU Leuven, 17 October 2014 (unforeseen activity), 13 participants.

##### 2. Conferences

- a) EMT Network Meeting, Brussels, 12 September 2012: "[EMT spin-off projects](#)";
- b) EU Multilingualism and Translation – from policy to practice, Brussels, 15-19 October 2012: P2P Study Visits – No 48605, "[Qvaletra](#)";
- c) 6th EMT Conference, Brussels, 16 November 2012: "[Translating Skills into Jobs](#)"
- d) [5th International Conference on Public Service Interpreting and Translation](#): (Re) visiting ETHICS and Ideology in situations of conflict, Universidad de Alcalá, 1-2 April 2014;
- e) Round Table: On Route Towards the Transposition of EU Directive 2010/64;
- f) 20<sup>th</sup> FIT World Congress, Berlin, 4-6 August 2014: "[Qvaletra: Implementation of Directive 2010/64/EU on the right to interpretation and translation in criminal proceedings](#)" (1 597 participants);
- g) International Conference - Translator and Translation Studies In the European Integration Context, Batumi Shota Rustaveli State University, 29-30 October 2014: "[The EMT Wheel of Competences: a cornerstone in building a successful MA in Translation. Case study of legal translation \(Qvaletra\)](#)" (30 participants);
- h) **Qvaletra Final Conference** – *QVALETRA. Quality in Legal Translation*, 16-17 October 2014, KU Leuven, Antwerp, ([135 participants](#)): "[Qvaletra Final Conference Overview](#)".

#### II.b. Deliverables

1. [Administration](#) (EULITA website)

- a) Internal (confidential) contracts and procedures for the financial and administrative aspect of the project;
- b) [Progress Report](#) and [presentation](#);
- c) Final Narrative Report Package;
- d) Project documentation (overview of collected EDs and EAWs);
- e) Literature;
- f) Research Proposals.

## 2. Report to DG Translation

Kockaert, H., & Peraldi, S (2014). [State of Play: Quaetra \(JUST/2011/JPEN/AG/2975\): Quality in Legal Translation](#). Document submitted to DG Translation.

## 3. Publication

Kockaert, H., & Peraldi, S. (2014). [Quaetra: Implementation of Directive 2010/64/EU on the right to interpretation and translation in criminal proceedings](#). In W. Baur, B. Eichner, N. Kessler, F. Mayer, & J. Orsted (Ed.), *Man vs. Machine? Proceedings of the 20<sup>th</sup> FIT World Congress*. 1, pp. 547-556. Berlin: BDÜ Fachverlag.

## 4. Flyer & Posters

- a) Flyer: Quaetra– [Quality in Legal Translation](#);
- b) Poster: Quaetra– [Quality in Legal Translation](#) (in poster format);
- c) Poster: [KU Leuven – Day of Europe](#).

## ➤ Workstream 1: Essential Documents

### I. Activities

Indicate which of the planned activities were implemented, which of the planned activities were not implemented (and why) and if any unforeseen activities were implemented.

#### Implemented activities

##### 1. Corpus Building

- a) *Creation and implementation of a corpus building protocol*

A specific corpus building protocol with a set of explicit linguistic criteria (objectivity, representativity, size of the corpus, communicative settings, date of publication, genre, etc.) has been implemented in order to build a quality and well-targeted set of documents to be used for terminological extraction and genre-analysis purposes.

The set of explicit linguistic criteria was designed by drawing from relevant literature:

Biel, Ł. (2014). Improving the quality and efficiency of legal translation in criminal matters via corpus-based tools: The JCiCM Platform. *Quaetra Final Conference*. Antwerpen.

Biel, Ł., & Engberg, J. (2013). *Linguistica Antverpiensia, New Series (LANS) – Themes in Translation Studies. Research models and methods in legal translation* (Vol. 12).

Bowker, L. (1996a). A Corpus-Based Approach to Terminography. (J. Benjamins, Ed.) *Terminology*, 3(2), 27-52.

Bowker, L., & Pearson, J. (2002). *Working with Specialized Languages. A Practical Guide to Using Corpora*. London: Routledge.

L'Homme, M.-C. (2004). *Terminologie: principes et techniques*. Montréal: Presses de l'Université de Montréal.

Pearson, J. (1998). *Terms in Context (Studies in Corpus Linguistics, 1)*. Amsterdam: John Benjamins Publishing Company.

Sinclair, J. (1994). Corpus Typology: A Framework for Classification. In G. Melchers, & B. Warren, *Studies in Anglistics* (pp. 17-34). Stockholm: Almqvist and Wiksell International.

Sinclair, J. (1996). Preliminary recommendations on Corpus Typology, EAG-TCWG-CTYP/P. Pisa. Retrieved from <http://www.ilc.pi.cnr.it/EAGLES96/corpusstyp.htm>.

#### *b) Main corpus building*

In accordance with Directive 2010/64/EU, it was decided to select the following EDs:

- i. Decisions depriving a person of his/her liberty;
- ii. Charges brought against a person;
- iii. Indictments charging a person of a crime, judgements;
- iv. Decisions ending the criminal proceedings related to the criminal offence by the victim including at least a summary of the reasons for such a decision;
- v. Any other possible documents essential to the victims' exercise of their rights in criminal proceedings in accordance with their needs and their role in such proceedings.

Documents related to the following offences were prioritised because of their frequency: fraud, drugs trafficking, and theft (robbery).

The research and the deliverables of the project have also been limited to the languages spoken in the countries of the Consortium partners: English (England, Ireland), Dutch (Belgium), French (France, Belgium), Italian, and Spanish. Lastly, the corpus was restricted to 3 texts per criminal offence and per working language (See deliverables).

#### *c) Close collaboration with the Consortium's legal partners*

Access to EDs was made possible by closely collaborating with the legal partners of the Consortium (ECBA, CCBE, EULITA) who could collect those documents thanks to their professional activities and network.

#### *d) Reference corpus building*

Parallel to the actual corpus of EDs, supplementary supporting materials (referred to as the Reference corpus) have been developed with a view of complementing the term base as well as the comprehensive translation memory. Indeed, the main corpus, while being well-suited for genre analysis, was too limited to perform a terminological extraction and analysis.

As the main corpus is considered to be a syllogistic corpus, special attention was paid to including the following documents in the Reference corpus:

- i. Normative texts (performative discourse such as laws, regulations, etc.);
- ii. Descriptive texts (legal observations/comments);
- iii. Multilingual aligned EU legislation documents which were extracted on the basis of key words using SketchEngine (concordancer), complemented with translation samples and related documents.

## 2. Genre Analysis

### a) Genre theory

An exhaustive analysis of Genre theory with a view to defining discourse analysis methodologies was performed, based on the following literature:

Bakhtine, M. (1984). Les genres du discours. In M. Bakhtine, *Esthétique de la création verbale* (pp. 265-308). Paris: Gallimard.

Beacco, J.-C. (1992). Les genres textuels dans l'analyse du discours : écriture légitime et communautés translangagières. In *Langages 105*. Paris: Larousse.

Bhatia, V. (2002). Applied genre analysis: a multi-perspective model. *Ibérica*, 4, 3-19.

Bronckart, J.-P. (2002). Les genres comme formats de l'activité communicative. *Discurso, Ação, Sociedade, CD-ROM, Belo Horizonte, Fale-UFMG*.

Swales, J. (1990). *Genre Analysis: English in Academic and Research Settings*. New York: Cambridge UP.

### b) Specificities of legal texts

An exhaustive analysis of specific features of legal texts (and that of criminal proceedings when available) was also performed in order to refine the discursive analysis of EDs.

The analysis was based on the following literature:

Bocquet, C. (2008). *La traduction juridique: Fondement et méthode*. Bruxelles: De Boeck Supérieur.

Cornu, G. (2005). *Linguistique juridique* (3 ed.). Paris: Montchrestien.

Gémar, J.-C. (1981). Réflexions sur le langage du droit : problèmes de langue et de style. *Meta : Journal des traducteurs / Meta: Translators' Journal*, 26,(4), 338-349.

Gémar, J.-C. (1991). Terminologie, langue et discours juridiques. Sens et signification du langage du droit. *Meta : Journal des traducteurs / Meta: Translators' Journal*, 36(1), 275-283.

Robitaille, P. (1979). Le style des jugements. *Revue du Barreau*, 39(2), pp. 222-229.

Tiersma, P. (1999). *Legal Language*. Chicago: University of Chicago Press.

### c) Discursive analysis and identification of Quality Parameters and Indicators

All the documents of the main corpus were analysed both at a macro-level (text layout, recurring legal items, organisation of the information, etc.) and a micro-level (tenses of the verbs, impersonal turns of phrases, recurring terminology and phraseology, etc.) using the Genre theory in order to determine linguistic and legal recurring items that characterize EDs and provide a list of **Quality Parameters and Indicators**.

Building on the Genre and Discourse Analyses and on the expertise of the Consortium's legal partners, a list of linguistic and legal parameters and indicators was identified for each category of EDs (charges, indictments and judgements).

d) *Creation of facsimiles*

**Facsimiles** were created per working language and per type of EDs by applying the Quality Parameters and Indicators to each of the EDs selected in the main corpus. The process consisted in spotting in each document the section corresponding to a specific parameter in order to reproduce it in a document model for each category of EDs.

**3. Supporting materials**

a) *Terminological extraction and analysis*

A semi-automatic terminological extraction was performed with the help of a concordancer (SketchEngine) in order to identify and retrieve from the EDs the semantic, syntactic, intercultural and phraseological information to be used in the term base. The whole process was context-oriented, using specific linguistic markers (Condamines & Rebeyrolle 2000; Pearson 1998; L'Homme 2004; Candell 2000), to target relevant information such as definitions, collocates, semantic relations or equivalences.

The information was then analysed and processed in order to feed the term base.

b) *Translation memory building*

- i. A selection of translated documents, in particular related EU multilingual documents, have been stored and aligned with a view to creating a reference and tmx compatible translation memory (Reference Translation Memory - RTM). The RTM has been developed jointly with WS2 on the EAW and contains the following documents (tmx, xlsx, sdltm):

Draft framework decision on the right to interpretation and to translation in criminal proceedings  
Green Paper\_Criminal Proceedings  
Preparatory act\_2010\_C 165\_02  
Proposal\_2010-0050 COD C7-0072-10  
Proposal\_COM 2009 338 final  
Proposal\_com\_2011\_275  
Proposal\_Directive\_SEC\_2010\_907 (908)  
AWP\_jpen\_2012  
Council\_Framework\_2005\_214\_JHA  
Council\_Framework\_Decision\_2002\_584\_JHA  
Council\_Framework\_Decision\_2005\_214\_JHA  
Council\_Framework\_Decision\_2006\_783\_JHA  
Council\_Framework\_Decision\_2008\_947\_JHA  
Council\_Framework\_Decision\_2008\_978\_JHA  
Council\_Framework\_Decision\_2009\_299\_JHA  
Council\_Resolution\_2009\_C 295\_01  
Council\_Resolution\_2010\_C 70\_01  
Directive 2010-64-UE  
Directive EP 2011 36 EU  
Directive 2012\_13

- ii. The EAW template has been converted into a tmx formatted translation memory containing Dutch, English, French, Italian and Spanish (EAW\_template\_aligned\_EN-ES-FR-IT-NL); This allows the user to create a translation memory in any bilingual language combination: two sample translation memories have been created: EAW Template EN FR.sdltm and EAW Template ES IT.sdltm.
- iii. The *Revised version of the European handbook on how to issue a European Arrest Warrant* has been stored in an aligned xlsx format (Revised Handbook EAW\_EN - NL - FR - ES - IT); a sample translation memory has been created: Revised Handbook EN NL.sdltm.
- iv. A sample translation memory of an EAW (French-Dutch) containing the template and the authentic content in sdxliff format (MAE\_FR\_NL\_HW.docx\_fr-BE\_nl-BE) has been created.

## Not implemented activities

### Unforeseen activities

*Corpus development based on key words in SketchEngine*

The term extraction performed with SketchEngine has been a useful exercise for obtaining phraseologies and terms from EDs and National Codes.

## II. Output(s) and deliverable(s)

List the produced outputs and deliverables of this Workstream.

For the **Outputs** indicate: title, date of implementation, place of implementation and number of participants.

For the **Deliverables** indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

### II.a. Outputs

#### 1. Workstream Meetings

- a) [Meeting 1](#), ISIT, 18-19 April 2013, 10 participants;
- b) [Meeting 2](#) – Joint meeting with Workstream 2, KU Leuven, 2-6 July 2013, 14 participants;
- c) [Meeting 3](#) – Joint meeting with Workstream 2, UAH, 5-7 February 2014, 12 participants.

#### 2. Insight in the genre-specific aspects of the documents

The Genre and Discourse Analyses described above enabled us to gain a thorough understanding of the linguistic, stylistic and formal specificities of EDs. Not only has this knowledge enabled us to create the expected deliverables in Workstream 1 - which will prove particularly useful to LTs specialising in criminal proceedings -, but it also helped design some of the Workstream 3 deliverables such as the pedagogical materials and the proposed curriculum made available for universities willing to develop or improve a Master's degree in legal translation.

Furthermore, the members of the Consortium will be able to draw on this refined knowledge in order to include it in their integrated legal course for LTs and/or LPs.

#### 3. Conference Presentations

- a) **Qualetra Final Conference** – *QUALETRA. Quality in Legal Translation*, 16-17 October 2014, KU Leuven, Antwerp, (135 participants):

Peraldi, S. "[Workstream 1: Genre analysis of the essential document types listed in Directive 2010/64/EU \(Article 3\) with a view to defining indicators, templates, and terminology to achieve quality in legal translation of these documents.](#)"

[Programme Booklet \(Abstracts\).](#)

- b) **Language Skills**: *Working with Text and around Text - 2<sup>nd</sup> International Conference*, 22-24 September 2014, Maria Curie-Sklodowska University, Lublin:

Peraldi, S. "[Quality in Legal Translation](#)".

[Book of Abstracts: Language Skills: Working with Text and around Text.](#)

- c) **TRANSLATA II** - *2<sup>nd</sup> International Conference on Translation and Interpreting Studies - Translation Studies and Translation Practice*, 30 October – 1 November 2014, University of Innsbruck, Innsbruck:

Kockaert, H. J., Peraldi, S. "[Improving the quality of legal translation through genre analysis and corpus queries](#)".

[Book of Abstracts: Translata 2014.](#)

- d) **JET2** - 2<sup>nd</sup> [ULICES Conference on Translation Studies](#) “International English and Translation”, 3-4 December 2014, University of Lisbon:

Peraldi, S. “[Terminological practices in the context of European multilingualism: a case study based on the Quaetra project](#)”.

## II.b. Deliverables

### 1. Parallel and Comparable Multilingual Corpus

- a) [A multilingual comparable corpus](#) referred to as the *Corpus* including several categories of EDs (see above). Documents are available in Word and pdf format (electronic).

Language	Drugs	Fraud	Theft
<b>Dutch</b>	1 indictment 1 decision depriving liberty 1 judgement	1 indictment	1 indictment 1 decision depriving liberty 1 judgement
<b>English (UK)</b>	3 indictments 1 judgement	3 indictments 1 judgement	2 indictments 1 judgement
<b>French (FR)</b>	1 indictment 4 decisions depriving liberty 2 judgement	1 indictment 1 decision depriving liberty 4 judgements	1 decision depriving liberty 4 judgements
<b>Italian</b>	3 indictments 2 decisions depriving liberty 2 judgements	3 indictments 1 decision depriving liberty 2 judgements	2 indictments 2 decisions depriving liberty 3 judgements
<b>Spanish</b>	1 indictment 1 decision depriving liberty 1 judgement	1 indictment 1 decision depriving liberty 1 judgement	1 indictment 1 decision depriving liberty 1 judgement

- b) Complementary corpus for EDs per language (electronic):

English (UK): Drugs (7 documents)

French (BE): Theft (2 documents)

French (FR): Drugs (6 documents), Theft (5 documents), Rape (2 documents)

Spanish: Fraud (3 documents)

- c) A multilingual parallel corpus referred to as the [Reference Corpus](#) including several categories of normative and descriptive texts, mainly multilingual aligned EU legislation documents (electronic):

Dutch (BE): 10 EU documents

English (UK): 7 EU documents

French (FR): 13 EU documents

Italian: 12 EU documents

Spanish: 10 EU documents

### 2. [Facsimiles of the Essential Documents](#)

Thanks to the exhaustive Genre and Discourse Analysis performed in Activity [2], a multilingual list of facsimiles of the EDs was created for each category of offence (indictment, decision depriving a person from his/her liberty, judgement).



*Number of facsimiles per language (electronic):*

Dutch (BE): 3 facsimiles (1 indictment, 1 judgement, 1 decision depriving a person from his/her liberty)

English (UK): 3 facsimiles (1 indictment, 2 judgements). It should be noted that decisions depriving a person from his/her liberty do not exist in the UK legal system. This is the reason why there is no corresponding facsimile.

French (FR): 4 facsimiles (1 indictment, 1 decision depriving a person from his/her liberty, 2 judgements)

Italian: 5 facsimiles (2 indictments, 2 decisions depriving a person from his/her liberty, 1 judgement)

Spanish: 4 facsimiles (1 indictment, 1 decision depriving a person from his/her liberty, 2 judgements)

### **3. List of Quality Parameters and Indicators**

A list of linguistic (recurring lexical items) and legal parameters (recurring legal items) is provided both in [English](#) and [French](#) (electronic).

### **4. [Multilingual Legal Term base](#)**

The term base (based on the TERMit template) comprises the following terminological fields in all languages (electronic):

Term

Term source

Subject

Definition

Source of the definition

EU Definition

Source of the EU Definition

Equivalence

Equivalence note

Source of the equivalence note

Related concepts: coordinate(s), superordinate, subordinate(s), antonym(s), antonym source, general (associative relation).

Note

Source of the note

Part of speech

Gender

Grammatical gender

Grammatical number

Category

Status

Jurisdiction

Phraseology

Source of the Phraseology

Context

Source of the context

Synonym

Source of the synonym

*Number of terms integrated in the term base per language:*

Dutch (BE): 111 terms

English (UK): 96 terms

French (BE): 105 terms

French (FR): 109 terms

Italian: 88 terms

Spanish: 96 terms

5. **Translation Memory** (electronic: xlsx, tmx,<sup>2</sup> sdltm)

- a) Alignment of the Revised Handbook of the EAW;
- b) Descriptive Corpus;
- c) Normative Corpus (1);
- d) Normative Corpus (2);
- e) EAW Template;
- f) EAW (authentic sample) FR DU (Belgium).

6. **Publications**

*Conference proceedings*

Kockaert, H., & Peraldi, S. (accepted). "Improving the quality of legal translation through genre analysis and corpus queries". *TRANSLATA II - 2nd International Conference on Translation and Interpreting Studies - Translation Studies and Translation Practice*. (print)

Peraldi, S. (accepted). "Terminological practices in the context of European multilingualism: a case study based on the Quaetra project." *JET2 - 2nd ULICES Conference on Translation Studies "International English and Translation"*. (print)

Peraldi, S. (accepted). "Workstream 1: Genre analysis of the essential document types listed in Directive 2010/64/EU (Article 3) with a view to defining indicators, templates, and terminology to achieve quality in legal translation of these documents" (accepted). To be published in *The Journal of Specialised Translation (JoSTrans)* in 2017. (electronic)

Peraldi, S. (accepted). "Quality in Legal Translation". *Language Skills: Working with Text and around Text - 2nd International Conference*. Maria Curie-Skłodowska University. Springer. (print)

## ➤ **Workstream 2: The EU Arrest Warrant as a Special Case**

### **I. Activities**

Indicate which of the planned activities were implemented, which of the planned activities were not implemented (and why) and if any unforeseen activities were implemented.

#### **Implemented activities**

1. **Corpus Building**

- a) A corpus of authentic and anonymized EAWs dealing with the three agreed offences of the project (drug trafficking, fraud and theft) was collected in the project's five languages (Dutch, English, French, Italian and Spanish) and was validated by the legal representatives from the Advisory Board (ECBA and CCBE) and EULITA.
- b) A parallel corpus consisting of EU documents in the project languages has been built in cooperation with Workstream 1:

<sup>2</sup> The tmx format allows the user to import the tmx translation memory in SDL Trados Studio 2014 in any desired bilingual combination between the project languages. Samples are available on the EULITA website and in the annexes.

- i. Green Paper from the Commission: Procedural Safeguards for Suspects and Defendants in Criminal Proceedings (COM(2003) 75 final);
  - ii. Preparatory act (2010/C 165/02);
  - iii. Proposal for a directive on the right to information in criminal proceedings {SEC(2010) 907} and {SEC(2010) 908};
  - iv. Council Framework Decision of 13 June 2002 on the European arrest warrant and the surrender procedures between Member States (2002/584/JHA);
  - v. *Revised version of the European Handbook on How to Issue a European Arrest Warrant.*
- c) A comparable corpus consisting of country-specific documents on the EAW and the EDs has been built using SketchEngine in cooperation with Workstream 1 from the National Codes of Criminal Procedures and Criminal Codes.
- d) A parallel corpus of aligned EAW templates has been built for conversion into a translation memory.

These corpora were used in further activities, more specifically in Activity 2 (Genre analysis of the EAW document's typical parameters and indicators), and Activity 3 (the creation of the multilingual Reference Translation Memory and the multilingual legal term base of EAW related concepts and terms). The corpus also serves as a source of examples and illustration in the training materials (see Activity 4).

## 2. Genre Analysis

Using the Genre Theory, a genre analysis was performed on the EAW document and content, linguistic, structural and legal parameters and indicators were identified in the required languages English and French. The outcome of the genre analysis was also used in developing supporting documents (Activity 3) and served as a reference document in the training course (Activity 4).

## 3. Development of Supporting Documents

A number of additional supporting materials have been developed on the basis of the corpus and the genre analysis.

- a) The aforementioned parallel corpora have been aligned and stored in a Reference Translation Memory (RTM) that has been jointly developed with Workstream 1;
- b) A multilingual term base has been compiled that includes EAW related concepts and terms extracted from EAWs, relevant EU reference documents and country specific documents drawn from National Codes of Criminal Procedures and Criminal Codes has been created.

The term base is stored using UniTS term base format (TERMit) that uses SDL MultiTerm. The RTM and the term base will be made publicly available on the EULITA website and can be actively used by professional translators, thus adding directly to sustainable quality in legal translation. They are a useful source of EAW related terminology in the training course (Activity 4).

## 4. Training Course

A course has been developed in cooperation with Workstream 3 to offer training for LTs and LPs, and focusses mainly on:

- a) Training in the law supporting the EAW for translators and familiarization with the process of issuing an EAW;
- b) Training in offences covered by the EAW for LTs;
- c) Definition and main features, including language policies, of the EAW system with a view to providing translation strategies and quality indicators;
- d) Development of testing and assessment procedures and materials for LTs dealing with EAWs in cooperation with Workstream 4.

## 5. Research

Research has been carried out as a basis for the presentations at the final conference which will result in an article (to be published in *The Journal of Specialised Translation (JoSTrans)* in 2017).

## Not implemented activities

- 1.
- 2.

## Unforeseen activities

1. A translation memory (French – Dutch) of the EAW template has been used for translating and revising an EAW: this has shown the usefulness of the translation memory, and can be extrapolated to all the Qualettra languages.
2. The corpus was initially meant to consist of only multilingual, authentic and anonymized EAWs. However, it was agreed that it would be useful to incorporate additional documents on the EAW such as the *Revised version of the European Handbook on How to Issue a European Arrest Warrant*. Consequently, the Workstream 2 partners have collected additional material to build the corpus, which, in its turn, was used to create the RTM.

## II. Output(s) and deliverable(s)

List the produced outputs and deliverables of this Workstream.

For the Outputs indicate: title, date of implementation, place of implementation and number of participants.

For the Deliverables indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

### II.a. Outputs

1. Three **Workstream meetings** have taken place. It was decided to have three joint meetings – two with Workstream 1, and one with Workstream 0.
  - a) [Meeting 1](#) – Joint meeting with Workstream 1, KU Leuven, 2-6 July 2013, 14 participants;
  - b) [Meeting 2](#) – Joint meeting with Workstream 1, UAH, 5-7 February 2014, 12 participants;
  - c) [Meeting 3](#) – Joint meeting with Workstream 0, DCU, 20-21 March 2014, 14 participants.
2. **Conference Presentations**

**Qualettra Final Conference** – *QUALETRA. Quality in Legal Translation* (KU Leuven, Antwerp, 16-17 October 2014) (135 participants):

- a) Rahab, N. "[Workstream 2: European Arrest Warrant](#)";
- b) Ross, D. & Magris, M. "[The European Arrest Warrant: Some pragmatic and translation aspects.](#)"

[Programme Booklet \(Abstracts\)](#).

### II.b. Deliverables

1. **Parallel and comparable multilingual corpora** (EULITA website), jointly developed with Workstream 1 in the projects' 5 languages (Dutch, English, French, Italian and Spanish):
  - a) [Multilingual Corpus of authentic anonymized EAWs \(electronic\)](#);
  - b) [EAW templates \(electronic\)](#);
  - c) [Parallel multilingual corpus of EU texts on the EAW \(electronic\)](#);
  - d) [Comparable multilingual corpus of country-specific texts on the EAW \(electronic\)](#);
  - e) [Multilingual phraseological databases on the EAW \(electronic\)](#).
2. [Genre Analysis of the EAW Document: List of Quality Parameters and Indicators](#) (electronic and print; English/French/Spanish).
3. [Multilingual Reference Translation Memory \(RTM\) of EAWs and EDs](#), in the project's 5 languages (Dutch, English, French, Italian and Spanish) (electronic: tmx and sdxliff format), jointly developed with Workstream 1.

4. [Multilingual legal term base of EAW concepts and terms](#): (electronic: sdtlb format), in the project's 5 languages (Dutch, English, French, Italian and Spanish)
5. **Translating the EAW**: A training course for LTs and LPs (electronic and print; English). The aim of the course is to set up guidelines which will contribute towards quality standards in legal translation. These guidelines are not supposed to be prescriptive, but to be flexible and adaptable. The course is designed to be adapted and customised to the different legal and cultural backgrounds across the EU (university level, CPD etc.). The Consortium has decided on the content and the duration of the course, which will be made up of 3 modules:
  - a) Introduction to the EAW (2 hrs.);
  - b) The EAW in translation (2 hrs.);
  - c) Practical workshop (3 hrs.).

This training will be on-site, but can also be offered as an e-learning training course.

The [sample training material](#) consists of:

Training Course\_Translating\_EAW (EN);  
 Training Resources\_Translating EAW\_Drugs;  
 Training Resources\_Translating\_EAW\_ Extradition;  
 Training Resources\_Translating\_EAW\_ Fraud;  
 Training Resources\_Translating\_EAW\_Background;  
 Training Resources\_Translating\_EAW\_Theft;  
 Training Course\_Translating\_EAW (EN);  
 Training Resources\_Genre Analysis.

#### 6. Publications

- a) Ross, D. (accepted). *The European Arrest Warrant: Some pragmatic and translation aspects* (accepted). To be published in *The Journal of Specialised Translation (JoSTrans)* in 2017. (electronic);
- b) Mayfield, K. (accepted). [Translation as a communication tool in the police environment](#) (accepted). To be published in *The Journal of Specialised Translation (JoSTrans)* in 2017. (electronic).

## ➤ Workstream 3: Training

### I. Activities

Indicate which of the planned activities were implemented, which of the planned activities were not implemented (and why) and if any unforeseen activities were implemented.

#### Implemented activities

##### 1. Identifying competencies of LTs and training needs of LPs

*Sub-activity 1: Identification of the competences and skills making up the professional profile of the Legal Translator by building on:*

- a) The existing literature with particular reference to:
  - i. The competences subsumed in the "EMT competences for professional translators, experts in multilingual and multimedia communication" (2009);
  - ii. "Building Mutual Trust: A Framework *Project* for Implementing EU Common Standards in Legal Interpreting and Translation" (2011): with special reference to LTs, the person specifications (3.3), the three core competencies required of trainees (Pre-requisite competencies) and the five core translation-specific competencies to be developed during training (Table 1.2);

- iii. "Aequitas: Access to Justice across Language and Culture in the EU" (2001): Sections 3 "Legal Translation at Diploma or First Degree/BA level" and 4 "Legal Interpreting and Translation at MA level";
  - iv. "Aequalitas: Equal Access to Justice across Language and Culture in the EU" (2003);
  - v. Special Interest Group on Translation and Interpreting for Public Services - Final Report (2011);
  - vi. "Reflection Forum on Multilingualism and Interpreter Training: Final Report" (2009): competencies making up the professional profile of the "Legal Interpreter" (p. 9);
  - vii. "Report: Studies on translation and multilingualism: The Status of the Translation Profession in the European Union" (Anthony Pym) (2012);
  - viii. "Status Quaestionis Questionnaire on the Provision of Legal Interpreting and Translation in the EU" (Erik Hertog and Jan Van Gucht) (2008) Agis Project.
- b) The Skills cards in the ECQA guidelines for certified professions which are relevant to the profession of the Legal Translator (e.g. Terminology Manager Basic);
  - c) Guidelines and advice from legal experts;
  - d) The results of the EU-wide survey on current practices in legal training of translators / language training of LPs carried out by the WS3 partners.

*Sub-activity 2: Identification of language/communication training needed by legal practitioners* by building on:

- a) The "Development of linguistic skills of legal practitioners" listed as a separate heading within the priority "European judicial training of European legal practitioners" (AWP 2012, p. 6);
  - b) The recommendation to "Make language training available to all judges, prosecutors and court Staff" ("Recommendation 4: Widen Access to Training. Overcome Language barriers", "Judicial training in the European Union Member States", 2011, DG for Internal Policies. Policy Department C: Citizens' Rights and Constitutional Affairs. Legal Affairs);
  - c) The need to train all LPs on legal terminology of foreign languages mentioned in the section "Training Targeted at Professionals" ("Building Trust in EU-Wide Justice. A New Dimension to European Judicial Training", 2011, Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions);
  - d) The analysis of the need for linguistic training for judges and prosecutors and the Guidelines on language training provided by the Sub-group Linguistic Training, Working Group "Programmes" (European Judicial Training Network 2011);
  - e) Advice from legal experts (e.g. CCBE);
  - f) The results of the EU-wide survey on current practices in legal training of translators / language training of LPs carried out by the WS3 partners.
2. **Administration of an EU-wide survey on current practices in the training of legal translators and in the language training of legal practitioners** provided by professional associations, ad hoc training schemes (e.g. by local authorities, Language Service Providers etc.), training institutes and higher education institutions at MA level (April 2013-April 2014);
  3. **Gaining insight into legal training for translators**, through research and the collection of programme descriptions of legal training for translators and language/communication training for legal practitioners;
  4. **Gaining insight into language/communication training for practitioners**, through research and the collection of programme descriptions of legal training for translators and language/communication training for legal practitioners:
    - a) Comparison of survey results and results of the study of collected programme descriptions with existing literature as foundation for the development of core curricula and of sample training materials;

- b) Proposal of one or more core curriculum/a and materials on the development of legal training for translators and language training for LPs;
- c) Exploration of the pros and cons of developing a core joint-module curriculum for the legal training of translators and the translation training of LPs, with LTs and LPs reinforcing each other's skills. This activity has been implemented, though not as a full curriculum. It was in fact decided that the training for LPs should not be centred on translation but rather on effective collaboration with linguists, and the training for translators should not be limited to legal knowledge. The activity resulted in the following WS3 deliverables: the third module (joint workshop) of the training programme "Good practice on working with legal translators" for LPs; and the first module "Introduction to national criminal law and procedure" of the Syllabus for Legal Translator Training, which is going to be taught by one or more lawyers.

**5. Collaboration with the ECQA for the development of a Skills card for the professional translator of criminal proceedings**

**Not implemented activities**

1. **"Identification of the language competencies and skills needed by Legal Practitioners"**. On the basis of the survey results, as well as of both language and legal experts on the Quaetra team, it was decided to change this sub-activity into a wider-ranging one called **"Identification of language/communication training needed by legal practitioners"**. The corresponding deliverable ([CURRICULUM\\_LP.DOC](#)) is a curriculum to enable LPs to cooperate with translators of criminal proceedings. The training format which was in fact deemed more appropriate was not so much a language course but an attractive training format for LPs focusing on the peer interaction between LPs and LTs in order to teach them to work together and explain to each other which aspects are important within such a cooperation. The final aim is that of developing not only academic skills, but also practical ones, such as listening, interacting in communicative situations, etc. More innovatively, the project has addressed in a collaborative way issues such as the following: (a) How communication works across languages and cultures; (b) Raising awareness and addressing misconceptions about mutual roles; (c) How LPs can work with LTs: e.g. when having to select a suitable translator from the approved register, when briefing the translator; learning to recognize and respect the translator's role - e.g. in selecting relevant vs. non- relevant passages in legal documents.

**Unforeseen activities**

Decision to change the sub-activity which was listed in Annex 1 as **"Identification of the language competencies and skills needed by Legal Practitioners"** in **"Identification of language/communication training needed by legal practitioners"**, as the corresponding deliverable is in fact a curriculum to enable LPs to cooperate with translators of criminal proceedings.

**II. Output(s) and deliverable(s)**

List the produced outputs and deliverables of this Workstream.  
 For the Outputs indicate: title, date of implementation, place of implementation and number of participants.  
 For the Deliverables indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

**II.a. Outputs**

1. **Workstream meetings**
  - a) [Meeting 1](#), UniTS, 1-3 May 2013, 15 participants;
  - b) [Meeting 2](#), KU Leuven, 11-13 December 2013, 12 participants;
  - c) [Meeting 3](#), RGSL, 9-11 June 2014, 14 participants;

d) [Meeting 4](#) – Joint meeting with Workstream 4, ISIT, 28-30 August 2014, 12 participants<sup>3</sup>.

2. The insights in and the knowledge of existing legal training for translators and language/communication training for LPs in the EU have helped to identify good practices and provided the basis for the deliverables of this Workstream.
3. ECQA Certification of training programme for LTs of criminal proceedings.
4. Dissemination of the survey results and training recommendations through **conference presentations** at the following 4 conferences:

**EULITA/TEPIS 2014** "*New Tasks for Legal Interpreters and Translators in the Enlarged Europe*" (Krakow, 3-5 April 2014):

- a) Conference presentation: "[Training Legal Translators: A Survey of Current Practices](#)" by Daniele Orlando & Federica Scarpa.

**TC 2014** "*Translating Cultures: Translation as a Tool for Inclusion/Exclusion in a Multicultural Society*" (London, 20 June 2014):

- a) Orlando, D. "[Legal Translation as a Human Right: Ensuring a Fair Trial through Translation Quality and Training](#)";
- b) Submitted abstract by Daniele Orlando, "[Legal Translation as a Human Right: Ensuring a Fair Trial through Translation Quality and Training](#)".

**TRANSLATA II** - *2<sup>nd</sup> International Conference on Translation and Interpreting Studies - Translation Studies and Translation Practice*, 30 October – 1 November 2014, University of Innsbruck, Innsbruck:

- a) Kockaert, H. J., Scarpa, F., Segers, W. & Steurs, F. "[Qualetra: Overview and deliverables](#)";
- b) Orlando, D. "[Tying quality and training: an Ariadne's thread out of the legal translation labyrinth](#)".

[Book of Abstracts: Translata 2014](#).

**Qualetra Final Conference** – *QUALETRA. Quality in Legal Translation*, 16-17 October 2014, KU Leuven, Antwerp, (135 participants):

- a) Scarpa, F., & Orlando, D. "[What it takes to do it right: an integrative EMT-based model for legal translation competence](#)";
- b) Scarpa, F. "Workstream 3: [Training](#)".

[Programme Booklet](#) (Abstracts).

**II.b. Deliverables** (all electronic and on the EULITA website <http://www.eulita.eu/qualetra>)

**1. EU-wide online [survey](#) (in English) on current practices in the training of legal translators and in the language training of legal practitioners**

- a) A Survey (QUALETRA\_Survey, both Word and pdf);
- b) Survey attachments (QUALETRA\_Survey\_-\_Attachments\_by\_resps.zip) containing all the attachments that have been sent by the respondents answering the following two questions

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<sup>3</sup> A joint meeting of Workstreams 3 and 4 was held in August 2014. This was because there was an overlap between the work of the two Workstreams and as different personnel were involved in the two Workstreams, there was a need to meet to discuss the ECQA Skills card.



of the questionnaire: “Q5.2 Please attach programme description” and “Q6.2 Trainee satisfaction Please attach the most recent programme evaluation”;

- c) A letter introducing the questionnaire (QUALETRA\_Survey\_-\_Letter.doc);
- d) A mailing list (199 addresses) of the specific UniTS contacts who received the link to the questionnaire (QUALETRA\_Survey\_-\_Mailing\_List.doc), integrating the main mailing list used by KU Leuven for the WS4 survey; the link was also advertised in the Forum of AITI, the Italian association of interpreters and translators and sent to academic and professional legal translator trainers in Canada and Australia;
- e) A list of the 59 respondents who completed the questionnaire, divided in three groups according to the type of the relevant training programme provided (QUALETRA\_Survey\_-\_RESPONDENTS\_groups.docx): Group 1 for Linguists, Group 2 for lawyer-linguists at MA level, Group 3 for LPs;
- f) A list containing all the compiled questionnaires divided by the 3 groups above (QUALETRA\_Survey\_-\_RESPONSES\_groups.xlsx).

## **2. Integrative EMT-based model for legal translation competence**

- a) LT\_Competence\_Model.pdf, a competence grid containing the competences for professional LTs developed by Qualettra vis-à-vis the competences for professional translators, experts in multilingual and multimedia communication developed by the EMT from which the Qualettra model has been developed;
- b) LT\_COMPETENCE\_REFERENCES.doc, containing all the relevant excerpts from the literature on legal translation competences and skills that has been used for the Qualettra model;
- c) LT\_COMPETENCE\_REFERENCES\_by\_SUBCOMP.doc, containing all the above excerpts ordered by sub-competences.

## **3. Recommended Training for translators in criminal proceedings: “Legal Translation”**

- a) LT\_Curriculum.doc, containing the Qualettra Syllabus for Legal Translator Training consisting of 4 modules, with the specification for each of the competence(s) and learning objectives to be developed and a list of sample training materials to be used for developing them;
- b) A ZIP file “Analysis\_Courses\_LT & LP” containing the descriptions of the curricula taught by the addressees of the WS3 Survey: these descriptions were either sent by the survey respondents themselves (cf. the file QUALETRA\_Survey\_-\_Attachments\_by\_resps.zip in the 01 SURVEY folder) or had been identified during the preparation of the survey.

## **4. Sample Training Materials for the training of legal translators in criminal proceedings / legal practitioners**

- a) ECQA\_Training\_Material\_U4E1\_IT\_EDs, containing a Genre analysis of Italian EDs;
- b) ECQA\_Training\_Material\_U4E1\_FR\_EDs containing a Genre analysis of French EDs, and Analyse Macrotextuelle\_U4E1\_FR\_EDs;
- c) Training\_Material\_U4E1\_EN\_EAWs containing a Genre analysis of English EAWs (jointly developed with WS2);
- d) Training\_Module\_on\_Directive2010\_64 and the attached “Czech video” containing a training Module on Directive 2010/64/EU.

## **5. ECQA Skills Card for the certification of the profession “Legal Translator in Criminal Proceedings”**

- a) ECQA\_Legal\_Translator\_in\_Criminal\_Proceedings\_Skills\_Card contains:

Appendix 1 “Competence Grid”, where the Competences for professional LTs developed by Qualettra vis-à-vis the competences for professional translators, experts in multilingual and multimedia communication developed by the EMT (from which the Qualettra model has been developed) are provided;

Appendix 2 “Certification procedure”, where the prerequisites, details of the examination and the language combination for the profession “Legal Translator in Criminal Proceedings” are provided.

- b) ECQA\_Acceptance\_Letter of the ECQA Skills card, wherein the ECQA confirms that the Skills card “Legal Translator in Criminal Proceedings” has been developed according to the rules and procedures outlined in the ECQA guidelines and that it is fully compatible with the ECQA framework.

## 6. ECQA Certification Procedures and Sample Tests

“ECQA\_Certification\_Procedure and Appendix” contains the “Qualettra Certification Procedure based on the ECQA Framework” for the profession “Legal Translator in Criminal Proceedings”. It also includes Qualettra Examination Examples, which are deliverables of WS4 on “Testing” as well (see deliverables WS4).

## 7. Curriculum: Recommended Training for Legal Practitioners

Included here are the following materials: “Good practice on working with legal translators” and the file “Which choices have to be made when attempting to draft a curriculum for legal translators?” which has been presented at Meeting 2 of WS3 in Antwerp in December 2013, where the most relevant existing curricula for both LTs and LPs were presented.

## 8. Vademecum (*Vademecum for users of legal translations*).

The Vademecum was drafted by EULITA to offer guidelines on collaboration between legal services and translators. It provides recommendations for training material and curricula for both LTs and LPs. (electronic, English: <http://www.eulita.eu/vademecum-users-legal-translations>)

## 9. Conference Proceedings

- a) Orlando, D. (in press). Tying quality and training: an Ariadne’s thread out of the legal translation labyrinth (accepted). *TRANSLATA II - 2<sup>nd</sup> International Conference on Translation and Interpreting Studies - Translation Studies and Translation Practice*, 30 October – 1 November 2014, University of Innsbruck, Innsbruck;
- b) Orlando, D., & Scarpa, F. (2014). Training Legal Translators. A Survey of Current Practices. In D. Kiezkowska (Ed.), *New Tasks For Legal Interpreters and Translators in the Enlarged Europe*. Kraków: Polskie Towarzystwo Tłumaczy Przysięgłych i Specjalistycznych TEPIS.

## 10. Articles (submitted for publication)

- a) Orlando, D., & Gialuz, M. (accepted). *From academia to courtroom: perception of and expectations from the legal translator’s role* (accepted). To be published in *The Journal of Specialised Translation (JoSTrans)* in 2017;
- b) Scarpa, F., & Orlando, D. (accepted). *What it takes to do it right: an integrative EMT-based model for legal translation competence* (accepted). To be published in *The Journal of Specialised Translation (JoSTrans)* in 2017.

## ► Workstream 4: Testing, Evaluation & Assessment

### I. Activities

Indicate which of the planned activities were implemented, which of the planned activities were not implemented (and why) and if any unforeseen activities were implemented.

#### Implemented activities

1. Legal Translation Product Quality Assurance: Research was carried out into assessment grids (ITR BlackJack, SAE J2450 Translation Quality Metric, QA Distiller and the American Translators' Association analytical grid). This analytical approach was applied to a legal translation test from English to Spanish. Further research was carried out on analytical, holistic and PIE methods as applied to legal translation, in the form of case studies carried out by UAH, DCU and KU Leuven. Three different testing formats (translation test, revision test and recognition test) have also been developed, based on the Legal Translator Quality Assurance curriculum designed by Workstream 3.
2. Legal Translator Quality Assurance: The EMT Wheel of Competences and the OPTIMALE ("Optimising Professional Translator Training in a Multilingual Europe") competences were adapted by WS3 and WS4 to an LT specific competence grid that serves as a basis for testing LT Quality. Research has also been done on the use of process-oriented methods, including Think Aloud Protocols, keystroke logging, eye tracking and remote screen monitoring. However, in the end, it was concluded that these methods would not be helpful in assessment, so this activity has not led to a deliverable.
3. Legal Translation Service and Process Quality Assurance: It was decided to refer to EN 15038. A new work item proposal was submitted to ISO/TC 37/SC 5 by Liese Katschinka, which aims at customizing EN 15038 (to be replaced by ISO 17100) to the context of LTs. The project preferred to refer to this new development by ISO, and to wait for the new ISO 17100, the successor of EN 15038.

#### Not implemented activities

Because of the imminent withdrawal of EN 15038, to be replaced by ISO 17100, Workstream 4 did not explicitly compare the EN 15038 and the PACTE competence models.

#### Unforeseen activities

1. Assessors were invited to assess a legal translation from English to Spanish using the American Translators' Association analytical model.
2. Because of the unforeseen development of the translation standards at ISO and CEN level in the application period, Workstream 4 judged it more relevant to compare the ITR BlackJack, the SAE J2450 Translation Quality Metric, the QA Distiller evaluation model, and the American Translators' Association analytical grid. This was felt to be more useful than a comparison between the EN 15038 and the PACTE competence models.
3. Development of a translation evaluation tool has started on the basis of the translation tests containing PIE items. An NDA to this effect has been signed by KU Leuven and [Televic Edumatic](#).

## II. Output(s) and deliverable(s)

List the produced outputs and deliverables of this Workstream.

For the Outputs indicate: title, date of implementation, place of implementation and number of participants.

For the Deliverables indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

### II.a. Outputs

#### 1. Workstream meetings

- a) [Meeting 1](#), KU Leuven, 3-6 March 2013, 11 participants;
- b) [Meeting 2](#), DCU, 25-28 September 2013, 11 participants;
- c) [Meeting 3](#), UAH, 21-24 May 2014, 10 participants;
- d) [Meeting 4](#) – Joint meeting with Workstream 3, ISIT, 28-30 August 2014, 12 participants<sup>4</sup>.

2. A joint certification framework prototype was agreed upon by all stakeholders (ECQA, EMT universities, EULITA).

#### 3. Conference Presentations

- a) De Wachter, K., Kockaert, H.J., Segers, W. 2013. [Objective Translation Evaluation through PIE. 1<sup>st</sup> International Young Researchers' Conference on Translation and Interpreting](#), 7-8 November 2013, Universidad de Alcalá, Campus de Guadalajara (60 participants);
- b) Kockaert, H. J., Segers, W. 2014. [The EMT Wheel of Competences: a cornerstone in building a successful MA in Translation. Case study of legal translation \(Qualetra\). International Conference: Translator and Translation Studies In the European Integration Context](#), 29-30 October 2014, Batumi Shota Rustaveli State University, Batumi (30 participants).

**Qualetra Final Conference** – *QUALETRA. Quality in Legal Translation* (KU Leuven, Antwerp, 16-17 October 2014) (135 participants)

- a) Kockaert, H., Segers, W. 2014. ["Quality in Legal Translation"](#);
- b) Phelan, M., Valero Garcés, C., Vigier Moreno, F. 2014. ["Holistic versus analytical assessment of legal translations"](#).

[Programme Booklet \(Abstracts\)](#).

#### Meeting presentations

- a) Kockaert, H. J., Segers, W. 2013 [Workstream 4: Overview](#). WS4 Meeting 1, KU Leuven;
- b) Phelan, M. 2013. [Analytical method using assessment grids](#). WS4 Meeting 2, DCU;
- c) Kockaert, H. J., Segers, W. 2013. [Survey & Case study \(PIE\)](#). WS4 Meeting 2, DCU;
- d) Kockaert, H. J., Segers, W. 2014. [Stability Control of the p-values and d-indices of the Preselected items](#). WS4 Meeting 3, UAH;
- e) Kockaert, H. J., Segers, W. 2014. [PIE vs Holistic Evaluation](#). WS4 Meeting 3, UAH;
- f) Ekert, D. 2014. [ECQA Skills Card and Exam System](#). WS4 Meeting 3, UAH.

### II.b. Deliverables

1. **Survey:** An online survey [["Survey on the testing, assessment and evaluation on the current legal translation practices in criminal proceedings in the EU](#) (product, translator and service/process quality assurance)] was carried out. The English language questionnaire was made available electronically in Qualtrics format and completed in full by 181 respondents including LTs, LPs and interpreters. (electronic)

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<sup>4</sup> A joint meeting of Workstreams 3 and 4 was held in August 2014, because both Workstreams share points of interest when it comes to training and its subsequent testing. Staff members being part of both Workstreams met in order to discuss the ECQA Skills card.

2. **Survey Report:** The survey has been analysed and the results have been incorporated in a survey report entitled "[Survey Report - Testing, Assessment and Evaluation on the Current Legal Translation Practices in Criminal Proceedings in the EU](#)". This English language report will be available electronically on the EULITA website. (print and electronic)
3. Four **Research Reports** show the results of research undertaken in three different ways of evaluating legal translation: [analytical approach](#), [holistic approach](#), and [Rich Points](#), related to the [PIE method](#). The results of this research were presented during the final conference and are available in electronic format. (electronic)
4. An overall **Report** shows the overall outcome, including [sample tests](#) (Dutch, English, French, Spanish). (electronic)
5. **PIE:** A [list of PIE items](#) (Rich Points) serves as a relevant sample for determining the crucial items in EAWs and EDs that need to be translated correctly. These items set the benchmark for pass/fail in translation tests. (electronic)
6. **Publications**
  - a) Kockaert, H., Segers, W. (2014). [Evaluation de la traduction : la méthode PIE \(Preselected Items Evaluation\)](#). *Turjuman*, 23(2), 232-250. (print and electronic);
  - b) Kockaert, H., Segers, W. "Quality in Legal Translation" (accepted). To be published in *The Journal of Specialised Translation (JoSTrans)* in 2017. (electronic);
  - c) Phelan, M., Valero Garcés, C., Vigier Moreno, F. "Holistic versus analytical assessment of legal translations" (accepted). To be published in *The Journal of Specialised Translation (JoSTrans)* in 2017 (electronic).

#### 7. Tests: ECQA certification test for legal translators

An agreement was reached on the content of a test for EMT translators. This test will need to be tested and possibly refined to ensure that it is suitable for evaluating legal translation. The test is called "ECQA Certification Test for Legal Translators" (electronic):

The ECQA certification test for LTs will be confined to EMT graduates, is based on the ECQA Skills card (cf. below), and will consist of:

- a) Twenty [multiple choice monolingual questions](#). Ten on (a) Criminal Law Procedure and ten on (b) Monolingual Terminology;
- b) At least four [open questions](#) on (a) professional practice, (b) professional conduct, (c) information mining and (d) legal terminology;
- c) [Translation, Revision and Recognition Tests](#) of +/- 250 words focusing on EDs and EAWs, with PIE items for each text.

Candidates must pass each stage to proceed to the next one. If repeating a stage, candidates repeat only the element they failed.

The English language sample test is an ECQA format online, is customisable, and consists of random multiple choice and open questions.

#### 8. Competence Grids & Curriculum

In order to test legal translator quality, the Quaetra Consortium has developed a competence description for LTs (in cooperation with Workstream 3), an "ECQA Certified Legal Translator in Criminal Proceedings Skills card" and a curriculum for LPs. These have been jointly developed by Workstream 3 and Workstream 4. More information is to be found in the description of WS3 deliverables.

## ➤ Workstream 5: Conferences

### I. Activities

Indicate which of the planned activities were implemented, which of the planned activities were not implemented (and why) and if any unforeseen activities were implemented.

#### Implemented activities

1. Launch Conference
2. Final Conference

#### Not implemented activities

- 1.
- 2.

#### Unforeseen activities

- 1.
- 2.

### II. Output(s) and deliverable(s)

List the produced outputs and deliverables of this Workstream.

For the Outputs indicate: title, date of implementation, place of implementation and number of participants.

For the Deliverables indicate: precise title, type, format (e.g. printed and/or electronic), languages and number of copies produced.

#### II.a. Outputs

1. [Launch Conference: Presentations](#)
2. [Final Conference: Presentations](#)

#### II.b. Deliverables

##### 1. Launch Conference

- a) Booklet of Abstracts;
- b) Selected papers submitted for publication in *The Journal of Specialised Translation* (JoSTrans) to be published in 2017.

##### 2. Final Conference

- a) **Qualetra Final Conference** – *QUALETRA. Quality in Legal Translation*, 16-17 October 2014, KU Leuven, Antwerp - [Booklet \(Abstracts\)](#);
- b) [Presentations](#) on the EULITA web site [<http://eulita.eu/qualetra-final-conference-presentations>] and in DVD format;
- c) Selected papers submitted for publication in *The Journal of Specialised Translation* (JoSTrans) to be published in 2017.

## 2.2. Staff members

List the names of all the staff members per organisation (mentioned in the final financial statement under Heading A - Staff) and describe their role in the project.

Indicate: Name of the staff member, employer organisation, role in the project, total number of days worked for this project.

## 2.2. Staff members

List the names of all the staff members per organisation (mentioned in the final financial statement under Heading AStaff) and describe their role in the project.

Indicate: Name of the staff member, employer organisation, role in the project, total number of days worked for this project.

Co-beneficiary	Staff member name	Working days
<b>CCBE</b>	<b>Alonso Hernández-Pinzón</b> Meeting preparation and attendance (October 2013) Internal meetings, all questions related to CCBE's participation in the project and financial issues Justification of costs	4
	<b>Peter McNamee</b> Relations with other partners (conference calls, e-mails, etc.) Follow up of meetings Seeking advice from the CCBE's Criminal Law Committee on Qualettra's issues CCBE internal meetings to deal with WS1 issues Relations with other partners (conference calls, e-mails, etc.) regarding WS1 activities	78
	<b>Alonso Hernández-Pinzón</b> Attendance to WS1 meeting held in Madrid (February 2014) Internal meetings, contact with experts to prepare WS1 documents, making documents anonymous Follow up of meetings	2
	Dealing with project's final conference	1

Co-beneficiary	Staff member name	Working days
<b>Comillas</b>	<b>Bettina Schnell</b> Meeting preparation and attendance Survey analysis Phraseology development Collection of EAWs and EDs	20
	<b>Nadia Rodriguez</b> Meeting preparation and attendance Survey analysis Phraseology development Collection of EAWs and EDs	20

Co-beneficiary	Staff member name	Working days
ECBA	<b>Dara Robinson</b> Meeting preparation and attendance	0.5
	<b>Gustavo Lopez-Muñoz y Larraz</b> Meeting preparation and attendance Meeting with ECBA experts - Discussion Meeting preparation and attendance	2
	<b>Hans Van de Wal</b> Meeting preparation and attendance Checking and correction of language and terminology (termbase) Conference preparation and attendance	3.5
	<b>Louise Abigail Hodges</b> Meeting preparation and attendance Collection of EDs	2.5
	<b>Marie-Anne Sarlet</b> Conference preparation and attendance	2.5
	<b>Matt Holger</b> Meeting with ECBA experts – Discussion Meeting ECBA Board Members - discussion and update on project	2
	<b>Ondrej Laciak</b> Meeting preparation and attendance	3
	<b>Rebecca Niblock</b> Meeting preparation and attendance Conference preparation and attendance	3.5
	<b>Vania Costa Ramos</b> Meeting preparation and attendance Collecting EDs; e-mails experts and partners; anonymizing documents Uploading and anonymizing EDs Contacting court of appeals Lisbon – prosecutors' office – asking to consult files to collect essential document Selection of the offences for collecting EDs Requesting documents from experts Uploading EDs on the dropbox Organisational mails, last check of documents Presentation of Quaetra at the ECBA conference	33
	<b>Vincent Asselineau</b> Meeting preparation and attendance	1.5



Co-beneficiary	Staff member name	Working days
<b>EULITA</b>	<b>Christiane Driesen</b> Meeting and conference preparation and attendance Project and conference preparation/collecting documents and reading Preparation of launching conference and presentation Research of new training formats Research on documentation concerning training formats Comparative study on training programmes for LTs and lawyer-linguists	42
	<b>Flavia Caciagli-Conigliaro</b> Meeting and conference preparation and attendance Literature and Expert advice Survey dissemination Collection of EDs and EAWs Review of minutes Review of Skills cards/LP competences Pinpointing PIE items	38.5
	<b>Liese Katschinka</b> Meeting preparation and attendance Compiling <i>Vademecum</i> Collection of EDs and EAWs Literature and Expert advice	45
	<b>Liisa Laakso-Tammisto</b> Meeting preparation and attendance Review of Skills cards/LP competences Pinpointing PIE items	23

Co-beneficiary	Staff member name	Working days
<b>ISIT</b>	<b>Catherine Jourdainne</b> (from February 2014) Rich points analysis State-of-the art of competence grids Analysis of translator skills Development rich points and pedagogical materials Meeting attendance and preparation	45
	<b>Hanna Martikainen</b> (November 2013 - September 2013) Meeting preparation and attendance State-of-the-art analysis: software for assessing translators Analysis of PIE method Analysis of translator skills	10
	<b>Marina Burke</b> (until February 2014) Project management Financial expert Preparation and proofreading of launch conference booklet Coordination of and participation in WS1 meeting held at ISIT in Paris. Drafting of minutes and e-mailing Preparation and analysis of Quaetra survey for diffusion Grid of competences Reallocation of staff days, budget and timesheets	24
	<b>Sandrine Peraldi</b> Meeting and conference preparation and attendance Corpus building and analysis WS1: Term base & facsimile development WS2: EAW Phraseology WS3: Development of training materials WS5: Dissemination (FIT Congress, Lublin) WS2: EAW Phraseology WS4: Development of assessment materials	106.5

Co-beneficiary	Staff member name	Working days
KU Leuven	<b>Annette Schiller</b> (ITIA) Meeting preparation and attendance Survey dissemination Launch conference in London Preparation of meetings and discussion of final outcomes for WS4 methodologies Providing feedback (WS4) Preparation for final conference and attendance	19
	<b>Damjan Ekert</b> (ECQA) Meeting preparation and attendance ECQA development of training material Skills card development	16
	<b>Erik Hertog</b> Launch conference in London Preparation on competences and curriculum Meeting attendance and preparation Preparation on skills and assessment Writing training module for legal professionals	29
	<b>Hannelore Lee-Jahnke</b> (CIUTI) Review of training and assessing materials	16
	<b>Hendrik Kockaert</b> Coordination and project management; Meeting preparation and attendance Analysis of test results; PIE method analysis Conference preparation; Review abstracts of conferences Review and edit minutes; Timesheets and agenda management Conferences: selection and management of abstracts EAW terminology and phraseology analysis Corpus building and anonymizing EAWs Final Report	159.5
	<b>Ken De Wachter</b> (until June 2014) <b>Veerle Verschakelen</b> (replacement) <b>Leen Boel</b> (replacement) Secretary/Financial Expert Meeting attendance and practical preparation Drafting minutes Launch/Final Conference: Preparation Alignment of EDs Drafting Progress Report Launch Conference organisation and follow-up Termbase	161
	<b>Messnarz Richard</b> (ECQA) Meeting attendance Expert advice and review of ECQA materials	13
	<b>Mirko Silvestrini</b> (EUATC) Meeting attendance Expert advice and review of ECQA materials	16
	<b>Winibert Segers</b> Meeting attendance and preparation Conferences: selection and management of abstracts Research proposal on PIE method Analysis of testing formats Article PIE method Preparation Dublin meeting: Research Report PIE Survey drafting, dissemination and analysis Statistics of Survey and tests	45.5

Co-beneficiary	Staff member name	Working days
<b>LondonMet</b>	<b>Agata Sadza</b> Corpus building of EAWs Collecting and analysis of EAW phraseology and terminology	5
	Lukasz Kaczmarek Meeting attendance Expert advice and review of ECQA materials	15
	<b>Nadia Rahab</b> Meeting and conference preparation and attendance Corpus building of EAWs Collecting and analysis of EAW phraseology and terminology Developing training materials	40
	<b>Susan Jane Lilley</b> Meeting attendance Corpus building of EAWs Collecting and analysis of EAW phraseology and terminology Developing training materials Linguistic review of deliverables	20

Co-beneficiary	Staff member name	Working days
<b>RGSL</b>	Workstream 0 <b>Christopher Goddard</b> Meeting attendance and preparation Post-meeting administration: minutes accounting, time sheets, follow up emails, notes Reviewing Minutes	10
	Workstream 2 <b>Christopher Goddard</b> Meeting attendance and preparation Reviewing Minutes	5
	Workstream 3 <b>Christopher Goddard</b> Meeting attendance and preparation Post-meeting administration: minutes accounting, time sheets, follow up emails, notes Reviewing Minutes	30
	Workstream 3 <b>Irena Lapsa</b> Meeting attendance and preparation Post-meeting administration: minutes accounting, time sheets, follow up emails, notes Reviewing Minutes	25
	Workstream 4 <b>Christopher Goddard</b> Meeting attendance and preparation Reviewing Minutes	22
	Workstream 5 <b>Christopher Goddard</b> Preparation and Review Post-meeting administration: minutes accounting, time sheets, follow up emails, notes	10

Co-beneficiary	Staff member name	Working days
UAH	<b>Carmen Valero Garcés</b> Meeting and conference attendance and preparation Research report of holistic evaluation method Literature and expert advice Developing testing material Review of grid of competences Facsimile of EDs WS4 Questionnaire	37
	<b>Francisco Vigier Moreno</b> Meeting and conference attendance and preparation Research report and presentation/dissemination of holistic evaluation method Literature and expert advice Grid of competences: comparing OPTIMALE and EMT	28

Co-beneficiary	Staff member name	Working days
UniTS	<b>Daniele Orlando</b> Meeting and conference attendance and preparation Research report and dissemination/presentation at conferences Survey on training in LT and LP; analysis of the results	27
	<b>Dolores Ross</b> Meeting and conference attendance and preparation Survey preparation Analysis of parameters in EDs Development Term-Base and SDL MultiTerm Template	15
	<b>Federica Scarpa</b> Meeting and conference attendance and preparation Survey preparation and dissemination Research/Analysis Italian EDs and EAWs Survey analysis and report Development Term-Base and SDL MultiTerm Template Research and state-of-the-art training/curricula (LTs & LPs) Review abstracts of conferences Research report and presentation/dissemination	137.1
	<b>Marella Magris</b> Meeting and conference attendance and preparation Survey preparation and dissemination Research/Analysis Italian EDs and EAWs Survey analysis and report Term base construction (entry structure) Research of training/curricula (LTs & LPs) ECQA Skills Card: draft and revision Competence Grid: research Italian version of the Revised Handbook of the EAW Developing training materials Preparation of testing materials	14
	<b>Mitja Gialuz</b> Meeting and conference attendance and preparation Survey preparation and dissemination Research-Analysis of Italian EDs Revision of training materials Analysis templates of EDs Revision of ECQA sample tests	12

### **2.3. Intellectual property rights (max. 1/2 page)**

In addition to the provisions of the Grant Agreement, what intellectual property rights have you agreed within the partnership?

What other intellectual property rights issues have you identified? Did any third parties have any pre-existing intellectual property rights in relation with the project?

A Non-Disclosure Agreement has been signed with Televic Edumatic (translation evaluation method) (See 2.4).

### **2.4. Commercialisation of outputs/deliverables**

Have you commercialised or do you intend to commercialise any of the outputs/deliverables? If so, please give details.

The translation evaluation method has been adopted by Televic Edumatic in order to integrate the PIE method, advocated and fine-tuned by Coordinator, Co-beneficiaries and Associate Partners, in an automated translation and revision work flow tool.

### **2.5. Visibility of EU funding (max. 1/2 page)**

How was the visibility of the European Union's financial support ensured throughout the project?

The visibility of the European Union's financial support was ensured by adding the following text on all conference presentations, publications (articles and conference proceedings), the dedicated website, flyers, conference booklets, and posters:

QUALETRA  
JUST/2011/JPEN/AG/2975  
With financial support from the Criminal Justice Programme of the  
European Commission Directorate General Justice

### **2.6. Main problems/difficulties in the implementation (max. 1/2 page)**

Were you faced with any problems/difficulties during the implementation of the project? How did you solve them?

Unexpected staff changes delayed the implementation of some action points, which were covered thanks to extra efforts paid by the Co-beneficiaries and Associate Partners' stable staff/experts.

The most difficult action point in Qualetra was the collection of anonymized European Arrest Warrants and Essential Documents. This was solved by soliciting extra efforts from the CCBE and the ECBA to go and collect such documents from the courts of justice.

### **2.7. Cooperation within the partnership (max. 1/2 page)**

How did the Co-beneficiaries and Associate Partners participate in the project and what was their role?

The majority of Co-beneficiaries and Associate Partners implemented the action points as they were decided in the minutes. Sometimes, it proved difficult for Co-beneficiaries and Associate Partners to have action points actually implemented before the agreed deadline for submission.

Tasks were divided among the partners according to their field of expertise (e.g.: research on testing by KU Leuven experts). The exact role of all staff members is described above under 2.2.

**2.8. Lessons learned and other comments on the implementation of the project (positive and/or negative experiences) (if applicable).**

Due to unexpected staff changes, which delayed the implementation of some action points, we learned to be more careful in the selection of staff for administrative and financial project management.

The cooperation with legal experts was valuable because otherwise it would have been difficult to collect the needed EDs and EAWs.

The size and multidisciplinary nature of the consortium have been an advantage: we have been able to work on many topics and in many languages.

**2.9. Conclusions and recommendations for the European Commission in terms of programme management (if applicable).**

We would like to have the working days for Coordinator, Co-beneficiaries and Associate Partners extended until the deadline for submitting the final report. Many days are dedicated for finalising such a report, including taking care of its annexes and deliverables.

## SIGNATURES

### DECLARATION

In addition to the provisions of Articles I.11.4<sup>5</sup> and II.3, the Beneficiaries warrant that the European Union has the rights to use or publish the information included in this report and its Annexes.

We, the undersigned, confirm that we are duly authorised to sign this declaration on behalf of the Beneficiaries. We certify that the information given in this report is correct, and confirm that the Annexes are complete, accurate, and adopted/approved by the Beneficiaries.

Name of the person responsible for the project: Prof. Dr Hendrik J. Kockaert

Signature:

Place: Antwerpen

Date: 20 February 2015

Name of the legal representative of the Beneficiary/Coordinator:

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Signature: .....

Place: ..... Date: .....

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<sup>5</sup> Article I.10.3 in single beneficiary Grant Agreements.



## COMPULSORY ANNEXES

The Final Narrative Report must be submitted within 3 months of the end date of the action in one paper copy and in electronic version (either on a USB key or CD-ROM or by e-mail to the functional mailbox of the programme).

The following documents must be annexed to this Final Narrative Report:

1. The signed cost claim (original copy)
2. The final financial statement (paper and electronic copies)
3. Quantitative reporting on policy-related outputs and deliverables (Indicators)
4. One sample of each finalised deliverable produced by the project: e.g. reports, surveys, publications, flyers, posters, promotional material, such as T-shirt, mugs, caps, training material (hard copies, where applicable)
5. Agendas/programmes and signed attendance lists of meetings, conferences etc. (preferably in electronic format)
6. Minutes of meetings, presentations and proceedings of conferences, etc. (preferably in electronic format)
7. Results of the evaluations/feedback given by participants and facilitators/trainers at the end of a seminar/training/conferences (preferably in electronic format)
8. Evaluation reports (if applicable) (at least electronic copies)
9. Audit report (if applicable) (original hard copy)

**Please list below the Annexes of your Final Narrative Report and number them as instructed above.**

**Please organise Annexes 4-9 by Workstream.**

1. The signed cost claim (original copy)
2. The final financial statement (paper and electronic copies)
3. Quantitative reporting on policy-related outputs and deliverables (Indicators)
- 4.1. ....
- 4.2. ....
- .....