



## MARKET SURVEY FOR LAWYER-LINGUIST SERVICES: ENGLISH

**I. Scope and aim of the market survey** The Legislation Division of the European Central Bank (ECB) is launching a market survey to identify suppliers that can provide lawyer-linguist services with **English** as their main language.

The aim of this survey is to identify sufficiently skilled and experienced suppliers who would be willing and able to provide legal editing in English and optional legal translation services from official European Union languages into English to the ECB. The survey is being carried out for information purposes only and does not form part of a formal procurement procedure.

### **II. Background information**

Business area Directorate General Legal Services

Division Legislation Division

Function The Legislation Division is responsible for preparing the legal acts of the European Central Bank (ECB) in the official Union languages, for editing and reviewing legal texts for legal, linguistic and terminological consistency, for translating legal documentation, including documentation relating to court cases, into the official Union languages and for maintaining a legal terminology database.

The main task of suppliers will be to draft, edit and revise ECB legal texts in English aimed at ensuring that such texts are drawn up clearly and precisely and comply with the Union legislative drafting rules and conventions. Optionally, suppliers can also translate legal texts from other official Union languages into English and revise translations of such texts provided by external suppliers.

Suppliers will work on the basis of framework contracts, which are awarded for a period of up to four years. Although framework contracts do not establish an obligation on the part of the ECB to purchase services from the contractors, they enable the ECB to occasionally issue orders for lawyer-linguist services on a short-term basis (e.g. to cover holiday periods and periods of heavy workload). Services will be provided remotely or in-house on the ECB's premises in Frankfurt am Main.

Required skills Suppliers with **English** as their main language must have the following professional experience and qualifications:

- perfect command of English as their main language (minimum C2 or above according to the [Common European Framework of Reference for Languages](#) -

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CEFR);

- at least a bachelor's degree in law (or equivalent-level law degree) obtained from an institution where the degree programme is taught in English;
- at least two years' proven professional experience in drafting and/or editing legal texts in English for European Union institutions, international institutions, national authorities or law firms;
- a working knowledge of standard MS Office applications, in particular Word, Excel and Outlook.

In addition, the ECB is particularly interested in suppliers who have, in addition to the above qualifications and experience:

- proven professional experience in drafting legislation;
- a professional qualification as a lawyer in Ireland, England and Wales, Northern Ireland or Scotland and/or experience working as a lawyer in one of these jurisdictions, and/or legal studies regarding the legal system of one of these jurisdictions;
- a master's degree or higher in law (or equivalent law degree) obtained from an institution where the degree programme is taught in English;
- proven professional experience in drafting and/or editing legal texts in the area of economics and finance or working in the area of economics or finance for more than one year;
- proven professional experience in drafting and/or editing legal documents, where more than two years of experience can be demonstrated;
- proven professional experience in translating legal, financial or economic texts into English from one or more official Union languages.

### **III. How to participate in the market survey**

Suppliers interested in participating in this market survey are invited to submit a curriculum vitae in English in the [Europass format](#).

**The CVs should be sent to [LegalActs.Team@ecb.europa.eu](mailto:LegalActs.Team@ecb.europa.eu).**

Please note the following:

- Suppliers should also expressly state their interest and availability to provide lawyer-linguist services to the ECB as described above.
- Suppliers who are companies (e.g. agencies) should submit the CVs of named individual lawyer-linguists who have the required skills, can provide lawyer-linguist services to the ECB and are either their employees or consultants.
- The information and/or CVs submitted should be as complete and substantiated as possible (e.g. including the relevant contact persons and/or names of the institutions to support work experience and/or qualifications).
- On sending the documentation to the e-mail address above, suppliers will receive a reply from the ECB. If you do not receive a reply, please check your "Spam mailbox". If you did not receive a reply, please contact Ms Laurence Flache at the e-mail address [LegalActs.Team@ecb.europa.eu](mailto:LegalActs.Team@ecb.europa.eu).

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- The ECB processes personal data for the purpose of this market survey in line with Regulation (EC) No 45/2001<sup>1</sup>. Information on the protection of personal data is available from the ECB's Head of the Legal Revision Central Banking Section, Legislation Division, Sonnemannstrasse 22, 60314 Frankfurt am Main, Germany, e-mail address: [LegalAct.Team@ecb.europa.eu](mailto:LegalAct.Team@ecb.europa.eu) for a duration of six months after the closing date of this market survey or the ECB's DPO under [dpo@ecb.europa.eu](mailto:dpo@ecb.europa.eu). This is also the retention period for the (personal) data collected pursuant to this market survey<sup>2</sup>.

Follow-up to the market survey Participation in this survey does not constitute any obligation on the part of the ECB to invite the participants in the market survey to participate in any future ECB procurement procedure, to award them a contract, or to reimburse them for any expenses incurred in completing this market survey.

However, the ECB may subsequently decide to invite suitable and available suppliers<sup>3</sup> to submit proposals for the provision of legal editing and legal translation services with a view to potentially awarding framework contracts.

**Closing date: 15 September 2017, 18:00 CET**

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<sup>1</sup> Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data.

<sup>2</sup> Privacy notice: the data resulting from the market survey (including possible personal data submitted by the interested suppliers) are maintained by the ECB for the maximum duration of six months after the closing date of this market survey. For further information please refer to the Decision of the European Central Bank of 17 April 2007 adopting implementing rules concerning data protection at the ECB (ECB/2007/1). This decision contains all the relevant references for the rights of data subjects (e.g. right to access, rectify, delete personal data and the right to have recourse to the European Data Protection Supervisor etc.).

<sup>3</sup> Please note that the ECB collects market information on suitable and interested suppliers from many different sources. Therefore, certain suppliers could be invited even if they did not participate in this market survey.