

CASC17: BG-EN – CASE STUDY 1

Scenario

After the conclusion of the framework contract, on 16 July 2018 you are assigned the following four-part job.

Documents: *HOME/2018/99999, four parts*

Source language: *Bulgarian*

Target language: *English*

Source file format: *docx*

Total number of pages: *440 (170, 115, 87, 68)*

Deadlines: *four deadlines reflecting the length of the documents, between 9 August and 10 September 2018*

Attachments: *detailed instructions; xiff file containing related translation memories; source language and target language reference documents; project description template in English; list of underlying legal acts.*

Detailed instructions for contractor

"Please note that these are highly demanding and technical texts – descriptions of national projects benefitting from EU funds worth several million euros. The Commission therefore requires high-quality, consistent translations.

After delivery of your translations of these initial project descriptions, the jobs will be followed up by implementation reports from the Bulgarian authorities in PDF format, amounting to several hundred pages in total. Some of these reports may be published. You may also be required to translate the results of related public consultations.

Terminological concordance is crucial, involving cross-referencing among the eight underlying legal instruments, and the translator must research the funds concerned and understand the association between the corresponding legislation. You are being provided with a previous similar document and its translation as reference documents, however, the wording of these reference documents is binding only in so far as it reflects the terminology used in the underlying legislation.

The final translations must be delivered in Word format – paying particular attention to the correct layout – along with xiff files containing the final versions of the translations. The strict reporting timetable and the Commission's legal requirement to reply mean that the deadlines indicated on the information sheet are final."

a) Please describe in detail how you prepare for this translation project, including the follow-up documents, and how you will deliver the products required.

b) You are working on the aforementioned highly demanding technical texts, corresponding with the DGT English Language Department with regard to follow-up documents. When the project is approximately 70% complete, you are informed that the requester needs one of the longer documents more urgently because of a change in the dates of an upcoming audit mission, and you are asked to deliver part of the job early. Please describe how you proceed.