



Multilingual practice

TRANSLATION CENTRE FOR THE BODIES OF THE EU

Contents

Introduction	2
Public website	2
Social media channels	2
External job vacancies	2
Written comments/queries	2
Further information.....	2

Introduction

By the nature of its mission, the Translation Centre is **committed to multilingualism**. On an everyday basis, it provides language services to the EU agencies, offices, bodies and institutions, thus helping them meet their multilingual communication needs. For its own purposes, the Translation Centre endeavours to find a cost-effective approach to multilingual communication while respecting the following principles:

- 1) the right of EU citizens to receive appropriate information in their language;
- 2) the need to provide information necessary for financial transparency;
- 3) the need to reach the relevant target audience; and
- 4) the need to maintain the Translation Centre's reputation as a reliable language service provider.

Public website

The Translation Centre's **public website** is largely accessible in all the EU official languages. The content pages and the search function are available in 24 languages. The news section of the welcome page is updated with articles published in English and French. Documents published on the Centre's public website are available either in all EU languages (e.g. the budget) or in a certain number of languages (e.g. annual work programme, annual activity report, promotional material, etc.), depending on their purpose and target audience.

Social media channels

On the Translation Centre's **social media channels**, posts are mainly published in English and, to a lesser degree, in other languages, whenever relevant.

External job vacancies

The selection notices for **external job vacancies** (temporary and contract staff) are published on the Centre's public website in all the EU official languages.

Written comments/queries

When replying to **written comments/queries**, the Centre ensures that 'every citizen of the Union or any member of the public who writes to the institution in one of the Treaty languages receives an answer in the same language' in accordance with the European Code of Good Administrative Behaviour.

Decision of the Management Board

RULES OF PROCEDURE OF THE MANAGEMENT BOARD OF THE TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION OF 30 OCTOBER 2003 (CT/CA-014/2003/01EN)

Article 12: Languages

1. In accordance with the provisions of Article 5 of Council Regulation No 1/1958 determining the languages to be used by the Community, Management Board documents intended for publication in the Official Journal of the European Union shall be available in all the official languages.

2. Without prejudice to the provisions of paragraph 1, the Management Board may, in the interests of efficiency, within the meaning of Statement No 1 by the Council annexed to Regulation (EC) No 2965/94 and in accordance with Article 6 of Regulation No 1/1958, use a smaller number of official languages within the framework of its operations.
3. The documents concerning the items on the agenda may be made available in another official language at the request of one or more member(s) of the Management Board.
4. The provisions of paragraph 2 shall not prejudice the right of each member to express him or herself in the official language of his/her choice.

Further information

- The official languages of the EU are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.
- [Regulation No. 1 of 1958 determining the languages to be used by the European Economic Community](#)
- [European Code of Good Administrative Behaviour](#)