

**Memo on the implementation of Annex 1 to the AGREEMENT ON WORKING CONDITIONS AND FINANCIAL TERMS FOR CONFERENCE INTERPRETING AGENTS (ACI) AND FREELANCE INTERPRETERS (FLI) RECRUITED BY THE INSTITUTIONS OF THE EUROPEAN UNION (called in French, “La Convention”).**

The following criteria form the basis for application of the Annex to the Convention, as the criteria currently given there allow for the evaluation of only a small part of the documentary evidence submitted by freelances.

**Criteria**

- All interpreting work with a clearly identifiable international component is accepted, if performed for ‘public bodies’, which are broadly defined and would include national parliaments, ministries and embassies, as well as regional or provincial authorities.
- Interpreting work provided at meetings or conferences of the aforementioned public bodies but organised via private companies providing language services will also be accepted.
- Work for PHARE or external EP offices will also count, as it is conference work and, ultimately, within an EU context and paid for out of the EU budget.
- Work for TAIEX, universities, private institutions and companies will not count.

The distinction between experience of consecutive and of simultaneous interpreting will no longer be made, as many assignments, especially in EUR 10, are a mix of both.

**Supporting documents**

A list in EN, FR or DE indicating the titles of the conferences/meetings, the total n° of days worked and the dates has to be sent together with the request of re-classification.

As to the nature of supporting documents the following are accepted:

- copies of contracts (compulsory for work carried out through private companies providing language services) or
- certificates from employers, specifying the number of days worked and the nature and the dates of the conferences or
- in exceptional circumstances copies of invoices clearly identifying the services supplied and accompanied by the corresponding bank statements.

Please note that it is not necessary to submit proof of work undertaken for the European Institutions (SCIC-EP-CoJ), as this is already recorded in our database.

For interpreters who worked as temporary agents or officials in the EU Institutions, every year worked counts as 125 days. In cases where the interpreter worked for a significantly lower number of days, ad-hoc decisions may be made.

### **Classification**

- All new EU ACIs will be given the beginners' category 2, beginners, as of the date of passing an inter-institutional-test. They will however be given category 1, experienced, as of that date provided that proof of 250 days' professional experience in line with the criteria above and the Annex to the Convention is sent within three months from the date of the confirmation letter sent after they succeeded an inter-institutional test.
- All new candidate countries (Turkey, Croatia, Former Yugoslav Republic of Macedonia) ACIs will be subject to the same procedure as the new EU ACIs.
- The UN languages (Arabic, Russian, Chinese) as well as Japanese will be given category 2, beginners, as of their creation in the database. If proof for 100 days professional experience comparable to EU ACIs is received within three months from their creation in the database, the upgrading can take place.
- All other ACI are given category 1, experienced, as of their creation on the database and upon presentation of a detailed CV.

### **Re-classification**

In order to be re-classified from category 2, beginners, to category 1, experienced, ACIs have to make a request for upgrading (by mail, email or fax). They will be upgraded from the date of their request, provided that proof of 250 days' professional experience in line with the criteria above and the Annex to the Convention is sent within three months of the date of the request. If proof is submitted after this deadline, the date of upgrading may be changed accordingly.

Requests for upgrading as well as supporting documents should be sent to:

**European Commission**  
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