

TNP3

Sub-project One: Languages for language-related industries and professions National report: Poland

INTRODUCTION

General Situation with Regard to Foreign Languages

One of the biggest Polish weeklies has recently published a report on the situation of foreign languages in Poland (Polityka, Nr 22, 29 May 2004). The report is based on both tangible statistics and anecdotal evidence.

According to the authors, the distribution of foreign language competencies among Poles is impractical. After the EU enlargement, the Poles who seek employment in the UK find out that there are positions e.g. for construction workers; however Polish construction workers mostly do not know foreign languages. The Poles who do know English - usually with humanistic background – cannot easily find work in the UK in their professions.

Similarly impractical distribution of foreign language knowledge is to be found in the domestic local and central government institutions. Young employees – who generally know foreign languages – are predominantly at the bottom of the administrative hierarchy, having virtually no direct contact with foreigners.

According to a representative of a professional training company cited in the report, foreigners coming to Poland often get the impression that English is spoken practically by all Poles. This impression however is more than illusive as foreigners mostly come to Poland for short periods of time during which they predominantly deal with businesspeople, professionals as well as hotel and restaurant staff. Among these groups nowadays knowledge of English is indeed a must.

Among the ministerial institutions, the best situation with regard to foreign languages is in the Ministry of Foreign Affairs and in the Office of the Committee for European Integration. In the Ministry of Foreign Affairs out of 700 employees, 430 declare knowledge of a foreign language. In the Office of the Committee for European Integration three fourths of employees know at least one foreign language.

According to the Head of the Polish Civil Service more than half of the Polish civil servants (approximately ten thousand persons) should know a foreign language. These are the people directly dealing with partners from other countries within the EU.

The level of staff turnover in the local and central government institutions is rather low, which means that young people who are fluent in more than one foreign language find it extremely difficult to obtain employment in these institutions.

Out of one hundred thousand employees in central government institutions only one and a half thousand have been formally certified in foreign language proficiency. Despite Poland's entry into the EU, the country still does not have comprehensive foreign language examination procedures or standards for the employees in the local and central government institutions.

According to a research carried out by the Polish Civil Service, there is a great demand for foreign language courses among civil servants. However, this year the Civil Service has been able to provide foreign language courses for merely eight hundred civil servants. These courses lead to a foreign language certificate.

English is the most widely known language among the people working for the local and central government institutions. There is a definite shortage of public service workers who know German or French. This is regrettable in view of the fact that the Polish legal and political system is more "Continental" than "Anglo-Saxon".

Presumably, the best situation with regard to foreign languages proficiency should be in the government agencies responsible for applying to various EU funds. In the Agency for Restructuring and Modernization of Agriculture - responsible for distributing SAPARD aid to the Polish farmers – only 1.2 thousand employees out of 5.2 thousand have declared foreign language knowledge. It is estimated that 10 per cent of all the employees within this agency have regular, direct contact with foreigners.

At the local level, government institutions often rely on independent translation / interpretation businesses in their contacts with foreign partners.

Even in cross border areas the linguistic situation is far from satisfactory. Although research shows that 80 per cent of Poles living in the border town of Gubin are interested in learning German and 20 per cent of Germans living in Guben just across the border are interested in learning Polish, this fact does not result in widespread foreign language proficiency. According to a local journalist "Theoretically everyone is trying to learn German, but in practice nobody speaks this language fluently enough".

Still, knowledge of at least one foreign language seems to be a necessity on the present-day Polish labour market. In 2003 one third of all job advertisements in the employment portal www.pracuj.pl required knowledge of English. This year (2004) as many as 80 per cent of all job offers have this requirement:

Percentage of job advertisements placed on www.pracuj.pl containing foreign language knowledge requirements:

	2003	first quarter of 2004
English	32.8	81.0
German	6.7	10.8
French	1.9	3.6
Russian	0.8	1.3
Italian	1.1	1.2
Spanish	0.2	0.6

Not surprisingly, the demand for foreign language courses is growing rapidly. The number of foreign language schools has been mushrooming. In the Warsaw area alone there are approximately 140 schools specialising solely in teaching foreign languages.

Correspondingly, the number of people who want to have their foreign language competency certified is also growing. In the year 2003, forty-three thousand people took one of the examinations offered by the British Council:

Number of people taking one of the examinations offered by the British Council (FCE, CAE, CPE):

2000	26 thousand
2001	33 thousand
2002	41 thousand
2003	43 thousand
Pass rate: 75-85 per cent	

A growing number of people are also taking examinations in other languages, e.g. at the French Institute, Cervantes or Goethe Institute (offering as many as 260 courses). Around ninety percent of course participants in these institutes are school pupils and university students.

According to the report, the employers – especially the international ones - no longer regard English as a ‘foreign’ language and it would be easier to list those jobs where English is not required than those where it is. Even assembly workers in factories owned by foreign companies will have problems without the knowledge of at least some English. Therefore, the command of a second or even third foreign language is more and more frequently required from candidates applying especially for the more ‘privileged’ positions. The growth of economy in the former Soviet republics has recently caused a revival of interest in Russian. Especially small and medium sized companies in central and eastern parts of Poland are looking for employees who will be able to communicate with Russian, Lithuanian or Ukrainian partners. French investors are particularly keen on propagating the French language. Companies such as Leroy Merlin offer their employees gratuitous classes of French or even one-to-one tuition in this language, especially for the people in managerial positions.

Not only has Poland’s entry into the EU influenced the foreign language sector. Also Poland’s membership in NATO has had substantial impact, especially in the military. Nowadays as many as five thousand soldiers a year participate in foreign language courses. These courses are quite intensive, on average comprising 500-600 hours of tuition and lasting five months. Approximately 22 thousand professional soldiers so far have passed foreign language examinations. Also within the Police – mainly due to closer cooperation with the Europol, Interpol and foreign counterparts – the knowledge of foreign languages is constantly increasing. In recent years three and a half thousand policemen and policewomen have taken part in foreign language courses.

source: Polityka, Nr 22, 29 May 2004

Part I: STATUS QUO

I.1. Overview of the present situation of language-related industries and professions in the national labour market

The present report has been prepared on the basis of information obtained from representatives of the Faculty of Applied Linguistics and East-Slavonic Philology, Warsaw University, the Institute of English Studies,

Faculty of Modern Languages, Warsaw University, Polish National Association of Translators and Interpreters and Polish Society of Economic, Legal and Court Translators. The persons asked to provide relevant information have commented that the remit of the TNP3 project has not been subject to any systematic research so far and, in fact, almost no reliable data is currently available in Poland on the situation of language-related industries and professions or contacts between HE institutions and language-related industries. The subject of TNP3 investigation has been described by one of the informants as “terra incognita” and the situation in the Polish language-related industries and professions as “wild jungle”, “volatile and constantly changing” and “difficult to investigate”. According to the Head of the Interdisciplinary Postgraduate Studies in Translation and Interpreting, Warsaw University (Foreign Languages for Specific Purposes - Specialization: translation) as well as other informants, theoretical scholarly work still much prevails in the field of translation studies in Poland. Thus, virtually no research has been carried out so far into

- the present situation of language-related industries and professions in the Polish labour market, language graduate employment in the language-related professions,
- new developments and new professional demands in the language and language-related industries,
- the impact of European integration and of globalisation, new professional demands and professional profiles in the language-related professions,
- contacts and co-operation between the language and language-related industries and HE institutions
- impact of language industry developments and new professional demands on existing specialist HE language courses.

Presumably, in view of Poland’s accession to the EU as well as political, economic and social changes after 1989, the status and type of language-related professions in Poland have been increasingly becoming similar to the status and type of language-related professions in other European countries. On 23 February, the UKiE web page (<http://www1.ukie.gov.pl/uk.nsf/MD/120?edit&t=Tlumaczenie&c=120>; 23 February 2004)) included information for terminologists seeking employment in the European Central Bank. Seemingly, more and more advertisements of this type will appear in the Polish media, thus contributing to an increasing specialization with the language-related industry.

However, apparently no systematic research, data or statistics is available on the exact status of language-related professions in Poland.

The Polish National Telephone Directory contains 1014 entries for the category “TRANSLATION AND INTERPRETING SERVICES”, 2392 entries for the category “SWORN TRANSLATORS AND INTERPRETERS”, 1924 entries for the category “FOREIGN LANGUAGE TEACHING”, 7 entries for the category “TOURIST SERVICES FOR FOREIGNERS” and 13 entries for the category “CENTRES OF FOREIGN CULTURE”. These are the only categories in the Polish National Telephone Directory which are apparently language-related.

Recently there has been a substantial growth in demand on the labour market for telemarketers and call centre operators who know foreign languages. For a more detailed account see Appendix 6.

One of the latest language-based professions in Poland is that of language auditor. For more information see www.rrbv.nl/LATE/Index.html and www.eapla.com as well as Appendix 7.

Obviously, the Directory does not reflect the more complex reality of language-related industries and professions in Poland. The free-access information on the web pages of the Polish National Statistics Office, Polish Chamber of Commerce or translators’ and interpreters’ associations do not contain relevant information on language-related professions and industries (see Appendix 8). It is rather dubious that commercially available information would give any clearer picture in this respect.

I.2. Language graduate employment in the language-related professions: status quo

NO RELEVANT DATA HAS BEEN FOUND

I.3. New developments and new professional demands in the language and language-related industries.

European integration must have obviously had impact on the language-related industry in Poland, probably predominantly in the area of translating *Acquis Communautaire* and conference interpreting. For instance the Office of the Committee for European Integration; <http://www1.ukie.gov.pl/>; 26 March 2004. On 23 February, the UKiE web page (<http://www1.ukie.gov.pl/uk.nsf/MD/120?edit&t=Tlumaczenie&c=120>; 23 February 2004)) included information for terminologists seeking employment in the European Central Bank. Presumably more and more advertisements of this type will appear in the Polish media, thus contributing to an increasing specialization with the language-related industry. Some HE institutions have been adjusting their curricula to address the challenges of European integration. The language-related industry itself has certainly been

reorganising to meet the new demands. However, no systematic and reliable research or data is currently available.

I.4. Contacts and co-operation between the language and language-related industries and HE institutions

NO RELEVANT DATA HAS BEEN FOUND

I.5. Impact of language industry developments and new professional demands on existing specialist HE language courses (status quo)

HE institutions have intuitively realized the rise of new demands and challenges within the language related industry and consequently have adapted their curricula to address the needs and expectations of students and prospective employers. However, these changes have probably not been based on any regular research, data or consultations with the prospective employers. The offer of courses, especially in Translation Studies, has been widened and diversified. More up-to-date, specialist courses have been made available. In some cases language departments have established separate units dealing with Specialist Language Translation Studies. Examples of HE curricula within the area of Translation Studies are give in Annex A in this Report.

Part II: NEEDS AND CONSTRAINTS

II.1. Improved co-operation between the language and language-related industries and HE institutions

In view of the fact, that no data on the cooperation or contacts between HE institutions and language-related industries has been established as, apparently, such data is scant or even non-existent, all range of guidelines for improved co-operation between the language and language-related industries and HE institutions will be desirable.

II.2. Identification of needs for curriculum innovation in response to new professional demands

Identification of needs for curriculum innovation in response to new professional demands should be carried out by HE institutions in cooperation with the representatives of language-related industries. Without collective effort of various HE institutions such identification seems not feasible.

II.3. Needs for future projects, studies and research

Because of the apparent lack in Poland of projects, studies and research relevant to the TNP3 project, any such undertakings will be desirable. The stimulus for such projects, studies and research should come from the joint effort of HE institutions and language-related industries.

Part III: RECOMMENDATIONS

Such recommendation should be brought forward by the HE institutions themselves in cooperation with the representatives of language-related industries. The recommendations presumably should be modelled on those existing in the countries which have had a longer record of analysing language-related industries. The fact that presumably almost no work has been done so far in this area in Poland leads to a conclusion that possibly the primary recommendation which can be made at present is to make the problem of improved consultation and co-operation between higher education and the world of work more prominent. The preliminary TNP3 national report (or a questionnaire based on the report or modelled on sources available in other countries) sent out to all HE institutions dealing with language teaching and to selected representatives of language-related industries and professions could be the first step towards making HE institutions and representatives of language-related industries realize the importance of establishing and improving mutual contacts as well as adjusting curricula and methods to the changing requirements of the language-related industry.

ANNEXES

A. Examples of good practice (e.g. methodology, employment prospects, cooperation with industries...)

Probably the main visible development in the field of language-related industries and professions in Poland over the last years has been the increase of specialist courses offered by HE institutions. An increasing number of colleges and universities offer specialist courses designed for future translators and interpreters. This positive development – although apparently not based on any studies or research - most certainly reflects the developments within the language-related industry mainly induced by the European integration process and the modernization and westernisation of the economy. Thus it represents a move towards satisfying the needs and interests of students and the demands of the labour market. Below there are examples of courses and activities offered by Warsaw University, illustrating the positive shift towards meeting the new requirements and expectations of the language-related industry.

Interdisciplinary Postgraduate Studies in Translation and Interpreting Warsaw University

- (Foreign Languages for Specific Purposes - Specialization: translation)
- a four-semester, post-master's degree course established in 1999
 - <http://www.kjs.uw.edu.pl/>; 30 March 2004)

Objectives: Acquiring skills indispensable for legal and court translations and interpreting; preparing students to the career of a certified court translator / interpreter (in future – the career of a 'public' translator / interpreter). Languages offered within the course: English, French, German and Russian. The classes (twelve hours per week) are held in the afternoons and evenings three times a week. The total number of hours: 720.

Entrance examination: interview testing the candidates' knowledge of one of the foreign languages offered within the study, their general knowledge and motivation.

The graduates receive a diploma certifying that they have successfully completed the course of studies.

The curriculum comprises both theoretical and practical components. The classes are either lectures (L) or workshops (W).

Theoretical component (270 hours):

Translation Studies (L - 30 hours)

Introduction to Polish Law (L – 60 hours)

Introduction to the Polish Economy (L – 30 hours)

Ethics, Etiquette and Diplomatic Protocol for Translators / Interpreters (L- 30 hours)

Analysis of Legal Discourse (W – 30 hours)

Introduction to the Legal System of American, British, French, German or Russian- speaking Countries (L – 60 hours)

Introduction to the Economy of English, French, German or Russian- speaking countries

Practical component (450 hours):

Translation and Interpreting Workshops (W – 360 hours)

Polish for Translators / Interpreters (W – 60 hours)

Methodology of Translation (W – 30 hours)

Teaching Staff:

Lecturers from the Department of Applied Linguistics, Warsaw University; Department of Law, Warsaw University; certified translators; experts and members of the translators' and interpreters' organizations, such as STP (Association of Polish Translators and Interpreters) and TEPIS (Polish National Association of Economic, Legal and Court Translators and Interpreters).

(information obtained from Head of the Studies Malgorzata Tyruk - necromaur@wp.pl)

Within the ERASMUS-SOCRATES programme, the Faculty of Applied Linguistics and East-Slavonic Philology of Warsaw University sends students for exchanges to Germany (Mainz, Heidelberg, Hildesheim) and to Belgium (Brussels) to educational centres for translators and interpreters, for the period of

one term. Moreover, the Faculty belongs to the European Master in Conference Interpreting EMCI consortium under the auspices of the European Commission's Directorate-General for Translation. The consortium consists of sixteen European educational centres for conference interpreters. The centres provide all the requisite qualifications required by European institutions. At present, the Faculty trains future conference interpreters in the following language combinations: Polish-English – French / German / Spanish.

Institute of English Studies, Warsaw University
(http://www.angli.uw.edu.pl/angli/zak_jez_ang_stos.htm; 30 March 2004)

A list of courses in Translation Studies:

History of Translation Theory

The course is concerned with looking at translation and Translation Studies from the historical perspective. So as to understand the present students are encouraged to go back in time and look closely at how famous writers and translators perceived their work, and how past translation theories and strategies are reflected in the work of translators today. The course is descriptive.

Course requirements: A written paper at the end of the semester.

(open to all students)

Translating Politics

The aim of the course is to link theory with practice when translating texts that deal with current affairs, politics and international co-operation. The emphasis will be on translating from Polish into English and on raising students' awareness to the various problems, both lexical and stylistic, that inevitably appear when confronting such texts.

Course requirements: Active participation in classwork, regular shorter home assignments and one longer written translation to be handed in at the end of the semester.

(open to Polish students only)

Translating for Academia

This course will be devoted to Polish-English translation of academic texts, such as essays, articles for scholarly journals and conference papers, primarily in the field of the humanities, liberal arts and social studies. Students will consider questions of language, culture and style, and the impact these have upon the form of the target text. There will be a certain amount of theoretical background but with greater stress placed on the practical aspects of translation.

Course requirements: Participation in classes, the translation of several shorter texts during the semester, the translation of a longer academic text (about 1500 words) on a subject of the student's own choosing.

(open to Polish students only)

Polish-English Translation Problems in Texts on Tourism

The course is aimed at students who wish to deepen their translation skills in an area of growth for Polish professional translators. As well as providing students with a challenging and supportive context in which to develop their skills, it aims to provide special insights into the cross cultural processes of translation and the various strategies involved when dealing with culture specific items. Attention will be paid to preparatory research, to form and also to redrafting/revision, as well as to some of the broader practical issues facing translators today.

Course requirements: Students will be expected to a) produce a portfolio of translated pieces, and b) provide a critical account of the aims and processes involved.

(open to Polish students only)

Contemporary Approaches to Translation Studies I

This course looks into the main European translation theories of the last quarter century and how Translation Studies have evolved as an independent discipline throughout this period. Emphasis is placed on linking language and culture in our approach to translation and on treating it as a cross-cultural event. Different notions concerning Translation are looked at from the point of view of the Functionalist Approach and the Manipulation School, among others. This leads to linking theory with practice and work on chosen texts both at home and in class.

Course requirements: A written paper at the end of the course.

(open to all students)

Contemporary Approaches to Translation Studies II

This course can be treated as a continuation of the above or can be attended without having any previous experience in the subject. Greater emphasis is placed on the literary, cultural and political aspect of translation, hence discussion, for example, on the Polysystem Theory, Translation and Power and Gender in Translation. Here theory is also linked with practice, translating short pieces of prose and poetry into and from one's native language.

Course requirement: A written paper at the end of the course.
(open to all students)

Polish Poetry in Translation

The course is aimed at students with a strong interest in poetry and the practical issues that the art of translation presents, and who wish to develop their translation skills. The primary aims are: a) to provide a practical setting where a student can learn about the craft of translation; b) to enable students to establish a critical approach to both their own translations as well as to those of others. Opportunity will also be given to explore both cultural and literary contexts inherent in translation.

Course requirements: Students will be assessed on previously delivered presentations, which will be delivered into essays of approx. 1,500 words. They will also be expected to build a portfolio of their translation work, which should be accompanied by an auto-review of the student's work. Account will also be taken of the student's participation throughout the semester.
(open to Polish students only)

Translating Contemporary Polish Poets

This is a course which intends to focus on the translation of a select number of Polish contemporary poets that have yet to be translated into English, and whose work requires a modern approach to the art of literary translation. The course is aimed at students with a strong interest in poetry and the practical and theoretical issues that literary translation presents. The courses primary aims are to a) deepen a student's knowledge of the craft of translation, and b) to enable students to establish a critical approach to their own work.

Course requirements: Students will be assessed on the portfolio of translations that they produce and they will also be expected to provide a critical account of approximately 1,000 words of the aims and processes involved.
(open to Polish students only)

The Translation of Legal Documents and Introduction to the Formal Aspects of Certified Translation

The course is addressed to students interested in learning the formal aspects of written legal translations and certified court translations (based on and pursuant to the requirements of the Polish District Court in Warsaw). Students will have the possibility to become familiar with basic legal vocabulary relevant for translating documents. They will also be given the opportunity to translate the following selected genuine British, American and Polish legal documents: Power of Attorney, Graduation Diplomas, Index transcripts, Birth Certificates, Marriage/Divorce Certificates, Death Certificates, Articles of Incorporation, Notary Deeds.

Course requirements: A written examination during which students will be asked to translate a random document (out of the range discussed throughout the course) in accordance with the formal principles of certified translations.
(open to Polish students only)

B. Links and useful addresses

B1. Stowarzyszenie Tłumaczy Polskich (STP)

Polish National Association of Translators and Interpreters

URL address: www.stp.org.pl/ (23 March 2004) – only the Polish version is available

address:

00-634 Warszawa,

ul. Jaworzyńska 3 m.22

phone / fax: +48 22 6215678

e-mail: stp-waw@interkom.pl

B2. Polskie Towarzystwo Tłumaczy Ekonomicznych, Prawniczych i Sądowych (TEPIS)

Polish Society of Economic, Legal and Court Translators

URL address: www.tepis.org.pl (23 March 2004)

address:

POLSKIE TOWARZYSTWO TEPIS

skr. poczt. 23,
00-967 Warszawa 86
e-mail: tepis@tepis.org.pl

**B3. Polskie Stowarzyszenie Biur Tłumaczeń (PSBT)
Polish National Association of Translation Agencies**

URL address: <http://www.psb.org.pl/> (23 March 2004) – only the Polish version is available
address:
Polskie Stowarzyszenie Biur Tłumaczeń
Biblioteka Publiczna m.st. Warszawy Dzielnicy Ochota
ul. Grójecka 75, Warszawa
e-mail: <mailto:biuro@psbt.pl>
phone: (+48) 691 979 658

**B4. Sekretariat Europejski - Urząd Komitetu Integracji Europejskiej
European Secretariat – the Office of the Committee for European Integration**
URL address: <http://www1.ukie.gov.pl/> (26 March 2004)

APPENDIX 1

**Stowarzyszenie Tłumaczy Polskich (STP)
Polish National Association of Translators and Interpreters**

URL address: www.stp.org.pl/ (23 March 2004) – only the Polish version is available
address:
00-634 Warszawa,
ul. Jaworzyńska 3 m.22
phone / fax: +48 22 6215678
e-mail: stp-waw@interkom.pl

The STP web pages contain information on:

- the statutes
- STP activities in Poland and abroad
- history of the organization
- structure (the Board, Audit Committee, Members' Arbitration Court and Local Divisions)
- sections (section of certified court translators and interpreters, section of translators of literature, section of translators of scientific and technical texts, section of translators of journalistic texts, section of conference interpreters)
- addresses of STP offices and sections
- STP membership regulations
- STP members
- STP bulletin (information on current activities undertaken by STP, events relevant to translators and interpreters)
- electronic version of the STP Newsletter
- legal acts and regulations concerning translators and interpreters
- guidelines, instructions, documents and forms relevant to the profession
- articles with commentaries and opinions relevant to the profession
- fee scales for translations and interpreting
- useful links and addresses

APPENDIX 2

**Polskie Towarzystwo Tłumaczy Ekonomicznych, Prawniczych i Sądowych (TEPIS)
Polish Society of Economic, Legal and Court Translators**

URL address: www.tepis.org.pl (23 March 2004)
address:
POLSKIE TOWARZYSTWO TEPIS

skr. poczt. 23,
00-967 Warszawa 86
e-mail: tepis@tepis.org.pl

Most of the contents of TEPIS web pages are available in Polish. The texts available in English are quoted below:

“Founded in 1990, TEPIS stands for the Polish Society of Economic, Legal and Court Translators. Its aims are to enrich and disseminate the knowledge of the art of translation and to represent the interests of professional translators in the cooperation with the Polish government. The TEPIS Society is a member of the International Federation of Translators.

[The] Society today boasts a membership of some 800, mainly sworn translators. TEPIS is proud to have organized 12 domestic and 5 international seminars since 1990, at which some 315 papers were delivered. The TEPIS Publishing House edits specialist literature for translators and "Lingua Legis", the renowned journal for legal translators.”

“BIULETYN TEPIS is a quarterly newsletter of the Polish Society of Economic, Legal and Court Translators. Since 1993 TEPIS Society has been a member of the International Federation of Translators. Size of one quarterly editions of the "BIULETYN TEPIS" amounts to 1500 copies. Readership of the "BIULETYN TEPIS" includes TEPIS members, i.e. professional translators and interpreters, Polish and foreign translators' organizations, university translation teachers, Polish courts of law and government institutions.

CONTACT PERSON: Mr. Piotr Walek, Sales Dept.

TEPIS PUBLISHING HOUSE: Telephone No. (+48) (22) 839 49 53”

“INTERNATIONAL FORUM OF LEGAL TRANSLATION was initiated by the TEPIS Society in Poland in 1992 as a biannual conference under the auspices of the International Federation of Translators FIT. The First and the Second Forums were held in Warsaw in 1992 and 1994, the Third Forum - in cooperation with the Jagiellonian University (Postgraduate Studies for Translators) in Krakow, Poland, in 1996. The Fourth Forum was organized by the Association of Austrian Court Translators and Interpreters in Graz, Austria in 1998 and the Fifth Forum - again by TEPIS in cooperation with the Adam Mickiewicz University (School of Translation, Interpreting and Languages) in Poznan, Poland, in 2000. The Sixth International Forum of Legal Translation and Court Interpreting will be organized by the Association of French Translators and Interpreters in Paris in June 2002 as a regular forum of the FIT Committee of Legal Translators and Court Interpreters.”

The texts available in Polish include the following:

- membership requirements and regulations, types of membership, membership fees,
- list of TEPIS members,
- history of TEPIS,
- TEPIS statutes,
- TEPIS structure (the Board, Audit Committee, Members' Arbitration Court and Local Divisions)
- information on the cooperation between TEPIS and FIT,
- information on examinations and certificates given by TEPIS,
- list of domestic and foreign conferences relevant to the work of translators and interpreters organized by TEPIS and other organizations,
- Legal acts and regulations concerning translators and interpreters (e.g. the UNESCO recommendations of 1971, the FIT Translator's Charter, the STP Translator's Charter, the TEPIS Translators' and Interpreters' Code),
- financial advice for translators and interpreters,
- fee scales for translation and interpreting,
- on-line Bulletin containing up-to-date information on matters relevant to the work of translators and interpreters,
- list of institutions providing training for prospective translators and interpreters,
- list of translation agencies cooperating with TEPIS,
- list and reviews of publications relevant to the work of translators and interpreters,
- list of publications published by TEPIS,
- legal and economic terminology (currently unavailable)

‘KOLEGIUM’ - a body within TEPIS – is responsible for benchmarking, didactic work, publishing and certification in the area of translating and interpreting.

APPENDIX 3

Results of a survey carried out among members of TEPIS Spring 2002

Number of respondents: 101.

Not all the questions in the questionnaire have been answered. Thus, the total number of answers does not always amount to 101.

Total number of languages indicated by the respondents: 11.

38 – respondents indicated German
32 - English
12 – French
6 – Russian
3 – Dutch
3 – Italian
3 – Spanish
2 – Scandinavian languages
1 – Bulgarian
1 – Hungarian
1 – Japanese

Sex

female – 59
male – 41

Age

14 respondents: 25-30 years old
33 respondents: 31-40 years old
28 respondents: 41-50 years old
23 respondents: over 50 years old

Length of professional experience

43 respondents: under ten years
35 respondents: 10-20 years
13 respondents: 21-30 years
5 respondents: over 30 years

Specialization

94 respondents specialize in legal language
91 respondents - business language
46 respondents - medical language
other respondents indicated language of economics, marketing, advertisement, tourism, literature, art, history, journalism, building industry, archeology, museology, chemistry, finances, accounting, agriculture, religion, European integration, ethnography, psychology, musicology and computer science

Prevailing direction of translations

foreign to Polish: 44 respondents
Polish to foreign: 23 respondents

Which prevails: translating or interpreting?

translating: 78 respondents
interpreting: 15 respondents

Educational background

76 respondents graduated from Departments of Modern Languages
6 respondents: Applied Linguistics
other respondents indicated Departments of Law, Archeology, Technical Studies, Chemistry, Mining, Administration, History, Economics, Pedagogy, Philosophy, Electronics, Computer Science and Musicology

Specialist translation studies

Fifteen respondents have graduated in Specialist Translation Studies

Translations as the main source of income

Providing translation services is the main source of income for 52 respondents

50 respondents have their own translation services businesses

39 respondents have the status of a certified court translator / interpreter

27 respondents work free-lance

12 respondents cooperate with translation agencies on a contract basis; translation / interpreting is a full-time job for 3 respondents; translation / interpreting is a half-time job for 2 respondents; 8 respondents work on a contract basis exclusively for courts.

Main source of total income

For 39 respondents the main source of total income is another permanent employment

For 11 respondents - another own business activity

For 51 respondents - free-lance activities

Access to consultations with people whose knowledge is relevant to the work of a translator / interpreter

84 respondents have the possibility to consult people whose knowledge is relevant to the work of a translator / interpreter.

27 respondents have such a possibility at their place of employment.

59 respondents have the possibility to consult native speakers

68 respondents - law experts

47 respondents - business experts

28 respondents - medicine experts

43 respondents - engineering / technology experts

Ultimate purpose of translated texts

The ultimate purpose of the translated texts is usually revealed to 92 respondents.

85 respondents learn about the purpose of the translated text directly from the client

20 respondents - from the translation agency

4 respondents usually do not have any information about the end purpose of the text

Computer hardware

45 respondents have the most up-to-date computer hardware at their disposal

40 respondents have computer hardware which is 2-4 years old

10 respondents have computer hardware which is 5-7 years old

3 respondents do not use any computer hardware

Translation software

5 respondents use the Trados software

1 respondent uses the Déjà vu software

9 respondents use other translation memory software

Average translation output in pages per day

For 22 respondents the average translation output amounts to 4 pages a day

For 21 respondents - up to 6 pages a day

For 18 respondents - up to 8 pages a day

For 24 respondents - up to 10 pages a day

For 14 respondents - more than 10 pages a day

Fees for translations into Polish

For 54 respondents the fees range from 20 to 36 zlotys per page

For 22 respondents - 36 to 40 zlotys per page

For 15 respondents - 40-50 zlotys per page

For 4 respondents - over 50 zlotys per page

Fees for translations from Polish into foreign languages

For 49 respondents the fees range from 20 to 42 zlotys per page

For 28 respondents - 42 to 50 zlotys per page
For 9 respondents - 50-60 zlotys per page
For 5 respondents - over 60 zlotys per page

Delays in payments

79 respondents receive their fees without any delays
16 respondents receive their fees with delays lasting between 2 to 3 months
8 respondents receive fees with delays lasting between 3 to 6 months
5 respondents – with delays exceeding 6 months

Institutions and businesses with outstanding payments

53 respondents indicated courts of law as institutions owing most of the outstanding payments
32 respondents - public prosecutor's offices
23 respondents - the police
2 respondents - lawyer's / attorney's offices
13 respondents - translation agencies
6 respondents - publishing houses
10 respondents - big enterprises
9 respondents - small enterprises

Other institutions and enterprises having arrears

Among other institutions and enterprises having arrears, the respondents indicated central and local government institutions and 'Translatornia' - a translation services agency.

Safety at the court room

59 certified court translators / interpreters consider safety at the court room as sufficient
9 certified court translators / interpreters consider safety at the court room as unsatisfactory

Stress factor in interpreting

50 respondents consider interpreting very stressful
38 respondents – fairly stressful
7 respondents – not stressful

Attitude of clients

According to 56 respondents, clients show 'appreciation'
According to 45 respondents, clients show 'understanding'
According to 45 respondents, clients show 'interest in cooperation'
According to 8 respondents, clients show 'lack of understanding'
According to 45 respondents, clients show 'total lack of understanding'
According to 4 respondents, clients show 'disrespect'

Significance of the translated texts

According to 33 respondents the texts translated by them are 'outstandingly important' for the clients
According to 43 respondents the texts are 'very important' for the clients
According to 34 respondents the texts translated by them are 'important' for the clients
According to 4 respondents the texts translated by them are 'not particularly important' for the clients

Professional satisfaction

90 respondents derive satisfaction from their professional activities
8 respondents do not derive much satisfaction from their professional activities
none of the respondents is dissatisfied or disappointed with their career

Status of translators / interpreters

According to 35 respondents translators / interpreters are highly esteemed by the public
According to 42 respondents translators / interpreters are quite highly esteemed by the public
According to 6 respondents translators / interpreters have rather low esteem
According to 19 respondents translators' / interpreters' esteem is in need of immediate improvement

APPENDIX 4

Polskie Stowarzyszenie Biur Tłumaczeń (PSBT)
Polish National Association of Translation Agencies

URL address: <http://www.psb.org.pl/> (23 March 2004) – only the Polish version is available
address:

Polskie Stowarzyszenie Biur Tłumaczeń
Biblioteka Publiczna m.st. Warszawy Dzielnicy Ochota
ul. Grójecka 75, Warszawa
e-mail: <mailto:biuro@psbt.pl>
phone: (+48) 691 979 658

PSBT was established on 24 April 2002 as an association of the biggest Polish translation agencies.

The objectives of the association include:

- cooperation between translation agencies and mutual support,
- ensuring standards in the area of translation and interpreting,
- exchanging information and expertise relevant to the work of translators and interpreters,
- propagating the professional code of ethics,
- advertising and propagating translation services,
- organizing conferences, workshops and informal meetings,
- publishing activities,
- petitioning and lobbying.

Furthermore, the PSBT web pages contain the association's statutes, list of members, the composition of the Board, Audit Committee and Members' Arbitration Court, membership requirements and a membership application form.

APPENDIX 5

Sekretariat Europejski - Urząd Komitetu Integracji Europejskiej (UKIE)
European Secretariat – the Office of the Committee for European Integration
(<http://www1.ukie.gov.pl/>; 26 March 2004)

(source: <http://www1.ukie.gov.pl/eng.nsf/dByID/120-100?edit&t=Translations&c=120>; 26 March 2004)

The UKIE web pages contain the following information on Polish translations in EUR-lex database:

As of 25 July 2003, the EUR-Lex community law database of the europa website gives access to the documents of EU legislation already available in the languages of the accession countries, as authenticated by the legal services of the EU Council and of the European Commission. The legal texts are classified according to two criteria - the Directory of the Community legislation in force, and/or by volume of the Official Journal Special Edition.

The Translation Department of the Office of the Committee for European Integration (OCEI) has prepared thematic glossaries of EU terminology addressed to translators, lawyers, employees of the central and local government administration and to all those who are otherwise professionally engaged or interested in European integration.

The glossaries contain terminology specific to the treated subject matter in four languages: English, French, German and Polish.

To date, OCEI has published the following glossaries:

Community Customs Code glossary (CCC)
Treaty on European Union glossary (TUE)
Europe Agreement glossary (EA)
Internal Market glossary (INT)
Economy, Finance, Money glossary (EKOFIN)
Regional Policy glossary (REG)
European Commission Regular Report glossary (RAPORT)

The above glossaries are not subject to free distribution but are available at the Depository Library of the European Community situated in the Office of the Committee for European Integration, Al. Ujazdowskie 9, Warsaw.

For further information on the glossaries and their distribution please contact the OCEI European Documentation Department tel. +48 022 455 53 80.

The OCEI page gives access to a terminology database prepared and run by the OCEI Translation Department. As of 4 August 2003, a new updated version of the database is available. It contains close to 7 000 entries, all of which are available in English and Polish, and some also in French and German. The database is updated on a weekly basis.

Additionally, OCEI offers guidance (in Polish) to translation of Community law into Polish. The guidance is available in electronic form.”

Furthermore, the UKIE web pages contain information on:

- European Commission Translation Service and translation in the European Union; EC's co-operation offer for individual translators; Traineeships in the European Commission's Translation Service; Joint Interpreting and Conference Service (SCIC)

(<http://www1.ukie.gov.pl/eng.nsf/dByID/120-300?edit&t=Translations&c=120>; 26 March 2004)

- On-line translation aids the European Commission's Translation DG uses in its day-to-day work

(http://www.europa.eu.int/comm/translation/index_en.htm; 26 March 2004)

- Information on the Directorate General for Interpretation (http://www.europa.eu.int/comm/scic/index_en.htm; 26 March 2004)

- Public tenders for translations - translators responsible for translation of the Community legislation into the Polish language are selected by way of public tenders, announced in the Polish Public Procurement Bulletin.

(<http://www.uzp.gov.pl/>; 26 March 2004)

- Terminology database This terminology database contains terminology gathered during the translation of EU legal acts into Polish. It contains, among other, terms from Founding Treaties, Accession Treaties, as well as European Commission glossaries: “Glossary of terms relating to the internal market”, “Treaty on European Union - vocabulary”, “Economy, finance, money”, “Regional policy”, “Community Customs Code – vocabulary” and the internal publications of the Translation Department such as “Regular Report – vocabulary” and “Europe Agreement - vocabulary”. All terms are in English and Polish, certain have also French and German equivalents. This database is run by the Translation Department of the Office of the Committee for European Integration (<http://www1.ukie.gov.pl/dtt.nsf>; 26 March 2004).

- A link to Eurodicautom (<http://europa.eu.int/eurodicautom/Controller>; 26 March 2004)

APPENDIX 6

Growth of call centre services offered in foreign languages.

New big call centres taking calls from foreign customers will soon be opened in Wrocław, Szczecin and Warsaw. These centres will serve customers in Germany as well as Russia, Lithuania, Hungary and the Czech Republic. The centres are searching for hundreds of prospective employees fluent in languages such as English, German as well as Czech, Hungarian and Ukrainian. One of the centres was even looking for employees speaking Kazakh but not enough people speaking this language were found. In Szczecin the call centre will initially give employment to 100-120 people, out of whom 60 per cent will speak German. Another call centre – apart from operators speaking English or German – employs operators who speak Lithuanian, Latvian and Estonian. In Warsaw mainly German-speaking operators are employed, although there also operators speaking Czech, Ukrainian, Lithuanian and Slovak. According to the Polish Agency for Foreign Information and Investment, currently ten foreign investors are considering setting up call centre businesses in Poland. If all these investors decide to set up their centres, as many as six thousand people will find employment in this language-related industry.

source: Gazeta Wyborcza, 28 June 2004

APPENDIX 7

On June 13-14, Warsaw University together with the coordinators of the LANGUAGE AUDIT TOOLS FOR EUROPE Leonardo da Vinci project organized a training course for prospective language auditors. Twenty three persons took part in the training – mostly English language teachers and students.

Language audits are carried out in private and public businesses and institutions to identify and analyze the linguistic status quo and needs of the employees. A language audit results in a report containing a discussion of the linguistic status quo and needs of the employees as well as guidelines for addressing these needs and establishing the company's most effective language policy.

The training was part of the LANGUAGE AUDIT TOOLS FOR EUROPE Leonardo da Vinci project, which started in November 2001 and was ended in June 2004. One of the requirements of the training was to carry out a language audit in a selected company or institution. Those participants who successfully accomplished this task received certificates of achievement confirming their qualification in language auditing. These certificates are acknowledged by the European Association of Professional Language Auditors based in Holland.

APPENDIX 8

source: Główny Urząd Statystyczny (Polish Official Statistics)

<http://www.stat.gov.pl/index.htm>

<http://www.stat.gov.pl/english/index.htm>

4 May 2004

Language used at home

The vast majority of the population residing in Poland uses the Polish language for communication at home. The total number of people who declared using Polish is 37 405.3 thous, or 97.8% of the total population. In addition, for 96.5% of the population, Polish is the only language used. The total size of the population declaring use of other languages in family communication is 563.5 thous. (1.47%), with most of these people declaring using other languages interchangeably with Polish – 511 thous. The exclusive use of one or more foreign languages has been declared by ten times fewer respondents.

At the stage of analysis of the census results, 87 non-Polish languages have been distinguished. Some responses extended beyond the definition scope of a language, being closer to such concepts as dialects or jargon.

Tabl. 4. Employment rates by level of education, sex and place of residence of employed persons in 2002

TABL. 3 (87). PRACUJĄCY WEDŁUG SEKCJI^a

Stan w dniu 31 XII

EMPLOYED PERSONS BY SECTIONS^a

As of 31 XII

Sekcje	1995	2000	2001	2002	w odsetkach in per- cent	Sections
	w tys. in thous.					
OGÓŁEM	15129,1	15159,2	14670,6	14381,5	100,0	TOTAL
Rolnictwo, łowiectwo i leśnictwo	4193,5	4304,6	4289,7	4277,6	29,7	Agriculture, hunting and forestry
w tym rolnictwo ^b	4125,3	4245,9	4236,6	4229,4	29,4	of which agriculture ^b
Rybolówstwo i rybactwo	13,6	10,3	7,1	6,3	0,0	Fishing
Przemysł	3728,8	3134,4	2963,6	2855,5	20,0	Industry
górnictwo i kopalnictwo	357,1	223,2	216,5	208,9	1,5	mining and quarrying
przetwórstwo przemysłowe	3102,5	2674,7	2501,5	2409,2	16,8	manufacturing
wytwarzanie i zaopatrywanie w energię elektryczną, gaz, wodę	269,2	236,5	245,6	237,4	1,7	electricity, gas and water supply
Budownictwo	827,4	814,6	737,1	659,5	4,6	Construction
Handel i naprawy ^Δ	1903,1	2074,6	1969,2	1931,5	13,4	Trade and repair ^Δ
Hotele i restauracje	185,9	225,7	217,2	210,3	1,5	Hotels and restaurants
Transport, gospodarka magazynowa i łączność	838,1	779,3	714,4	689,8	4,8	Transport, storage and communication
Pośrednictwo finansowe	268,2	298,6	286,5	279,3	1,9	Financial intermediation
Obsługa nieruchomości i firm; nauka ^Δ	554,3	822,6	842,2	867,7	6,0	Real estate, renting and business activities
Administracja publiczna i obrona narodowa; obowiązkowe ubezpieczenia społeczne i zdrowotne ^Δ	381,3	492,6	525,7	522,2	3,6	Public administration and defence; compulsory social security
Edukacja	896,4	902,8	907,9	891,3	6,2	Education
Ochrona zdrowia i opieka społeczna	1003,4	908,2	869,0	845,8	5,9	Health and social work
Pozostała działalność usługowa komunalna, społeczna i indywidualna	335,1	390,9	341,0	344,7	2,4	Other community, social and personal service activities

^a Do 2000 r. dane opracowano zaliczając do odpowiednich sekcji części składowe jednostek prawnych zgodnie z ich rodzajem działalności, od 2001 r. — metodą przedsiębiorstw; patrz uwagi ogólne do Rocznika, ust. 6 na str. 13. ^b Dla gospodarstw indywidualnych dane szacunkowe; patrz notka ^b do tabl. 2 na str. 143.

^a Until 2000 data were compiled by including parts of legal entities, based on the kind of activity, in the appropriate sections, since 2001 — using the enterprise method; see general notes to the Yearbook, item 6 on page 20. ^b For private farms estimated data; see footnote ^b to table 2 on page 143.

TABL. 6 (90). PRZECIĘTNE ZATRUDNIENIE
AVERAGE PAID EMPLOYMENT

Sekcje	1995	2000	2001	2002		Sections
	w tys. in thous.				w od- setkach in per- cent	
OGÓŁEM	9360,0	9354,1	9050,2	8915,7	100,0	TOTAL
Rolnictwo, łowiectwo i leśnictwo	222,8	211,2	199,5	192,4	2,2	Agriculture, hunting and forestry
Rybołówstwo i rybactwo	11,4	8,6	6,0	5,5	0,1	Fishing
Przemysł	3461,1	2955,0	2820,6	2735,9	30,7	Industry
górnictwo i kopalnictwo	374,4	239,7	221,4	211,1	2,4	mining and quarrying
przetwórstwo przemysłowe	2809,2	2467,1	2358,6	2285,4	25,6	manufacturing
wytwarzanie i zaopatrywanie w energię elektryczną, gaz, wodę	277,5	248,2	240,6	239,4	2,7	electricity, gas and water supply
Budownictwo	689,2	661,9	627,8	575,2	6,5	Construction
Handel i naprawy ^Δ	1078,6	1325,0	1295,6	1344,4	15,1	Trade and repair ^Δ
Hotele i restauracje	128,2	144,5	145,0	152,0	1,7	Hotels and restaurants
Transport, gospodarka magazynowa i łączność	723,4	654,9	630,4	601,6	6,7	Transport, storage and communication
Pośrednictwo finansowe	237,4	251,8	240,9	233,9	2,6	Financial intermediation
Obsługa nieruchomości i firm; nauka ^Δ	414,4	614,2	637,3	665,9	7,5	Real estate, renting and business activities
Administracja publiczna i obrona narodowa; obowiązkowe ubezpieczenia społeczne i zdrowotne ^Δ	345,6	470,9	514,4	507,9	5,7	Public administration and defence; compulsory social security
Edukacja	842,3	899,6	876,5	867,3	9,7	Education
Ochrona zdrowia i opieka społeczna	962,1	869,8	804,1	779,1	8,7	Health and social work
Pozostała działalność usługowa komunalna, społeczna i indywidualna	243,5	286,7	252,1	254,6	2,8	Other community, social and personal service activities